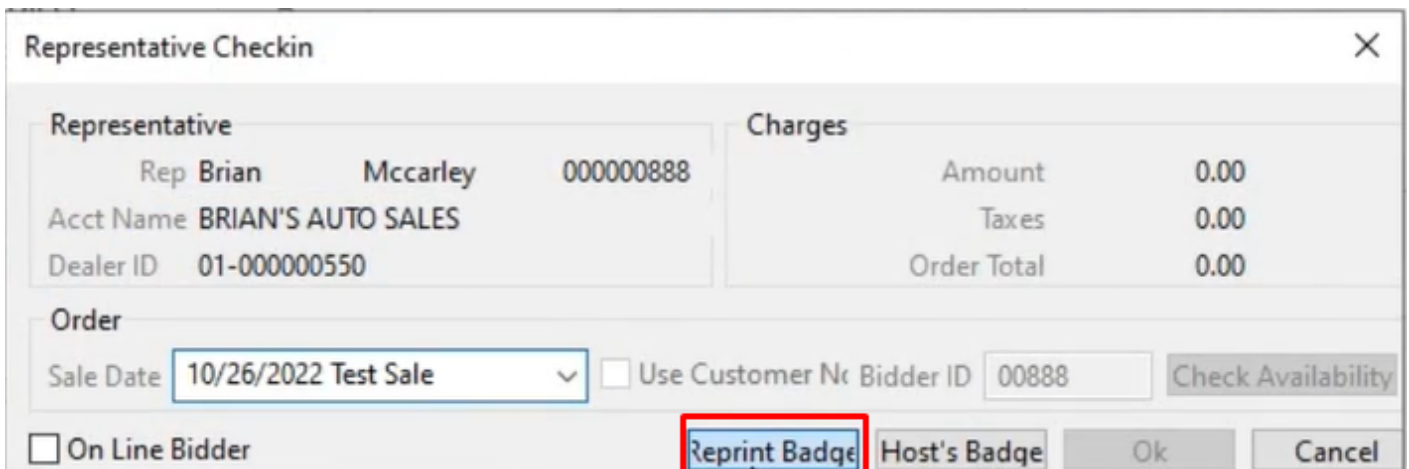


Badges

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.



The screenshot shows a window titled "Representative Checkin" with a close button (X) in the top right corner. The window is divided into several sections:

- Representative:** A table with columns for Rep, Name, and Bidder ID. The values are: Rep: Brian, Name: Mccarley, Bidder ID: 000000888.
- Charges:** A table with columns for Amount, Taxes, and Order Total. The values are: Amount: 0.00, Taxes: 0.00, Order Total: 0.00.
- Order:** A section with a "Sale Date" dropdown menu set to "10/26/2022 Test Sale", a checkbox for "Use Customer Nr" (unchecked), a "Bidder ID" input field with "00888", and a "Check Availability" button.
- Buttons:** At the bottom, there is a checkbox for "On Line Bidder" (unchecked), a "Reprint Badge" button (highlighted with a red box), a "Host's Badge" button, an "Ok" button, and a "Cancel" button.

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

Representative Checkin [X]

Representative			Charges		
Rep	Brian	Mccarley	000000888	Amount	0.00
Acct Name	BRIAN'S AUTO SALES			Taxes	0.00
Dealer ID	01-000000550			Order Total	0.00

Order

Sale Date: Use Customer No Bidder ID:

On Line Bidder

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

Guest Checkin [X]

Representative			Charges		
Rep	Brian	Mccarley	000000888	Amount	0.00
Acct Name	BRIAN'S AUTO SALES			Taxes	0.00
Dealer ID	1482			Order Total	0.00

Order

Visitor: [New Guest]

First Name:

Last Name:

Office Phone:

Home Phone:

Sale Date: 10/26/2022 Test Sale

Address:

City:

State:

Zip:

- 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

Representative Checkin

Representative			Charges		
Rep	Brian	Mccarley	000000888	Amount	0.00
Acct Name	BRIAN'S AUTO SALES			Taxes	0.00
Dealer ID	01-000000550			Order Total	0.00

Order

Sale Date: Use Customer No Bidder ID:

On Line Bidder

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

Guest Checkin

Representative			Charges		
Rep	Brian	Mccarley	000000888	Amount	0.00
Acct Name	BRIAN'S AUTO SALES			Taxes	0.00
Dealer ID	1482			Order Total	0.00

Order

Visitor: Sale Date:

First Name: Address:

Last Name: City:

Office Phone: State:

Home Phone: Zip:

- 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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