STEP 1: Insert CD into your computer. You may access the TASS Demo option at a later time for training. Click on the "TASS 30-Day Trial" to download. Once TASS has been downloaded, you will have several options. For those customers who have purchased the program, enter your "Unlock Code" here. If you have purchased the annual lease option, enter your Customer number and Lease Code now. Otherwise, click on Trial Version.

STEP 2: Open the TASS program and click on "File" and "Company Registry". Enter all information for your company here. This info will print on your invoices and reports.

STEP 3: Click on "Options" on top of your TASS window and "Auction Categories". There are several defaulted categories, you can delete or add additional categories of auctions.

STEP 4: Scheduling an Auction: Register your clients or "Consignors" by clicking on "Client" and "New". Fill out the appropriate info for your consignors and click "Save". Once a Consignor has been entered, TASS will assign a client number to that Consignor. This number is permanent until you delete the consignor from the system. *This step must be completed before an auction can be scheduled.

STEP 5: To Schedule an auction; click on "Auction" & "New". The Auction Master page will be displayed. The first thing you will see is the number of the auction. Secondly you will fill in what you want to name this auction. The next feature is the Trail Printing feature. This box should be checked for those who are skeptical about the electronic clerking process. Items that are sold are automatically printed on a pre-set number which can be adjusted from the main TASS page and “Options”- “Trail Printing”. Fill in City where auction is held, State, Click on "Schedule" and choose the dates and times of the auction. Click "New" & OK.

STEP 6: Choose the consignors that will participate in this auction. Click on the "Client List" button, highlight and then click "Select" for each consignor participating in this auction. You must ensure that each consignor has an "X" beside their name. Click "Close" and choose a consignor on the drop down list to the left. You can now set up the expenses, buyer's premium, taxes and commission schedules for this consignor. Click on "SAVE" when done with that consignor and then choose another consignor and repeat. The invoice footer section allows you to type a note for upcoming auctions. This note will print out on all bidders invoices. You can also import a company logo. Once all consignors have been saved, you can close out of the auction master. The auction list now appears with a list of your auctions and consignors.

STEP 7: If you are pre-lotting your auction items, highlight the auction and click on "List

Items" from the right side of this page. This is where the catalogue of auction items will be stored. To enter an item, click on "New" from the right side and choose the consignor that this item belongs too. The system automatically enters an "Item Number". NOTE: You cannot tamper or change this number. This field is what tells the system who to pay for this item once it sells. If you desire to enter a lot ID number, you can do that in the field below. Enter a description for the item and the quantity. Now click "Save" and this item will appear on the catalogue list behind this window. If you are not pre-lotting, you can enter all fields of this screen and click on "SAVE" and then "New" to enter a new item. You can toggle back and forth between consignors by clicking on the "Client" drop down list. If entering multiple like items, once you click "SAVE" you can click on "Copy" and the description of the previous item will be entered automatically. In addition, you will see a yellow “HOLD” button on the clerk screen. This feature is for winning bidders who are looking at choice items that they’ve bid on and taking their time. Enter the amount the item sold for and the bidders number then click on the “HOLD” button. This puts that bidder in a hold pattern until they decide how many items they want and you can keep clerking the auction.

STEP 8: REGISTER BIDDERS- From the auctions list page, click on "Bidders" on the right side of the page. For those who have purchased the optional license readers, click on "Swipe Bidder". Otherwise, click on "New" and enter the info. for the bidder and click on "Save". If registering bidders from previous auctions, click on “Select List” and choose that person from this list, assign a number and click save. You can assign permanent bidder numbers at anytime. *Once a number has been permanently assigned, you cannot use that number for any auction until that number is deleted from the permanent bidder list.

STEP 9: Checkout- From the Items Lists page, highlight a bidders number and then click on "Checkout" from the right side of the page. Enter the payment type, amount and check number (if pymt by check) or credit type (if by credit) and then click on "New" on the bottom left hand corner of this box. For multiple family members who have separate numbers but desire to pay on one invoice, you can click on “Combine Bidders” button at the top of this screen and highlight the bidders that you want to combine then click on “Select”. Those bidders purchased items will be displayed on this checkout screen. You can now click on "Print Invoice" at the top of this window. NOTE: Please ensure that your printer is set as your defaulted printer on your system.

STEP 10: Print Auction Summary- From the List Items page, click on "Print" from the right side of the page. This list will print every item sold in this auction and the payment types. This report will assist you in reconciling your auction and drawer

STEP 11: Settlement- Each client will have a separate statement and can be accessed from the Auction Master page. Simply pull that consignor up from the client drop down box and click on "Client Settlement".

STEP 12: Auctioneer's Settlement- This settlement report is a summation of all consignors reports and tells the auctioneer how much money he made automatically.

NOTE: If you cannot see the bottom half of this Auction Master, you must reset your screen resolution by going to control panel and display.

NOTE: *Never delete an item from the lists items page after payment has been made on that item. First delete the payment from that bidder and then delete the item.*

NOTE: *If you delete a Client from the client lists page and that client has participated in an auction, All history for that auction will be deleted. Please ensure that you understand that all history for an auction will be deleted once you delete a client that has participated in an auction.*

There are some additional features to TASS that are helpful to auctioneers. The "Search Items" feature under the "Auction" tab at the top of the screen is an appraisal feature that the auctioneer can use for clients who would like to know what certain items are going for. Simply click on "search items" and enter an item name. For every item that you've sold in the past with that name, a list will be generated with the average selling price.

You can print a mailing list directly from within TASS for all bidders who have come to your auctions. Simply click on the "Bidder" tab at the top of the TASS page and then "Bidder Master" on the right hand side of the next page, choose mailing list. This list can be chosen by type of auction. Additionally, you can automatically send email brochures from within TASS. Click on "Email" on the right hand side and then choose the bidders you would like to send an email too. For all bidders, click on the "Select All" button on the bottom left. Then click on "Copy to Clipboard" and open your email browser. In the to: or BCC section right click and click on "paste"

For those auctioneers using Multi-Par software, you can access that program from within TASS by clicking on "File" and "Multi-Par Bidding System" NOTE: Special set-up is needed for this feature. Please call a TASS rep for assistance.

NETWORK SETUP INSTRUCTIONS

TASS allows you to clerk from nine different computers at once. One computer is used to store the auctions information. This computer is referred to as the "Host". The TASS file on this computer must be shared. To do this: Click on your windows START button and "My Computer". Then Click on C: drive and program files. Scroll down to your TASS file and right click. Click on Sharing and Security OR Properties. Make sure that the share this folder option is checked. To network computers, ensure that they are all connected to a wireless router. To setup additional computer(s) to link into this one, go to file on the TASS program and click on "Network Setup" & click on "Stored on another Computer" then assign a number from 2-9. Each additional computer should be numbered successively. From computer(s) 2-9, go to your control panel and click on "Administrative Tools", then "Data Sources (ODBC) then click the "System DSN" tab at the top. From here, click on "Add" and choose the "Microsoft Access Driver (*.mdb)" then "Finish". In the "Data Source Name" Field, enter: TASS and then click on the "Select" button on the left middle of this window. In the new box that pops up, click on the "Network" button on the right bottom corner. In the "Folder" field, enter \\ and then the IP address of the Host computer. (to get this, click the start button on the Host computer and click "Run" then enter CMD into the box and click OK. A black DOS screen will appear. Type: ipconfig and then hit enter key. Your IP address will appear. Write this number down and go back to computer(s) 2-9. After the \\, enter the IP address of the host computer and then \TASS. Make sure that the "Reconnect at Login" box is checked and then click "Finish" If you are on the network, this box will automatically disappear and you'll see the "Select Database" box with TASS.mdb twice. Click OK and close out of all boxes. You are now networked with TASS on the host computer.

To receive TASS updates, click on "help" from the TASS main page and then "Download Latest TASS Version" You will be required to enter the password given to you when you purchased or leased the program. *This feature is not available to the free trial users.

For those who have purchased or leased the TASS program, a remote assistance feature is available for all customers. This feature allows a TASS rep to access your computer for demo or tech assistance.

For additional assistance, you can email any questions to
kurt@tass-software.com or call 866-609-3994.

TASS Pricing

TASS Version 2.3.3
$1,299.00
Annual Tech Support
$199.00 (includes all enhancements and 24/7 support)

Magstripe reader:
$69
2D Barcode/Magstripe reader
$669
2D Barcode reader
$475

Annual Lease Program

Without license reader	$699
With magstripe reader	$709
W/ 2D reader	$859

*Annual lease program includes all tech support and enhancements.