COLAs Online 3.5

What's New in COLAs Online 3.5 (Industry Members)

June 17, 2011

The following enhancements in functionality and interface are included in Version 3.5 of the COLAs Online system:

- **Authentication Questions and Answers Required** – COLAs Online users must now set their authentication questions and answers before they may view or submit COLA eApplications. The TTB Online Portal page and the COLAs Online Logon page include a note indicating COLAs Online users must select and answer their authentication questions and answers when they login.

COLAs Online Logon Page Note

> **Note :** If you have not selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

TTB Portal Page Note

> **NOTE TO COLAs ONLINE USERS:** If you have not previously selected and answered the user authentication questions that are a part of your COLAs Online user profile information, you will be required to do so when you log in. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. This is required of you only one time.

Once COLAs Online users login to the system, they are placed in the My Profile page and prompted with the following message to complete the authentication questions and answers on the page:

My Profile Page Note

> **Information / Error Messages:**
>
> - You must complete the required Authentication Questions on this screen before proceeding to your COLAs Online applications. These authentication questions allow you to set your own password, even if you have forgotten it, without contacting the TTB Help Desk for assistance. Please scroll down and complete the information and then select the "Save Changes" option

- **Disclaimer Footer Text Updated** – The disclaimer text in the footer of all COLAs Online pages has been updated as follows:

  While the Alcohol and Tobacco Tax and Trade Bureau (TTB) makes every effort to provide complete information, data such as company names, addresses, permit numbers, and other data provided in the registry may change over time. TTB makes no warranty, expressed or implied, and assumes no legal liability or responsibility as to the accuracy, reliability or completeness of furnished data. Label images contained within the Public COLA Registry may appear differently, with respect to type size, characters per inch and contrasting background, than actual labels on the container. We also remind users of the Public COLA Registry that section V. of the instructions for the TTB COLA Form 5100.31, Allowable Revisions to Approved Labels, identifies various types of label information that may be changed by the COLA holder without the need for re-approval. TTB welcomes suggestions on how to improve our Public COLA Registry. Please contact us via email at alfd@ttb.gov.

Disclaimer Footer Text

- **Formula When Creating COLA eApplication** – COLAs Online users may now only add <u>one</u> Formula to a new COLA eApplication. This Formula should be the one associated to the Primary Permit/Registry Number for the COLA application and may be a TTB Formula ID, Company Formula #/SOP#, or Lab No/Lab Date.
- **Printable Version of COLA Applications Enhancements** – COLAs Online users may now view the following enhancement in the printable versions of COLA applications:
  - For existing COLA applications (before COLAs Online 3.5), the "FORMULA/SOP NO." Field is Block 10 and the "LAB. NO. & DATE / PREIMPORT NO. & DATE" Field is Block 11.
  - For new COLA applications (COLAs Online 3.5), the "GRAPE VARIETAL(S)" Field was added as Block 10 and the "FORMULA" field was added as Block 11. The "FORMULA" field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.
- **Formula Numbers on Public COLA Registry** – COLAs Online users may now view Formula Number(s) associated with a new COLA application on the COLA Detail page in the Public COLA Registry.
  - For existing COLA applications (before COLAs Online 3.5), the "Formula/SOP No." field will display the value (if any) for the Company Formula Code or TTB Formula ID. The "Lab No./Lab Date" field will display the value (if any) for the Lab Sample Number and Lab Date.
  - For new COLA applications (COLAs Online 3.5), the "Formula" field will display the value (if any) for the Company Formula Code or TTB Formula ID and/or the Lab Sample Number and Lab Date.
- **Received Status Added to COLAs Search Criteria** – COLAs Online users may now search for COLA eApplications that are in "Received" status. "Received" is now available in the COLA Status drop-down list on the Search for eApplication page.
- **Sulfite Analysis When Creating COLA eApplication** – COLAs Online users may now only add <u>one</u> Sulfite Analysis Submission ID to a new COLA eApplication.
- **TTB Online Portal Page Redirect** – COLAs Online users are now redirected to the TTB Online Portal page when they log out. When COLAs Online users are timed out of the system and select any option on a page, they are also redirected to the TTB Online Portal page.