



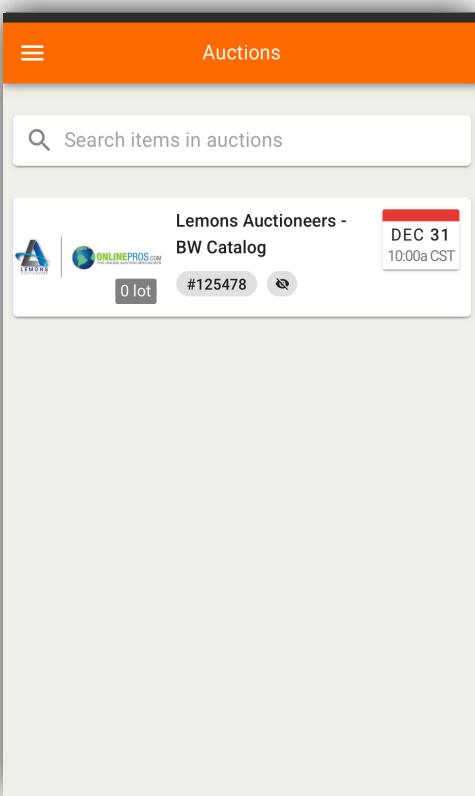
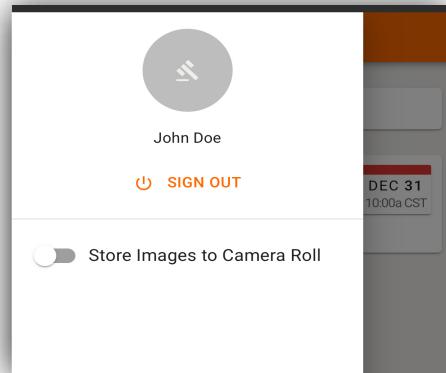
Building an Auction With Online Pros



- Open the "BW Catalog" app by tapping on its icon on your home screen
- When the app opens, you should see a login screen. Look for options like "Log In," "Sign In," or "Account."
- Tap on the "Log In" or "Sign In" button to proceed. Use only the account provided to you by Online Pros, this is the only account you can use to build your auction.

- Open the App Store (for iOS devices) or Google Play Store (for Android devices) on your smartphone/tablet.

- In the search bar, type "BW Catalog" and press Enter.
- Look for the app with the name "BW Catalog" in the search results.
- Press the "Install" or "Download" button (the exact wording may vary depending on your device).
- Tap on the app icon to open "BW Catalog" and begin using it.
- That's it! You've successfully downloaded and installed the "BW Catalog" app on your smartphone/tablet.



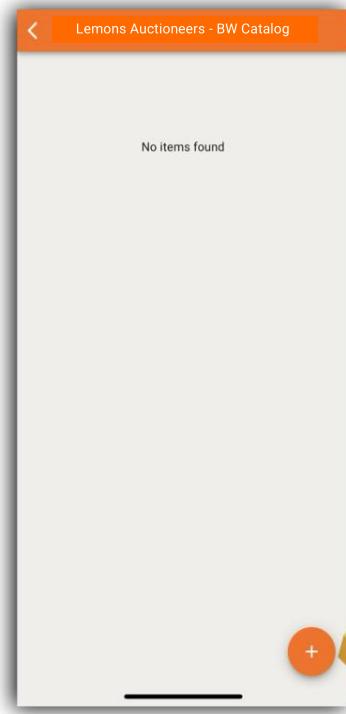
- Once you've logged in to your account on the "BW Catalog" app, the home page will be displaying your upcoming auctions.

- You will be able to click on your auction to begin adding items.
- If you have multiple auctions running simultaneously, you should be able to view them within this home screen.
- All auctions must be initiated by the team member at Online Pros, because as a user, you will not have the capability to start an auction yourself. Instead, you would need to contact a member of the Online Pros team to initiate the auction on their platform.





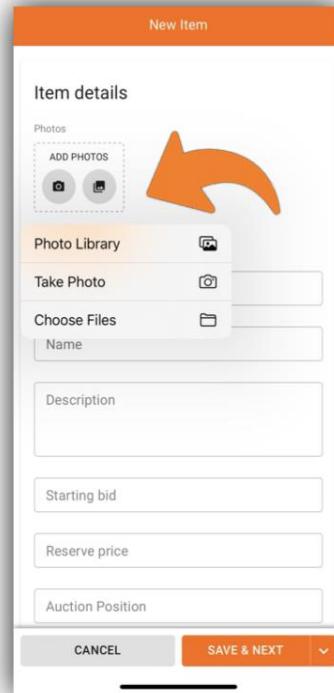
Adding Items to Your Auction



- Navigate to Your Auction, if it's your first time accessing this auction, you may see a blank page.

- Initiate Adding a Listing: Look for a button or icon that resembles a plus sign (+) on the bottom left of the screen. Tap on this plus sign to start adding a listing.

- You'll be presented with options to choose photos from your device's library/gallery or to take new photos using your device's camera.



- Use your device's camera to capture photos of the item from various angles. This should include the front, back, sides, top, bottom, and any other relevant angles that showcase the item's features.

- Capture close-up shots that highlight specific details of the item, such as unique features, textures, or any signs of wear or damage.

- Make sure the area where you're taking photos is well-lit to ensure clarity and accuracy. Natural light is often best for capturing details.

- After taking each photo, review it to ensure clarity and visibility. Retake any photos that are blurry or unclear.

- Once you've captured all the necessary photos, you will have the option to rearrange their order or delete any that you don't want to include.



Adding Item Details

- Once you are done adding photos, you will be prompted to provide details about the item you are selling. Details such as, descriptions, starting bids, and any other relevant information.

- Follow the prompts to input the necessary information for each item you wish to add to the auction.

New Item

Item details

1 Photo

ADD PHOTOS

VIN LOOKUP

Lot ID: 1

Name:

Description:

Starting bid:

Reserve price:

Auction Position:
If empty, next available number will be used

Quantity: 1

CANCEL SAVE & NEXT

Item details

1 Photo

ADD PHOTOS

VIN LOOKUP

Lot ID: 1

Name: 3-Step Ladder

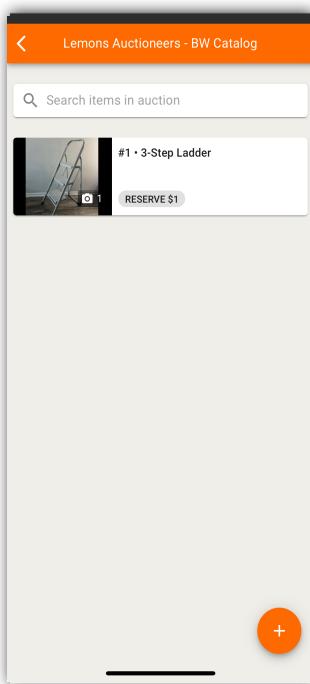
Description: (1) 3-Step Ladder
Color: Gray
Approx. Size: 16" W x 45" H
Condition Unknown

Starting bid:

Reserve price:

Auction Position:

CANCEL SAVE & NEXT



- You may add your own starting bid or leave it blank. If blank, we will add in our categorized starting bid.

- After you've finished adding photos and details to your item listing and hit "Save & Next," you should be redirected back to the main dashboard.

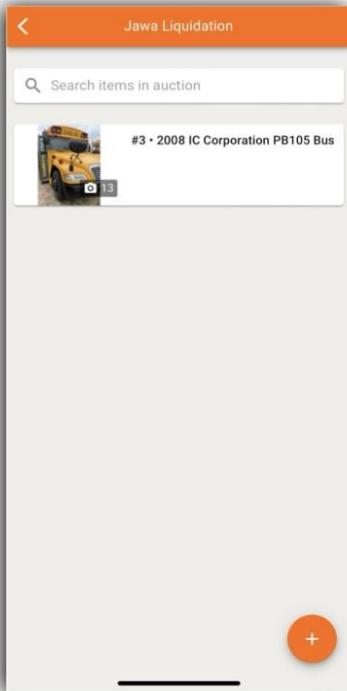
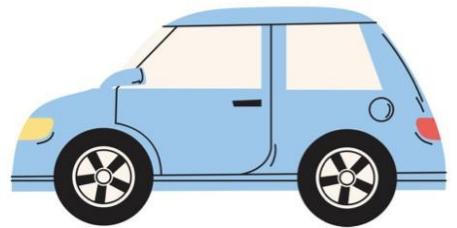
- On the main dashboard, you should now see a preview of the item you just listed. This provides a visual representation of the item and allows you to easily identify it among your other listings.

- You can tap on your item to view its details or make any additional changes if needed.

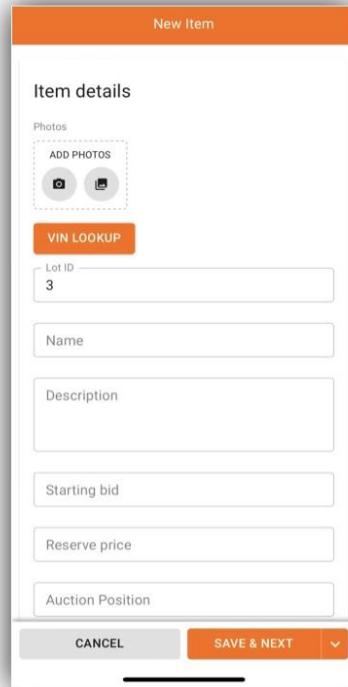




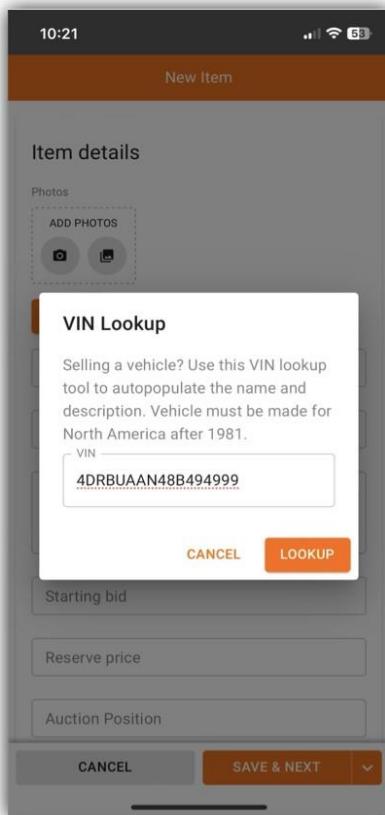
Auctioning Vehicles



- Open the BW Catalog app on your device.
- Click on the plus sign icon to initiate the process of adding a new item.
- You will be directed to a new screen to begin your new auction.



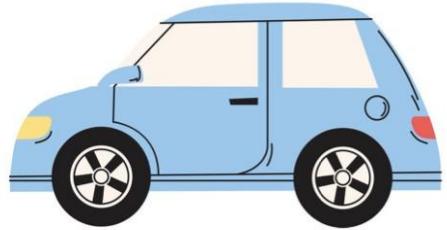
- Click or tap on the "VIN Lookup" button.
- A new screen will appear where you can input the VIN of the vehicle you want to list for auction.



- Enter the VIN number accurately into the designated field.
- Once the VIN is entered, the app will automatically retrieve and populate relevant vehicle information such as make, model, year, trim, mileage, and sometimes additional details.
- Double-check the populated information to ensure its accuracy. Pay close attention to details like the make, model, year, and trim to verify that they match the vehicle you're selling.



Vehicle Information



New Item

Photos

ADD PHOTOS

VIN LOOKUP

Lot ID
3

Name
2008 IC Corporation PB105 Bus

Description

Year: 2008
Make: IC Corporation
Model: PB105
Vehicle Type: Bus
Mileage:
Plate:
Body Type: School Bus
Trim Level:
Drive Line: 4x2
Engine Type: L6, 7.6L (466 CID)

Starting bid

Reserve price

CANCEL SAVE & NEXT

Example of VIN Automated Information Fill

- After reviewing the VIN information and ensuring its accuracy, it's crucial to provide additional details under "Features and Notes" to offer potential buyers a comprehensive understanding of the vehicle's condition. Here's how you can add this information concisely yet effectively.

New Item

VIN LOOKUP

Lot ID
3

Name
2008 IC Corporation PB105 Bus

Description

Trim Level:
Drive Line: 4x2
Engine Type: L6, 7.6L (466 CID)
Fuel Type: Diesel
Horsepower:
Transmission:
VIN #: 4DRBUAAN48B494999

Features and Notes:

Starting bid

Reserve price

Auction Position

If empty, next available number will be used

CANCEL SAVE & NEXT

New Item

Item details

13 Photos

ADD PHOTOS

VIN LOOKUP

Lot ID
3

Name
2008 IC Corporation PB105 Bus

Description

Engine type: L6, 7.6L (466 CID)
Fuel Type: Diesel
Horsepower:
Transmission:
VIN #: 4DRBUAAN48B494999

Features and Notes:

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CANCEL SAVE & NEXT

Details you should touch on

- Is the vehicle running, if it's not running, specify the reason (Example: needs a jump start, mechanical issue, missing battery, transmission issue, or unknown).
Will The Vehicle Need To Be Towed!

- Engine Condition/Problems, Describe the current condition of the engine and any known or suspected issues. Detail any symptoms like strange noises, leaks, or performance issues.
- Interior Condition, provide an overview of the interior condition, including the cleanliness and any visible wear or damage.
- Body Condition/Problems, assess and describe the exterior condition of the vehicle. Note any scratches, dents, rust spots, prior wreck damage, cracked or chipped windshield, or other cosmetic issues.
- Modifications or Issues, disclose any modifications that have been made to the vehicle, such as aftermarket parts or upgrades.

Photo Information

- A Photo of the front of the unit - A Photo of the engine of the unit, Buses both sides
- A Photo of the Interior dash -A Photo of the dash, seats, headliner, or any noteworthy interior features
- A Photo of the Exterior back right - A Photo of the Exterior front right
- A Photo of the Tires -A Photo of the Vin on the unit
- A Photo of any Damaged areas on the unit

