

In-Store Publisher Guide

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CONTENTS

Getting Started	2
Definitions.....	2
In-Store Publisher Overview	2
Application Help.....	2
Login.....	2
Home.....	3
Home Tile Menu Options	3
Batches	4
Viewing Batches	4
Printing Batches	5
Changing Templates	6
Sign Batch View.....	7
Viewing Signs in a Batch	7
Sign Batch View.....	8
Adding Products to the Master Batch.....	10
Printing Exceptions and Replacements	11

Getting Started

Before logging into the Lexmark portal, you need to download the Print Control application. This application only works with Windows operating system and the preferred browser is Google Chrome. Refer to LCBO Bntag Getting Started document.

Definitions

Master Brand List – All LCBO products

LTO – Limited Time Offers

Store Inventory – Operator specific products based on order history. If new products are purchased, you need to add the new product from the Item Library.


SS – Super Saver

In-Store Publisher Overview

This document provides a user workflow guide for common functions within In-Store Publisher to print pricing labels for LCBO products.

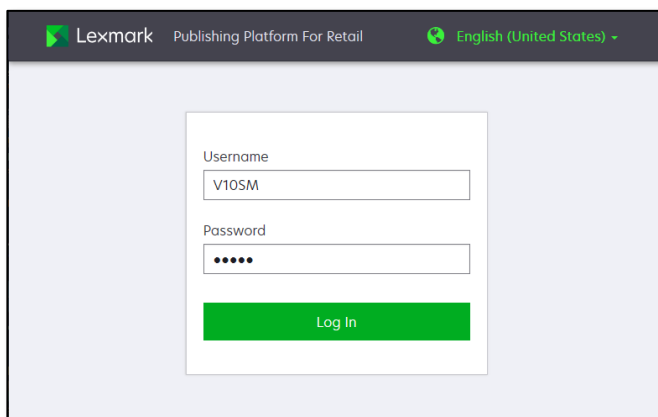
Application Help



Basic help on functions are available from inside the application by clicking on the  icon at the top of the screen next to the username.

Login

Click on the link [PPR | Lexmark](#) to login. Once logged in you will be directed to the Home page.



Enter the following information:

Username:
5 digit store numberSM

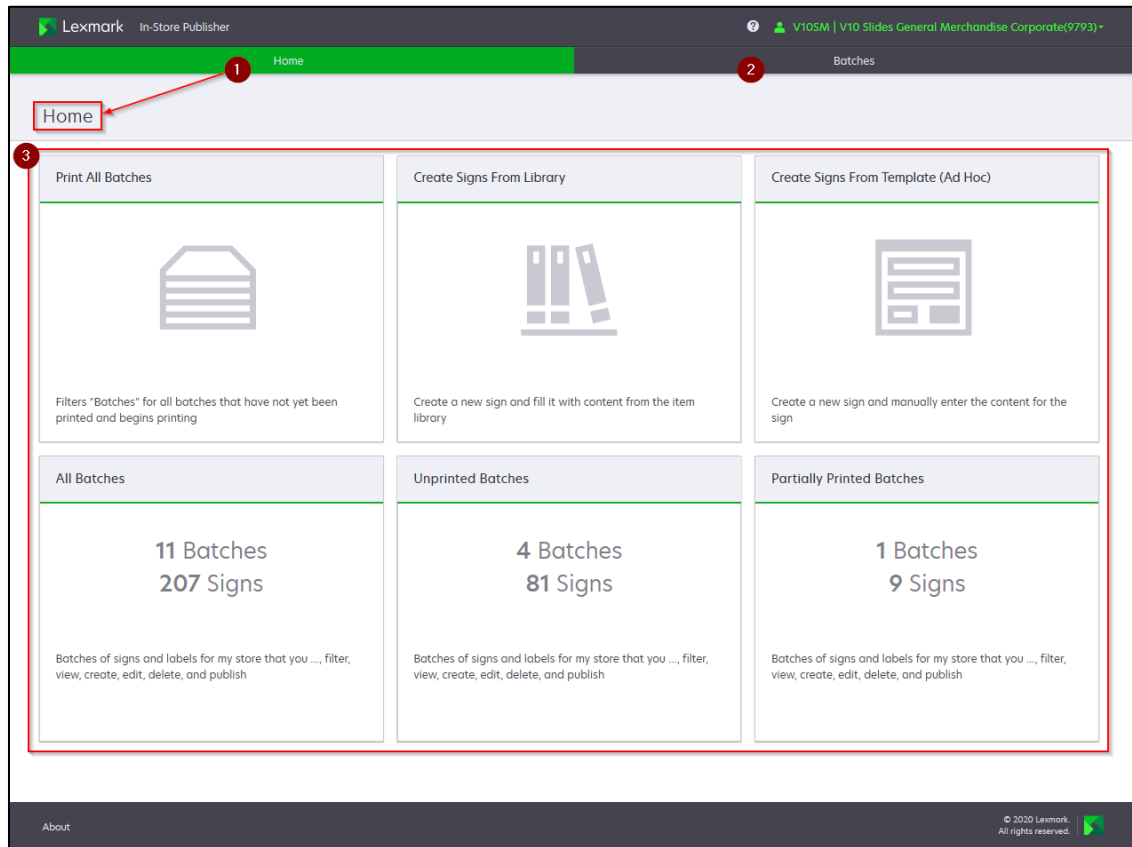
Password:
5 digit store numberSM

Example:
UserID - 50001SM
Password - 50001SM

Click “Log In”

Home

The main navigation menu for the In-Store Publisher. Once logged in you will be on the Home Screen and presented with Tiles. Tiles are designed to help you navigate quickly and perform some options with little or no effort.



The top level provides two tabs

1. Home View – The Tiles
2. Batches View – View to the Batches of Signs
3. Tile Menu

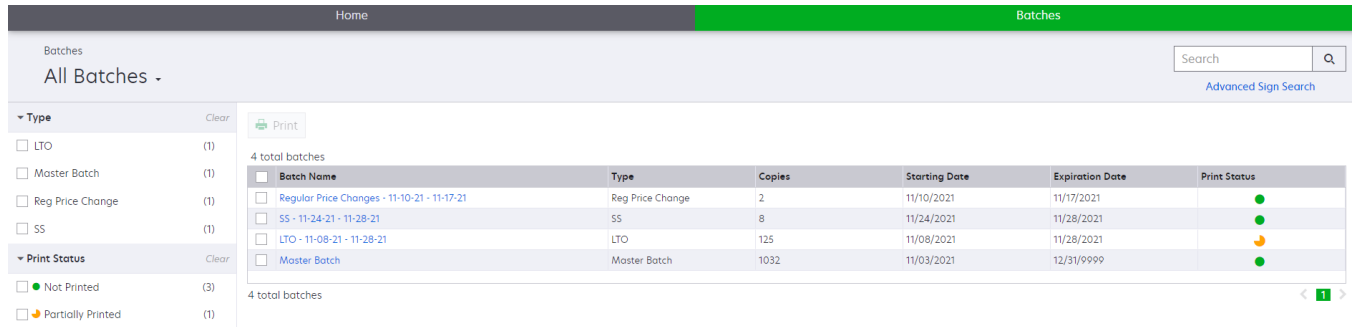
Home Tile Menu Options

- **Print All Batches** – Provides a “One Click” workflow that filters and sorts all unprinted or partially printed batches, immediately prompts user to print all signs
- **Create Signs from Library** - **do not use**
- **Create Signs from Template** - **do not use**
- **All Batches** – Shows users batches and sign totals and will take users to the Batches view
- **Unprinted Batches** – The totals show only the number of batches not printed and total of signs for all those batches. Clicking on this Tile takes users to the Batches View filtered for just those batches and signs
- **Partially Printed Batches** – The totals show only the batches that have been partially printed but still have signs that may need printing. Clicking this takes users to the Batches View filtered for just those batches

Batches

Viewing Batches

This view provides users access to all batches for the store. You will be defaulted to All Batches but can select other views to narrow down. If more than one page exists, you can page through at the bottom right of the view



Batch Name	Type	Copies	Starting Date	Expiration Date	Print Status
Regular Price Changes - 11-10-21 - 11-17-21	Reg Price Change	2	11/10/2021	11/17/2021	●
SS - 11-24-21 - 11-28-21	SS	8	11/24/2021	11/28/2021	●
LTO - 11-08-21 - 11-28-21	LTO	125	11/08/2021	11/28/2021	●
Master Batch	Master Batch	1032	11/03/2021	12/31/9999	●

The main view provides 2 distinct navigation methods allowing for:

1. Type
2. Print Status
3. Filtering – Choose one or many filters to be used on a view – LTO, Store Inventory (Master Batch), Reg Price Change, SS (Super Sale)
4. Sorting a view based on a column by clicking on a column header
5. Search – Provides a search for Batch Information shown in the columns
6. Advance Search – Provides sign search across all batches from this view

What you typically see on this screen (screen may vary for your deployment):

- Batch Name
- Batch Type
- Copies of signs in each batch
- Starting Date
- Expiration Date
- Print Status – printed or unprinted



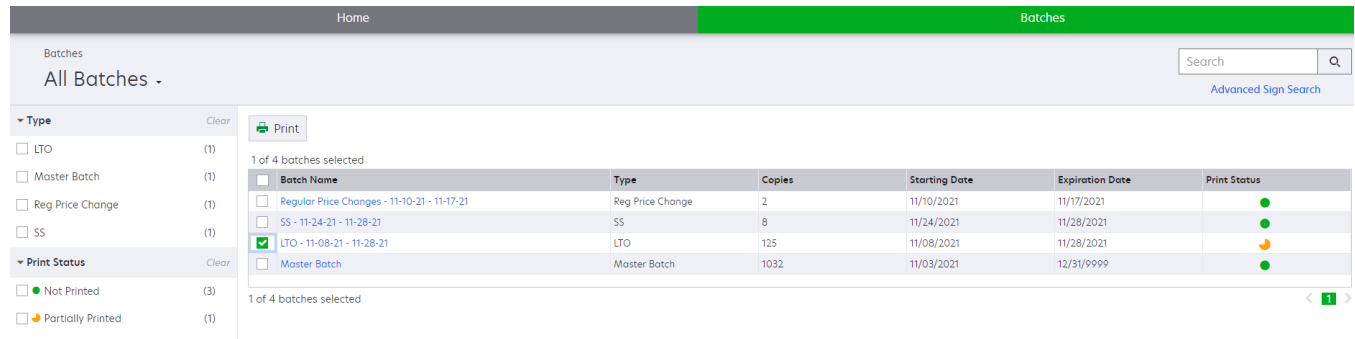
Gray Check – indicates that the batch has been fully printed

Clicking on the Blue hyper Link will take you into the individual Batch view. Typically, this is the name but can vary for each deployment

- To return to this screen at any time, click “Batches” tab in the grey at the top of the screen.

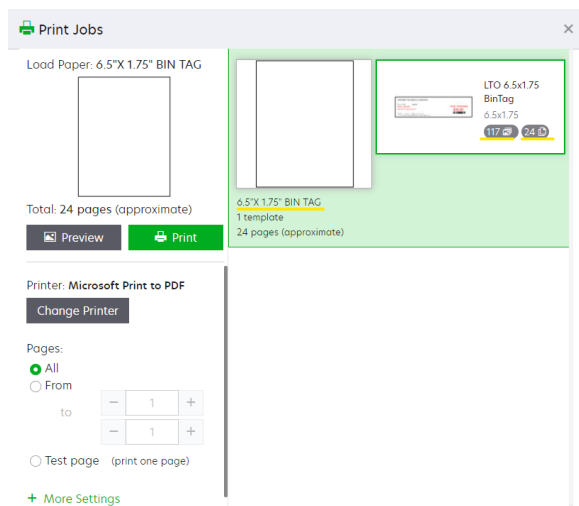
Printing Batches

Printing Batches is the fastest way to print, by selecting one or multiple batches you can the print all signs in those batches. The signs will be sorted by Paper and Template to reduce waste so all signs that fit on the 1UP 8.5x11 Paper will grouped by the same template that use that paper then printed. Users will be prompted for each paper change and shown the templates that used for that print job.



Batch Name	Type	Copies	Starting Date	Expiration Date	Print Status
<input type="checkbox"/> Regular Price Changes - 11-10-21 - 11-17-21	Reg Price Change	2	11/10/2021	11/17/2021	●
<input type="checkbox"/> SS - 11-24-21 - 11-28-21	SS	8	11/24/2021	11/28/2021	●
<input checked="" type="checkbox"/> LTO - 11-08-21 - 11-28-21	LTO	125	11/08/2021	11/28/2021	●
<input type="checkbox"/> Master Batch	Master Batch	1032	11/03/2021	12/31/9999	●

- Choose the Batches to print from the Batches View – a green box with checkmark will appear
- Click on the Print Icon to launch the print jobs dialog – The print jobs prompts users through printing by prompting for the proper paper to load as well as provides the visuals for types signs that were sorted and that will be printed on that same paper. This view shows you the template size, number of items (117) and number of pages (24). **If you need to change the template, you need to go to the Store Inventory (Master Batch), change template.** All bintags are defaulted to 6.5'x1.75'.



Print Jobs

Load Paper: 6.5"X 1.75" BIN TAG

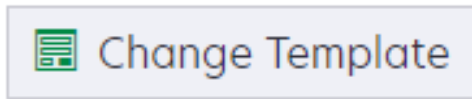
Total: 24 pages (approximate)

Printer: Microsoft Print to PDF

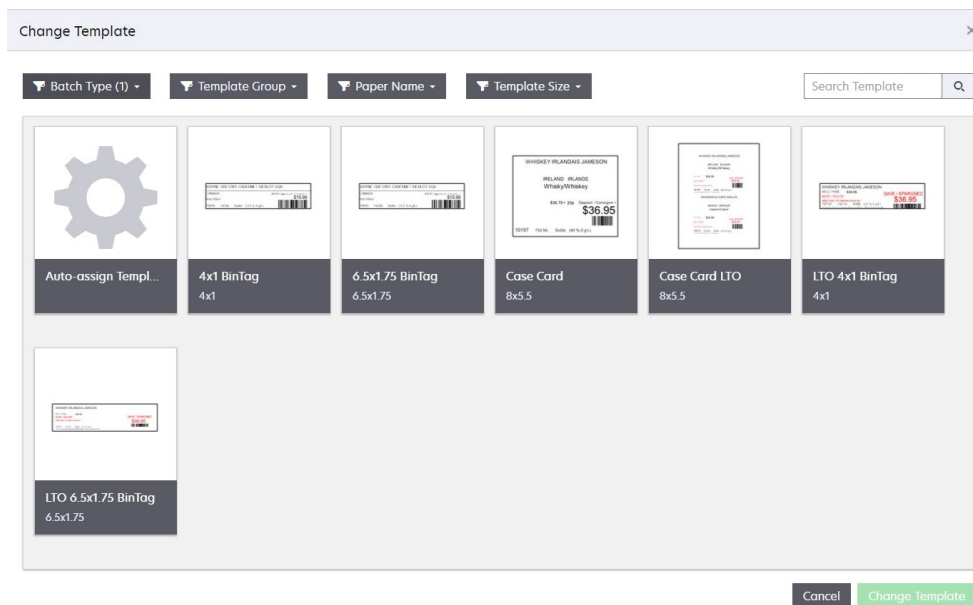
Pages: All

Changing Templates

- Any screen that allows template changes will present the user with one of these options.



- By clicking on the icon or button you will be presented with the option to choose another template

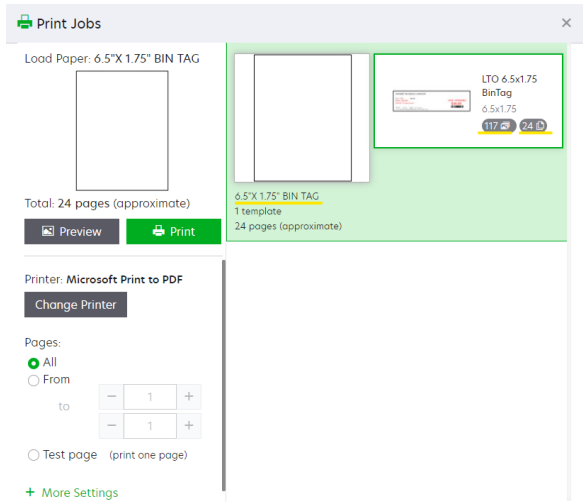


There are 6 template designs.

- 4x1 BinTag – smaller version - 20 labels per sheet
- 6.5x1.75 BinTag – default bintag size – 5 labels per sheet
- 8x5.5 Case Card – print for cases on floor – 2 per sheet
- 8x5.5 Case Card LTO – print for cases on floor that are on **SALE** – 2 per sheet
- 4x1 BinTag LTO – print for items that are on **SALE** - 20 labels per sheet
- 6.5x1.75 BinTag – print for items that are on **SALE** – 5 labels per sheet

- Filters are provided at the top to narrow down the templates you are searching for
 - Also, there is a Search (Top Right) if you know the name or description
- Choose the template by clicking it

- Choose to Change Template once you have chosen a template
- That new template will be used for all signs you create until you change templates or log out



1. Change/Choose your Printer
 - a. Choose Print from this dialog to initiate the print job once paper is loaded
2. Shows the Paper to Load and total pages
3. Paper Prompt visual
4. First signs using the shown template will be printed
5. Next signs using the shown template will be printed next on this paper
6. Shows the next Paper to load and the signs by template
7. When signs are printed the dialog will scroll through the list and add a green check for signs that have been printed

Sign Batch View

Viewing Signs in a Batch

The Batch view shows all signs that are part of that batch. It provides similar ways to navigate this view by filtering, sorting, searching

Batches > Master Batch

Master Batch

Category: (1) Clear Filters: Ale (21)

Ale (21)
 Brandy (9)
 Champagne (3)
 Cider (26)
 Cognac/Armagnac (2)
 Show more
 Template Description Clear
 6.5x1.75 BinTag (16)
 Case Card (5)
 Print Status Clear
 Not Printed (21)

21 total signs

	LCBO Number	Product Name	Category	UPC	Regular Price	Sale Price	Template Description	Print Status
<input type="checkbox"/>	667808	HOEGAARDEN	Ale	786150001974	3.30	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	569996	INNIS & GUNN MANGOE...	Ale	5060190563568	3.20	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	554469	GUINNESS DRAUGHT	Ale	5000213101025	22.95	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	546408	DRAGON STOUT	Ale	698614984795	13.55	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	541375	ERDINGER WEISSBIER	Ale	4002103003014	3.30	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	488429	HOBGOBLIN ALE	Ale	5011348017112	2.90	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	470757	FULLER'S LONDON PRIDE	Ale	5011885002190	3.35	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	442731	KILKENNY IRISH ALE	Ale	5000213019085	11.65	0.00	Case Card	<input checked="" type="checkbox"/>
<input type="checkbox"/>	439828	EAGLE IPA	Ale	700330000052	2.70	0.00	Case Card	<input checked="" type="checkbox"/>
<input type="checkbox"/>	398677	BIERE NOIRE A LAVOINE ...	Ale	055480045010	3.00	0.00	Case Card	<input checked="" type="checkbox"/>
<input type="checkbox"/>	379958	KRONENBOURG 1664 BL...	Ale	3080216031811	3.20	0.00	Case Card	<input checked="" type="checkbox"/>
<input type="checkbox"/>	338343	BIERE DE BLE A LABRICOT...	Ale	055480047014	3.00	0.00	Case Card	<input checked="" type="checkbox"/>

21 total signs < 1 2 >

1. Filtering – Note more than one filter can be used to filter
2. Second Filter also applied – can filter by template
3. Clearing Filters

- a. Clear the individual filter on the filter by clicking on - "(1) Clear"
- b. View and see all Filters above the grid
- c. Clear all filters on the far right
- You choose all or one or more signs to print from this view

Sign Batch View

To delete products from your Store Inventory (Master Batch)

- Click on the Blue Hyperlink from the Batch View will take you to the sign information and edit screen

LCBO Number	Product Name	Category	UPC	Regular Price	Sale Price	Template Description	Print Status
99408	CHARDONNAY WOODBRI...	White Wine	086003000087	13.95	0.00	6.5x1.75 BinTag	●
992	WHISKY ROYAL RESERVE	Whisky/Whiskey	048415345088	42.45	0.00	6.5x1.75 BinTag	●
99184	PINOT GRIGIO NAKED GR...	White Wine	063657017692	9.95	0.00	6.5x1.75 BinTag	●
984	WHISKY ALBERTA PREMI...	Whisky/Whiskey	080586820024	28.20	0.00	6.5x1.75 BinTag	●
95935	VODKA GREY GOOSE	Vodka	5010677850209	51.95	0.00	6.5x1.75 BinTag	●
9522	WHISKY CANADIEN WISE...	Whisky/Whiskey	048415345255	16.95	0.00	6.5x1.75 BinTag	●
9431	BEAUJOLAIS SUPERIEUR ...	Red Wine	3340180003598	12.95	0.00	6.5x1.75 BinTag	●
943	BORDEAUX MOUTON CA...	Red Wine	878448002609	17.50	0.00	6.5x1.75 BinTag	●
9365	BRANDY SMALL CASK	Brandy	069321000359	28.20	0.00	6.5x1.75 BinTag	●
935	RHUM BLANC CAPTAIN ...	Rum	087000150010	28.20	0.00	6.5x1.75 BinTag	●
925685	VODKA AROMATISEE ABS...	Vodka	7312040552160	29.25	0.00	6.5x1.75 BinTag	●
91702	CABERNET SAUVIGNON R...	Red Wine	857846000332	18.60	0.00	6.5x1.75 BinTag	●

Click Delete Sign to remove the product from your Store Inventory (Master Batch)

Current Template
6.5x1.75 BinTag [FBT1]

Product Information

LCO Number: 95935

UPC: 5010677850209

Product Name: VODKA GREY GOOSE

Category: Vodka

Form name: LCO_ItemSign_SID: 60839949

Preview

Smooth & Earthy	VODKA GREY GOOSE
	FRANCE
	Vodka
Moelleuse et terreuse	\$51.75 + 20¢ Deposit / Consigne = \$51.95
	95935 750 ML Bottle (40 % 0 g/L)
	(40 % 0 g/L)

Printing Signs in a Batch

Printing Signs and Batches are basically the same functions.

- Choose either the Batches or as shown here Signs from within a Batch
- The example below shows the Signs selected and the Template size

LCBO Number	Product Name	Category	UPC	Regular Price	Sale Price	Template Description	Print Status	
<input checked="" type="checkbox"/>	99408	CHARDONNAY WOODBR...	White Wine	086003000087	13.95	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	992	WHISKY ROYAL RESERVE	Whisky/Whiskey	048415345088	42.45	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	99184	PINOT GRIGIO NAKED CR...	White Wine	063657017692	9.95	0.00	Case Card	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	984	WHISKY ALBERTA PREML...	Whisky/Whiskey	080686820024	28.20	0.00	Case Card	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	95935	VODKA GREY GOOSE	Vodka	5010677850209	51.95	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	9522	WHISKY CANADIEN WISE	Whisky/Whiskey	048415345255	16.95	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	9431	BEAUJOLAIS SUPERIEUR ...	Red Wine	3340180003598	12.95	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	943	BORDEAUX MOUTON CA...	Red Wine	878448002009	17.50	0.00	4x1 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	9365	BRANDY SMALL CASK	Brandy	059321000359	28.20	0.00	4x1 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	936	RHUM BLANC CAPTAIN...	Rum	087000150010	28.20	0.00	4x1 BinTag	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	925685	VODKA AROMATISEE ABS...	Vodka	7312040552160	29.25	0.00	4x1 BinTag	<input checked="" type="checkbox"/>
<input type="checkbox"/>	91702	CABERNET SAUVIGNON R...	Red Wine	857846000332	18.60	0.00	6.5x1.75 BinTag	<input checked="" type="checkbox"/>

- Click on the Print Icon to launch the print jobs dialog – The print jobs prompts users through printing by prompting for the proper paper to load as well as provides the visuals for types signs that were sorted and that will be printed on that same paper.

Print Jobs

Load Paper: 4 X 1 BIN TAG

Total: 1 page (approximate)

Printer: Microsoft Print to PDF

Pages: All

to: 1 to 1

Test page (print one page)

4x1 BinTag

4 X 1 BIN TAG
1 template
1 page (approximate)

6.5x1.75 BinTag

6.5"X 1.75" BIN TAG
1 template
1 page (approximate)

Case Card

1. Change/Choose your Printer
2. Shows the Paper to Load and total pages
3. Paper Prompt visual
4. First signs using the shown template will be printed
5. Next signs using the shown template will be printed next on this paper
6. Shows the next Paper to load and the signs by template
7. When signs are printed the dialog will scroll through the list and add a green check for signs that have been printed

Adding Products to the Store Inventory

Add signs by clicking on the Add Signs Button. If items need to be added or removed from the master batch list, this can be done by adding new items from the Master Brand List. Open the Store Inventory, click on 'Add Signs' and click on 'Master Brand List'

LCBO Number	Product Name	Category	Country	UPC	Regular Price	Sale Price	Template Description	Print Status
225086	UMBERTO CESARI LIA...	Red Wine	ITALY	818276001276	2795	0.00	LTO 6.5x1.75 BinTag	✓
172148	BOUTARI AGIORGITIK...	Red Wine	GREECE	5201022588506	14.25	0.00	LTO 6.5x1.75 BinTag	✓
15760	SLOW PRESS CABERNE...	Red Wine	USA	081308003535	18.95	0.00	LTO 6.5x1.75 BinTag	✓
538538	WOODHOUSE IPA	Ale	CANADA	627843546283	3.35	0.00	LTO 6.5x1.75 BinTag	✓
17497	ZULL GRUNER VELTLIN...	White Wine	AUSTRIA	9120072740831	25.95	0.00	LTO 6.5x1.75 BinTag	✓
454603	ZWACK UNICUM SLIV...	Eau-de-Vie	HUNGARY	5995100077777	33.40	0.00	LTO 6.5x1.75 BinTag	✓
331280	ZYWIEC BEER	Lager	POLAND	5901559130000	2.75	0.00	Case Card	●
313585	J. LOHR CUVÉE PAU	Red Wine	USA	089121378526	79.00	0.00	6.5x1.75 BinTag	✓
948240	J. LOHR SOUTH RIDGE...	Red Wine	USA	089121128527	24.95	0.00	Case Card	●
99218	CAVIT COLLECTION PL...	White Wine	ITALY	8007890229247	13.95	0.00	6.5x1.75 BinTag	✓
943	MOUTON CADET BOR...	Red Wine	FRANCE	878448002609	17.50	0.00	6.5x1.75 BinTag	✓
910430	TOMMASI RIPASSO VA...	Red Wine	ITALY	8004645305102	24.95	0.00	6.5x1.75 BinTag	✓

- Click on Master Brand List – this is the LCBO Master Brand list. By adding the items to your Store Inventory this will update the Regular Price, LTO, and SS batches if the price changes. The LCBO Master Brand list may contain items from The Beer Store (TBS). Use the filters on the left or the Search on the right to help narrow down the item(s) you are looking for. Select the items and click on 'Add to Batch'

Name	Category	Country	UPC	Regular Price	Sale Price	Template Description	Print Status	
TO CESARI LIA...	Red Wine	ITALY	818276001276	2795	0.00	LTO 6.5x1.75 BinTag	✓	
172148	BOUTARI AGIORGITIK...	Red Wine	GREECE	5201022588506	14.25	0.00	LTO 6.5x1.75 BinTag	✓
15760	SLOW PRESS CABERNE...	Red Wine	USA	081308003535	18.95	0.00	LTO 6.5x1.75 BinTag	✓

Home Batches

Batches > Store Inventory > Add Items from Master Brand List

Search item in Master

Advanced Search

View Batch 1250

Category Clear
Country Clear
Price Type Clear

Auto-assign Template

+ Add to Batch

1 of 23601 Items selected

LCBO Number	Name	Category	Country	UPC	Regular Price	Sale Price	Price Type
<input type="checkbox"/> 331280	ZYWIEC BEER	Lager	POLAND	5901559130000	2.75	0.00	Regular Price
<input type="checkbox"/> 615211	ZYWIEC BEER	Lager	POLAND	5901559949503	2.50	0.00	Regular Price
<input type="checkbox"/> 676445	ZYWIEC BEER	Lager	POLAND	5901559949510	9.40	0.00	Regular Price
<input type="checkbox"/> 454603	ZWACK UNICUM SLIVOV... Eau-de-Vie		HUNGARY	5995100077777	33.40	0.00	Regular Price
<input checked="" type="checkbox"/> 16133	ZUNDERT 10	Ale	NETHERLANDS	8718754310512	4.95	0.00	Regular Price
<input type="checkbox"/> 17497	ZULL GRUNER VELTLINER	White Wine	AUSTRIA	9120072740831	25.95	0.00	Regular Price
<input type="checkbox"/> 523530	ZULL AUSSERE BERGEN W...	White Wine	AUSTRIA	9120022665023	33.00	0.00	Regular Price
<input type="checkbox"/> 11146	ZUDUGARAI HONDARRAB...	White Wine	SPAIN	8437005039018	19.95	0.00	Regular Price

1. Select the product to be added to your Store Inventory.
2. Click on auto-assign template to change the label template

Home Batches

Batches > Store Inventory > Add Items from Master Brand List

Search item in Master

Advanced Search

View Batch 1250

Category Clear
Country Clear
Price Type Clear

6.5x1.75 BinTag

6.5x1.75

+ Add to Batch

1 of 23601 Items selected

LCBO Number	Name	Category	Country	UPC	Regular Price	Sale Price	Price Type
<input type="checkbox"/> 331280	ZYWIEC BEER	Lager	POLAND	5901559130000	2.75	0.00	Regular Price
<input type="checkbox"/> 615211	ZYWIEC BEER	Lager	POLAND	5901559949503	2.50	0.00	Regular Price
<input type="checkbox"/> 676445	ZYWIEC BEER	Lager	POLAND	5901559949510	9.40	0.00	Regular Price
<input type="checkbox"/> 454603	ZWACK UNICUM SLIVOV... Eau-de-Vie		HUNGARY	5995100077777	33.40	0.00	Regular Price
<input checked="" type="checkbox"/> 16133	ZUNDERT 10	Ale	NETHERLANDS	8718754310512	4.95	0.00	Regular Price
<input type="checkbox"/> 17497	ZULL GRUNER VELTLINER	White Wine	AUSTRIA	9120072740831	25.95	0.00	Regular Price
<input type="checkbox"/> 523530	ZULL AUSSERE BERGEN W...	White Wine	AUSTRIA	9120022665023	33.00	0.00	Regular Price
<input type="checkbox"/> 11146	ZUDUGARAI HONDARRAB...	White Wine	SPAIN	8437005039018	19.95	0.00	Regular Price
<input type="checkbox"/> 380743	ZULFADRI CEDIE A TORRO...	White Wine	ARGENTINA	7701758003363	14.00	0.00	Regular Price

1 sign added to Store Inventory

1. Shows the name of the batch where the items will be added and
 - o Sign Count as items are added
 2. The Template selected for adding items, templates can be change prior to adding items
 - o See changing templates section for this functionality.
 3. Filtering
 - o This includes the libraries available for item selection to create a sign/label
 4. The list of items based on the selected Library
- Choosing items will enable the Add to Batch button, when clicked it will add those items using template selected and add the count to the Batch Name/Count

Printing Exceptions and Replacements

Reprinting individual signs because they have been damaged or have gone missing is very simple. Simply open the batch with the most recent pricing, select the item(s) to be printed and click Print