Setting an Auction Item Live

Once you have set up an auction item and it is 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 > List > List Record**

Setting an Item Live:

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

2. Click **List** next to the item that you wish to set live.

3. Click **List Record** to add the item into your Listings.

Items can also be listed as a group, by selecting a number of items and then clicking the List All button. This allows administrators to create a number of items for an auction and set them all live at the same time.

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