

Frequently Asked Questions

- Q. **How do I view ALL the inventory on Online Ringman and not just from one auction location?**
- A. Just click on the INVENTORY button at the top of the Calendar Page!
- Q. **How do I see my purchases?**
- A. Click on MY ACTIVITY in the top ribbon, then select PURCHASES under Buyer Activity. To filter your purchases, click on the OPTIONS tab at the top right. From here you may select the Auction House, Date Range and Event you would like to view purchases from.
- Q. **How do I see what auctions that I am approved for?**
- A. Click on MY ACTIVITY in the top ribbon, then select MY AUCTIONS and a list of all auction houses will open. Your membership status will be listed at each auction house.
- Q. **What reports are available to a buyer on Online Ringman?**
- A. Click on MY ACTIVITY in the top ribbon, then select REPORTS. You can download or email either a Buyer Purchase List or a Buyer Offer List.
- Q. **Can I download a sale catalog from each auction?**
- A. Of course! On the calendar page, locate the auction you are interested in and just click on the downward facing arrow beside the Inventory box. The auction's catalog will be downloaded.
- Q. **Can I print a Condition Report?**
- A. Absolutely! Click on the CR button on the vehicle you are looking at to open the Condition report. Click on the printer icon at the top right corner of the CR and the print page will open.

