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RentPlus Auction Process

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1. Setup an Auction Date

- a. Select Tools | Collection Wizard
- b. Click the **Auction Setup Wizard** button
- c. Select **Setup a new auction schedule**, click Next
- d. Select the Auction Date, and make any changes to the other dates, and click Next
- e. Enter the text you wish to include in the publication notice; click the Font button {F} to format the text.
- f. Select the information details you wish to include in the publication notice
- g. Click **Finish** to save the auction details.

2. Add customers to be included on the Auction Date

- a. From the RentPlus Explorer or Control Panel, select the customer to be included and open their Customer Properties screen.
- b. Select Favorites | Auction Status
- c. Select the Auction Date from the drop down list of Auction Dates.
- d. If you wish to completely remove the customer's access code(s), check the box.
- e. Click **Ok** to save and close the form.

3. Add charges and print a notice of sale for the auction customers

- a. Select Tools | Collection Wizard
- b. Check the box marked "Only include customers scheduled for auction on" and select the Auction Date from the drop down list of auction dates. Click Next
- c. Click **Select All** to select all the accounts, then click Next
- d. Check the box marked **Add a Charge**, and select the charge to be added.
- e. Check the box marked **Print Letter**, and select the letter to be printed.
- f. Check the box marked **Suspend Access to the unit(s)**
- g. Check the box marked **Print Report**, then click **Finish**
- h. Confirm that you wish to proceed – the charge will be added, the letters will be printed, and the report will be printed.
 - i. Hint: if there is more than one charge to add, repeat this step for each charge **only** printing the letter when the last charge is added.

4. Print the Publication Notice

- a. Select Tools | Collection Wizard
- b. Click the **Auction Setup Wizard** button
- c. Choose **Select an existing auction schedule**, highlight the Auction Date you want to work with, and click Next
- d. Click Next to skip the dates page, unless you need to change any of the dates associated with this Auction.
- e. Click Next to skip the list of customers scheduled for auction.
- f. Make any changes to the Publication Text, if any
- g. Click **Print Publication Notice** – the notice will be previewed on the screen, ready to be printed or e-mailed or exported to Microsoft Word.

- h. Click Finish to save any changes and exit the Auction Setup Wizard.
- i. *Publication Text Tips:*
 - i. You can automatically insert the dates associated with this Auction into the Publication text by using these tags in the publication text:
 1. [AuctionDate]
 2. [PubDate1]
 3. [PubDate2]
 4. [PubDate3]
 5. [LastDateToPay]

5. Remove a customer from the Auction List

- a. From the RentPlus Explorer or Control Panel, select the customer to be included and open their Customer Properties screen.
- b. Select Favorites | Auction Status
- c. Select Cancel scheduled auction and click Ok.

6. Print a list of customers scheduled for Auction

- a. Select Favorites | Reports
- b. Select **Customers Scheduled for Auction** and click View
- c. Select the Auction Date to be included in the report, or [All].
- d. To include the customer notes, check the box marked **Include Notes**
- e. Click Ok to preview the report

7. Include dates associated with the auction in Collection letters.

- a. From the Letters folder, open the letter you wish to edit.
- b. In any of the paragraphs of text, you can include any of the following tags. When the letter is printed, it will substitute the actual data for the tag. Note that if the customer is not on any auction list, the letter will not substitute anything for the tags.
 1. [AuctionDate]
 2. [PubDate1]
 3. [PubDate2]
 4. [PubDate3]
 5. [LastDateToPay]