

Functionality	On-screen buttons	Manual	Additional info
Mark/unmark supply	Marking (F4)	Select the line and double click on the checkbox 'M', or press the Enter key.	Doing the same on an already-marked line will unmark that line. By holding the CTRL or the SHIFT keys, multiple lines can be selected (and marked) at the same time.
Unmarking supply (unmark everything)	Marking (F4) — menu: Unmark everything	Clicking on the menu option 'Unmark everything' will unmark all lines in the supply shown at that moment.	
Marking supply (mark everything)	Marking (F4) — menu: Mark everything	Clicking on the menu option 'Mark everything' will mark all lines in the supply shown at that moment.	The user can only mark everything if the shown supply is not larger than 250 lots.
Receive supply at startup	Settings (F7) — tab: Other — section: Receive supply at startup	Click the checkbox of the location from where the supply must be downloaded at startup (multiple options can be selected).	Also determines which supply or part of the supply will be downloaded when the user clicks on 'Receive supply' in 'Marking (F4)' on the menu bar.
Receive supply	Marking (F4) — menu: Receive supply	Double-clicking on the menu option 'Receive supply' will download and show the most currently available supply for the selected date.	Under 'Settings (F7)', the user can set which locations the supply will be downloaded from.
Show supply	Marking (F4) — menu: Supply (F10)	If the filtered supply is shown in a summarized form, it can be changed to a fully-detailed form by clicking on this menu option.	For more information on summarizing a filter, see 'Summarizing a filter'.
Determine subsidiary auction clock	Settings (F7) — tab: Clock choice	Open the drop-down menu next to the intended hotkey and select the subsidiary clock position you wish.	Determines which clock will be opened as subsidiary clock at startup.
Create filter (including auctioned lots)	Marking (F4) — menu: Manage filters (F12) — Filter tab:	Activate the 'Including auctioned' box.	
Create filter (standard filter)	Marking (F4) — menu: Manage filters (F12) — Filter tab:		
Create filter (enter search values)	Marking (F4) — menu: Manage filters (F12) — Filter tab:	Click on the button 'Multi' next to the search field you wish, and select one or more values by moving them from the left-hand column to the right-hand column using the arrow keys.	The user can filter search values by typing the name, or part of the name, in the search field above the right-hand column. Multiple values can be selected at the same time by using the CTRL and SHIFT keys. Select all fields at the same time by clicking on the keys with the double arrows. No values can be entered in fields with a drop-down menu (i.e. 'Flowers/Plants', 'Type of load carrier' or 'Characteristics'). Select the value you want from the list.
Create filter (clear search values)	Marking (F4) — menu: Manage filters (F12) — Filter tab:	Clearing a single search value: Click on the button 'Multi' next to the search field you wish, and move the value in question from the right-hand column to the left. Clear the search values by clicking on the button 'Clear' next to the field in question.	Multiple values can be selected at the same time by using the CTRL and SHIFT keys. Select all fields at the same time by clicking on the keys with the double arrows. To remove all search values from all search fields, click on the button 'Clear all'.

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Create filter	Marking (F4) — menu: Manage filters (F12) — Filter tab:	Enter the search values in the appropriate fields.	Save the filter (give the filter a name under 'Name' in the 'Filter' field) by clicking on the menu option 'Save'. View the filter without saving it by clicking on the menu option 'Apply'.
Open filter	Marking (F4) — menu option: Filter	Select a previously-saved filter from the drop-down menu.	If a summary of the chosen filter has been compiled, the filtered supply will be shown in its summarized form.
Open filter (to edit)	Marking (F4) — menu: Manage filters (F12)	Select a previously saved filter from the drop-down menu (next to 'Name').	The parameters used in the filter will be shown. The composition of the filter can be changed and viewed with the menu option 'Apply'. If the user clicks on 'New', the filter will be returned to its most recently-saved composition.
Save filter	Marking (F4) — menu: Manage filters (F12) — Filter tab:	Enter a name in the 'Filter' field and click on the menu option 'Save'.	
Summarize filter	Marking (F4) — menu: Manage filters (F12) — Summary tab:	The left-hand column shows all fields from which the summary can be composed. The right-hand column shows all fields already selected. Fields can be moved from one column to the other using the arrow keys.	By using the keys with double arrows, all fields can be moved from one column to the other at the same time. Using the ^ and v arrows (to the right of the columns), the order of the selected fields can be altered. The fields in the right-hand column are shown as follows in the summary: the top field is the column furthest to the right, the bottom field is the column furthest to the left.
Sort filter	Marking (F4) — menu: Manage filters (F12) — Sort tab:	Click on a drop-down menu and select the item that will determine the sorting process. Now, click on the sorting order you wish to use (i.e. 'Increasing' or 'Decreasing').	Four items can be selected at the same time. Items will be sorted numerically, (the top item first, etc.). Only items from the lists provided can be entered.
Apply filter (supply)	Marking (F4)	Click on the drop-down menu 'Filter' and select the filter you wish to use.	If no filters have been created, the drop-down menu will be empty.
Turn off filter	Marking (F4) — menu option: Filter	Choose the option <Geen> ('None').	The entire supply will be shown.
Delete filter	Marking (F4) — menu: Manage filters (F12)	Click on the menu option 'Delete' and answer the question in the dialog window with 'Yes'.	
Set sound level	Settings (F7) — tab: Audio	Slide the volume control up or down.	Settings will not be saved.
Open trade portal	Trade portal (F9)		A KOA-related website.
Determine main clock	Settings (F7) — tab: Clock choice	Open the drop-down menu next to the intended hotkey and select the option 'Main clock'.	This determines with which clock the purchasing screen will be opened at startup.
Keyboard set up (press amounts)	Settings (F7) — tab: Keys —	In the second column ('Key'), choose a position and enter the key	If a key is entered that is already assigned at a different position, assigning it to a new
Keyboard set up (default values)	Settings (F7) — tab: Keys	Click on the 'Default' key to restore the standard keys as defined by FloraHolland.	
Keyboard set up (change clocks)	Settings (F7) — tab: Keys — Clock/Key column	In the second column ('Key'), choose a position and enter the key you wish to assign.	If a key is entered that is already assigned at a different position, assigning it to a new position will overwrite the old position.
Keyboard set up (change buyer's card)	Settings (F7) — tab: Keys — Card/Card column	In the second column ('Key'), choose a position and enter the key you wish to assign.	If a key is entered that is already assigned at a different position, assigning it to a new position will overwrite the old position.

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Set color	Settings (F7) — tab: Other — section: Colors	Click on one of the two options.	The 'Color per location' option shows the clocks in their default location colors (Aalsmeer: green; Naaldwijk: blue; Rijnsburg: aqua). The option 'Monochrome' shows all clocks in green. Clock T60 (test clock) is always shown in gray.
Coupling clocks to hotkeys	Settings (F7) — tab: Clock choice	Open the drop-down menu next to the intended hotkey and select the intended clock.	The chosen hotkey corresponds with a position. For more information on assigning a keyboard key to a position, see 'Keyboard setup'.
Coupling clocks to hotkeys (all 1 location at once)	Settings (F7) — tab: Clock choice	Click on the button in question for the location (section 'Automatic assignment').	The chosen hotkey corresponds with a position. For more information on assigning a keyboard key to a position, see 'Keyboard setup'.
Uncoupling clocks from hotkeys	Settings (F7) — tab: Clock choice	Click on the 'Clear' key (section 'Automatic assignment')	The chosen hotkey corresponds with a position. For more information on assigning a keyboard key to a position, see 'Keyboard setup'.
Show clock overview	Clock overview (F8)		The left-hand side of the screen shows the product auction group in question per clock, including the associated lines and the remaining lots.
Show upcoming lots at subsidiary clock	Settings (F7) — tab: Other — section: Upcoming lots	Click the 'Show upcoming lots at subsidiary clock' checkbox if the user also wants to show the upcoming lots at the subsidiary clocks. Only the main clock is shown as default.	Under 'Show upcoming lots at subsidiary clock', the user can the number of lots to be shown per clock (to a max. of 6). If the 'Color per location' option has been chosen (see 'Set color'), the lots will be shown in the color of the location from where they will be auctioned.
Purchasing agreement (F2) change layout	Purchasing agreement (F2)	By clicking on a column titles, holding the mouse button down and dragging, the order of the columns can be changed.	The custom order will be saved automatically.
Purchasing agreement (F2) change layout (default values)	Settings (F7) — tab: Other — section: Restore screens	Click on the 'Restore' button next to 'Purchasing agreements'.	The column order as defined by FloraHolland will be restored.
Save purchasing agreement at shutdown	Settings (F7) — tab: Other — section: Settings	Click the 'Ask at shutdown whether the purchasing agreements should be saved' checkbox.	Export to an Excel sheet. The user must have Microsoft Excel installed on the KOA work station in order to open the spreadsheet.
Marking (F4) change layout	Marking (F4)	By clicking on a column titles, holding the mouse button down and dragging, the order of the columns can be changed.	The custom order will be saved automatically.
Marking (F4) change layout (default values)	Settings (F7) — tab: Other — section: Restore screens	Click on the 'Restore' button next to 'Marking'.	The column order as defined by FloraHolland will be restored.
Marking (warning)	Settings (F7) — tab: Other — section: Settings	By using the arrows next to 'Audio warning', the number of lots preceding a marked lot can be set.	By selecting 0 (zero), no audio warning will be given.



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Coupling buyer's cards to hotkeys	Settings (F7) — tab: Card selection	Open the drop-down menu next to the hotkey you wish to use (in the column under the location where purchases can be made with the card in question) and select the card you wish to assign.	The chosen hotkey corresponds with a position. For more information on assigning a keyboard key to a position, see 'Keyboard setup'.
Show filter summary	Marking (F4) — menu: Summary (F11)	This shows the filtered supply in a summarized form, if a summary has been defined.	For more information on summarizing a filter, see 'Summarizing a filter'.
Show auction schedule	Clock overview (F8)	The user can select a clock with the F11 key. The right-hand side of the screen will show the auction schedule for the selected clock,	Clocks can also be selected by clicking on the drop-down menu in question, or in the left-hand side of this screen.