



Setting Auction Bid Times

Bidding Module



Table of Contents

What are Bid Times?	3
Set Up Assign Bid Times	3



What are Bid Times?

Bid Times designate set dates and times in which users can bid on items in a queue-type auction. The bid times are set by the auction manager in the Manage portion of an auction.

The screenshot shows the 'Assign Bid Times' window. On the left is a 'List Preview' of bidders with their names and last bid times. The main area is a table for setting bid times for each day of the week. A 'No bids before' date and time is set to 01/05/2017 15:35. The table has columns for Day, Start Time, End Time, Expires In, Interval, Bidder/Interval, and Break Times. All days from Sun to Sat are checked and have a start time of 08:00 and an end time of 17:00. The interval is set to 5.0 min and the bidder/interval is set to 1. Break Times are indicated for each day.

Day	Start Time	End Time	Expires In	Interval	Bidder/Interval	Break Times
<input checked="" type="checkbox"/> Sun	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Mon	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Tue	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Wed	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Thu	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Fri	08:00	17:00		5.0 min	1	Break Times
<input checked="" type="checkbox"/> Sat	08:00	17:00		5.0 min	1	Break Times

Bid times create predefined “windows” of time for a user to place bids. A day can have several bidding windows. Based on the start and end values provided, this feature calculates the period within each bid window and assigns times to bidders. The system auto-generates a notification to alert the bidder to their turn. The notification displays upon system and inbound phone log in.

Set Up Assign Bid Times

The Bid Times window has several options and features to assist in both managing the bidders and allowing scheduling flexibility for the manager.

1. Access the **Assign Bid Times...** window by logging into the **Manage** portion of an auction.
2. On the list of bidder’s side of the auction, check the **All bidders** checkbox to select all bidders.

The screenshot shows the 'Auction: A Shift Vacation' window. On the left is a list of bidders with checkboxes. The 'Assign bid times...' option is highlighted in a red box. On the right is the 'TURN 1 Edit' section with a date list from 01/01/2017 to 01/05/2017.



3. From the **gear icon** drop-down, select **Assign bid times...**

No bids before 01/05/2017 15:53

Day	Start Time	End Time	Expires In	Interval	Bidder/Interval	Break Times
<input type="checkbox"/> Sun	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times
<input checked="" type="checkbox"/> Mon	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times
<input checked="" type="checkbox"/> Tue	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times
<input checked="" type="checkbox"/> Wed	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times

4. The **Assign Bid Times....** window appears.

5. **Check the days of the week** to define allowable bid days. Utilize the **Start Time** and **End Time** fields to define the bid window. The above example shows bidding to start at 08:00am and stop at 05:00pm, Monday through Friday.

Day	Start Time	End Time	Expires In	Interval	Bidder/Interval	Break Times
<input type="checkbox"/> Sun	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times
<input checked="" type="checkbox"/> Mon	08:00	17:00	<input type="text"/> min	120.0 min	1	Break Times
<input checked="" type="checkbox"/> Tue	08:00	17:00	<input type="text"/> min	120.0 min	1	Break Times
<input checked="" type="checkbox"/> Wed	08:00	17:00	<input type="text"/> min	120.0 min	1	Break Times

6. **Intervals** are used to define the length of time each bidder is given to make selections before the next bidder can make selections. To set bid time intervals, set the **Interval** fields to **120** minutes.

7. The **Bidder/Interval** field is used to set the number of bidders that can bid during each interval. The example above shows that only one bidder can bid at a time and each is allowed 120 minutes or 2 hours.

8. The **Expires In** field defines the end to bidders' eligibility period. The field is blank in this example. Bidders have 120 minutes to bid before the next in line can start bidding and bidders are eligible to bid any time after their assigned bid time since there is no expiration time.



Day	Start Time	End Time	Expires In	Interval	Bidder/Interval	Break Times
<input type="checkbox"/> Sun	08:00	17:00	<input type="text"/> min	5.0 min	1	Break Times
<input checked="" type="checkbox"/> Mon	08:00	17:00	120 min	120.0 min	1	Break Times
<input checked="" type="checkbox"/> Tue	08:00	17:00	120 min	120.0 min	1	Break Times

9. To set an expiration time defining when bidders are no longer eligible to bid, enter **120** in the **Expires In** fields. This ensures each bidder has 120 minutes to exclusively enter their bids. After 120 minutes, the bidder is no longer eligible to bid and it is the next bidder's turn. *Note: In most cases, this field is left blank to allow bidders to enter their selections all the way to the end when the Auction Manager closes the auction.*

Break Times

No breaks

10. Click on the **Break Times** link to access the **Break Times** window. Break Time is designed to “pause” the auction. Calculated bid times are created around break times. For example, a break time set for 12:00pm for 60 minutes represents that bidding is not allowed to occur during the lunch hour.

11. Click on the **Break** button to add a break time if desired.

12. **OK**, when finished.

<input checked="" type="checkbox"/> Mon	08:00	17:00	120 min	120.0 min	1	Break Times 12:00 - 13:00
---	-------	-------	---------	-----------	---	------------------------------

13. The break time now displays in the **Assign Bid Times** window.

14. Click **Save** in the **Assign Bid Times** window.



Auction: A Shift Vacation

TURN 1 Edit

Auction Items

Win Award

All bidders

<input type="checkbox"/> 1. Salazar, Jeffrey <input checked="" type="radio"/> Active 01/05/2017 15:53 - 17:53	>
<input type="checkbox"/> 2. Whicker, Steven T. <input type="radio"/> Bid later 01/06/2017 08:00 - 10:00	>
<input type="checkbox"/> 3. Little, Dwayne <input type="radio"/> Bid later 01/06/2017 10:00 - 12:00	>
<input type="checkbox"/> 4. Figg, Richard A. <input type="radio"/> Bid later 01/06/2017 12:00 - 14:00	>
<input type="checkbox"/> 5. Fair, Todd M. <input type="radio"/> Bid later 01/06/2017 14:00 - 16:00	>
<input type="checkbox"/> 6. Laws, Connie S. <input type="radio"/> Bid later 01/06/2017 16:00 - 18:00	>
<input type="checkbox"/> 7. Anderson, Bryan E. <input type="radio"/> Bid later 01/09/2017 08:00 - 10:00	>
<input type="checkbox"/> 8. Perry, Alan J. <input type="radio"/> Bid later 01/09/2017 10:00 - 12:00	>
<input type="checkbox"/> 9. Miller, Mitchell R. <input type="radio"/> Bid later 01/09/2017 12:00 - 14:00	>

A Shift

<input type="checkbox"/> 01/01/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/02/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/03/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/04/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/05/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/06/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/07/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/08/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/09/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/10/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/11/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/12/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/13/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/14/2017	Wins: 0	Awards: 0	Remain: 3/3
<input type="checkbox"/> 01/15/2017	Wins: 0	Awards: 0	Remain: 3/3

15. The auction displays bidding times for each of the bidders.