

Website User Guide



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A guide to using the new BCA website

This guide explains what you can do on the new website and how to do it.



Still got questions?

Contact BCA Customer Services –
tel: 0844 875 3480
or email: customerservices@bca-group.com

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Contents

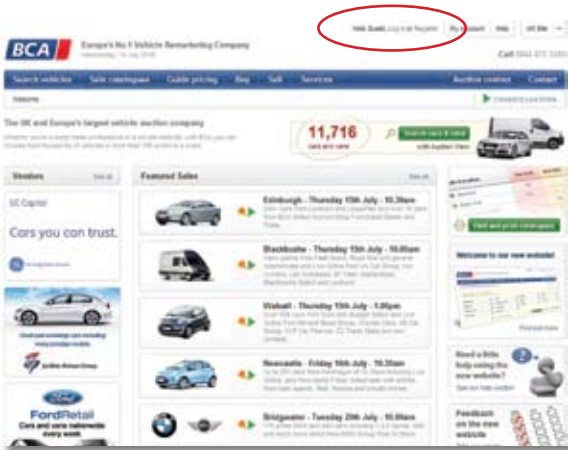
- 02 Registering to use the new website
- 04 Searching for cars and vans
- 08 Finding sales catalogues
- 14 Printing
- 18 Tracking vehicles of interest
- 20 Saving or retrieving a search
- 22 Setting up email alerts
- 23 Forgotten password or changing email address

Registering to use the website

You need to register with the BCA website to enable you to search the vehicles available and find/print sale catalogues.

Step 1

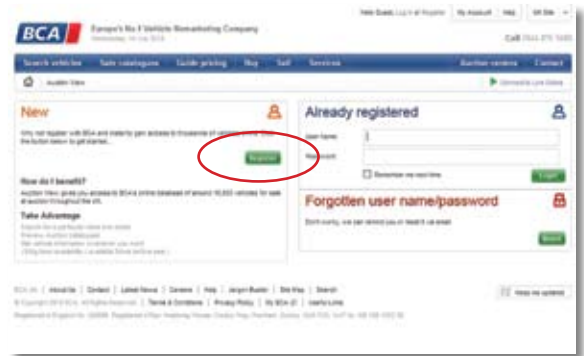
Click on **"Register"** in the top right-hand corner of the website.



Step 2

You'll arrive at a page where you can register, log-in or recover lost username and password. Click the green **"Register"** button.

If you are already registered to use the site, but have forgotten your user name or password - click on the green **"Reset"** button and follow the instructions.



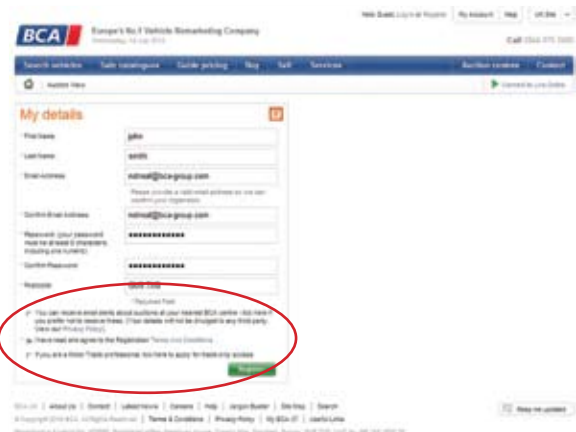
02

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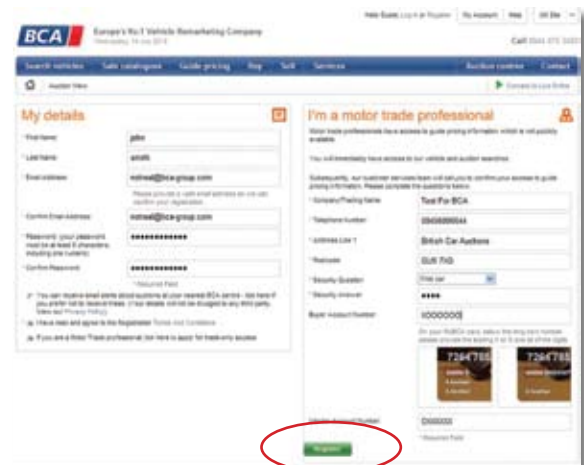
Step 3

Complete the **"My details"** section and tick the **"Accept terms and conditions"** box and the **"I'm a motor trade professional"** box.



Step 4

Complete the motor trade professional form and click the green **"Register"** button.



Step 5

Registration complete. You can now search for vehicles and look at sale catalogues.

Step 6

Our Customer Service team will call you to verify your registration and enable access to trade only guide pricing information.

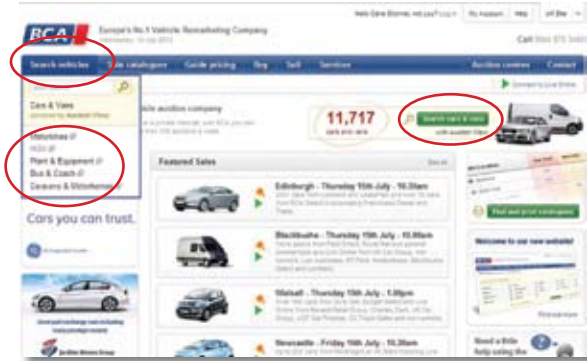
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03

Searching for cars and vans

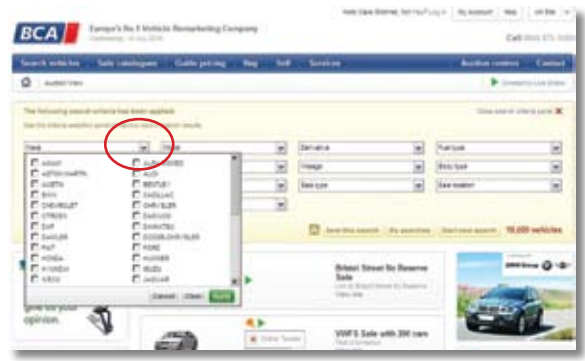
Step 1

Click on **"Search Vehicles"** in the navigation bar at the top of the page, or alternatively from the homepage the green **"Search Cars & Vans"** button. You'll arrive at the vehicle search page.



Step 2

Choose the first filter you would like to narrow your search by e.g. make. Click the down arrow on filter and you'll see a box showing all the available choices.



Click on the relevant link to search for **"Motorbikes, HGV, Plant & Equipment, Bus & Coach or Caravans & Motorhomes"**. Our Commercial Auction View website will open in a new window, where this stock can be found.

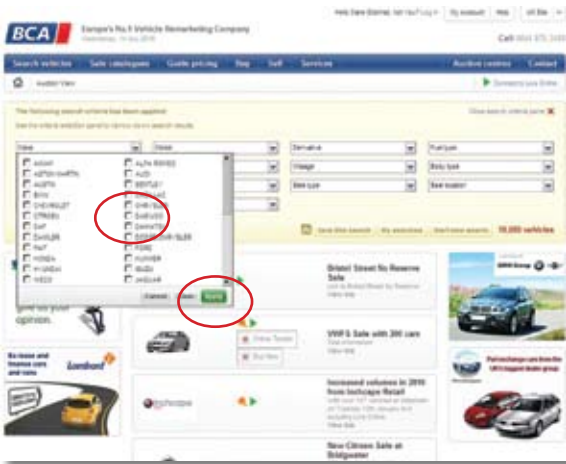
Top Tip

Use the **"Quick Search"** for fast searches, that you can then filter with the drop-down criteria. e.g. quick search "150 Vectra", then filter by registration etc.



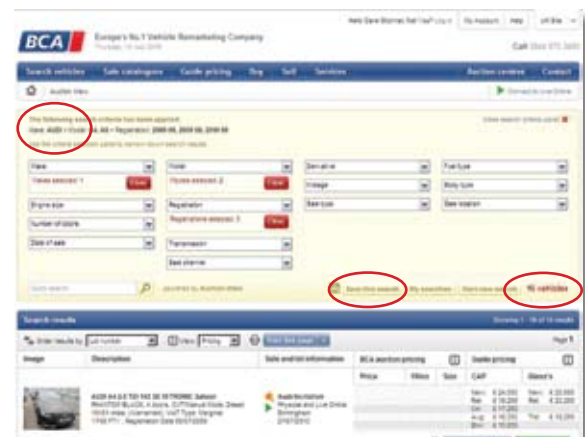
Step 3

Click on your choices (name or box) to select them and then click the green **"Apply"** button.



Step 4

Once you have clicked **"Apply"**, your chosen criteria will be highlighted and you will be presented with the vehicles that match your search beneath the filter area of the page. You will also see a total number of vehicles that match your search. You can narrow your selection further by applying more criteria. Click on the **"Save this search"** button to save a search and **"My searches"** to recover previously saved searches.



Top Tip

Select multiple choices e.g. mileage ranges by holding down the shift key and selecting the first and last choices

Top Tip

Use these short-cut keys to speed up your search: Enter/Return will apply a search. Escape will close a filter box.

Step 5

Once presented with the results of your search, there are a number of things you can do;

Change the order of results by clicking on the drop-down box.

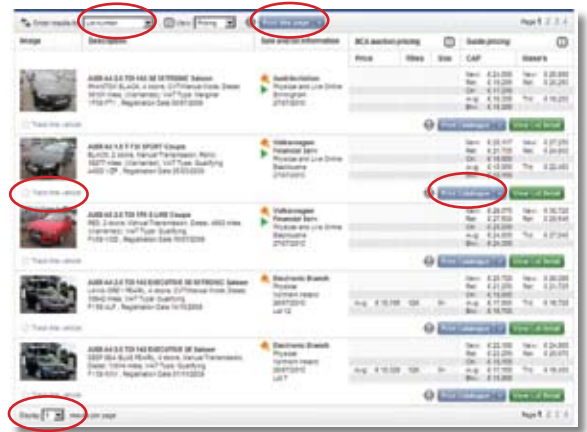
Click on **"Print this page"** to produce a PDF of the results that you can then print.

Click on **"Print catalogue"** for any vehicle and you see options to produce a PDF of the sale type catalogue or the full sale day catalogue that you can then print.

Click on **"Track this vehicle"** and it will be stored in My Account (top right of every page).

Change the number of results shown per page by clicking on the drop-down box at the bottom left of the results list.

Click on the **"View Lot Detail"** button to see more information on the vehicle.



Top Tip

To view a different number of vehicles per screen, change the number of results per page in the drop-down at the bottom of the screen. Also click the red **"X"** top right in the filter box to close it, and the green **"+"** to reopen.

06

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Step 6

Once on the Lot Detail page, you can;

View all the images for the vehicle. Click on the images to see a larger photo that you can copy and paste by right-clicking.

Click on the **"Guide pricing"** tab to see BCA guide values alongside CAP and Glass data.

If the condition report icon is highlighted you can click on this and a PDF of the condition report will be produced.

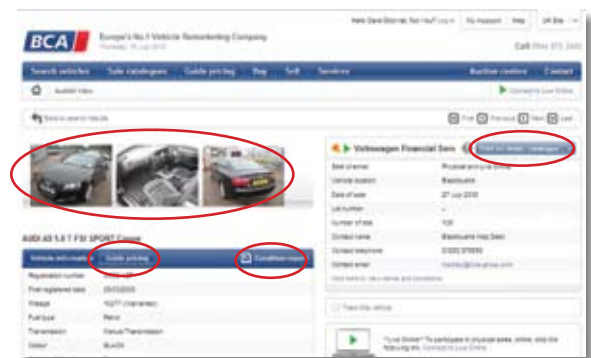
Click on **"Print lot detail/catalogue"** and you will be presented with options to produce a PDF of the lot detail page, the sale type catalogue or the full sale day catalogue that you can then print.

Top Tip

Copy and paste vehicle details by highlighting, right-clicking your mouse and selecting copy.

Top Tip

To keep your results list open, and view the Lot Detail in a new window, right-click your mouse on the **"View Lot Detail"** button, then select **"Open in New Window"**.



To search for Guide Prices, click on **"Guide Pricing"** in the navigation bar at the top of the page. Then search for vehicle pricing in the same way as you would search for stock.

Finding Sales Catalogues

Click on **"Sales catalogues"** in the navigation bar at the top of the page, or alternatively from the homepage the green **"Find and print catalogues"** button. You'll arrive at our new sale catalogue search and calendar page. There are 2 ways to search for catalogues;

- Using the 3 filters at the top of the page.
- Using the weekly sale calendar view.

A. Searching for catalogues using the 3 filters at the top of the page.

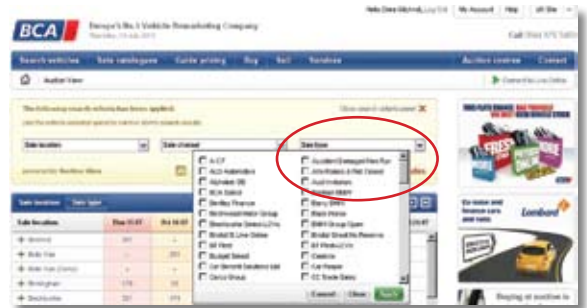
Step 1

Click on the drop-down filters to make your choices of Sale location (auction centre), Sale channel (e.g. Live Online, physical auction), or Sale type (vendor sale sections).



Step 2

Choose any order or combination, and the results will automatically display in the weekly sale calendar below.



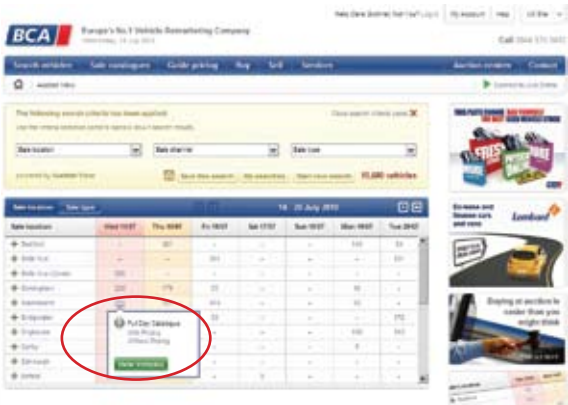
08

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Step 3

If you rollover the **"vehicles allocated"** number you are interested in, you will see a pop up box that allows you to print the sale day catalogue, see the vehicles listed for sale on that day or see the sale sections chosen.



Step 4

If you click on **"Print Catalogue"** a PDF of the catalogue will be generated that you can then print off.



Top Tip

Click on the **"vehicles allocated"** number to see a listing of the vehicles.

Top Tip

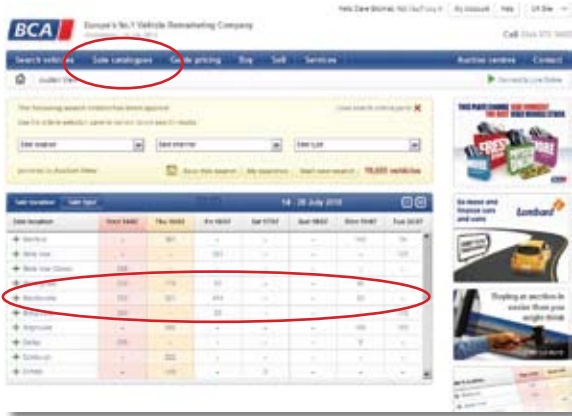
Use these short-cut keys to speed up your search. Enter/Return will apply a search. Escape will close a filter box.

Finding Sales Catalogues

B. Searching for catalogues using the weekly sale calendar view.

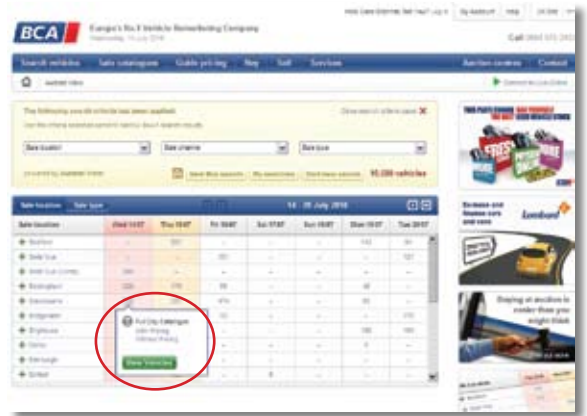
Step 1

The sale calendar shows you all of the auction centres down the left hand side of the table. If you scan across you can see number of vehicles that have been allocated for sale on the dates shown at your chosen auction centre.



Step 2

If you rollover the **“vehicles allocated”** number you are interested in, you will see a pop up box that allows you to print the sale day catalogue, see the vehicles listed for sale on that day or see the sale sections.



10



Step 3

If you click on **“Print Catalogue”** a PDF of the catalogue will be generated that you can then print off.

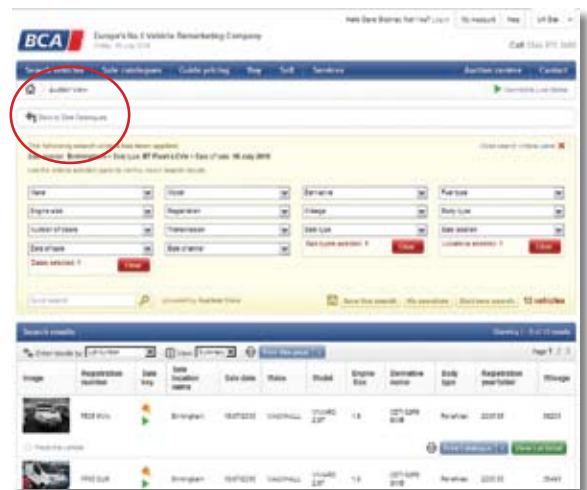


Top Tip

Click on the **“Back to Sale Catalogues”** link top left (shown below) to return from a catalogue vehicle listing, to search and view more catalogues.

Top Tip

Click on the **“vehicles allocated”** number to see a listing of the vehicles.

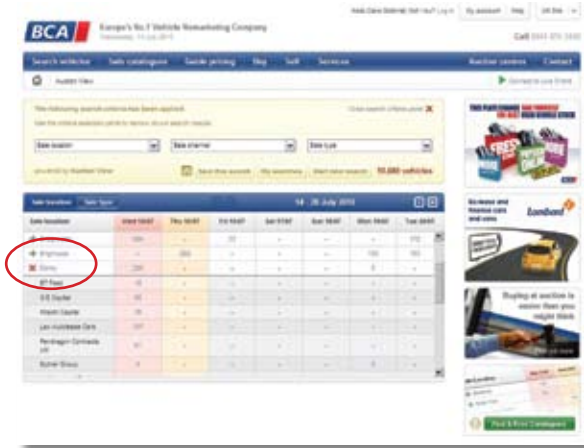


Finding Sales Catalogues

Step 4

If you click on the auction centre or the “+” next to each auction centre, the table will expand to show you the different sale types / sections for that auction centre and the “vehicles allocated” within each.

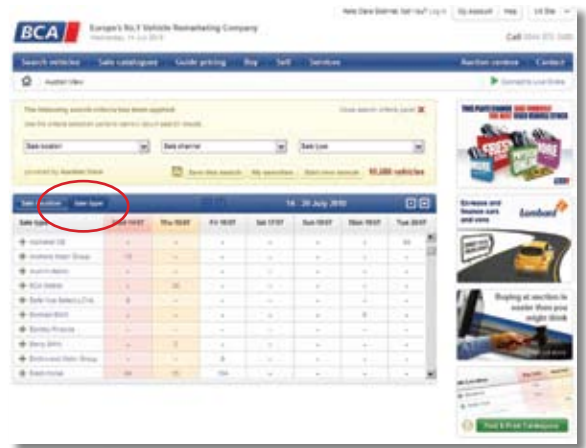
You can then view the sale type vehicles or print that sale type catalogue in the same way as Steps 2 & 3.



Step 5

If you click on the “sale type” button, the left hand column of the table will switch to show sale types rather than auction centres.

Clicking on the sale type name or the “+” next to each sale type will expand the table to show the auction centres where that sale type is occurring.



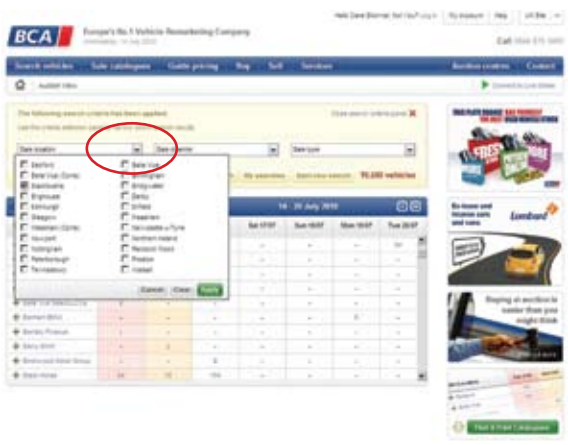
12

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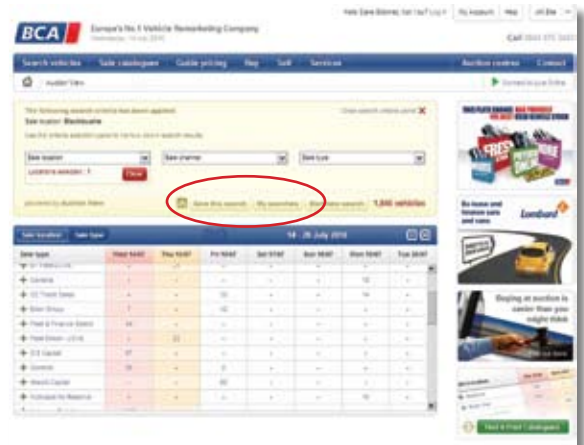
Step 6

You can reduce the information shown in the calendar by applying filters. Click the down arrow next to the filter and you'll see a box with available choices that you can select and apply.



Step 7

You can also save this filtered search by clicking on “Save this search” and then recover it the next time you visit the sale calendar by clicking on “My searches”.



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13

Printing From Sales Catalogues

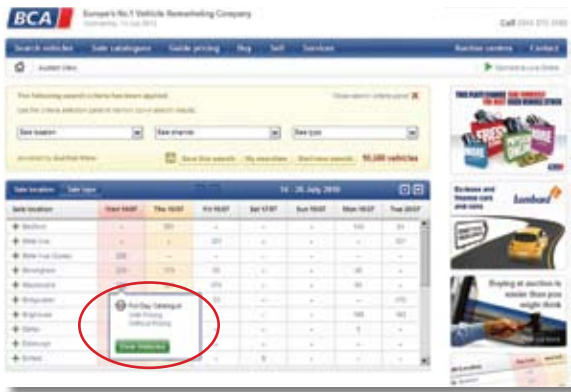
You can print sale catalogues and vehicle details from a variety of places on the BCA website.

Step 1

Click on **"Sale Catalogues"** in the navigation bar at the top of the page.

Step 2

Within the sale calendar, if you rollover the **"Vehicles Allocated"** number you are interested in, you will see a pop up box that allows you to print the catalogue.



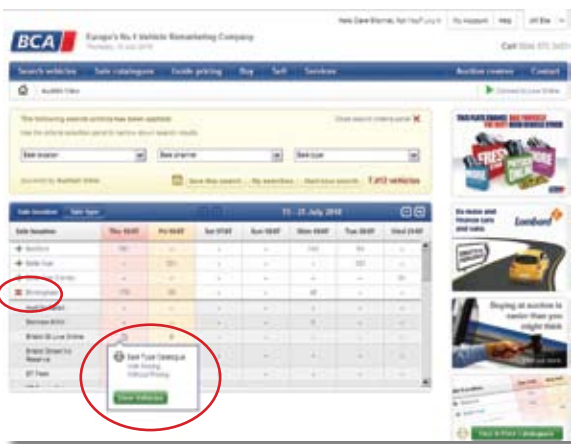
Step 3

Click on **"Print Catalogue"** and a PDF of the catalogue will be produced that you can then print off.



Step 4

If you want to only print a sale section catalogue, click on the **"+"** next to the auction centre which will expand to show all of the sale sections. Find the one you are interested in and rollover the **"Vehicles Allocated"** number for that sale section. A pop-up box will appear that allows you to print the sale section catalogue.



Step 5

Alternatively, if you want to view the vehicles before you print the catalogue, click on the **"Vehicles Allocated"** number and you'll be taken to a listing of the vehicles. From here, you have a variety of print options. See Printing/From Search vehicles.

Printing From Search Vehicles

You can print vehicle details from a variety of places on the BCA website.

Step 1

Click on **"Search Vehicles"** in the navigation bar at the top of the page.

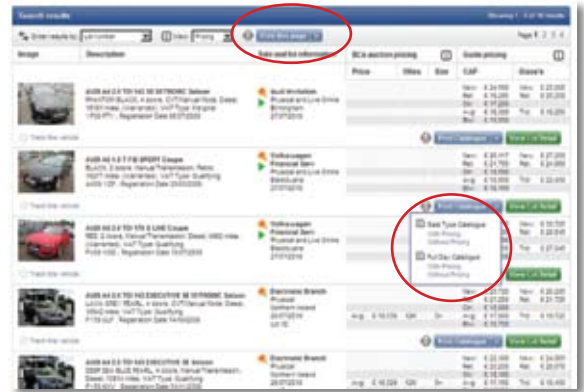
Step 2

Once you have applied a search, you'll see the vehicles that match your search. From within the results displayed, click on **"Print Catalogue"** and you'll see a pop-up box that enables you to produce a PDF of the lot detail, the sale section catalogue or the full sale day catalogue. You can then print the PDF.

If you want to just print the page of results on the website, then click the **"Print this Page"** button.

Top Tip

If you only want to print the results for a few vehicles from within a sale, track the vehicles you are interested in, go to My Account and print your tracked vehicles from there.



Printing From the Lot Detail Page

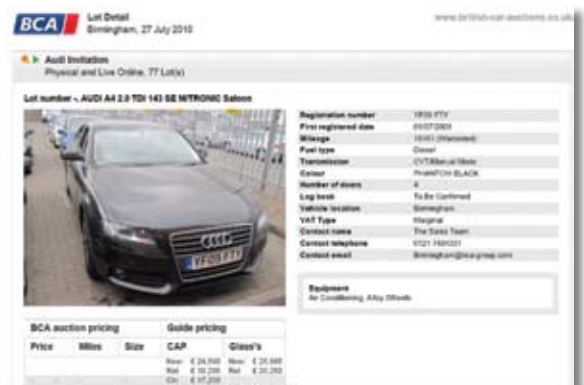
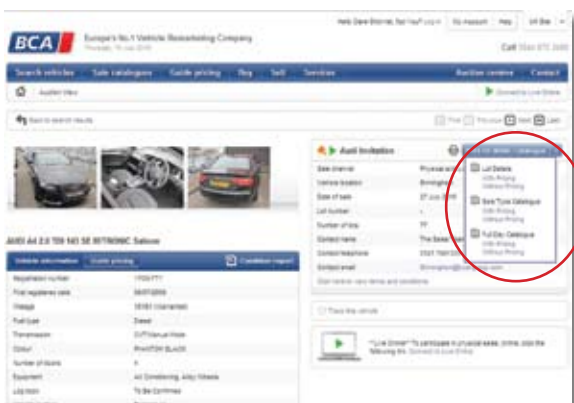
You can print the Lot Detail page.

Step 1

Click on **"View Lot Detail"** from within a set of vehicle search results and you'll arrive at the Lot Detail page.

Step 2

Click on **"Print Lot Detail/Catalogue"** button and you'll see a pop-up box that enables you to produce a PDF of the lot detail, the sale type catalogue or the full sale day catalogue. You can then print the PDF.



Tracking vehicles of interest

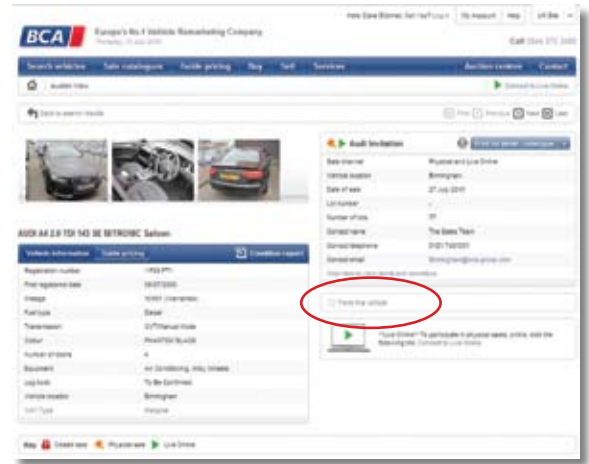
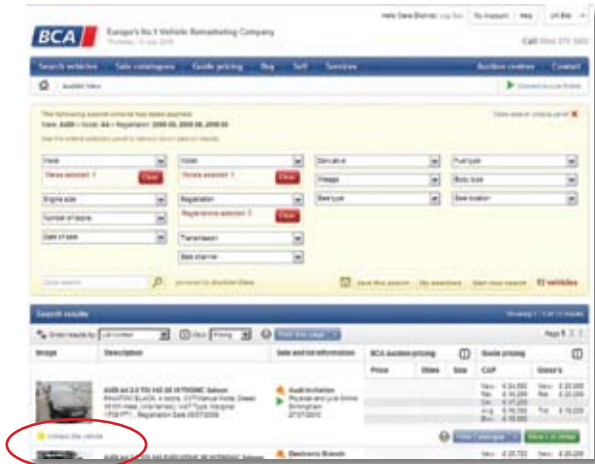
You can track any vehicle on the site that you are interested in.

Step 1

Find the vehicle you are interested in.

Step 2

You'll see a little star icon and the words **"Track this vehicle"** when you see the vehicle in search results and on the lot detail page.



18

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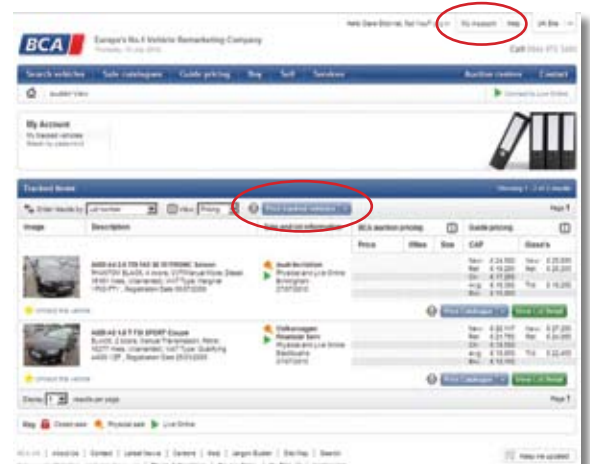
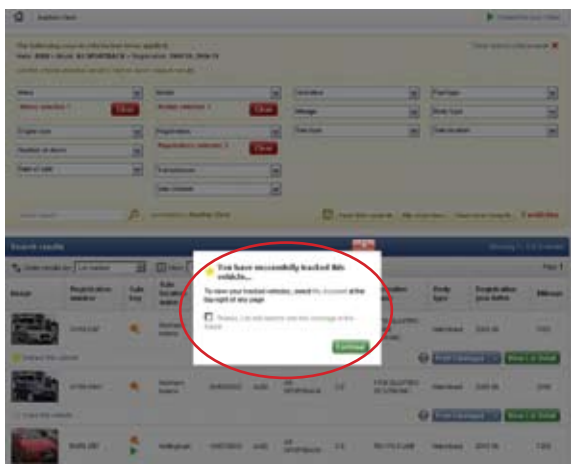


Step 3

Click on it and you'll see a pop-up message confirming you have tracked the vehicle.

Step 4

Click on **"My Account"** and you'll see that the vehicle you have just tracked is now in the **"My Tracked Vehicles"** section of My Account. You can print your tracked vehicles by clicking on the **"Print Tracked Vehicles"** button from within My Account.



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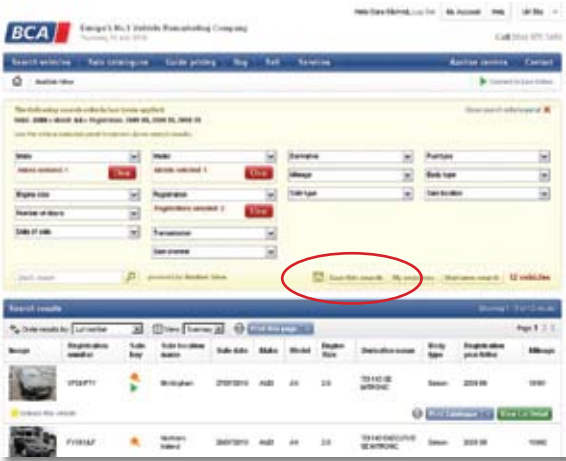
19

Saving a Search

You can save any search you complete, whether it be within Search Vehicles, Sale Catalogues or Guide Pricing. Searches can be created and saved even though stock may not be available at present, so that you can receive email alerts (Further details on page 22).

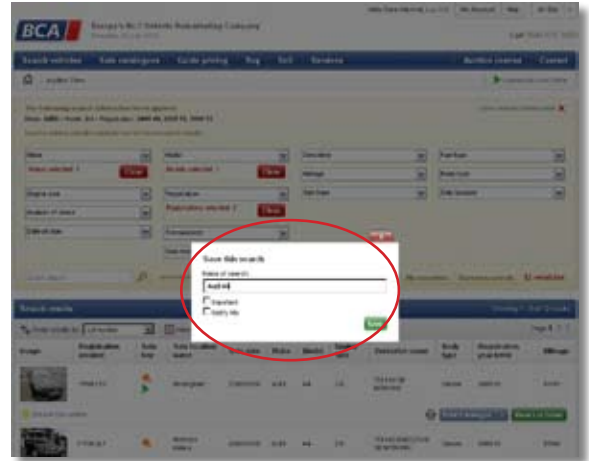
Step 1

Once you have completed the search, click on **"Save this Search"** in the bottom right of the search filters panel.



Step 2

You will be presented with a pop up box that allows you to name the search you want to save and set up a daily email of matches against your search criteria by clicking **"Notify Me"**.

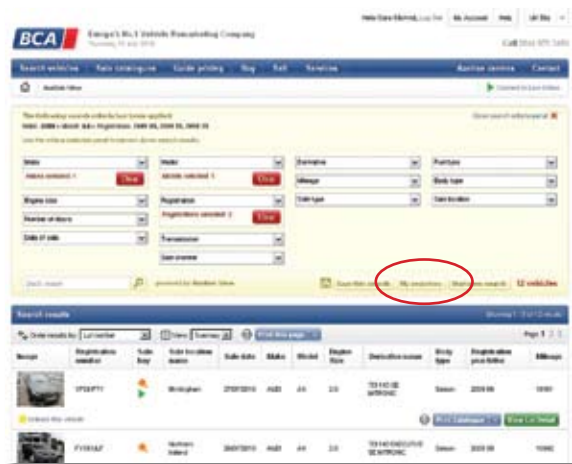


Retrieving a Search



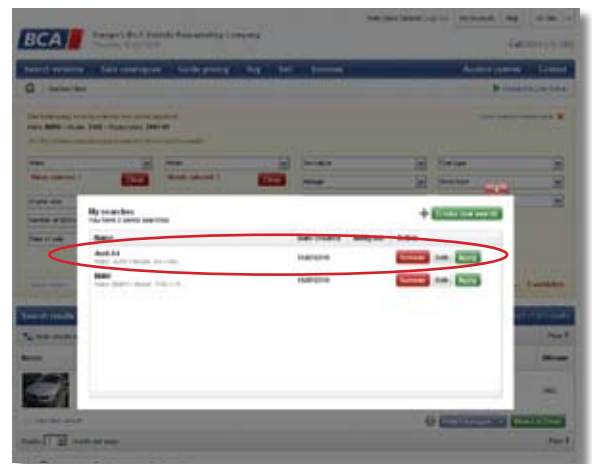
Step 1

To retrieve a search, go to either Search Vehicles, Sale Catalogues or Guide Pricing and click on **"My Searches"**.



Step 2

You will be presented with a pop up box that shows the searches you have saved. Click on the search you want to retrieve.

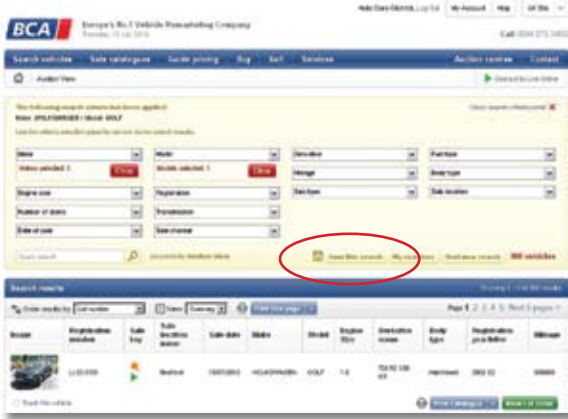


Setting up email alerts

You can set up email alerts within Search Vehicles, Sale Catalogues or Guide Pricing. These are sent once a day (overnight) and will inform you how many current vehicles match your search criteria.

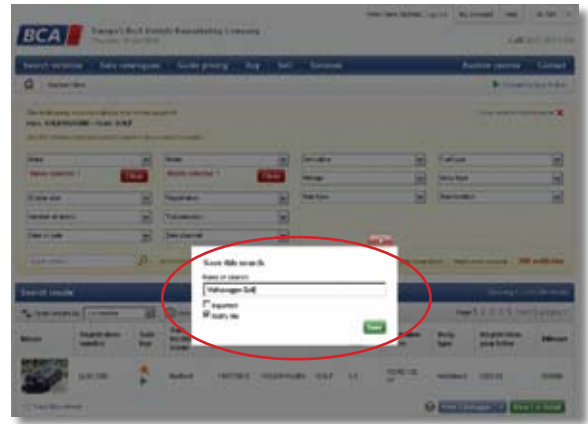
Step 1

Once you have completed the search, click on **"Save this Search"** in the bottom right of the search filters panel.



Step 2

You will be presented with a pop up box that allows you to name the search you want to save and set up a daily email of matches against your search criteria by clicking **"Notify Me"**.



Note: To edit/cancel email alerts, go to either Search Vehicles, Sale Catalogues or Guide Pricing and click on **"My Searches"**. You will be presented with a pop up box that shows the searches you have saved. Click on the search you want to retrieve/edit/cancel.

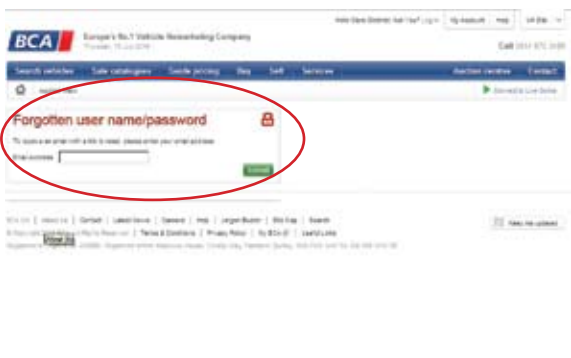
Forgotten password or changing email address



If you have forgotten your password for access to the BCA website, you can reset the password and create a new one.

Step 1

Select My Account, then **"Reset my Password"**, where you will be prompted to enter your email address.



Step 2

You will then receive an email, which you need to confirm to reset your password.

If you have changed your email address, please contact BCA Customer Services who will be able to update your details telephone 0844 8753480 or email customerservices@bca-group.com

Any stored search email alerts will then go to the new email address.

