What’s New in COLAs Online 3.8 (Industry Members)

October 25, 2012

The following enhancements in functionality and interface are included in Version 3.8 of the COLAs Online system:

- **Browser Compatibility Updates** – You may now submit submissions in the COLAs Online system through the following browsers:
  - Apple Safari (version 5.1 or higher)
  - Google Chrome (version 21.0 or higher)
  - Microsoft Internet Explorer (version 7 or higher)
  - Mozilla Firefox (version 15.0 or higher)

In addition, COLAs Online displays properly in Internet Explorer version 8 or higher, so there is no longer any need to enable Compatibility View when working in Internet Explorer. When using other browsers you may notice some pages do not look the same as they do when using Internet Explorer. We will continue to work on these “cosmetic” issues, but COLAs Online does function properly in all of the previously mentioned compatible browsers. We still recommend you use Internet Explorer (version 7 or higher) on a Windows operating system for the best system performance.

- **Unlock Locked Account Through New or Forgotten Password? Link** – You may now unlock your user account if you lock it during a failed login attempt by setting a new password through the New or Forgotten Password? link in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

Unlock Locked Account
• **Reset Expired Password Through **[Expired Password?](#) **Link** – You may now reset your expired password by setting a new password through the [Expired Password?](#) link in the TTB Online Portal page. You will need your user name, registered email address, and authentication question answers to complete the process.

![TTB Online Portal](#)

**Reset Expired Password**

• **Process User Registration Within 20 Days** – You may now allow up to 20 days for a User Registration to process. Previously, the User Registration could take up to 30 days to process. The submission confirmation message still states 30 days, but this message will be updated in a future release of COLAs Online.

![User Registration Submission Confirmation](#)

**User Registration Submission Confirmation**
• **Links to Privacy and Security Statement and Privacy Impact Assessment in Public COLA Registry** – You may now access TTB’s privacy policy in the [Privacy and Security Statement page](#) linked in the Public COLA Registry home page. The TTB privacy impact assessment (PIA) is available in the [Privacy Impact Assessments page](#) linked in the Public COLA Registry home page.

**Links to Privacy and Security Statement and Privacy Impact Assessment**

![COLA Registry](image)

• **Needs Correction Status Applications Locked for Editing** – You may now be restricted from editing information in Step 1: Application Type for e-filed applications in “Needs Correction” status. If you are restricted from editing this information, the **edit step 1** button is not displayed.

►**Note:** If the Commodity is changed in Step 1: Application Type, you must re-enter information in Step 2: COLA Information pertaining to the changed commodity.
Needs Correction Status Application

**Verify Application**

Step 1 | Step 2 | Step 3 | Verify Application

A summary of the data you entered is listed below. If you see any errors, please correct them by navigating to the appropriate step.

Submit the application to TTB by agreeing to the statement at the bottom of the page and clicking the Submit button. (You may also choose to save your application for 30 days and submit it to TTB at a later date. If you do not act on the application within 30 days, TTB will delete the incomplete application from the system.)

**Type of Product:** WINE
**Source of Product:** DOMESTIC
**Type of Application:** CERTIFICATE OF LABEL APPROVAL

**Serial #:** 12-3456

**Contact Information**
JANE SMITH
Phone Number: (202) 453-2000
Fax Number: JANE.SMITH@TTB.GOV

- **Printable Version of COLA eApplications** – You may now view the following changes in the printable version of COLA eApplications received on or after July 1, 2012. These changes make the printable version of COLA eApplications consistent with the newly approved paper TTB F 5100.31.

  **OMB No. 1513-0020 (7/31/2012) Displayed on Top of Form**

  **Wording Change in Block 19**

19. SHOW ANY INFORMATION THAT IS BLOWN, BRANDED, OR EMBOSSED ON THE CONTAINER (e.g., net contents) ONLY IF IT DOES NOT APPEAR ON THE LABELS AFFIXED BELOW. ALSO, SHOW TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.

**TTB F 5100.31 (07/2012) Displayed on Bottom of Form**

TTBF 5100.31 (7/2012) PREVIOUS EDITIONS ARE OBSOLETE
• **Updated Password Guidance in Contact Us Page** – You may now view the instructions for addressing a forgotten or expired password, as well as a locked account, in the Contact Us page.

  **Updated Password Guidance in Contact Us Page**

  ![Contact Us Page Screenshot]

  - If you have lost or forgotten your password or locked your account, click the **Lost password** link to create a new password.
  - If your password has expired, please use the **Renew password** link to create a new password.

• **Lab No./Pre-Import No. and Lab Approval Letter Date/Pre-Import Date Fields Removed from Create Application Step 2 of 3: COLA Information Page** – You may no longer enter information in the Lab No./Pre-Import No. and Lab Approval Letter Date/Pre-Import Date fields when creating a COLA eApplication. These fields have been removed from the Create Application Step 2 of 3: COLA Information page for consistency with the paper TTB F 5100.51. These fields will still display for previously created COLA eApplications and on read-only pages. The information may now be entered in the restructured formula fields.

• **Formula Fields Re-Structure on Create Application Step 2 of 3: COLA Information Page** – You may now enter information through the formula fields in the Create Application Step 2 of 3: COLA Information page. The Permit Number field defaults to the primary Plant Registry/Basic Permit/Brewer’s No. selected and you may enter a Company Formula # / SOP # to add the formula manually. Alternatively, you may select an approved formula from the TTB Formula ID field; the class/type displayed is the approved class/type, not the submitted class/type.

  **Formula Fields in Create Application 2 of 3: COLA Information Page**

  ![Formula Fields Screenshot]
• Notes to Specialist in Create Application Step 2 of 3: COLA Information Page – You may now submit notes to the Specialist in the Create Application Step 2 of 3: COLA Information page when creating a COLA eApplication. You may also submit notes to the Specialist and view previously submitted notes in the Create Application Step 2 of 3: COLA Information page when correcting a COLA eApplication in “Needs Correction” status.

Notes to Specialist in Create Application Step 2 of 3: COLA Information Page (Create COLA eApplication)

Notes to Specialist in Create Application Step 2 of 3: COLA Information Page (Correct COLA eApplication)
• Alcohol Content and Wine Vintage Field Value Validations in Create Application Step 2 of 3: COLA Information Page – You must enter an Alcohol Content numeric value between 0.00 – 100.00 in the Create Application Step 2 of 3: COLA Information page when creating a COLA eApplication. If applicable, you must enter a Wine Vintage numeric value within the range of 1700 and the current year.

Alcohol Content and Wine Vintage Field Value Validations

• Indicate Net Contents Blown into Bottle in COLAs Online – You may now indicate that net contents are blown into the bottle for COLA eApplications. The field displays before the Net Contents field in the Create Application Step 2 of 3: COLA Information page:

Net Contents Blown into Bottle Field in Create Application Step 2 of 3: COLA Information Page
Once you have entered the COLA application information, the Net Contents Blown into Bottle information will display between the Fanciful Name and Alcohol Content fields in the Verify Application page:

Net Contents Blown into Bottle Information in Verify Application Page

<table>
<thead>
<tr>
<th>Fanciful Name: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Contents: 1 LITER</td>
</tr>
<tr>
<td><strong>Net Contents are blown into the Bottle</strong></td>
</tr>
<tr>
<td>Alcohol Content: 1.00</td>
</tr>
</tbody>
</table>

After you have submitted the COLA application, the Net Contents Blown into Bottle information will display between the Fanciful Name and Alcohol Content fields in the Application Detail page:

Net Contents Blown into Bottle Information in Application Detail Page

<table>
<thead>
<tr>
<th>Fanciful Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Contents: 1 LITER</td>
</tr>
<tr>
<td><strong>Net Contents are blown into the Bottle</strong></td>
</tr>
<tr>
<td>Alcohol Content: 1.00</td>
</tr>
</tbody>
</table>

- **Buttons Disabled to Prevent Multiple Selection That Creates Duplicate COLAs** – You may no longer select the Submit application button or the Don’t submit yet; save for 30 days button multiple times when creating a COLA eApplication. This generated multiple copies of the COLA, each with a new TTB ID. These buttons are now disabled (grayed out) as soon as you select them.

Buttons Disabled to Prevent Multiple Selection That Creates Duplicate COLAs