

Auction Source Reservations Import Sample File – download for the supported fields in the Auction Source database. All fields that you would like for Auction Source to import should be broken out into their proper fields per the sample file. Rules and suggestions for a smooth and useful database export from your reservation system to Auction Source.

Last Name of the person or couple. **Addressee** is how the person or couple will be addressed in reports, labels donor forms, etc. **Relationship** is how the person or couple relates to the database, such as Friend or Vendor.

Primary Phone is required in our system and must be unique. If a primary phone is not provided, a dummy number will be created during the import. If multiple records use the same phone, a character will be added to the end of the phone number to make it unique.

How Many Attending is usually 1 or 2 and should be determined by how many are going to share the same bid number. **How Many Tickets** is number of complementary or prepaid drink tickets. **Table #** is the table number assigned to the guest. Table # is defaulted to 0 if there is no assigned seating.

MasEntryDate represents the creation date of a record in the master table. **ResEntryDate** represents the entry date for the reservation. These dates can be assigned during the import if not provided in the file.