



## Sale of Data User Guide



# Sale of Data User Guide



## Sale of Data User Guide

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## Sale of Data User Guide

### INTRODUCTION

This Guide is intended to help LCBO trade partners use the new Sale of Data subscription application to purchase LCBO sales information.

This Guide describes the web pages and provides an explanation of the workflow to complete an order.

### LANDING PAGE

**Overview:** This is the first page of subscribing to Sale of Data. This page displays all orders you have on the Sale of Data system.

There are 4 main zones on the landing page.

1. Logout, Contact Us and Help links.
2. Message Board
3. Your Order list and Search and Export buttons
4. Create Order



## Sale of Data User Guide

The screenshot shows the LCBO Sale of Data Application interface. It includes a top navigation bar with 'Orders' and a 'Help Contact Us Logout' menu. A 'Message Board' section contains a 'Message' titled 'Welcome to Sale Of Data Online'. Below this is the 'Order History' section, which includes a search bar, 'Export to Pdf' and 'Export to Excel' buttons, and a table with columns for FiscalYear, Order #, Invoice #, Agent Name, AgentCode, Order Date, Options, Amount, and Status. A 'Create Order' button is also visible. Red boxes and numbers 1 through 4 highlight specific areas: 1 points to the top right navigation links, 2 to the Message Board, 3 to the FiscalYear column in the Order History table, and 4 to the Create Order button.

### Landing Page Usage

The grid below describes the various sections of the landing page.

| Item                         | Description   |
|------------------------------|---|
| Zone 1 – Helpful links       | This area contains links to help information, LCBO contact list, and the Logout icon.   |
| Zone 2 - Message Board       | This area will communicate general information regarding the system such as outages or special bulletins with deadline dates for ordering for the upcoming fiscal year. |
| Zone 3 - Data Export Buttons | This area contains buttons, to search by fiscal year or by other order information. It also contains buttons to export this data to your workstation.                   |
| Zone 4 - Create Order Button | This button is what you use to create you order.  |



## CREATING AN ORDER

**Overview:** Once you click the Create Order button you are presented with the Order Detail selection screen

On this screen you can:

1. See all the order options and their descriptions available for the fiscal year
2. View/assign Set/subsets to specific options
3. View the costs of each order option
4. Save/Purchase/Cancel your order

The screenshot shows the 'Order Management' interface for 'Sale Of Data Application'. The page title is 'Order Detail'. The agent name is 'HARPERCOLLINS CANADA LTD.'. The order is for '2007 - Order : ( New Order )'. The table below lists various order options with their descriptions, actions, and costs. Callouts 1-4 highlight specific features: 1 points to the description of option A, 2 points to the 'View Sets/SubSets' button for option C, 3 points to the cost breakdown for option C, and 4 points to the 'Save', 'Purchase', and 'Cancel' buttons at the top right.

| Select Description  | Action   | Cost                                  |
|---|--|---------------------------------------|
| <input type="checkbox"/> A: All Sets/Subsets - exception Vintages<br>*LCBO Summary Level<br>*Store Detail Level<br>*Information Library Access<br>Information Library access will be provided at no additional charge when subscribing to this package. |  | \$35,000.00                           |
| <input type="checkbox"/> B: All Sets/Subsets<br>*LCBO Summary Level Only  |  | \$9,300.00                            |
| <input type="checkbox"/> C: Specific Sets/Subsets<br>*LCBO Summary Level<br>*Store Detail Level   | <a href="#">View Sets/SubSets</a><br>Selected: 0 | Total: \$0.00<br>(\$550.00Per Subset) |
| <input type="checkbox"/> D: Specific Sets/Subsets<br>*LCBO Summary Level Only   | <a href="#">View Sets/SubSets</a><br>Selected: 0 | Total: \$0.00<br>(\$165.00Per Subset) |
| <input type="checkbox"/> E: Agent Specific CSPC's<br>*LCBO Summary Level  |  | \$0.00                                |



## ADDING OPTIONS TO AN ORDER

The following features are available when adding sales options to the order:

1. Check box selection
2. Running totals of selected options
3. Viewing specific set/subsets to subscribe to for certain options

**The screen validates which combinations are permitted (e.g. options B and D are not).**

LCBO  
Sale Of Data Application  
Order Management  
Orders  
Order Detail

Agent Name: HARPERCOLLINS CANADA LTD. Save Purchase Cancel

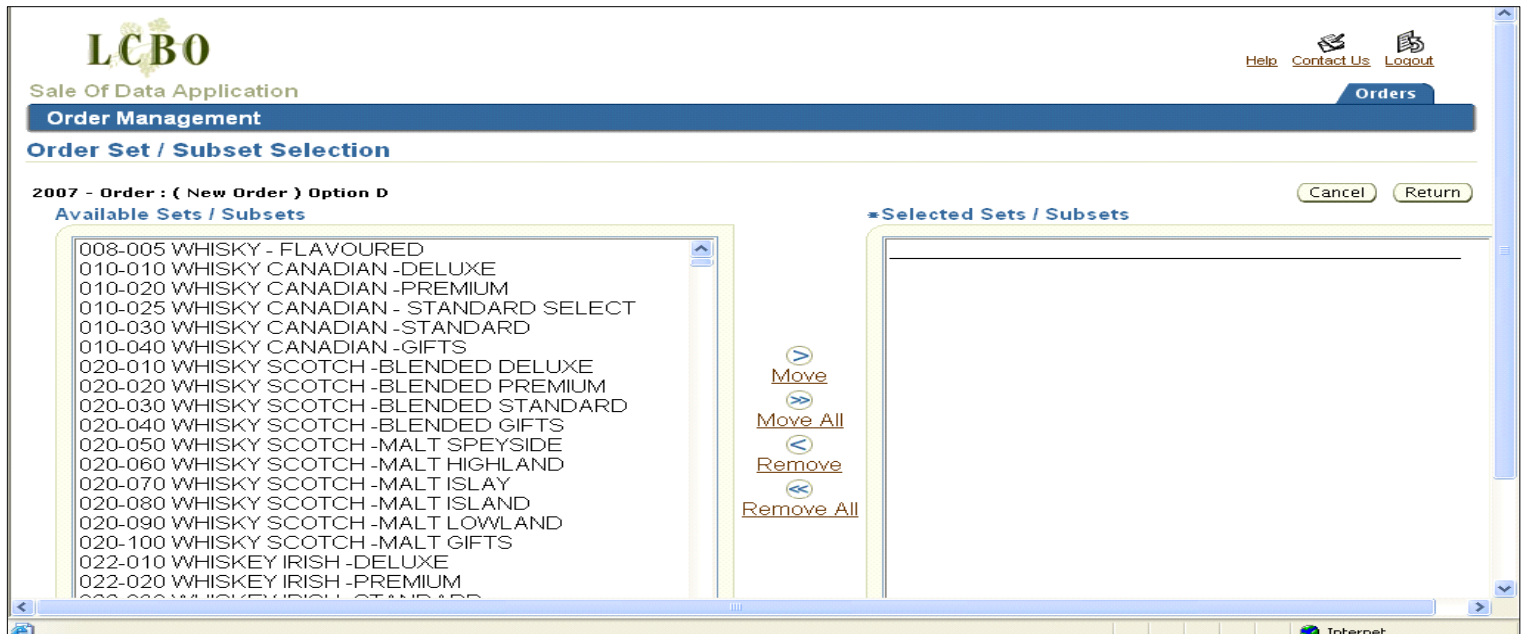
| Select                              | Description  | Action  | Cost                                   |
|-------------------------------------|--|---|--|
| <input type="checkbox"/>            | A: All Sets/Subsets - exception Vintages<br>*LCBO Summary Level<br>*Store Detail Level |   | \$35,000.00                            |
| <input checked="" type="checkbox"/> | B: All Sets/Subsets<br>*LCBO Summary Level Only  |   | \$9,300.00                             |
| <input type="checkbox"/>            | C: Specific Sets/Subsets<br>*LCBO Summary Level<br>*Store Detail Level                 | <span>View Sets/SubSets</span><br>Selected: 0 | Total: \$0.00<br>(\$550.00 Per Subset) |
| <input checked="" type="checkbox"/> | D: Specific Sets/Subsets<br>*LCBO Summary Level Only                                   | <span>View Sets/SubSets</span><br>Selected: 0 | Total: \$0.00<br>(\$165.00 Per Subset) |
| <input type="checkbox"/>            | E: Agent Specific CSPC's<br>*LCBO Summary Level  |   | \$0.00                                 |



## VIEW LCBO SET/SUBSETS

Once you have selected View Sets/Subsets you are presented with 2 results lists. The left hand list shows all LCBO Sets/Subsets available for sale by the LCBO and the right hand list shows what you have selected.

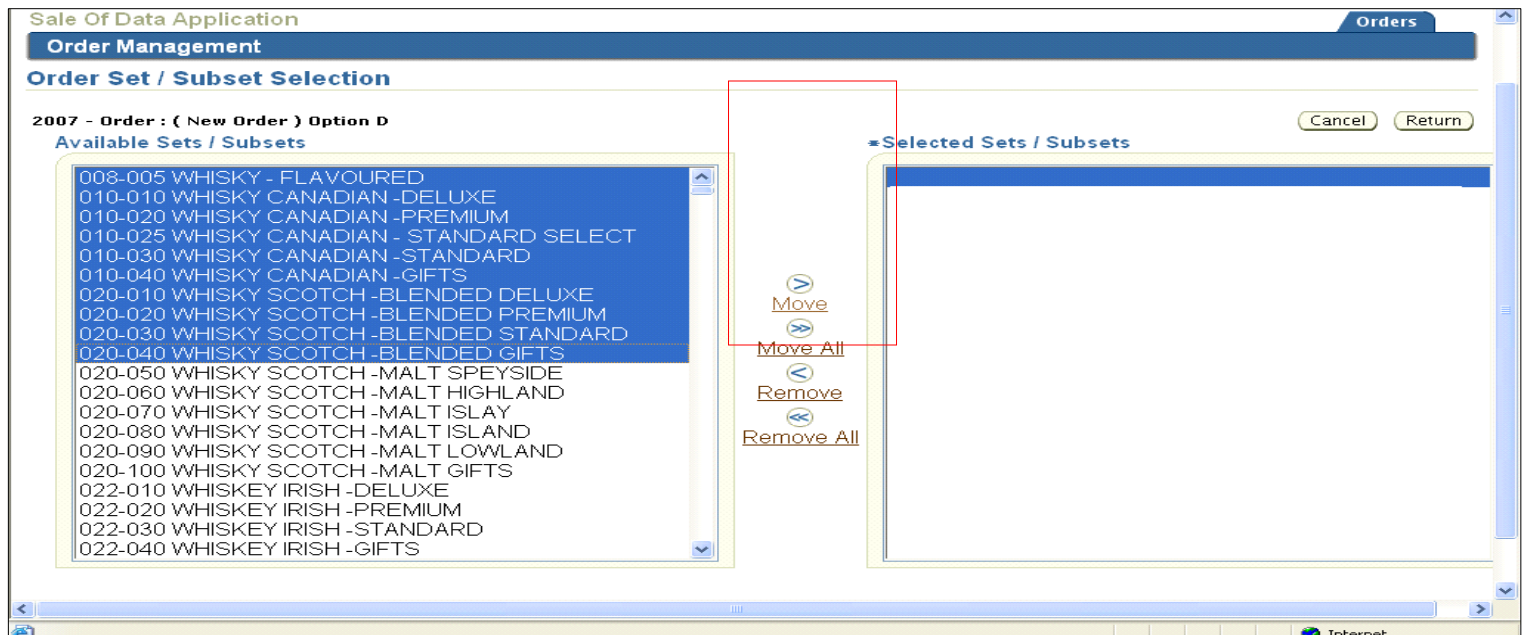
Please note that scroll bars are available on both lists for you to use as navigation tools.





## Sale of Data User Guide

To select Set/Subsets you want to purchase you will highlight your selections with the mouse and use the move buttons to put them in your selection list on the right.



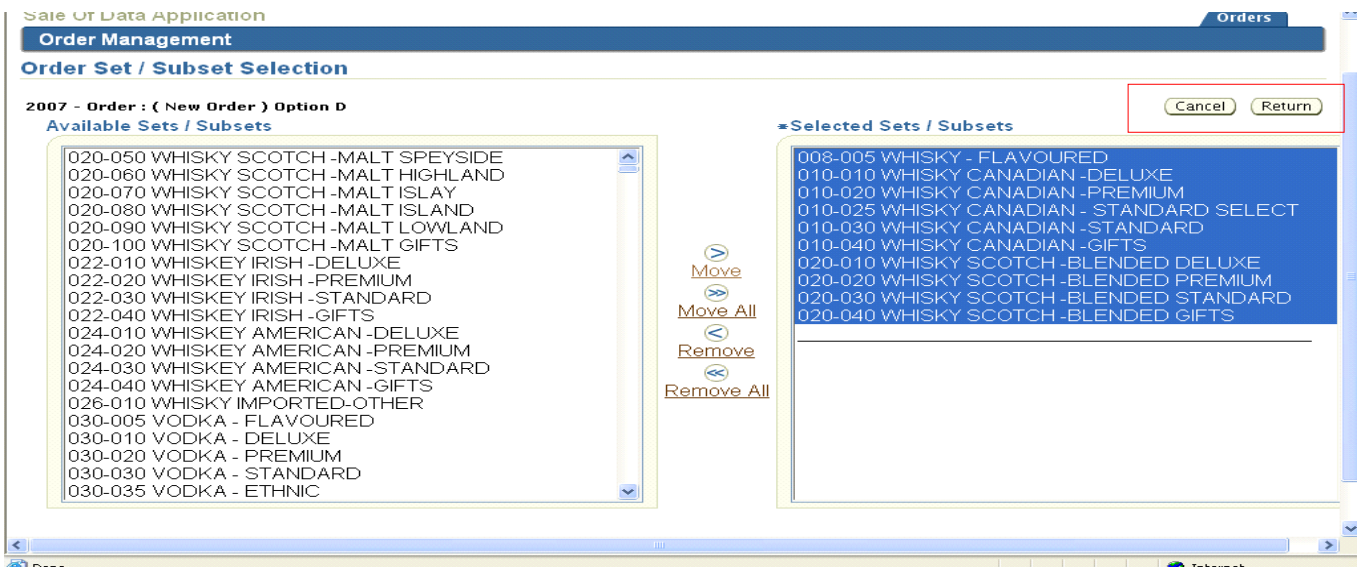




## ADDING SPECIFIC SETS/SUBSETS TO YOUR ORDER

Once you have moved your selection of LCBO Sets/Subsets to your selection list you can return to your main order option page by clicking the Return button,

If you wish to cancel this process click on the Cancel button and you will be brought back to your main option screen without affecting specific Sets/Subsets ordering.





## Sale of Data User Guide

### SAVING YOUR ORDER

Once you have returned to your order detail page from Sets/Subsets assignment you are presented with the total value of your Set/Subsets option.

If you are not ready to finalize your purchase, you can use the Save button in order to save your input with the ability to make future changes.

LCBO  
Sale Of Data Application  
Orders

Order Management  
Order Detail

Agent Name: HARPERCOLLINS CANADA LTD. Save Purchase Cancel

2007 - Order 100020 : 100026 ( New Order )

| Select                              | Description  | Action   | Cost   |
|-------------------------------------|--|--|--|
| <input type="checkbox"/>            | <b>A: All Sets/Subsets - exception Vintages</b><br>*LCBO Summary Level<br>*Store Detail Level<br>*Information Library Access<br><small>Information Library access will be provided at no additional charge when subscribing to this package.</small> |  | \$35,000.00                                      |
| <input checked="" type="checkbox"/> | <b>B: All Sets/Subsets</b><br>*LCBO Summary Level Only   |  | \$9,300.00                                       |
| <input checked="" type="checkbox"/> | <b>C: Specific Sets/Subsets</b><br>*LCBO Summary Level<br>*Store Detail Level  | <a href="#">View Sets/SubSets</a><br>Selected: 9 | <b>Total: \$4,950.00</b><br>(\$550.00Per Subset) |
| <input type="checkbox"/>            | <b>D: Specific Sets/Subsets</b><br>*LCBO Summary Level Only  | <a href="#">View Sets/SubSets</a><br>Selected: 0 | <b>Total: \$0.00</b><br>(\$165.00Per Subset)     |
| <input type="checkbox"/>            | <b>E: Agent Specific CSPC's</b><br>*LCBO Summary Level   |  | \$0.00   |

Done Internet

start Windows T... 5 Interne... 5 Microso... Microsoft E... TSCM - KE... Microsoft P... Document1... 1:45 PM Wednesday 2/28/2007



# Sale of Data User Guide

After saving your order you are presented with a saved message in the information section. You can logout and come back to your order in the future for changes or you can confirm your order by clicking on the Purchase button.

After saving an order the status is considered as 'New'.

**LCBO**  
Sale Of Data Application

[Help](#) [Contact Us](#) [Logout](#)

**Orders**

**Order Management**

**Order Detail**

**Information**  
Successfully saved Order Detail

Agent Name: HARPERCOLLINS CANADA LTD. [Save](#) [Purchase](#) [Cancel](#)

2007 - Order 100020 : 100026 ( New Order )

| Select                              | Description  | Action   | Cost  |
|-------------------------------------|--|--|---|
| <input type="checkbox"/>            | <b>A: All Sets/Subsets - exception Vintages</b><br>*LCBO Summary Level<br>*Store Detail Level<br>*Information Library Access<br><small>Information Library access will be provided at no additional charge when subscribing to this package.</small> |  | <b>\$35,000.00</b>                                      |
| <input checked="" type="checkbox"/> | <b>B: All Sets/Subsets</b><br>*LCBO Summary Level Only   |  | <b>\$9,300.00</b>                                       |
| <input checked="" type="checkbox"/> | <b>C: Specific Sets/Subsets</b><br>*LCBO Summary Level<br>*Store Detail Level  | <a href="#">View Sets/SubSets</a><br>Selected: 9 | <b>Total: \$4,950.00</b><br><b>(\$550.00Per Subset)</b> |
| <input type="checkbox"/>            | <b>D: Specific Sets/Subsets</b><br>*LCBO Summary Level Only  | <a href="#">View Sets/SubSets</a><br>Selected: 0 | <b>Total: \$0.00</b><br><b>(\$165.00Per Subset)</b>     |



## REVIEWING SAVED ORDERS

Once you have returned to your order detail page by clicking on the orders tab or signing back on to the web site, you will see your new order.

[Help](#) [Contact Us](#) [Logout](#)

Sale Of Data Application

**Order Management** Orders

**Message Board**

**Message**

Welcome to Sale Of Data Online

**Order History**

Agent Name:HARPERCOLLINS CANADA LTD. Create Order Agent Code  Fiscal Year

Search Export to Pdf Export to Excel

**Order History (Rows: 1-1)**

| FiscalYear | Order # | Invoice # | Agent Name                | AgentCode | Order Date | Options | Amount | Status |                      |
|------------|---------|-----------|---------------------------|-----------|------------|---------|--------|--------|----------------------|
| 2007       | 100020  | 100026    | HARPERCOLLINS CANADA LTD. | 0055      |            | B,C     |        | New    | <a href="#">View</a> |

Previous Next

[Orders](#) | [Help](#) | [Contact Us](#) | [Logout](#)



## PURCHASE OPTION

By selecting Purchase you will be provided with your order detail and a breakdown of the order value.

**LCBO** [Help](#) [Contact Us](#) [Logout](#)

Sale Of Data Application **Orders**

**Order Management**

**Order Detail**

Agent Name: HARPERCOLLINS CANADA LTD.

2007 - Order 100020 : 100026 ( New Order )

| Select                              | Description  | Action  | Cost   |
|-------------------------------------|--|---|--|
| <input type="checkbox"/>            | <b>A: All Sets/Subsets - exception Vintages</b><br>*LCBO Summary Level<br>*Store Detail Level<br>*Information Library Access<br><small>Information Library access will be provided at no additional charge when subscribing to this package.</small> |   | \$35,000.00                                      |
| <input checked="" type="checkbox"/> | <b>B: All Sets/Subsets</b><br>*LCBO Summary Level Only   |   | \$9,300.00                                       |
| <input checked="" type="checkbox"/> | <b>C: Specific Sets/Subsets</b><br>*LCBO Summary Level<br>*Store Detail Level  | <input type="button" value="View Sets/SubSets"/><br>Selected: 9 | <b>Total: \$4,950.00</b><br>(\$550.00Per Subset) |
| <input type="checkbox"/>            | <b>D: Specific Sets/Subsets</b><br>*LCBO Summary Level Only  | <input type="button" value="View Sets/SubSets"/><br>Selected: 0 | <b>Total: \$0.00</b><br>(\$165.00Per Subset)     |
| <input type="checkbox"/>            | <b>E: Agent Specific CSPC's</b><br>*LCBO Summary Level   |   | \$0.00   |



## CONFIRM PURCHASE OPTION

After clicking on the Purchase button you are presented with a breakdown of your order.

If you are satisfied with your order click on the Confirm button.

**Please note the values are test data only.**

**LCBO**  
Sale Of Data Application

[Help](#) [Contact Us](#) [Logout](#)

**Orders**

**Order Management**

**Order Detail**

Agent Name: HARPERCOLLINS CANADA LTD.

2007 - Order 100020 : 100026 ( New Order )

| Description  | Action  | Cost   |
|--|---|--|
| B: All Sets/Subsets<br>*LCBO Summary Level Only                        |   | \$9,300.00   |
| C: Specific Sets/Subsets<br>*LCBO Summary Level<br>*Store Detail Level | <input type="button" value="View Sets/SubSets"/><br>Selected: 9 | Total: \$4,950.00<br>(\$550.00Per Subset)  |
|  |   | <b>Subtotal: \$14,250.00</b><br><b>GST: \$855.00</b><br><b>AdminFee: \$1,475.00</b><br><b>Total: \$16,580.00</b> |

Created By:  Updated By:   
 Created On:  Updated On:

[Orders](#) | [Help](#) | [Contact Us](#) | [Logout](#)




## PENDING ORDER

After you have confirmed your order the following occurs:

1. The order becomes 'Pending'.
2. An Invoice is generated that you can view/print and send with payment to the LCBO.

Once LCBO receives full payment, your order will be approved, so you can start downloading your subscribed data.



[Help](#) [Contact Us](#) [Logout](#)

Sale Of Data Application Orders

**Order Management**

**Order Detail**

**Information**

1. Successfully saved Order Detail
2. Please print your order invoice and mail with payment to the LCBO for processing.

Agent Name: HARPERCOLLINS CANADA LTD. 


 **2**

**2007 - Order 100020 : 100026 ( Pending Order )** **1**

| Cancel                   | Description   | Action  | Cost  |
|--------------------------|---|---|---|
| <input type="checkbox"/> | <b>B: All Sets/Subsets</b><br>*LCBO Summary Level Only                        |   | <b>\$9,300.00</b>                                       |
| <input type="checkbox"/> | <b>C: Specific Sets/Subsets</b><br>*LCBO Summary Level<br>*Store Detail Level | <input type="button" value="View Sets/SubSets"/><br>Selected: 9 | <b>Total: \$4,950.00</b><br><b>(\$550.00Per Subset)</b> |

**Subtotal: \$14,250.00**

**GST: \$855.00**

**AdminFee: \$50.00**

**Total: \$16,580.00**

Created By  Updated By

Created On  Updated On



## Sale of Data User Guide

### PRINTING YOUR INVOICE

After opening your invoice you can then print it for remittance with payment to the LCBO.

**LCBO** **INTERNET Sale of Data Invoice** Invoice Number: 100026

I wish to purchase the data shown below for fiscal year 2007

|   |                            |                                |
|---|----------------------------|--------------------------------|
| Agent Number<br>0055  | Contact Name<br>LINDA DAWN | Internet E-Mail Address        |
| Company Name<br>HARPERCOLLINS CANADA LTD.                   |                            | Date<br>2007-02-28             |
| Mailing Address<br>HAZELTON LANES 55 AVENUE ROAD SUITE 2900 |                            | Phone Number<br>99759334       |
| City<br>TORONTO ONT   | Postal Code<br>POSTAL      | Fax Number<br>0000000099759884 |

**DATA OPTIONS- ALL PACKAGES ARE AVAILABLE ONLY IN FULL YEAR SUBSCRIPTIONS.**

|  | Quantity                      | Extended Price      |
|--|-------------------------------|---------------------|
| <b>B = All Sets/Subsets</b><br>* LCBO Summary Level Only<br><i>Data provided on a weekly basis</i>                         | 1                             | \$9,300.00          |
| <b>C = Specific Sets/Subsets</b><br>* LCBO Summary Level<br>* Store Detail Level<br><i>Data provided on a weekly basis</i> | 9                             | \$4,950.00          |
|  | <b>\$550.00 per subset</b>    |                     |
|  | <b>Subtotal</b>               | <b>\$ 14,250.00</b> |
|  | <b>GST (6%)</b><br>R122241177 | <b>\$ 855.00</b>    |
|  | <b>Admin Amount</b>           | <b>\$ 50.00</b>     |
|  | <b>Total Amount Due</b>       | <b>\$ 16,580.00</b> |

Remittance LCBO  
55 Lakeshore Blvd East  
Department #884 AR  
Toronto, On





## AMENDING CONFIRMED ORDERS

If for some reason you decide to change your order after confirming, you can:

1. Click on the Amend button

The screenshot shows the LCBO Sale of Data Application interface. At the top left is the LCBO logo and the text "Sale Of Data Application". At the top right are links for "Help", "Contact Us", and "Logout". Below the logo is a blue navigation bar with "Order Management" and "Orders". A "Message Board" section contains a "Message" box with the text "Welcome to Sale Of Data Online". The "Order History" section displays the "Agent Name: HARPERCOLLINS CANADA LTD." and a "Create Order" button. Below this is a search bar with "Search", "Export to Pdf", and "Export to Excel" buttons. The "Order History (Rows: 1-1)" table has the following data:

| FiscalYear | Order # | Invoice # | Agent Name                | AgentCode | Order Date | Options | Amount      | Status  | View                 | Amend                 |
|------------|---------|-----------|---------------------------|-----------|------------|---------|-------------|---------|----------------------|-----------------------|
| 2007       | 100020  | 100026    | HARPERCOLLINS CANADA LTD. | 0055      | 2007-02-28 | B,C     | \$16,580.00 | Pending | <a href="#">View</a> | <a href="#">Amend</a> |

Below the table are "Previous" and "Next" buttons. At the bottom of the interface are links for "Orders", "Help", "Contact Us", and "Logout". A red box highlights the "Amend" button in the table, with a red number "1" next to it.



## Sale of Data User Guide

Once you select the order for amendment you are brought to the order options page. You will notice from this screen that:

1. The amended order is treated like a new order (it is paid for separately)
2. Only options that have not been ordered from previous current fiscal year orders are available.
3. You can save your amendments and purchase later.
4. You can purchase the amendments now.

LCBO  
Sale Of Data Application  
Order Management  
Order Detail

Agent Name: HARPERCOLLINS CANADA LTD.  
2007 - Order 100020 ( New Order )


Select Description Action Cost

|                                     |  |                                  |                                       |
|-------------------------------------|--|----------------------------------|---------------------------------------|
| <input type="checkbox"/>            | A: All Sets/Subsets - exception Vintages<br>'LCBO Summary Level<br>'Store Detail Level<br>'Information Library Access<br>Information Library access will be provided at no additional charge when subscribing to this package. |                                  | \$35,000.00                           |
| <input type="checkbox"/>            | B: All Sets/Subsets<br>'LCBO Summary Level Only  |                                  | \$9,300.00                            |
| <input type="checkbox"/>            | C: Specific Sets/Subsets<br>'LCBO Summary Level<br>'Store Detail Level   | View Sets/SubSets<br>Selected: 0 | Total: \$0.00<br>(\$550.00Per Subset) |
| <input type="checkbox"/>            | D: Specific Sets/Subsets<br>'LCBO Summary Level Only   | View Sets/SubSets<br>Selected: 0 | Total: \$0.00<br>(\$165.00Per Subset) |
| <input checked="" type="checkbox"/> | E: Agent Specific CSPC's<br>'LCBO Summary Level  |                                  | \$0.00                                |



## Sale of Data User Guide

Once you have selected Purchase on your amended order you will have to Confirm (1) the purchase before you can start the payment process.

[Help](#) [Contact Us](#) [Logout](#)

**Sale Of Data Application**  
**Order Management** Orders

**Order Detail**

Agent Name:HARPERCOLLINS CANADA LTD.

2007 - Order 100020 : ( New Order )

| Description  | Action                                 | Cost   |
|--|--|--------|
| E: Agent Specific CSPC's<br>'LCBO Summary Level<br>'Store Detail Level | <input type="button" value="Confirm"/> | \$0.00 |

**Subtotal: \$0.00**  
**GST: \$0.00**  
**AdminFee: \$50.00**  
**Total: \$50.00**

Created By  Updated By   
Created On  Updated On

[Orders](#) | [Help](#) | [Contact Us](#) | [Logout](#)



# Sale of Data User Guide

Once you have confirmed your amendments you will notice that a new order/invoice is generated.

You will have to follow the same completion steps with the amended order as you did with the original before you receive the amended subscription data. These steps are:

1. View and print invoice
2. Mail invoice and payment to the LCBO
3. LCBO approves your order after receiving full payment.



[Help](#) [Contact Us](#) [Logout](#)

Sale Of Data Application Orders

**Order Management**

**Order Detail**

**Information**

1. Successfully saved Order Detail
2. Please print your order invoice and mail with payment to the LCBO for processing.

Agent Name: HARPERCOLLINS CANADA LTD.

2007 - Order 100020 : 100027 ( Pending Order )

|                          | Cancel Description   | Action | Cost   |
|--------------------------|--|--------|--------|
| <input type="checkbox"/> | E: Agent Specific CSPC's<br>*LCBO Summary Level<br>*Store Detail Level |        | \$0.00 |

Subtotal: \$0.00  
GST: \$0.00  
AdminFee: \$50.00  
Total: \$50.00

Created By  Updated By

Created On  Updated On

[Orders](#) | [Help](#) | [Contact Us](#) | [Logout](#)



### **PAYMENT CONFIRMATION EMAIL**

Once your payment has been received and processed by the LCBO your order status becomes 'Approved'. Upon approval you will be sent a confirmation E-Mail.

The E-Mail contains the following information:

1. Date confirmation sent and processed.
2. The Invoice # that is being approved.
3. The options that are approved.

Please note that you cannot respond to this E-Mail. If you have any concerns please call your contact at the LCBO.

#### **EMAIL SAMPLE below**

From: SOD Admin [mailto:Sod.admin@lcbo.com]

Sent: Wednesday, February 28, 2007 2:34 PM

To: Customer,SOD

Subject: LCBO - Sale of Data - Order Approval

Your order regarding Invoice Number 100026 has been approved for the following options:

- Option B
- Option C for 9 of set/subsets in total

You will be notified of when the data you have requested is available for downloading.



## MISCELLANEOUS

### SAMPLE ORDER CREATION ERROR MESSAGES

The following screen shows the error when invalid order option combinations are made.

**LCBO**  
Sale Of Data Application

Help Contact Us Logout

Orders

**Order Management**

**Order Detail**

**Error**  
Option B can't be selected with option D.

Agent Name: HARPERCOLLINS CANADA LTD. Save Purchase Cancel

2007 - Order : ( New Order )

| Select                              | Description  | Action                            | Cost                                      |
|-------------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/>            | A: All Sets/Subsets - exception Vintages<br>*LCBO Summary Level<br>*Store Detail Level<br>*Information Library Access<br>Information Library access will be provided at no additional charge when subscribing to this package. |                                   | \$35,000.00                               |
| <input checked="" type="checkbox"/> | B: All Sets/Subsets<br>*LCBO Summary Level Only  |                                   | \$9,300.00                                |
| <input type="checkbox"/>            | C: Specific Sets/Subsets<br>*LCBO Summary Level<br>*Store Detail Level   | View Sets/SubSets<br>Selected: 0  | Total: \$0.00<br>(\$550.00Per Subset)     |
| <input checked="" type="checkbox"/> | D: Specific Sets/Subsets<br>*LCBO Summary Level Only   | View Sets/SubSets<br>Selected: 10 | Total: \$1,650.00<br>(\$165.00Per Subset) |

Internet



## EXPORTING ORDER INFORMATION

By selecting Export to Excel the web site will export your data to Excel for your records and reference.

The screenshot shows the LCBO Sale of Data Application interface. At the top left is the LCBO logo and the text "Sale Of Data Application". At the top right are links for "Help", "Contact Us", and "Logout". Below this is a blue navigation bar with "Order Management" and "Orders". A "Message Board" section contains a "Message" with the text "Welcome to Sale Of Data Online". The "Order History" section is active, showing "Agent Name: HARPERCOLLINS CANADA LTD." and a "Create Order" button. Below this are buttons for "Search", "Export to Pdf", and "Export to Excel", with the "Export to Excel" button highlighted by a red box. A table titled "Order History (Rows: 1-1)" contains one row of data. At the bottom of the table are "Previous" and "Next" buttons, and a footer with links for "Orders", "Help", "Contact Us", and "Logout".

| FiscalYear | Order # | Inv#   | Agent Name                | AgentCode | Order Date | Options | Amount | Status |                      |
|------------|---------|--------|---------------------------|-----------|------------|---------|--------|--------|----------------------|
| 2007       | 100020  | 100026 | HARPERCOLLINS CANADA LTD. | 0055      |            | B,C     |        | New    | <a href="#">View</a> |



## Sale of Data User Guide

After clicking on Export you will be presented with a file download box.  
By selecting open you are presented with the spreadsheet.

The screenshot displays the LCBO Sale of Data Application interface. A "File Download" dialog box is open in the center, asking "Do you want to open or save this file?". The file details are: Name: reportHistory.xls, Type: Microsoft Excel Worksheet, and From: p003.lcbo.com. The dialog has "Open", "Save", and "Cancel" buttons. Below the dialog, a warning message states: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

The background interface includes the LCBO logo, "Sale Of Data Application" title, and navigation links for "Help", "Contact Us", and "Logout". The main content area is titled "Order Management" and features a "Message Board" with a welcome message, "Order History" section, and a table of order data. The table has columns for FiscalYear, Order #, Invoice #, and Agent Name. A row is visible for FiscalYear 2007, Order # 100020, Invoice # 100026, and Agent Name HARPER.

| FiscalYear | Order # | Invoice # | Agent Name |
|------------|---------|-----------|------------|
| 2007       | 100020  | 100026    | HARPER     |

At the bottom of the browser window, the address bar shows the URL: <http://p003.lcbo.com:7779/sod/faces/pages/app/home.jspx>. The Windows taskbar at the bottom shows the Start button, several open applications (Internet Explorer, Microsoft Excel, TSCM - KE..., Microsoft PowerPoint, Document1...), and the system clock indicating 1:44 PM on Wednesday, 2/28/2007.



