

How to Monitor an eAuction

Monitoring eAuctions is key to track live bids and take actions based on what you believe should be done at any given time during the auction, such as closing it early, or even extending the auction. This guide will show you how to:

- » Use the Monitoring Tab
- » Action a Live Auction
- » View Bids by Line or Lot

How to Use the Monitoring Tab

The **Monitoring tab** is where all activity happening during the auction can be viewed. The view in the tab is broken down into the following sections:

1 Buttons allow for various actions during the eAuction. Each button is described on the page below.

2 Alerts show exactly what is happening during the eAuction. This includes things such as suppliers joining the auction, the opening and closing of the auction and bids made by suppliers.

3 The lines, lots and groups are displayed with the **Lead Bid, Lead Vendor** and the **Percentage Saving**.

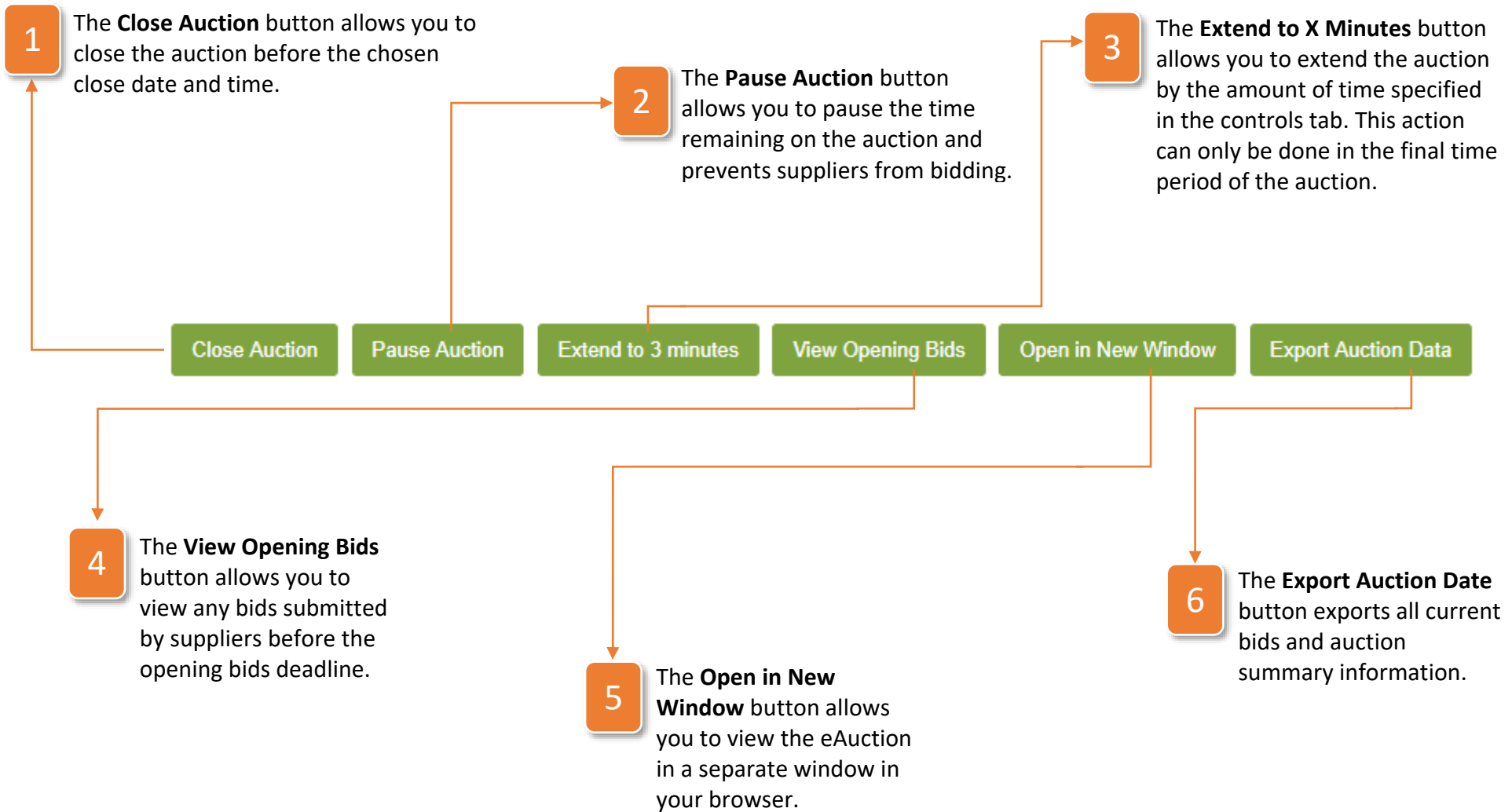
4 All **Live Participating Suppliers** are shown.

The screenshot shows the 'Monitoring' tab in an eAuction system. At the top, there is a breadcrumb trail: 'Top Level Folder > Training > Dom's User Guide Folder > Dom's User Guide Project > User Guide eAuction 4.0'. A 'Time Remaining' indicator shows '30 Minutes, 54 Seconds [14:59:05]'. Below the breadcrumb is a navigation menu with tabs: 'Header', 'Attachments', 'Lines', 'Email Templates', 'Suppliers', 'Team', 'Controls', 'Messaging', 'Monitoring' (selected), 'Escrowgate', 'Awarding', and 'Journal'. A toolbar contains buttons: 'Close Auction', 'Pause Auction', 'Extend to 3 minutes', 'View Opening Bids', 'Open in New Window', and 'Export Auction Data'. The main content area is divided into two sections. The top section is 'Alerts', showing a list of events: 'Auction opened at 14:45:00 on 14 Nov', 'Auction opened at 14:45:00 on 14 Nov', 'Dom Urmsom from Dom Test Supplier has entered the auction', and 'Contact ALPLA UK LIMITED from ALPLA UK LIMITED has entered the auction'. The bottom section is 'Live Participating Suppliers', showing a table with columns: 'Description', 'Bids', 'Historic / Current Price', 'Quantity', 'Lead Bid', 'Total Line Value', 'Lead Vendor', and 'Saving'. The table contains several rows of data for different items and groups.

Description	Bids	Historic / Current Price	Quantity	Lead Bid	Total Line Value	Lead Vendor	Saving
Group: Tools	4	5.50		4.00	2,200.00	Dom Test Supplier	-27.27%
2: Lot: Lot 1	6	12,800.00	1.00	10,000.00	10,000.00	Dom Test Supplier	-21.88%
3: Mats	5	4.50	1,000.00	3.80	3,800.00	Dom Test Supplier	-15.56%
4: Item One	6	100.00	10.00	90.00	900.00	Dom Test Supplier	-10.00%
5: Item Two	5	50.00	15.00	45.00	675.00	Dom Test Supplier	-10.00%
6: Item Three	6		5.00	4.15	20.75	Dom Test Supplier	
7: Item Four	5	20.00	2.00	16.50	33.00	Dom Test Supplier	-17.50%

How to Action a Live Auction

When an auction is live, there are several actions you can carry out. These actions are explained below:



How to View Bids by Line or Lot

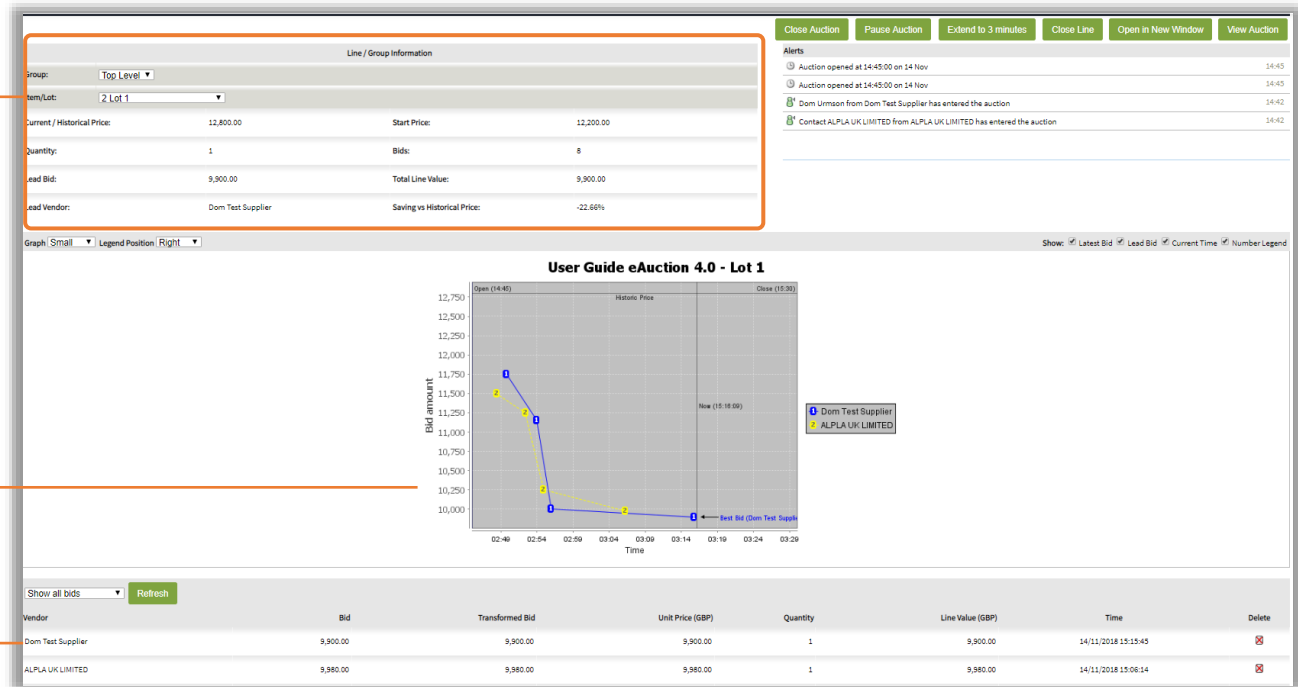
When an auction is live, an easy way to track the bids from suppliers is to view the information in graph form. To do so, follow the steps below:

1 Select **View** on the **Lot** or **Line** you wish to view the bids for.

Description	Bids	Historic / Current Price	Quantity	Lead Bid	Total Line Value	Lead Vendor	Saving
Group: Tools	4	5.50		4.00	2,200.00	Dom Test Supplier	-27.27% View
2: Lot: Lot 1	6	12,800.00	1.00	10,000.00	10,000.00	Dom Test Supplier	-21.88% View
3: Hats	5	4.50	1,000.00	3.80	3,800.00	Dom Test Supplier	-15.56% View

2 All bid information relating to the line or product you selected will be displayed here.

3 All bids will be plotted by time and value, showing a clear history of the bids from all suppliers in the auction.



4 All individual bids including all information regarding the bid will be shown beneath the chart.