

## MAESTROWEB DATA ENTRY PRIMER

1. Visit <http://fcsn.maestroweb.com> and sign in. Click on the “Sign In” tab on the red bar.
2. Once you are signed in, click anywhere on the top banner to take you to the administrative page (see below).
3. If you are doing data entry, then click on the link “Add, Edit and Delete Items.”

The screenshot shows the administrative interface for the 28th Annual Shanley Dinner Auction. At the top left is the logo for JPII Catholic Schools, featuring a profile of a man with a cross. To the right of the logo, the text reads "28th Annual Shanley Dinner Auction" in a cursive font, followed by "April 28, 2012" and "Sponsored by the Blessed John Paul II Catholic Schools Network".

A red navigation bar at the top contains the following links: Home, Sign Out, Items, People, Reports.

On the left side, there is a grey sidebar with the following links: What's New?, Interactive Help, Basic FAQ, Plus FAQ, Premier FAQ, Training Videos, What is Plus?, and What is Premier?.

The main content area is divided into several sections:


- Primary Edit Tools**
  - [Add, Edit and Delete Items](#)
  - [Add, Edit and Delete People](#)
  - Edit User Lists:
  - Edit Wine Lists:
  - Global Updates:
- Event Preparation**
  - [View and Update Event Registrations](#)
  - [View and Update Guest Tickets](#)
  - [View and Update Event Sponsorships](#)
  - [View and Update Cash Donations](#)
  - [View and Update Merchandise Purchases](#)
  - [View and Update Table Sponsorships](#)
- Custom Views**
  - [Sort and Display All Items](#)
  - [Display Items By Donor](#)
- Additional Administrative Tools**
  - Configuration Tools:
  - Site Customization:

4. You will notice the other menu items on the red bar. You will want to see if a similar item from last year's auction is already sitting in the database and at a "TG" (To Get) status. Click on the "Items" link on the red bar and you should be taken to a page that looks like the one below.

You will notice various columns. You will notice that the ID is listed in order – this is simply based on when the item was entered into the database. The AUC tags are all "TG" – they are auction items that have not been procured or made active. The tag under the Catalog listing is "False" as they have not yet been tagged to be shown in the online catalog. "Modified" is when the auction item was last updated or changed. *Edit* is the column that you will click on "Details" to see a particular auction item and its specific information.

By clicking on a column header (i.e. Item Name), it will alphabetize the list so you can find an item easier. You also have the ability to do a "Search by ID, Catalog Number, Item Name or Category" (just below the red bar on the right).

For the sake of training, we will search for the Costa Rica Beach House offered the previous year.



## 28th Annual Shanley Dinner Auction

*April 28, 2012*

Sponsored by the Blessed John Paul II Catholic Schools Network

Home
Sign Out
Items
People
Reports

Add New Item
Delete All 'TG' Items
Search By ID, Catalog Number, Item Name or Category

ID	Auc	Num	Item Name	Value	Category	Catalog	Modified	Edit
2	TG		Dinner with Bishop Aquila	Priceless	Dinners	False	2/8/2012 8:20:00 AM	<a href="#">Details</a>
3	TG		Deacon Ladies Fleece Vest	\$30	Clothing	False		<a href="#">Details</a>
4	TG		Deacons Men's Polo Shirt	\$40	Clothing	False		<a href="#">Details</a>
5	TG		Deacon Youth Hooded Sweatshirt	\$35	Clothing	False		<a href="#">Details</a>
7	TG		Sioux Logo Artwork	\$100	Sports Memorabilia	False		<a href="#">Details</a>
8	TG		Aveda Products and Certificate Basket	\$250	Beauty	False		<a href="#">Details</a>
9	TG		Holy Spirit Fall Concert Seating	Priceless	Unique Items	False		<a href="#">Details</a>
10	TG		Jake of All Trades Certificate	\$40	Service	False		<a href="#">Details</a>
11	TG		Jake of All Trades Certificate	\$40	Service	False		<a href="#">Details</a>
12	TG		Holy Spirit Spring Concert Seating	Priceless	Unique Items	False		<a href="#">Details</a>
13	TG		Valley Photography Package	\$600	Service	False		<a href="#">Details</a>
14	TG		Riverdance Tickets	\$226	Entertainment	False		<a href="#">Details</a>
15	TG		Shanley VIP (Very In-front Parking)	Priceless	Unique Items	False		<a href="#">Details</a>
16	TG		Shanley Athletic Season Tickets	\$140	Sports	False		<a href="#">Details</a>
17	TG		Shanley Graduation Seats	Priceless	Unique Experience	False		<a href="#">Details</a>
18	TG		Sullivan Middle School Five Non-Uniform Days	Priceless	Unique Items	False		<a href="#">Details</a>
19	TG		Shanley High School 5 Non-Uniform Days	Priceless	Unique Items	False		<a href="#">Details</a>
20	TG		Nativity Spring Musical Front Row Seating	Priceless	Entertainment	False		<a href="#">Details</a>
21	TG		Nativity Fall Musical Front Row Seating	Priceless	Entertainment	False		<a href="#">Details</a>
22	TG		Coach's Auto Shine Certificate	\$100	Automotive	False		<a href="#">Details</a>
24	TG		Shanley Scramble Registration	\$950	Golf	False		<a href="#">Details</a>
25	TG		Green Mill Gift Certificates	\$40	Restaurant	False		<a href="#">Details</a>
30	TG		Taylor Made Photo Session	\$350	Service	False		<a href="#">Details</a>
31	TG		Humidor & Cigars	\$175	Leisure	False		<a href="#">Details</a>

5. When you do a search, you will either locate or not locate the item. In this case, this item is found.

Click on “Details” in the Edit column on the right to view the entire details of a particular auction item. In this case, you will see information regarding this particular auction item.



**JP II**  
Catholic Schools

*28th Annual Shanley Dinner Auction*  
*April 28, 2012*  
Sponsored by the Blessed John Paul II Catholic Schools Network

---

[Home](#) | [Sign Out](#) | [Items](#) | [People](#) | [Reports](#)

[Add New Item](#)      [Delete All 'TG' Items](#)     

ID	Auc	Num	Item Name	Value	Category	Catalog	Modified	Edit
103	L		Casa Cristal Beach House Costa Rica	Priceless	Travel	True	2/14/2012 10:27:00 AM	<a href="#">Details</a>

<< Prev Next >>

6. You will be taken to the page that shows all the details regarding an auction item.

Under the red bar, on the right, you will see several links: First, Previous, Next, Last, and Add A Person. Just above these links, you will see a bar that allows you to locate another item in the database to update and revise.

But for now, let's assume you are going to update/revise an auction item from last year that is in a "TG" status.

<b>ID:</b> 103	<input type="button" value="Edit Item"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Add Wine"/>	<b>Catalog:</b> <input checked="" type="checkbox"/>	<b>Donated:</b> 2/14/2012
<b>Item Name:</b>	Casa Cristal Beach House Costa Rica	<b>Auction:</b> L	<b>Item Num:</b>
<b>Description:</b>	The Casa Cristal is a true masterpiece of modern architecture. It is located on a bluff with people will spend seven days and six nights (February 16 through February 23, 2013) includes a modern and fully equipped kitchen with imported high-end American appliances.		
<b>Restrictions:</b>		<b>Expiration:</b> 2/25/2013	
<b>Certificate:</b>	<input type="checkbox"/> Donor <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Auction <input type="checkbox"/> Tangible Display	<b>Promo:</b> <input type="checkbox"/>	<b>Item Delivered:</b> <input type="checkbox"/>
<b>Value:</b> \$10,000	<b>Item Cost:</b>	<b>Value Text:</b> <input checked="" type="checkbox"/> Priceless	<b>Taxable:</b> <input type="checkbox"/>
<b>Minimum Bid:</b> \$2,000	<b>Minimum Raise:</b>	<b>Guaranteed Bid:</b>	<b>Tax Rate:</b>

If an auction item already exists, you will see the ID number for this particular auction item on the left. This is the number that is automatically assigned to an auction item when it is entered into the database. If you are revising/updating an auction item, the ID will remain the same from last year.

In order to update/revise an auction item, click on the "Edit Item" next to the ID number.

Home   Sign Out   <b>Items</b>   People   Reports			
Select Another Item: <input type="text"/> <input type="button" value="Add New Item"/>			
First Previous Next Last Add New Person			
ID: 103	<input type="button" value="Check Spelling"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>	Catalog: <input checked="" type="checkbox"/>	Donated: 2/14/2012
Item Name:	<input type="text" value="Casa Cristal Beach House Costa Rica"/>	Auction: <input type="text" value="L"/>	Item Num: <input type="text"/>
Description:	<div style="border: 1px solid gray; padding: 2px;">           The Casa Cristal is a true masterpiece of modern architecture. It is located on a bluff with panoramic views of Manuel Antonio National Park and the Pacific Ocean, offering luxurious ocean breezes and lofty views within a short walk to world famous beaches. Up to six people will spend seven days and six nights (February 16 through February 23, 2013) in the Casa Cristal beach house. The home features a master suite with walk-in closet         </div>		
Restrictions:	<input type="text"/>	Expiration: <input type="text" value="2/25/2013"/>	
Certificate:	<input type="checkbox"/> Donor <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Auction <input type="checkbox"/> Tangible Display	Promo: <input type="checkbox"/>	Item Delivered: <input type="checkbox"/>
Value: <input type="text" value="10000"/>	Item Cost: <input type="text"/>	Value Text: <input checked="" type="checkbox"/> <input type="text" value="Priceless"/>	Taxable: <input type="checkbox"/>
Minimum Bid: <input type="text" value="2000"/>	Minimum Raise: <input type="text"/>	Guaranteed Bid: <input type="text"/>	Tax Rate: <input type="text"/>
Category:	<input type="text" value="Travel"/>	Package:	
Web Link:	<input type="text"/>	Image:	<input type="text" value="CostaRica1.JPG"/>
Donor(s):	<a href="#">Mike &amp; Karen Hofer</a> <a href="#">Edit</a> <a href="#">Delete</a>		<a href="#">View Catalog Entry</a>
Solicitor:	<input type="text" value="Hofer, Karen (Spouse)"/>	Certificate Contact: <input type="text"/>	

When you arrive to this page, click on the link of the Donor that takes you to the page to see that the donor directory information matches what is recorded on the procurement form. If so, come back to this page. If not, edit the information and update the directory information.

You will see the several zones within this page:

**ID** – This is the number that is automatically assigned to an auction item when it is entered into the database. If you are revising/updating an auction item, the ID will remain the same from last year.

**CHECK SPELLING, UPDATE, CANCEL** – Two of these buttons are self-explanatory. The “Update” button is what is pushed when you’ve revised/updated an auction item.

**CATALOG** – This is the box you will check if you want the item to shown online.

**DONATED** – The date that will show is when the auction item goes “live” in the system.

**ITEM NAME** – Update the auction name if it is warranted.

**AUCTION** – Select the category in which the auction item should be designated.

DESCRIPTION – This is the description that will be displayed both online and in the printed catalog. Be sure to use the “Check Spelling” button.

RESTRICTIONS – This area is used if there are conditions pertaining to this auction item.

EXPIRATION – The expiration date, if not specified by the donor, is one year from the date of the present auction.

CERTIFICATE – If there is a certificate to be supplied by the donor or click Tangible Display if the item will be at the auction.

ITEM DELIVERED – Click if the Auction is in possession of the auction item.

VALUE – Fair market value of the auction item.

MINIMUM BID – This is automatically set at 25% of Fair Market Value.

CATEGORY – This is a dropdown menu from which you can select and should match the Procurement Form designation.



WEB LINK – Enter a web link if there is one listed on the Procurement Form.

IMAGE – Disregard this item – this will be added administratively by the Auction Director.

At the bottom of this page, you will notice three User Text boxes:

User Text 1: This field is used to store extra information (i.e. contact information with regards to the donation).

User Text 2: This field is used to store names of additional names of images for the auction item – do not use it to store information.

<b>Solicitor:</b>	Hofer, Karen (Spouse) 	<b>Certificate Contact:</b>	<input type="text"/>
<b>User Text 1:</b>	Contact Mike Hofer Jr. at mphofer@imagin[...]	<b>User Text 2:</b>	CostaRica2.JPG,CostaRica2.JPG,CostaR[...]
<b>User Text 3:</b>	<input type="text"/>	<b>Storage:</b>	
<b>Modified By:</b>	Lee & Dr. Diann Hoedl	<b>Modify Date:</b>	2/14/2012 10:27:00 AM

MODIFIED BY – This identifies who updated or created this auction item entry.

MODIFY DATE – The date the auction item was last modified and updated.

When you've added any revised information or new information (for new auction items), go back to the top of the page and just below the red bar, click on the "Update" button.