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# 1. Overview

## 1.1 What is LION

LION (Liquor Information Online Network) is SLGA's self-service reporting system for suppliers. It provides access to information such as sales performance, inventory levels, pricing, promotional activity, and purchase orders for SLGA and Privately Distributed products. LION is built in Power BI and embedded within SLGA.com, enabling frequent updates and new features.

## 1.2 What is Power BI

Power BI is a business analytics platform for exploring data through interactive visuals. In LION, Power BI is used to provide a secure, user-friendly reporting experience so suppliers can review and analyze their SLGA-related information efficiently.

## 1.3 Who Can Access LION

LION is available to beverage alcohol suppliers to the SLGA Distribution Centre and privately distributors. You must also have an account on [SLGA.com](https://www.slga.com/) to access the reports.

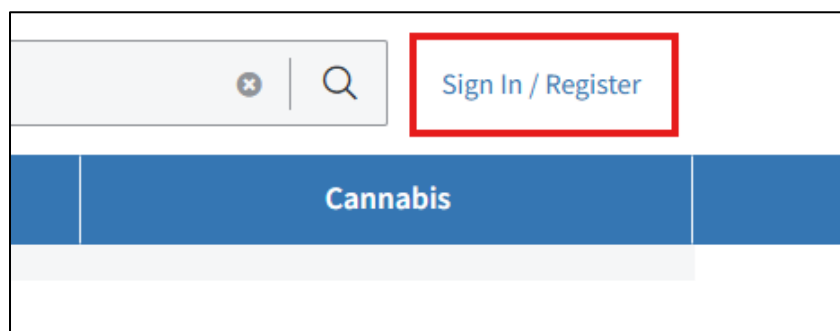
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# 2. Getting Access & Security

## 2.1 Creating an SLGA.com Account

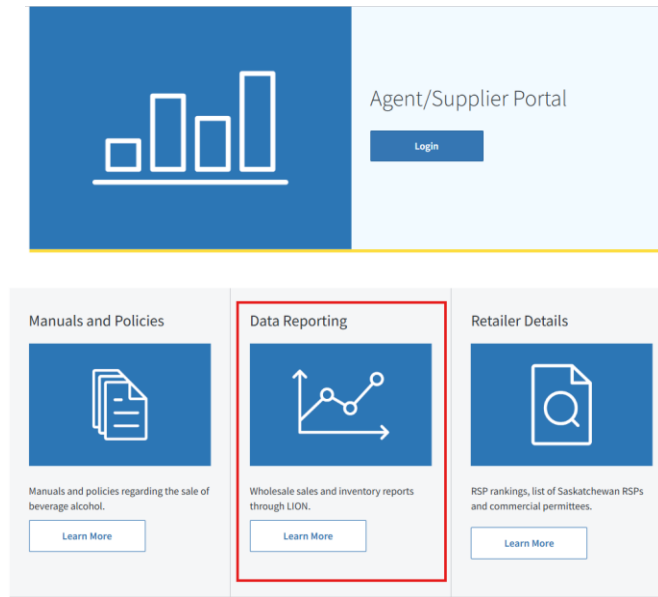
If you already have an SLGA.com account you can go to 2.2.

To create an SLGA.com account, visit <https://www.slga.com/>, select Sign In/Register, and follow the registration steps. After registering, confirm your account works by signing in successfully.



## 2.2 Requesting Access to LION

After creating your SLGA.com account, request access to LION by emailing [wholesalepricing@slga.com](mailto:wholesalepricing@slga.com) with your details. Access requests are typically answered within one business day. Once validated, you'll be granted access to your organization's information in LION through the **Data Reporting** section of the Agent/Supplier portal.



## 2.3 Protecting Your Organization's Data

If you or someone in your organization should no longer have access to LION, notify SLGA as soon as possible so access can be removed. If this occurs, please email [wholesalepricing@slga.com](mailto:wholesalepricing@slga.com) in a timely manner and we will remove their access.

## 2.4 Session Timeouts & Login Behavior

If LION is left open and unused for an extended time, your SLGA.com session may expire. When that happens, LION may appear unresponsive or show blank visuals. If this occurs, sign back into SLGA.com and reopen LION.

---

# 3. Navigating LION

## 3.1 LION Home Page

The LION Home Page is the first screen you'll see after opening LION. From here, you can select a report page, view updates, and access help using the Support button.

## Liquor Information Online Network (LION)

SLGA Distribution Center and Privately Distributed Products

PRODUCT  
ATTRIBUTES

SALES

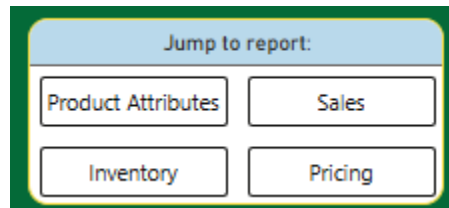
INVENTORY

PRICING

SUPPORT

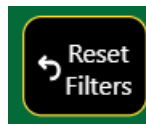
### 3.2 Report Navigation

Use the report navigation buttons to jump directly to another report page at any time.



### 3.3 Reset Filters

The Reset Filters button returns the report to its default view. This is the quickest way to start over without removing filters one by one.



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## 4. Working With Data in LION

### 4.1 Filters & Slicers

Filters and slicers help you narrow results to a specific time, product, category, or other attributes.

## Filters Pane

The Filters pane offers advanced filtering at the visual, page, or report level. Filters change depending on which visual you select. To view the filters pane, click the visual and it will appear on the right-hand side of the report.

In the example below, clicking on the Product Attributes table (red arrow) will show the filter options specific to that table (red square).

The screenshot shows a report interface. On the left, there is a table with columns: %, Country of Origin, Active Status, FOB, and Container. A red arrow points to the 'FOB' column. On the right, there is a 'Filters' pane with a search bar and a list of filters: ABV%, Active Status, Agency, Category, Container, Country of Origin, FOB, Listing Type, and Product Name. A red square highlights the filters pane.

%	Country of Origin	Active Status	FOB	Container

**Filters**

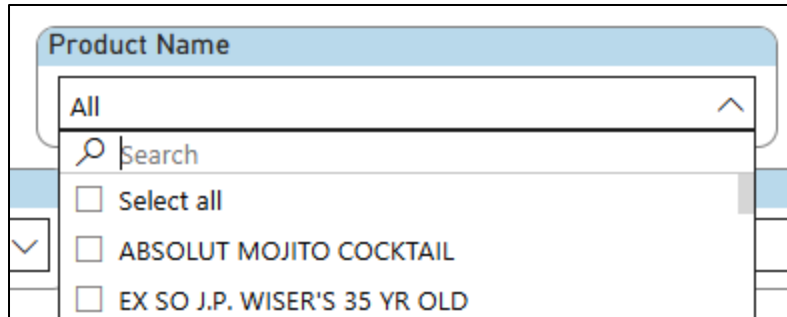
Search

Filters on this visual

- ABV% is (All)
- Active Status is (All)
- Agency is (All)
- Category is (All)
- Container is (All)
- Country of Origin is (All)
- FOB is (All)
- Listing Type is (All)
- Product Name is (All)

## Slicers

Slicers are on-page filters that let you quickly choose values (such as SLGA ID, date, or category). Slicers update relevant visuals immediately when you make a selection, and most slicers support search and Select All.



## 4.2 Visualizations

LION uses several visualizations to display information:

### Charts & Graphs

These visuals represent data in a clear and concise manner. You can interact with charts and graphs to dynamically filter data.

### Tables

Tables present data in a structured format, allowing you to view and analyze detailed information across multiple columns and rows. Tables provide many options to display information including sorting and filtering.

### Cards

Cards display single numbers or key performance indicators (KPIs) clearly and prominently on a report page, providing you with quick insights into critical metrics and measures.

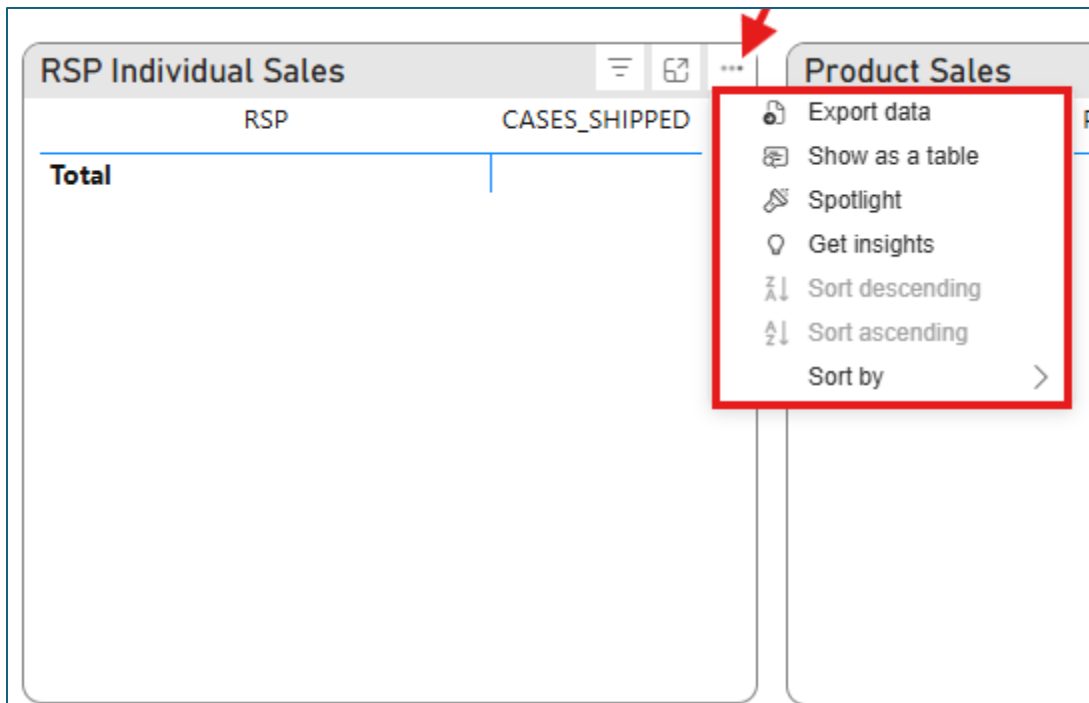
Shipped Products by Listing Type			
Allocation	Conditional	Core	Special Order
232	54	2,191	5,613

### Buttons

Buttons are interactive elements that allow you to navigate between report pages, trigger actions, reset filters, and enhance the overall interactivity of the report.

## 4.3 Visual Options Menu

Many visuals include additional options. Select a visual, then choose the three dots menu in the top-right corner to view available actions. Available options may differ depending on the visual.



- **Export data:** Export the data from the selected visual to Excel.
- **Show as a table:** Displays the data behind the visual in a simple table format. This is useful if you just want to see the numbers of a chart or graph.
- **Spotlight:** Highlights the selected visual by dimming the rest of the page (does not change the data).
- **Get Insights:** Not available in LION.
- **Sort options:** Changes the order of the data.

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## 5. Exporting & Using Data Outside LION

### 5.1 Exporting Data to Excel

Most visuals can be exported to Excel. Charts and graphs typically export summarized results, while tables export all rows included after filters are applied.

### 5.2 Understanding Export Types


When exporting to Excel, you may have access to one or both of the following options:

- **Data with current layout:** exports the table as shown, including layout, sorting, and totals (“I want what I see”).

- **Summarized data:** exports the aggregated values used in the visual, without the visual’s formatting (“I want data to analyze”).


### Which data do you want to export? ✕

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)




**Data with current layout**

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.



**Summarized data**

Export the summarized data used to create your visual (for example, sums, averages, and medians).



**Underlying data**

ⓘ The report author turned off this option

File format:

.xlsx (Excel 150,000-row max) ▾

Each option can export up to 150,000 rows. (Limits are determined by Power BI service)

**\*Underlying data** is not available for LION.

## 5.3 Common Export Considerations

If an export is missing data, confirm the correct filters and slicer selections are applied.

# 6. Reports Overview

## 6.1 Available Reports

LION includes five report pages:

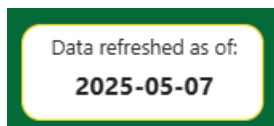
- Main Page

- Product Attributes
- Sales
- Inventory
- Pricing

## 6.2 Data Refresh Schedules

### Refresh Date

Each report displays a data refresh date near the title. This indicates when the data was last updated in LION. Some reports refresh daily, while others refresh monthly.



Current data refresh cadence:

- **Product Attributes:** first business day of each month
  - **Sales:** daily at 9am (SK time, GMT-6)
  - **Inventory:** daily at 9am (SK time, GMT-6)
  - **Pricing:** first business day of each month
- 

## 7. Report Guide

### 7.1 Product Attributes Report

This report lists current and historical attributes of products associated with your organization. It can help validate product information in SLGA systems and review how product details have changed over time (for example, pricing attributes).

#### Visuals

- **# of Products by Listing Type:** shows product counts by listing type.
- **Show Active Products Only (Button):** toggles filtering to current **active** products.
- **Product Attributes table:** detailed attributes list.

### 7.2 Sales Report

The Sales report provides current and historical outbound shipments to RSPs.

## Sales to RSPs Section

### Visuals

- **% of Shipments by Category based on [shipment metric]:** shows market share by category. Note that you may need to scroll the visual down to see additional categories.
- **Shipments by Month based on [shipment metric]:** shows monthly shipment volume.
- **Shipments by RSP Group based on [shipment metric]:** shows market share by RSP group.
- **RSP Group Sales:** lists volume by RSP group. Note that **Other** is the catch-all for those not in the other groups.
- **RSP Individual Sales:** lists volume by individual RSP.
- **Product Sales:** lists shipment volume by product.

## RSP Orders and Shipments Section

This section provides current and historical RSP transaction information.

### 7.3 Inventory Report

This report provides current and historical inventory data.

#### On Hand Inventory Section

This table shows on-hand inventory of your organization's products as of the last refresh date. It also details individual products next purchase order ETA and cases as well as cases shipped in the last two and four weeks.

#### P.O. Status and History Section

This section shows current and historical inbound shipment information. Some date filters apply only to this table, while other slicers affect it as well.

### 7.4 Pricing Report

The Pricing report provides historical, current, and future pricing as well as wholesale price promotions. Use the Pricing Period slicer to select one or more pricing periods (year and month) and view the prices in effect during those periods.

#### Current and Historical Pricing

This table provides pricing data for your products. To view the most recent prices, use the Filters pane to filter the Price Expiry Date by 31/12/9999.

## Wholesale Price Promotions

A list of current and historical price promotions.

## F.O.B. and Vendor Quotes

A list of current and future vendor quotes.

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# 8. Support, Feedback & Updates

## 8.1 Getting Help

If you need help, start by reviewing this user manual. If you still can't find an answer, visit the Data Reporting page on SLGA.com or select the Support button within LION. The Data Reporting page includes support resources (FAQ coming soon) and options to contact SLGA for assistance.

## 8.2 Providing Feedback

You can also use Support to share suggestions for improvement. While not all suggestions can be implemented, feedback helps prioritize the most requested enhancements.

## 8.3 User Manual Change Log

This change log records updates made to the manual so users can understand what changed and when.

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# 9. Troubleshooting & Common Issues

## 9.1 I receive an access or permission error

- Ensure you have been granted access to LION for your organization.
- If access was recently requested, allow up to one business day for validation.
- If the issue persists, contact LION Support with your name and supplier organization.

## 9.2 I can't see any data / visuals are blank

- Your SLGA.com session may have timed out.
- Sign out of SLGA.com, sign back in, and reopen LION.

- Confirm you are logged into the correct SLGA.com account.

### 9.3 My exported data is missing rows

- Confirm the correct filters and slicers are applied before exporting.
- Large tables may be limited by export row constraints.
- Try exporting Summarized data or narrowing results using filters.

### 9.4 Numbers don't match another system

- Check the data refresh date on the report.
- Ensure the same date range and filters are applied in both systems.
- Some reports display data as of the last refresh, not real-time values.