



(1) Login to Sale Of Data site and select 'Data Downloads' from the Data drop down menu.

- <https://sod.lcbo.com/>

(2) Select the option to view data files that are provided in .dat files.

Option Name	Description	Documents
Daily Inventory A	Daily Inventory Information (aldlyinventory* files)	Available documents
Daily Inventory B	Daily Inventory Information (edlyinventory* files)	Available documents
Informative	All Informative Files	Available documents
Informative 2018	All Informative Files 2018	Available documents
Informative 2019	All Informative Files 2019	Available documents
Option 1	Option 1 - Agent Specific Information	Available documents
Option 2	Option 2 - All Set Subset Except Vintages	Available documents
Option 2 2018	Option 2 - All Set Subset Except Vintages 2018	Available documents
Option 2 2019	Option 2 - All Set Subset Except Vintages 2019	Available documents
Option 4	Option 4 - All Set Subsets Except Vintages at Detail	Available documents

(3) We will use daily inventory A file for conversion and download alldayinventoryFRI.zip file as the example. Click on download at the far right hand side of the page.

The screenshot shows the LCBO website interface. At the top, there is a navigation bar with 'LCBO | Sale of Data' and several menu items: 'Data', 'Reference Material & Forms', and 'Fiscal Calendar'. Below this, the page title is 'Option Documents' with a subtitle 'The selected option contains the following documents:'. There is a 'Show 10 entries' dropdown and a search bar. The main content is a table with three columns: 'Document Name', 'Uploaded At', and 'Download'. The table lists seven documents, each with a corresponding 'Download' link. The first document is 'alldayinventoryFRI.zip' uploaded on 11/15/2019 at 01:58 (Fri).

Document Name	Uploaded At	Download
alldayinventoryFRI.zip	11/15/2019 @ 01:58 (Fri)	<a href="#">Download</a>
alldayinventoryMON.zip	11/18/2019 @ 01:37 (Mon)	<a href="#">Download</a>
alldayinventorySAT.zip	11/16/2019 @ 01:51 (Sat)	<a href="#">Download</a>
alldayinventorySUN.zip	11/17/2019 @ 01:33 (Sun)	<a href="#">Download</a>
alldayinventoryTHU.zip	11/21/2019 @ 02:25 (Thu)	<a href="#">Download</a>
alldayinventoryTUE.zip	11/19/2019 @ 02:21 (Tue)	<a href="#">Download</a>
alldayinventoryWED.zip	11/20/2019 @ 02:12 (Wed)	<a href="#">Download</a>

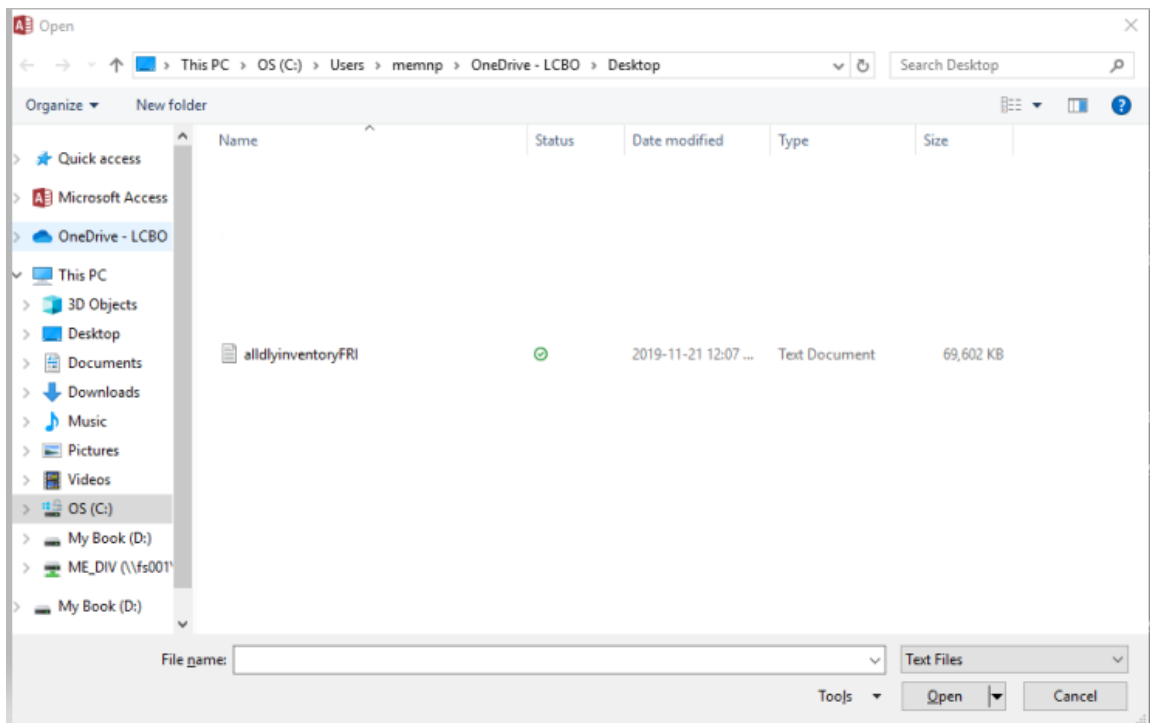
Showing 1 to 7 of 7 entries

- When downloaded, it will be available in a zipped file as shown below.

The screenshot shows a file explorer window with a table of files. The table has four columns: 'Name', 'Date modified', 'Type', and 'Size'. There is one file listed: 'alldayinventoryFRI' with a date modified of '2019-11-21 12:05 ...', a type of 'Compressed (zipp...', and a size of '12,489 KB'. A small yellow icon with the word 'zip' is next to the file name.

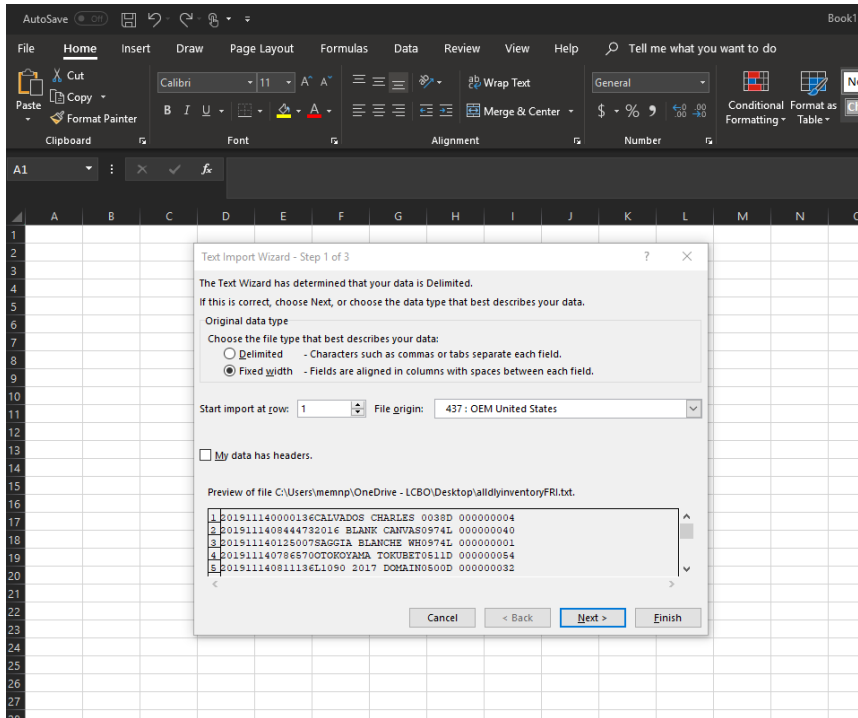
Name	Date modified	Type	Size
alldayinventoryFRI	2019-11-21 12:05 ...	Compressed (zipp...	12,489 KB

- (4) Once the file has been unzipped, save the document on to your desktop and right click and select 'open with' and select 'Notepad' as the program to open the file as a text file and save it as a 'Text file'.
  
- (5) Start a blank Microsoft Excel (Click on Start on your computer and click on Microsoft Excel). Click on File on menu bar and click on Open, find the txt file which was saved in the previous step and select the file and click 'Open'.



- (6) Choose Fixed Width. Go to your LCBO SOD Record Layout guide (located under Reference Material & Form on the second page) to check for the column size of each field.

- [https://sod.lcbo.com/downloads/reference\\_doc/Record\\_Layout.pdf](https://sod.lcbo.com/downloads/reference_doc/Record_Layout.pdf)



- (7) Click Next under the text wizard in order to create the field breaks and follow the guide line from the record layout document.

