Setting a Group of Items Live

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Once you have set up your auction items and they are ready to go, you then need to list the item. This is setting the item live and available for people to bid on. You can list items one at a time, or bulk list items.

Quick Steps: Go to **Auction > Lots > Select Items > List All**

Setting ITEMS LIVE:

1. Within the Management Console, select **Auction** from the top menu, then **Lots** from the left menu.

2. Select the items that you wish to list at the same time, by clicking under **Selected** next to the items until they display a green tick.

3. Click **List All** at the top of the page.

4. You now have the option to use the Start and End Dates listed in your Auction Item by leaving Use Lot Date Range as Yes; or you can override the Start and End Dates in the Auction Items with a new date, by setting this to No and updating the Start and End Dates and Times.

5. Click **List All.**

Setting multiple items live at the same time allows administrators to prepare a number of auction items separately but launch them at the same time to maximise exposure.

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