

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_

# Aucor Email Automation User Guide

# Instructions for Use Quick Over view

1

## Download CSV

Download the CSV  
from Auction  
Mobility

2

## Open Application

Click 'Open File'  
Then 'Browse' to locate your file.  
Deposit Amount:

If Vehicles:  
Leave blank for R10000

If Trucks:  
Leave blank for R20000

If Mart:  
Leave blank for no deposit or enter  
deposit amount

3

## Run Application

Click 'Submit'

1

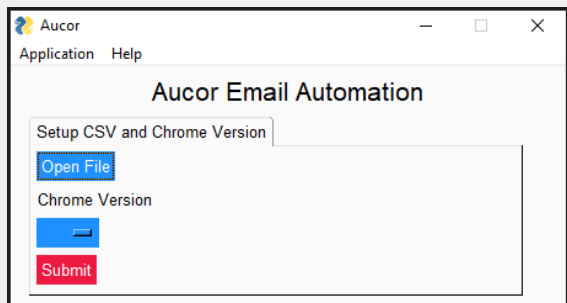
## **Download Excel Sheet**

Download the Excel Sheet from Auction Mobility

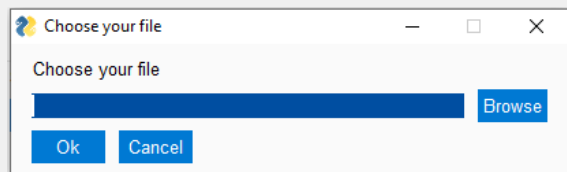
# 3

## Open Application

Run the Aucor Email Automation application



Click the 'Open File'

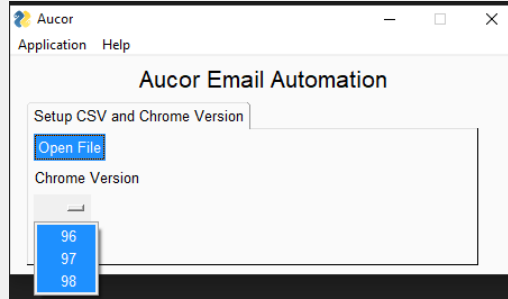


Select your CSV file and click OK

# 3

## Chrome Version

Select the Chrome Version There is Current version and prior version, this will change with the application versions



Hit the Submit button

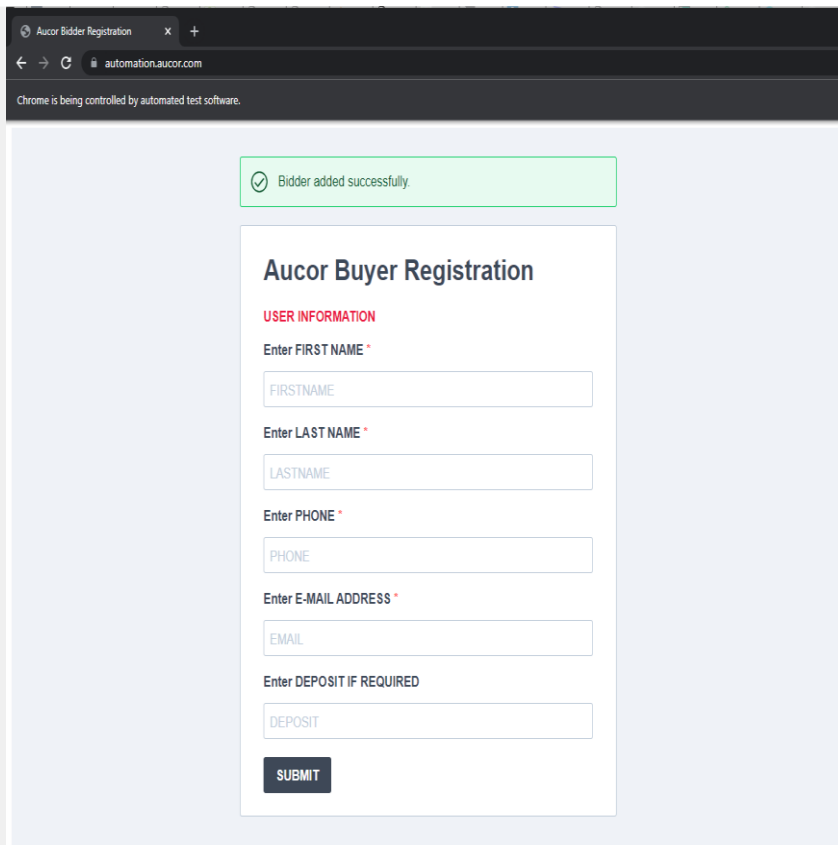
If a Windows permission window opens simply click Allow.



# 3

## Begin filling in email information

Next Chrome will open and the CSV contents will begin to fill into the form and submit to the email server



The screenshot shows a browser window with the address bar displaying "automation.aucor.com". A green notification box at the top of the page states "Bidder added successfully". Below this is the "Aucor Buyer Registration" form. The form includes a "USER INFORMATION" section with the following fields: "Enter FIRST NAME \*", "Enter LAST NAME \*", "Enter PHONE \*", and "Enter E-MAIL ADDRESS \*". There is also a "DEPOSIT IF REQUIRED" section with a "DEPOSIT" field. A "SUBMIT" button is located at the bottom of the form.

Aucor Buyer Registration

**USER INFORMATION**

Enter FIRST NAME \*

FIRSTNAME

Enter LAST NAME \*

LASTNAME

Enter PHONE \*

PHONE

Enter E-MAIL ADDRESS \*

EMAIL

Enter DEPOSIT IF REQUIRED

DEPOSIT

SUBMIT

3

## Completed

Once complete fields will be empty to indicate no more information in CSV

### Aucor Buyer Registration

**USER INFORMATION**

Enter **FIRST NAME** \*

This field cannot be left blank.

Enter **LAST NAME** \*

This field cannot be left blank.

Enter **PHONE** \*

This field cannot be left blank.

Enter **E-MAIL ADDRESS** \*

This field cannot be left blank.

Enter **DEPOSIT IF REQUIRED**

**SUBMIT**

## 3

## To Test

To test the application utilise the provided CSV and simply click the first column, this will give you an option box at the top where you can replace data with your fields:  
FirstName;LastName;Email;;Mobile

	A	B	C	D
1	row_id;au_spenda	ble;max_spendable_		
2	4-4EI33N;;Rawal	;Sibusiso Hlatshway		
3	;;;;;;;;;Rur	;;;;;;;;;	;;;;;;;;;1000	
4	ail.com;;6	;;;;;;;;;	;;;;;;;;;2500	

A4 : X ✓ fx ;;;;;;;;;;Zayyan;Rawal ;;rawal.dip@gmail.com;;;655098019;;;;;;;;;

	A	B	C	D	E	F	G	H	I	J	K
--	---	---	---	---	---	---	---	---	---	---	---