

Bid History

Last Modified on 10/16/2023 11:22 am EDT

Track all silent item bids placed from the time the items are available for bidding until closed.

Locate

1. From the **Admin Navigation**, select **Reports > Overview**.
2. Select **Bid History**.

Summary report

Breakdown of each placed bid. The date, time of bid, item number, name, status, bid amount, bidder name, email and mailing address are available. Status indicates if a bid was placed (status is blank), the current winning bid, or if a bid was deleted from the item history. Search, sort, and export the content.

Tip: Type "winning" in the search field after the silent items are closed to get a breakdown of which user won which item. Sort by Item number, user name, or bid number to review.
