

Complete General Options Page

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To get your Auctions running you will need to complete your Auction General Options page.

To do this follow these steps by selecting **Auction**, then **Options** and then **Edit** then **General**. See image below.

The screenshot shows the 'Options' page for 'Auctions' in the TG Shop system. The page has a dark blue navigation bar at the top with links for Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. On the left, there is a sidebar menu with links for Lots, Listings, Categories, Subcategories, Postage Options, Members, Email, History, Transactions, Settlements, Additional Information, and Options. The main content area is titled 'Options' and has a tabbed interface. The 'General' tab is selected, showing the following fields: 'Enabled' (radio buttons for Yes and No, with 'No' selected), 'Name' (text input field containing 'IMG Sports Technology Group AuctionDesq'), 'Date Range Selection' (two date pickers both set to '20-Sep-2012'), and 'Timezone' (dropdown menu set to 'EST - Eastern Standard Time - Australia - UTC + 10 hours'). There are 'Save' and 'Cancel' buttons at the top and bottom of the form area.

Ensure that **Enabled** is ticked to "YES"

Complete the **Name** of your Auction site; i.e. Fremantle Dockers Online Auctions

Select **Date Range Selection** to the day you are setting it up to one years time.

Ensure **Timezone** is correct to the location you live in.

Once complete press **Save**

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