Text2Bid Item Upload Instructions

Cautions

<mark>Part of the upload process will DELETE ALL existing items. Don't try it unless you are okay with that.</mark>

<mark>This feature applies to your home event – If you administer multiple events, make sure you are set to the desired home event before trying it.</mark>

Summary

Text2Bid items can be imported from a properly formatted Excel spreadsheet. The flow is as follows:

1. The user prepares a spreadsheet and selects it for uploading
2. The spreadsheet is uploaded to a temporary file on the server
3. Items, categories, and bidding windows/auction types are archived
4. The uploaded file is read into memory
5. ALL existing items, categories, and bidding windows/auction types are deleted
6. New bidding windows and categories are created if data is present in the spreadsheet
7. The new items are created

If any step of the process fails, then the process is halted at that stage.

The upload process is designed to work with the minimum possible data. It uses defaults for other data as necessary. The process operates only on specifically labeled spreadsheet columns so a user can have other fields in the spreadsheet and these will be ignored.

Restrictions

The following restrictions currently apply:

1. Raffle Tickets and Fund A Need/Donation items must be manually created
2. The upload process has been verified with .xlsx files. Other formats may not work

3. Some seldom used item fields are NOT updated and must be manually set.
4. Timing for all uploaded items is set to the registration window, so if different timing is required, the event manager must use the manage event timing functions to set bidding windows.
5. Although existing items, categories, and bidding windows are archived and then deleted during the process, only items can be restored via existing tools. Bidding windows would need to be manually re-created. Categories would automatically be created from the restored items.
6. The column labels must begin in cell A1 (i.e. no blank rows at the top of the spreadsheet and no blank columns at the left side.)
7. You have to use integers not percentages or decimal numbers for the various pricing fields

Item Type Rules
Available Item Types:

Type	Characteristics
14_STEP	Item has a minimum bid and a buy now price. A total of 14 fixed bid steps are calculated by the system (including the minimum and buy now steps).
MIN_RAISE_BUY_NOW	Item has a minimum bid and a buy now price. Bid steps are defined by the minimum raise.
MIN_RAISE_NO_LIMIT	Item has a minimum bid and a minimum raise. There is no buy now so bidding is unlimited.
MERCHANDISE or FIXED_PRICE_MULTIPLE	Item has a fixed price. There can be a limited quantity or unlimited quantity.

Item type is either defined explicitly by the user or will be automatically determined according the following rules:

RULE 1: if a valid type is defined in the ItemType column, that type will be created

RULE 2: Merchandise items must be explicitly defined using the ItemType column.

RULE 3: Remaining item types will be created based on presence of data in the fields shown below

MinimumRaise Data Field	BuyNow Data Field	Resultant Item Type
Empty	Empty	14_STEP
Empty	Populated	14_STEP
Populated	Empty	MIN_RAISE_NO_LIMIT
Populated	Populated	MIN_RAISE_ BUY_NOW

Item Pricing Rules

Item pricing is based on data provided with defaults used to fill in missing data. The following defaults apply:

Data Field	Default	Applies to
MinimumBid	30% of ItemValue	All types
MinimumRaise	10% of ItemValue	MIN_RAISE_NO_LIMIT MIN_RAISE_BUY_NOW
BuyNow	150% of ItemValue	14_STEP MIN_RAISE_BUY_NOW

Item Data Field Descriptions

The table below lists item fields and describes which are required, uploadable, or not available for upload. Yellow highlight is Required, white is optional, and gray is either reserved for system use or not available.

Field Label	Rule	Type	Default if Not Provided / Notes
CatalogNumber	Optional	Text	Row number from spreadsheet
Name	**Required**	**Text**	**N/A**
Description	Optional	Text	Blank
ItemType	Optional	Enumerated	Must be blank or one of MERCHANDISE FIXED_PRICE_MULTIPLE 14_STEP MIN_RAISE_NO_LIMIT MIN_RAISE_BUY_NOW
FairMarketValue	**Required**	**Integer**	**N/A**
MinimumBid	Optional	Integer	Per rules previously noted
MinimumRaise	Optional	Integer	Per rules previously noted
BuyNowPrice	Optional	Integer	Per rules previously noted
Restrictions	Optional	Text	Blank – free text used for restrictions on item use.
Expires	Optional	Date	Blank – used for limits on when the item can be used/redeemed.
DonatedBy	Optional	Text	Anonymous
QuantityAvailable	Optional	Integer	Applies only to Merchandise. Will be unlimited if not provided.
BiddingWindow	Optional	Text	Mobile
Category	Optional	Text	Text2Bid
ImageFile	Optional	Filename	Blank
Priceless	Not Available	Boolean	Used to control value display. This is not available in item upload for now. You can edit individual items to control this value or if you need to hide values for all items you can request Text2Bid support to make that change.
Display_order	Not Available	Integer	Used to control display order in catalog. This is not available in item upload for now. You can set it at Before Event->Customize Tab->Change Catalog Display Order

Other Notes

Column Order

It doesn't matter what order the columns are in. The upload will scan the spreadsheet and look for the appropriate labels.

Similarly, it doesn't matter if there are extra columns in the spreadsheet. The upload will ignore them.

ImageFile

If there is data here, it won't automatically upload the file, but once you upload the file it will be tied to that item. There is not any error checking on the file names though, so if you don't get it correct including the file extension it won't work. Also, file names are case sensitive in the server so they must be case correct in the spreadsheet.

Image files are uploaded at Before Event->Advanced tab->Image Upload.