# Pre-Launch Setup Guide

You may follow the links below by holding “Ctrl” and clicking on them.

1. Input your [Company Information](admin/settings/company/general). This is what will show on invoices, statements, and reports.
2. Check that [Terms](admin/settings/company/terms) and [Privacy Policy](admin/settings/company/privacy-policy) are filled with the correct information for users registering on your site.
3. Enter a [Welcome Message](admin/settings/website/register) to show after users register on your site.
4. Set up your requirements for users registering on your site in [Defaults](admin/settings/users/defaults) and [Credit Card](admin/settings/users/credit-cards) settings. (For more information on these options, see [Setting up the User Registration Process](http://support.auctioneersoftware.com/faq/setting-up-the-user-registration-process).  
   Password is as2helpdocs if you haven't accessed the help docs before.)
5. Set up options for [Interested In](admin/settings/users/interested-in-list) and [Heard About Us](admin/settings/users/heard-about-us-list) that users can select during registration. Options should be separated by semicolons (;).
6. Some system events will notify an admin user, sometimes to take action or sometimes just for information. Enter the email address where you want to receive the various notifications listed below. Fill in the “To” field with one or more email addresses, separated by commas.  
   [Site Registration](admin/settings/notifications/register_toadmin) – A new user has registered on the site  
   [Auction Approval](admin/settings/notifications/auction_approval_request_toadmin) – A user has requested approval to bid at an auction  
   [New Bidder Message](admin/settings/notifications/new_message_toadmin) – A user has sent a message through the live messaging system  
   [Contact Form](admin/settings/notifications/contact_form) – From the Contact Us page on the site  
   [Ask a Question](admin/settings/notifications/ask_question) – From the Ask a Question icon in an auction  
   [New Payment Notify](admin/settings/notifications/admin_payment_new) – A user has submitted a payment from their front-end Account page
7. Customize any user notifications. The default emails for a variety of system events can be previewed and customized in [Settings](admin/settings/notifications). For details on each of these, see [Notifications](http://support.auctioneersoftware.com/settings/notifications). Click the icon to preview a notification.
8. Create an email footer. In accordance with best practices for automated emails, you can include a footer on emails for users to update their notification preferences. See [Guide: Email Footer](http://support.auctioneersoftware.com/guides/guide-email-footer)
9. Set up your [Bidding](admin/settings/auctions/bidding) options. Many of these have explanations which appear if you hover over their labels. Some choices to consider include:  
   Raise Bids for Reserve: See [Help Doc](http://support.auctioneersoftware.com/faq/faq-reserves)  
   Bid Type  
   Allow Raise Winning Bid
10. Look over or set up your [bid increment](admin/settings/auctions/bid-increments) options. (For more information, see [FAQ: Bid Increments](http://support.auctioneersoftware.com/faq/faq-bid-increments).)
11. Send Auctioneer Software any data for Google Analytics, Facebook Pixel etc.

To Set up the Cataloging app:

1. To set up the cataloging app, search for “Auction Software Cataloging” in your app store. You should see Spectrum Net Designs Inc under the name. Install.
2. After installing and opening, click the Gear icon in the upper left of the Login screen.   
   Enter [augieandbear.auctioneersoftware.com](https://augieandbear.auctioneersoftware.com/) for the URL and click “SETUP”.
3. Enter your system username and password and click “LOGIN”.

After that, here are some guides and videos that may be helpful in this stage of familiarizing yourself with the software:

(Password is as2helpdocs if you haven't accessed the help docs before.)

Some selected articles that might be helpful at your stage include:

<http://support.auctioneersoftware.com/auctions/add-auction>

<http://support.auctioneersoftware.com/auctions/copying-auctions>

<http://support.auctioneersoftware.com/lots/item-import>

<http://support.auctioneersoftware.com/setup/how-to-set-up-the-bidder-approval-process>

<http://support.auctioneersoftware.com/cms/how-to-create-a-cms-page>

<http://support.auctioneersoftware.com/general/manage-menus>

You can access all of our help docs by clicking the “?” icon in the lower left corner of the admin screens, or by visiting <http://support.auctioneersoftware.com/>