Get Party

Finding a Party

Type the name of the party (bidder or associated owner) in the "Bidder" text field and press ENTER on the keyboard. A separate form, "Party Selection List" should appear. Click on your desired party, then press [OK]. Once back in the "Get Party" form, press [OK] again and your party will be added.

Editing Party's Info

**If needed: **once you have selected a party using the "Bidder" text field, you can edit that party's information by pressing the [Edit] button. This will open the "Party Form."
For example, you can change the party's:

- Type of entity
- Name/title
- Address
- Phone number
- Etc.

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