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Supporter Donation System Quick Tips Record Final Bid Sheets and Bidder Payments

At the end of your auction you will want to record your successful bidders, what they purchased and their payments.

Record Bid Sheets

1. On the Main Menu click on Auction Results
2. Choose your Campaign /Appeal from the dropdown at the top of the screen
3. Choose the Item Sub-Appeal from the dropdown in the left column
4. Type in the Item # that was purchased NOTE: the Item Name will automatically fill in
5. Type in the Bidder # who won the item NOTE: the Bidder Name will automatically fill in
6. Type in the Amount of the final bid
7. Continue steps 3 to 6 for all of your Auction Bid Sheets
8. Close the Auction Results screen

Record Bidder information and Payments

9. On the Main Menu click on Auction Payments
10. Choose your Campaign / Appeal from the dropdown at the top of the screen
11. Type in the Bidder # NOTE: the name of the bidder will automatically fill in
12. If a bidders name does not automatically fill in, then you must add them to the database
 - a. Type in a partial last name to find the person and if they don't appear then push Enter on your keyboard NOTE: This will take you to the Supporter Search screen
 - b. If the person is not in your list of names then click on Add Supporter at the bottom of the screen and fill in the data for this new person
 - c. Save the record and choose the supporter from the dropdown list
13. The information that was previously entered from the Auction Results screen will appear for this supporter.
14. Click on the Pay button on the bottom of the screen
15. The Pledge Amount and Cam/App/Sub-Appeal will automatically fill in
16. Click on the Save Pledge button on the bottom of the screen
17. Review the Items Purchased list
18. Click on Quick Pay
19. Choose your Method of Payment and fill in the appropriate information including any necessary comments
20. Click on Post Payment & Close
21. Close the Pledges screen and proceed with the next successful bidders information