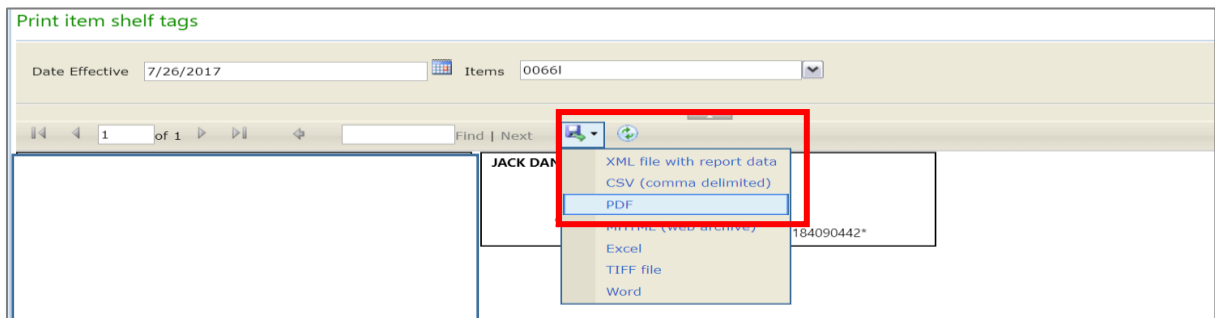




Ohio Liquor Program Tips and Tricks

DID YOU KNOW?

[You will not receive a print button if you are using Google Chrome or Firefox.](#) However, you can still download/export your report to a format that is printable. **Example:** Select the report, select a format to download (I find PDF is most convenient format) and then print. Note: This file will save in your DOWNLOAD folder.



[If you are using Internet Explorer, you WILL receive a print button for reports.](#) If you decide to begin using Internet Explorer rather than Chrome/Firefox, please remember that you will need to use the full format userid at login [Example: 50076####@id.state.ohio.gov]

Wholesale journal: Just a reminder that the Journal is simply documenting activity history. All creation/update activity will show as a separate entry in the Journal. These are not duplicate orders but rather a history of the changes that have been made. **Best way to use the journal?** You may reprint a receipt from any journal entries.