

Changing the Status of a Postage Option

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Postage Options are the different options that an auction winner will have to select from when they win an item. These options can be switched online and offline as administrators choose. For the option to be able to be used, the postage option must have a Status of Online.

Quick Steps: Go to **Auction > Postage Options > Status**

Adding a Postage Option:

1. Within the Management Console, select **Auction** from the top menu, then **Postage Options** from the left menu.
2. Click the **Status** icon next to the Postage Option until it displays a Red Cross to set Offline, or Green Tick to set Online.

Postage Options have two statuses: Online (represented by a green tick) or Offline (represented by a red cross).

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