Before you Start

Before a Sale Order can be created, entries must be marked to participate in Sale. Edit the entry from the entry search or check-in screen to mark the sale participation status. If no entries are marked for sale, the Sale Order will not generate.

1. Click on the Sale menu.		New Sale Order					
 Select the Order tab. Create a new sale order 		Sale Order Name					
4. On the popup, enter a name for the sale order.		Checks Payable To	D				
the information about the mailing address, and due date.		The information below will appear on every Buyer Invoice issued from this Sale Order.					
*Note: the due date must be after the start of the		Name	Demo Fair				
fair and no later than 6 months after the end of the		Address	Use Existin	ng Address	•		
fair.			320 12th Av Nowhereville	e e, CA 09238	Use		
		City					
		State and Postal Code	Ţ				
		Checks Due By	11/10/2016		m		
 Click the Edit button to change the commission percentage, if necessary. Click Configure Sale Order. 	Buyer checks for	Selected Sale Orr this Market Beef and Swine Sal The Fair is c	der: Market le are due by 11/11 configured to make	Beef and Swine Sale D/2016 and should be Demo Fair, 320 12 : 0.00% Commission	mailed to the follow th Ave, Nowherevil on each Sale in thi	ving address. Edit le. CA 09238 s Sale Order. Edit	
 Select the correct option for whether your fair sells entries with top-tier division placings before all other entries at the beginning of the 		Does your fair sell entries with top-tier division placings before all other entries? What does your fair consider the lowest top-tier division placing? Many terr mogines placings terr a division placing? Many terr mogines placings terr a division placing? Many terr mogines placings terr a division placing? No					
sale (i.e. 1^{st} Place Division placing = Grand	How would you like	e the sale order to be determined?					
Champion).	Population-based Docudation-based	rotation, sorted by placing		 Sorted by division, the Each division will be displaye 	in by placing d in its entirety, sorted by	placing.	
8. If you select yes, enter the lowest level Division	 Ocumitity-based ro 	station, sorted by placing		Division placings great used in this ordering. For exis set to 2, an entry with a divisi after an anter with no division	er than the lowest top-tier mple, when the lowest top on placing of 3 and a class obscient and a class	division placing are not -tier division placing is a placing of 2 will appear and 5.	
placing that should be considered on the sale.	Sorted by division Sorted by placing	, then by placing , then by division		Example sale order		9 m 1	
9. Select how you would like to sort the Sale order. See the description and examples of	 Sorted by ribbon, Sorted randomly 	then by placing, then by division		Division Entry Numb Beef 101 Beef 102	er Division Placing 1 2	Class Placing 1 2	
each sort in the help text at the right. 10. Scroll down and click on the four-sided arrow icon to drag and drop the divisions that will be sold to the Selected Divisions column.							

 Fair Entry 	Sale
 11. Drag and drop the Selected Divisions to designate which Division entries will be sold first. 12. Options for each division: Enter a default floor price to be applied floored entries, set a "cap" on the maximum sale weight, and enter the Maximum Class Placing sold. Click Continue to go on. 	Available Divisions Selected Divisions (This bit is kept sorted by trane) Detault Ploor Max Sale Weight Max Flacing Sold Other Acimal • Breeding Beef is use by Sale Ocdor Bf • Breeding Chickens •
 13. Use the up/down arrow buttons at the left side of each entry to drag and drop entries to customize the sale order further. 14. To simply re-number the entries, click "Reorder Entries." 15. If you would like to change the Default Floor Price or Max Sale Weight after the sale order has been created, click "Change Division Settings." Changing the Default Floor Price will simply change the default in any entries that have not been marked as "Floored" yet. Changing Max Sale Weight will only change the sale weight for entries that do not yet have a bid. 16. Click Re-create Sale Order if you need to start over or add or remove any divisions in the sale. 	Current Sale Order Configuration Custom Sale Program Ordering Bitney Bords by division, then by plong Plone Site Log ii Division Bitacted 2 of 2 Columns 9 Last Division Bitacted by division 2 of 2 Columns 9 Top-tier division placings appart fm No Division Upport Site Columns 9 There are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on the Sale Order If there are are 4.3 Entries on there are are 4.3 Entries are
 17. If you would like to create a Custom Sale Program, click Edit to begin. 18. Your options include: Paper size and orientation Whether or not to print your fair logo (from Setup>>Fair Details) at the top of the page. To use all upper case, lower case, or title case (None leaves the text as it was entered.) Which columns (and order of columns) to include in your program. 	Custom Sale Program Paper Size Orientation Letter Portrait Landscape



19. Print Options:

- The Print button will bring up a PDF preview to be printed.
- Export to Excel is a "clean" Excel spreadsheet in table format.

If you do not wish to create a Custom Sale Program and would prefer to use the Standard Sale Program select Download as...

- Excel is an Excel spreadsheet, with some combined cells and formatting.
- PDF is the print version of that spreadsheet