Uploading to AuctionFlex 360

After downloading your Manifest Group from *manyfastscan*, follow these steps:

1. After creating your auction in Auctionflex360, select 'Lots'

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2. Select 'Import Lots'

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3. Click Choose File and select the csv from the downloaded folder in manyfastscan





4. Click 'Go To Next Step'



5. Map the fields from the csv file (on the left) to the fields in AUctionFlex360 (dropdowns)

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Qty = Quantity

Title = Title

Vendor Code = Seller Code

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- 6. Click 'Next'

7. Click 'Import'



8. Click 'Close'

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9. Click 'Lot Images'

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10. Select 'Select Lot Images'

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11. Select the photos from the Photos folder in your *manyfastscan* download



12. Select the first image and hit CTRL+A on your keyboard to select all of the images in the folder. Click Open



13. Select 'Upload'

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