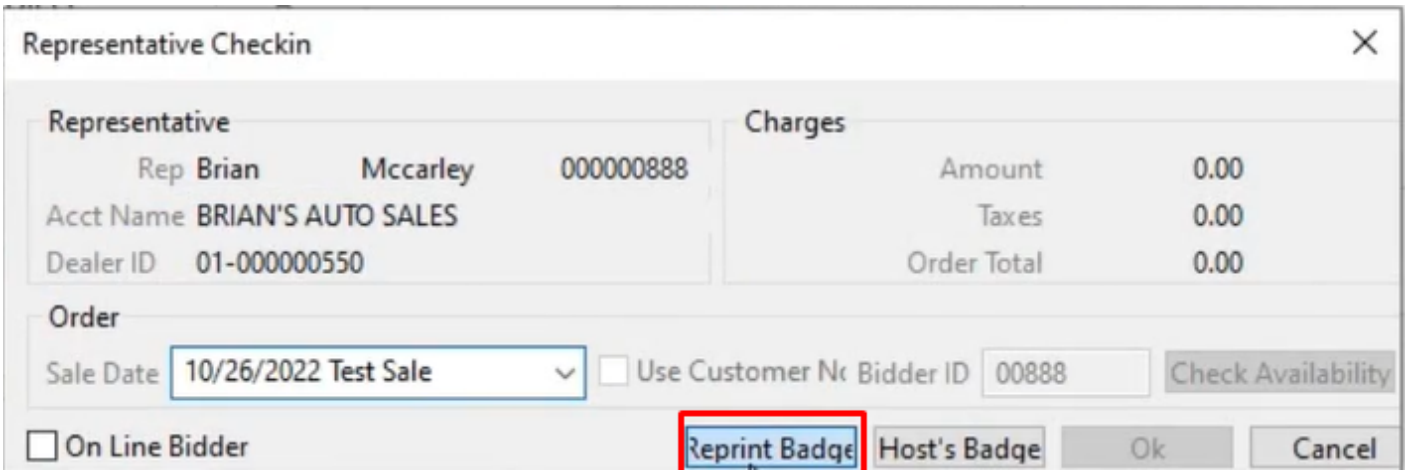
Badges

Note: Make sure you are on the correct dealer.

The '**Rep Check In**' Order is used to assign a Bidder ID for a buying Rep and to **print a Bidder badge**.

You may **reprint** a bid badge the same way the original bid badge is printed in the Dealer Profile Application.

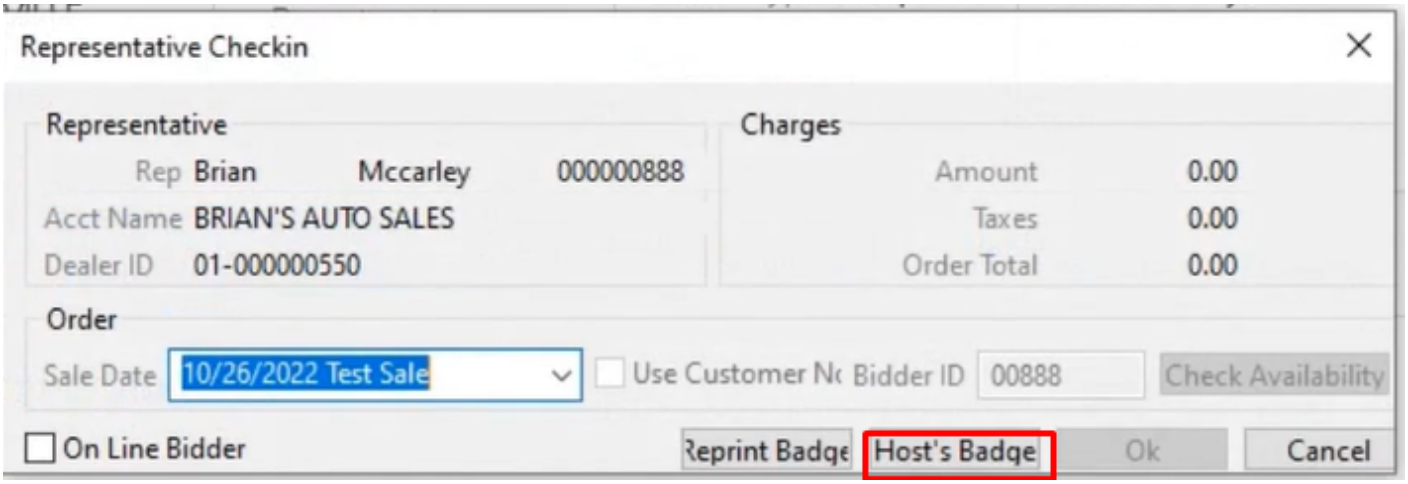


Re-printing a bid badge may also be done from a different application than the original printing ' Rep Check In ' order. This allows the Auction to guard against printing multiple bid badges with the same bidder id. Since reprints are done from the Sale Profile application protecting against numerous copies of a bidder badge is easy. As only authorized persons with user permission can print and register the original buyer in the **Dealer Profile** application. While other staff can be permitted only to reprint what was already generated upon request from the **Sale Profile** Application.

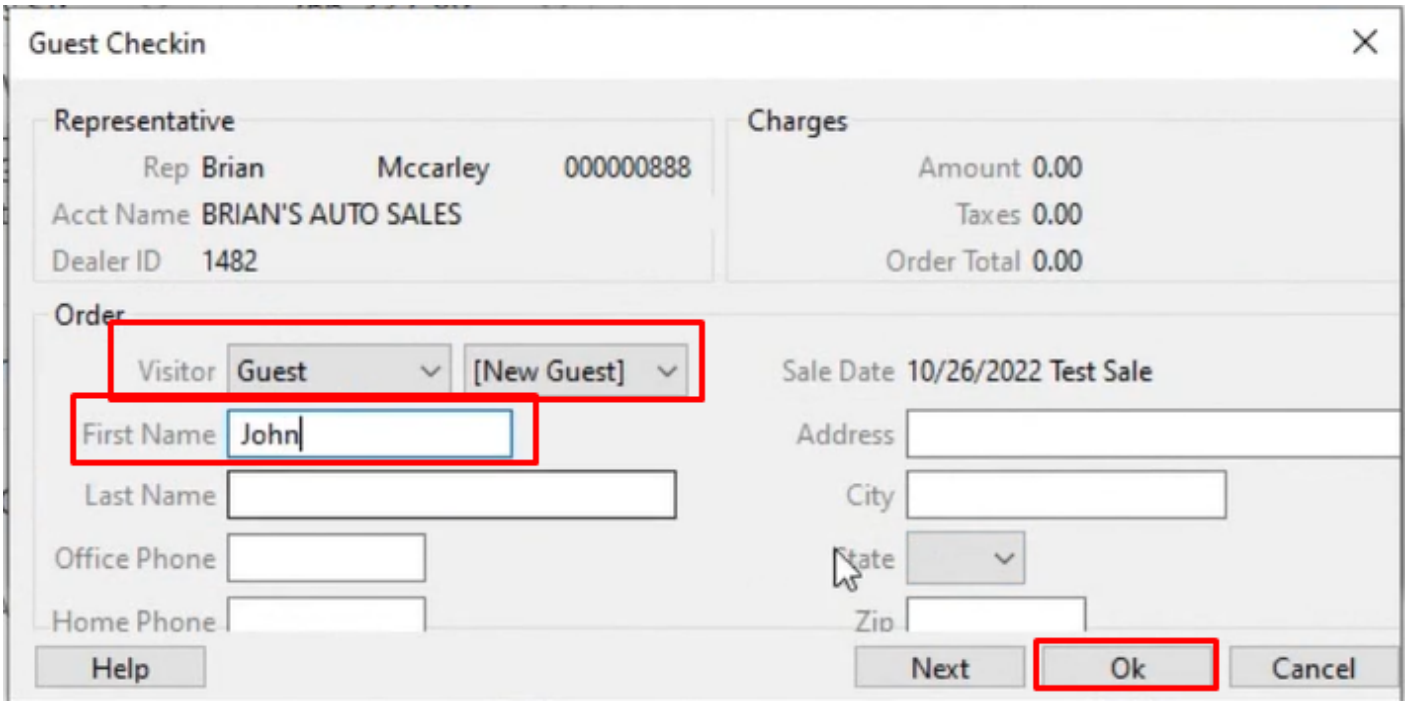
To print a **Guest Badge:**

Select

- Click the Rep Check In order
- Sale Date



- Click on Host's Badge to launch the Guest/Driver Check-in form - see below



- Fill out the guest name and click 'OK'

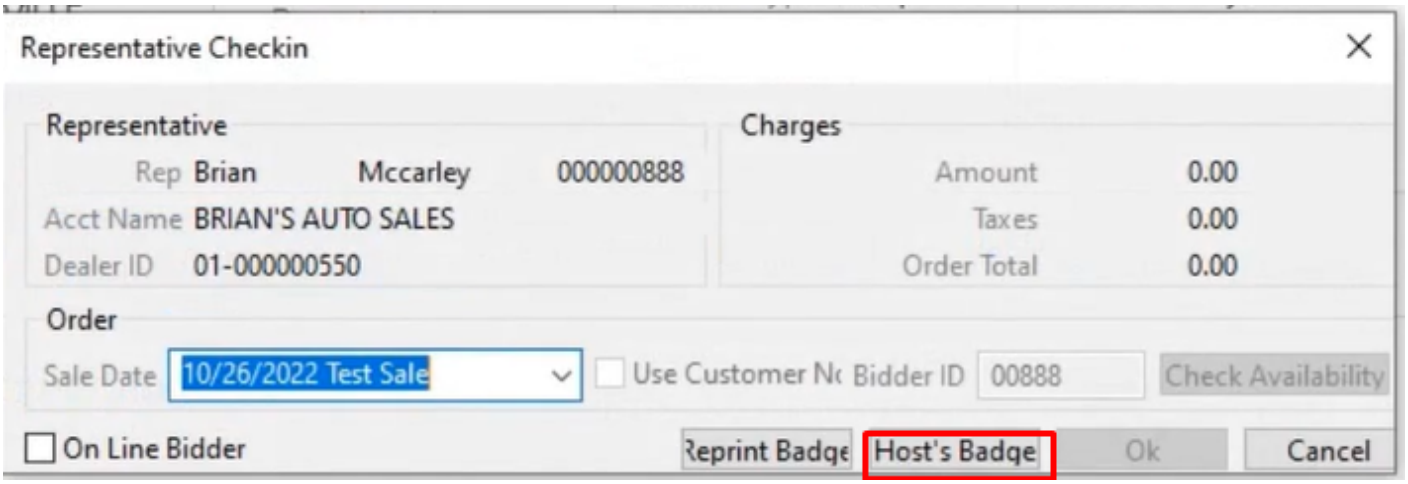


- The guest badge will automatically print

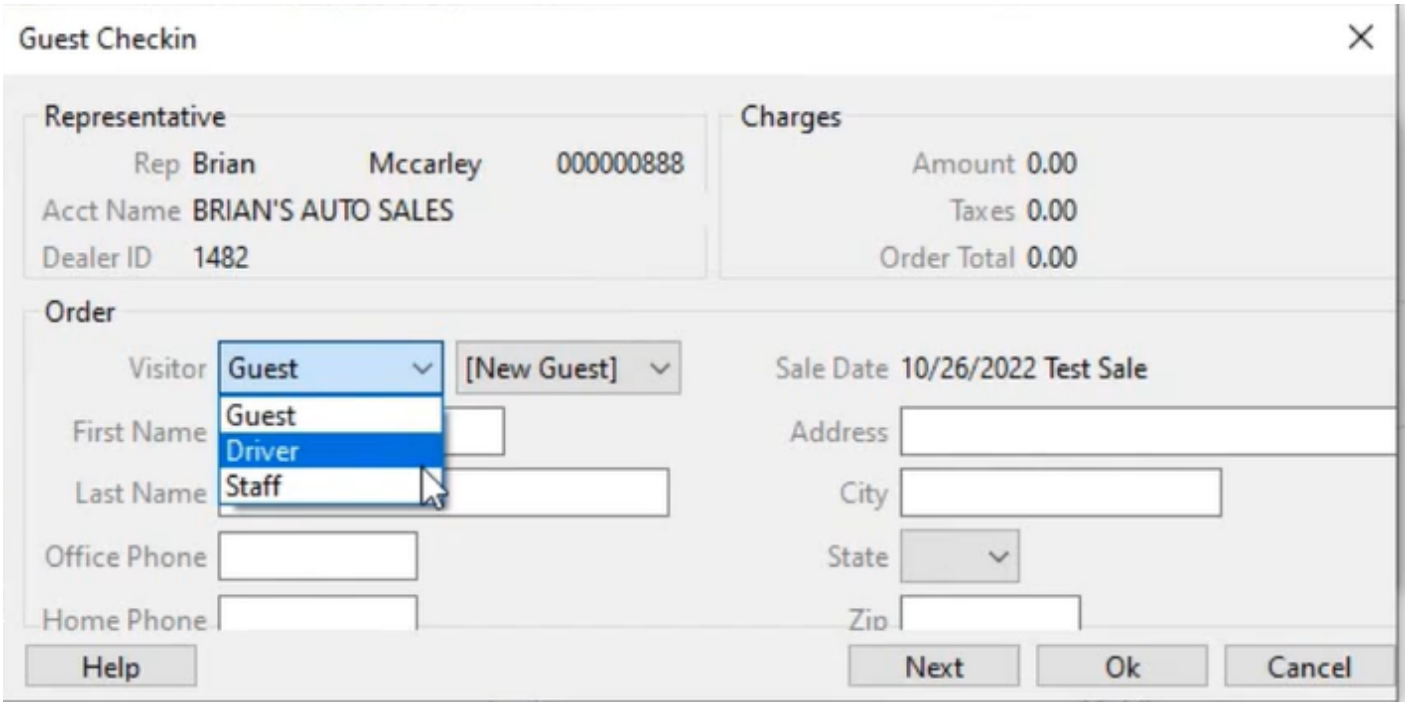
To print a **Driver Badge:**

Select

- Click the Rep Check In order
- Sale Date



- Click on Host's Badge to launch the Guest/Driver Check-in form - see below



- Here you can choose the type of visitor in this example we choose Driver.
- Fill out the guest name and click 'OK'
- Driver Badge will automatically print.

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