

# County Lines User Manual

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## 1. Introduction

The County Lines application is based on electrical distributor sales for each of more than 40 different product lines from the location of the distributor branch. County Lines provides a one year forecast showing the dollars of industry sales for each of the products in the database for every county where there is a distributor location. There are over 1350 counties where electrical distributors are located.

The purpose of this Manual is to provide a detailed description of the County Lines application. This document contains information on executing various actions related to the functionality of the application. It lays out step-by-step instructions to facilitate fast and effective use of the solution. Many of the tasks are accompanied by screenshots that improve visual clarity and understanding of the work involved.

The Manual is designed so that the reader can also use it as a reference tool and jump into a specific section to get the information that he/she needs. To go to a specific page/section from the Table of Contents, hold the 'Ctrl' key down and click on that link to follow it.

## 2. Accessing the County Lines Application

County Lines is a web-based application and as such is available 24x7. To start working with the application, you should go to [www.disccorp.com](http://www.disccorp.com) and select County Lines from the drop down, or open up your Internet Browser (Internet Explorer or Netscape) and type up the following URL address:  
<http://www.disccorp.com/CountyLines>

This action will open up the County Lines Welcome screen:



<b>Welcome to County Lines</b> Please, enter your user name and password in the fields below and click the "Login" button.	
<b>User Name:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<b>Login</b>	

Here you will have to type up your user name and password in order to obtain access to the application. When the correct information is entered and verified, you will be logged into the application.

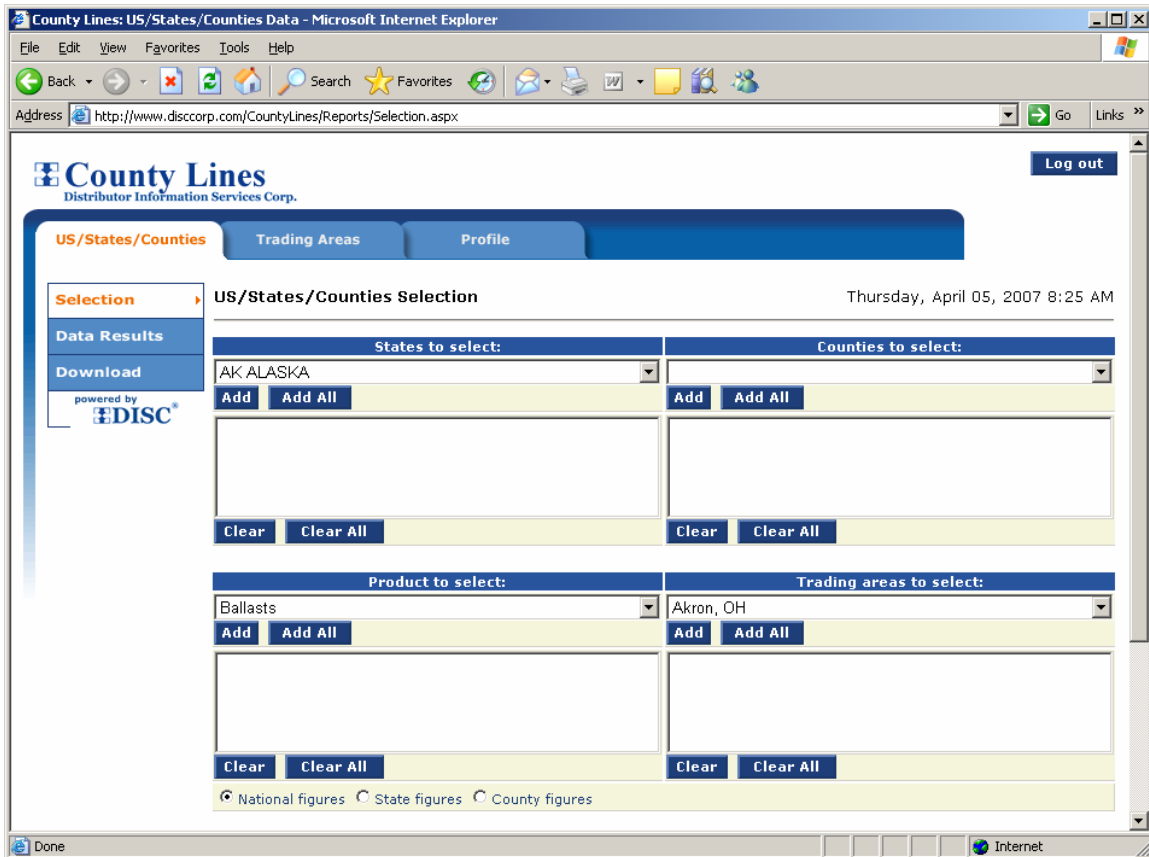
## 3. County Lines User Interface

County Lines implements an easy-to-use, intuitive user interface. Access to different functionality features of the application is structured in terms of horizontal and vertical tabs/links. The application implements the following horizontal tabs: US/States/Countries, Trading Areas and Profile. The vertical links under the US/States/Countries tab/section for example, are: Selection, Data Results and Download. Users can move freely around the

application by clicking on the different tabs and links and viewing the details on the respective screens.

To log out of the applications, users can simply close their browser or click on the 'Log out' button located in the upper-right corner of the screen.

The US/States/Counties section is the introductory/default screen of the application.

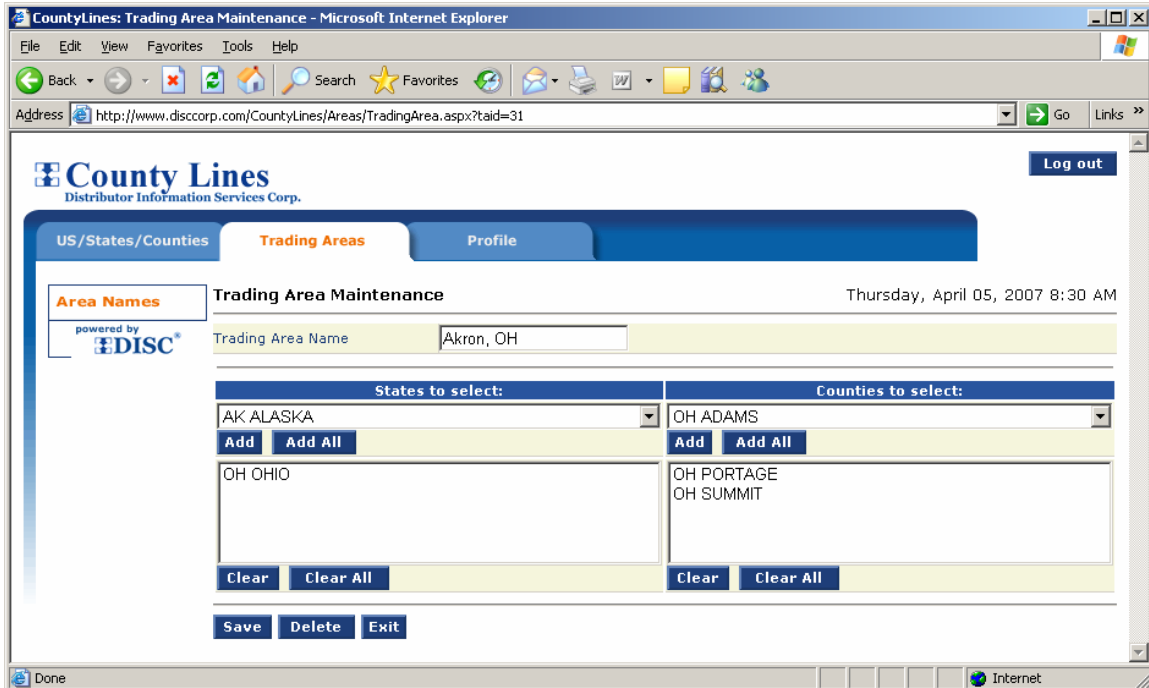


## 4. Working with the Trading Areas Section

### 4.1 Displaying Trading Areas

To view your list of Trading Areas simply click on the Trading Areas tab of the application. To view the details on a specific Trading Area, follow these steps:

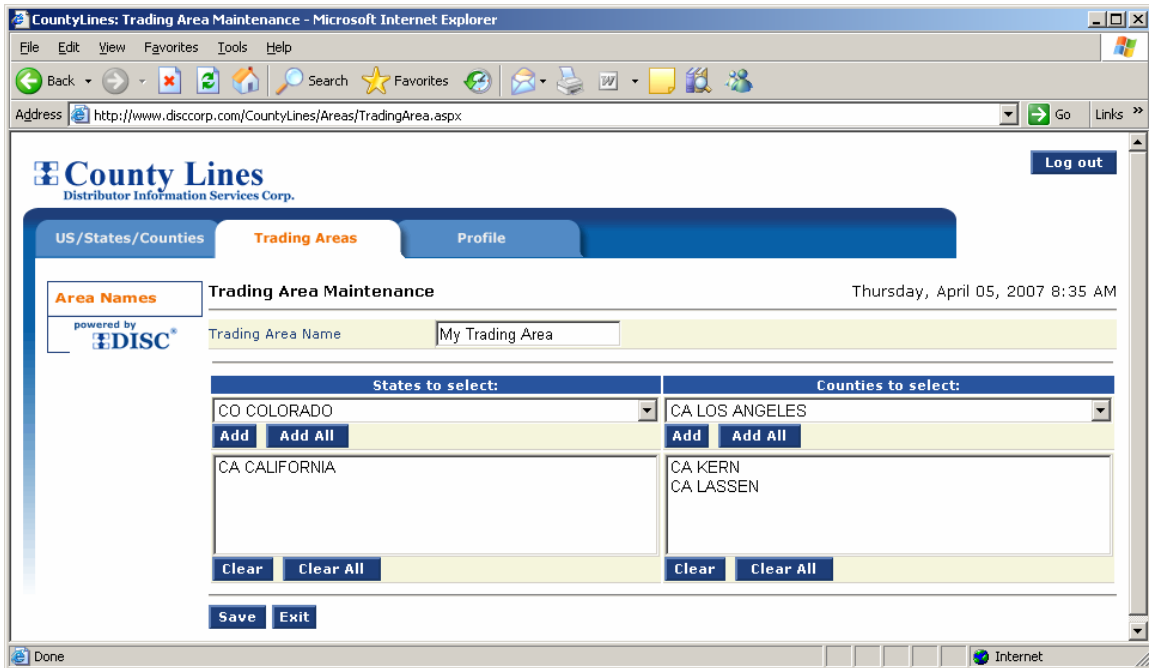
- 1) Go to Trading Areas
- 2) Click on the Trading Area of your choice from the list on the screen
- 3) The following screen appears with the information on the states and counties contained within that Trading Area:



## 4.2 Creating New Trading Areas

To create a new Trading Area follow these steps:

- 1) Go to Trading Areas
- 2) Click on the 'New Trading Area' button. This will open up the Trading Area maintenance screen
- 3) Type up the name of your Trading Area in the designated box.
- 4) Select States and Counties from the drop-down lists below by clicking on the 'Add' button. Use 'Add All' to add all of the States or Counties that are in the system. If you would like to remove something and reselect simply use the 'Clear' or 'Clear All' buttons.
- 5) Click on the 'Save' button to save your selection.



## 5. Working with the US/States/Countries Section

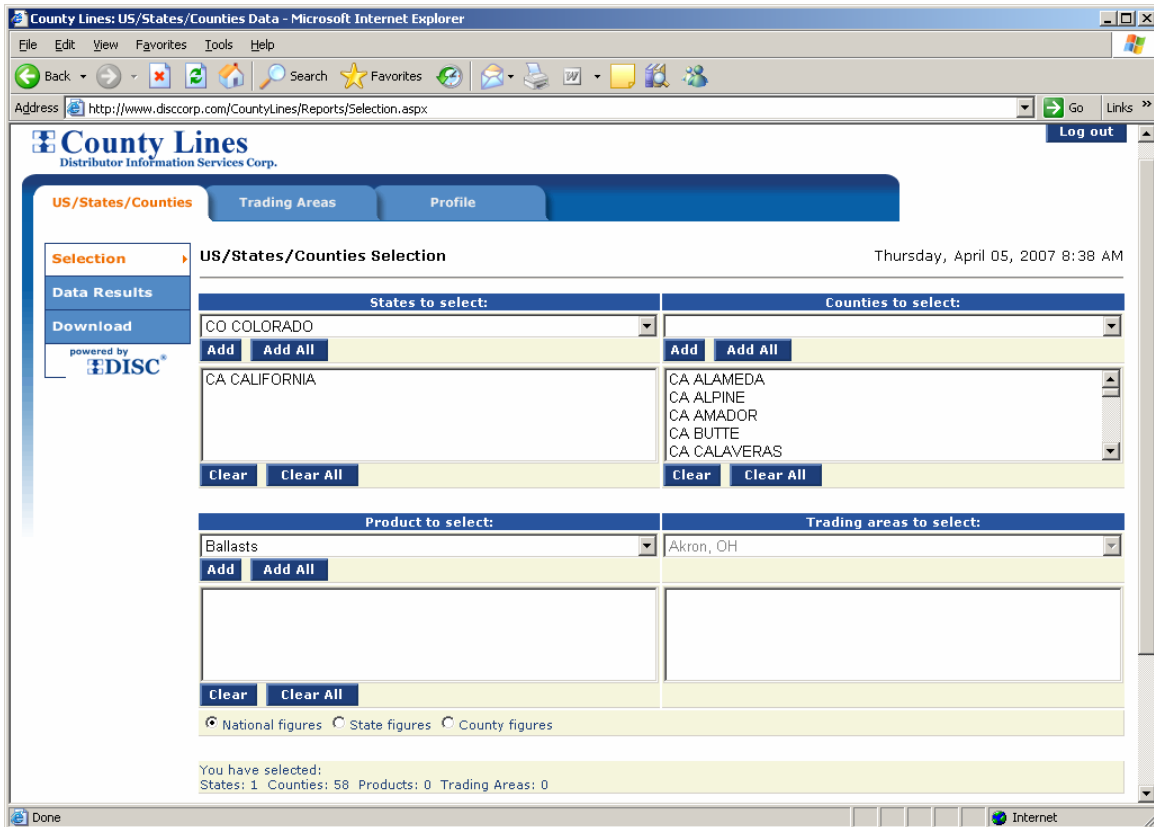
The U.S./States/Countries display is the main or default screen of the application. Here, you can run results for either States/Countries or your predefined Trading Areas.

### 5.1 Displaying States and Counties Data Results

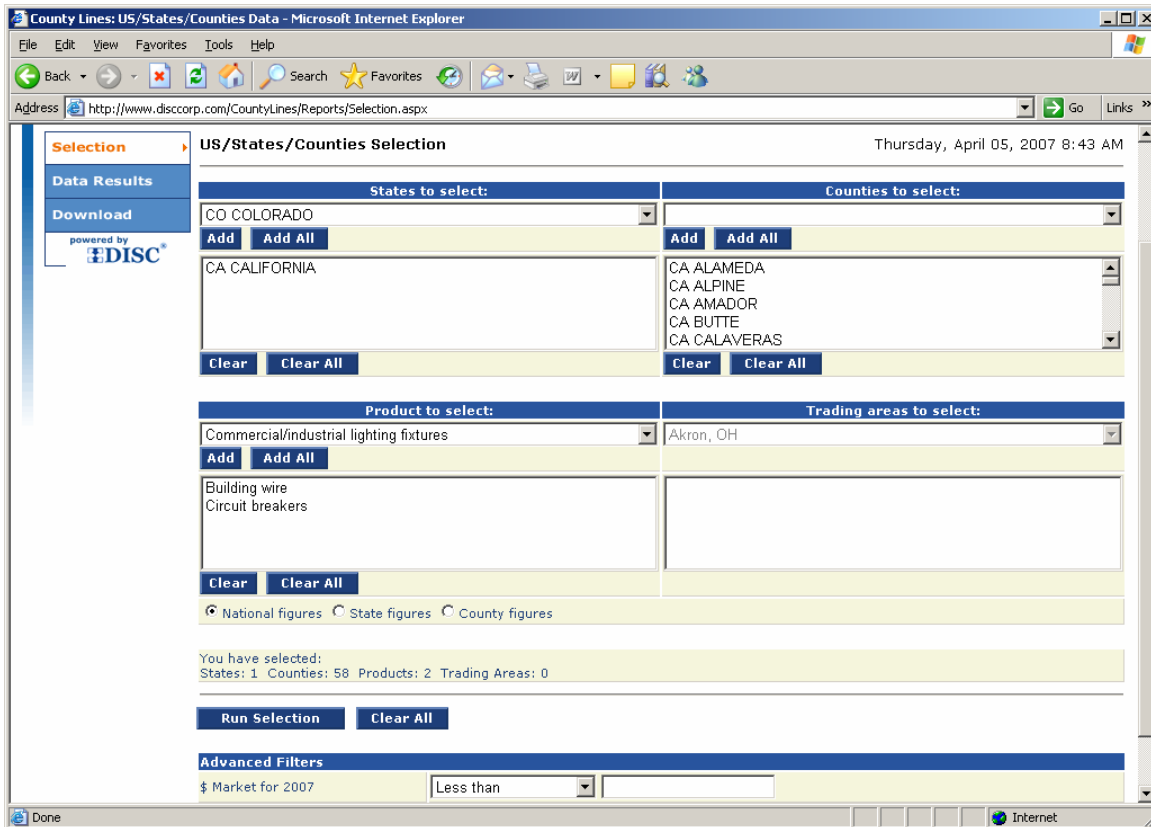
In order to make selections and run results on this screen, follow the steps outlined below:

- 1) Click on the drop-down in States to Select box to select a state. Use the 'Add' button to a specific State. Click on the 'Add all' button to select all the states. If you wish to change your preferences, you can unselect by clicking on the 'Clear' button to remove a specific State or on the 'Clear all' button to remove all selected states. In the example below we have already selected California.
- 2) When you select a specific state, the first alphabetically listed county for that state is automatically displayed in the Counties to Select box. To select this or any other county click on the 'Add' button. To select all counties click on the 'Add all' button. Notice that in the example below California is in the States Selected box and all of its counties are in the Counties Selected box. Also, notice that on the bottom of the screenshot below the last line tells you that you have selected one state and 58 counties but no products.

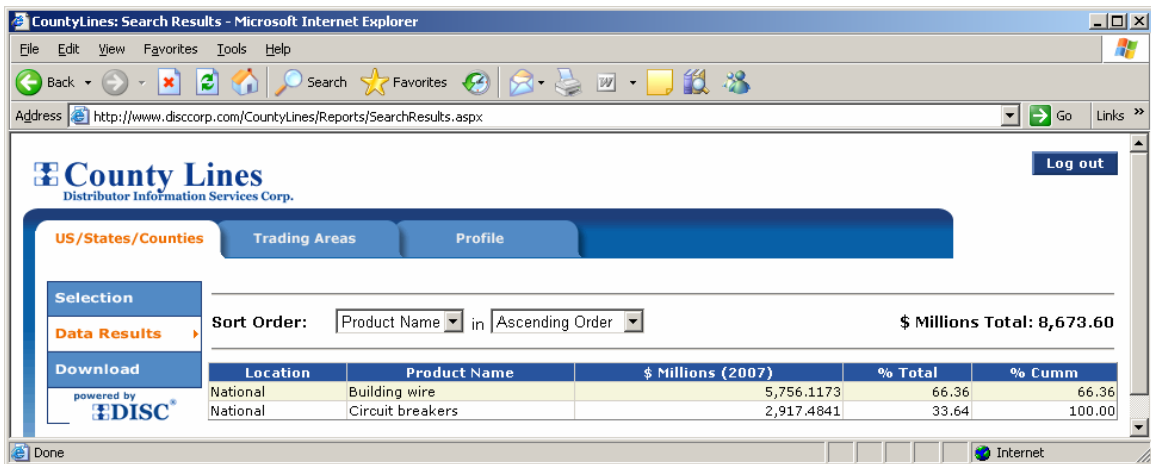
The following display is for the selections made above.



- 3) Let's move on and select some products. Select your Products from the drop-down list for products by using the Add buttons as before.
- 4) You also have the choice to view National, State or County figures. Click on the respective radio button to make your selection. Once you have made all of your selections, click on the 'Run Selection' button shown in the screenshot below.



The following screen gives you the results for the two products you have selected. It shows you the total 2007 market in millions of dollars as well as the % of the total for each of the two products you have specified.



## 5.2 Sorting data results

We can sort the results on the screen shown above by specifying our sorting criteria under the Sort Order box (e.g. Product Name, Market Value, Location) and selecting an Ascending or Descending order from the drop down next to it. We can also see the total

dollar figure for the two products that we have selected in the State of California (**\$ Millions Total: 8,673.60**). This number appears above the upper right corner of the results table.

### 5.3 Filtering data in the US/States/Counties section

Suppose that we have selected the State of California, all of its Counties and all of the 42 products. However, now we only want to narrow down the results to sales that are less than \$1million.

In order to filter data as suggested in this example, follow these steps:

- 1) Go back to the Selection link in the US/States/Counties section and select California, all of its Counties and all 42 Products.
- 2) Specify your specific filtering criteria at the bottom of the screen. For example:

**Advanced Filters**

\$ Market for 2007    Less than    1000000

**Apply**

- 3) Click on the ‘Apply’ button to view your filtered data.

The screenshot shows the CountyLines web application interface. The browser title is "CountyLines: Search Results - Microsoft Internet Explorer". The address bar shows "http://www.discorp.com/CountyLines/Reports/SearchResults.aspx". The page header includes the CountyLines logo and a "Log out" button. The main navigation bar has tabs for "US/States/Counties", "Trading Areas", and "Profile". The "US/States/Counties" tab is active, and the "Data Results" section is expanded. The "Selection" section shows "CA" selected. The "Sort Order" is set to "Product Name" in "Ascending Order". The "\$ Millions Total" is displayed as "10,638.48". The table below lists 42 products for California, including Ballasts, Boxes, Building wire, Busway, Circuit breakers, Commercial/industrial lighting fixtures, Conduit and cable fittings, Connectors, lugs and accessories, Construction site equipment, Electric heaters, Enclosures, Fans and ventilating equipment, Fasteners, hangers and accessories, Fuses, Generators and back-up power equipment, Hand tools, Lamps, Low voltage wire for voice/data and video applications, Metal conduit and EMT, and Motor controls, starters and relays.

Location	Product Name	\$ Millions (2007)	% Total	% Cumm
CA	Ballasts	340.4314	3.20	3.20
CA	Boxes	180.8542	1.70	4.90
CA	Building wire	585.1164	5.50	10.40
CA	Busway	10.6385	0.10	10.50
CA	Circuit breakers	340.4314	3.20	13.70
CA	Commercial/industrial lighting fixtures	1,436.1948	13.50	27.20
CA	Conduit and cable fittings	234.0466	2.20	29.40
CA	Connectors, lugs and accessories	148.9387	1.40	30.80
CA	Construction site equipment (ladders, Diggers, benders, ground rod drivers, etc.)	10.6385	0.10	30.90
CA	Electric heaters	180.8542	1.70	32.60
CA	Enclosures	244.6850	2.30	34.90
CA	Fans and ventilating equipment	63.8309	0.60	35.50
CA	Fasteners, hangers and accessories	63.8309	0.60	36.10
CA	Fuses	191.4926	1.80	37.90
CA	Generators and back-up power equipment	0.0000	0.00	37.90
CA	Hand tools	42.5539	0.40	38.30
CA	Lamps	1,074.4866	10.10	48.40
CA	Low voltage wire for voice/data and video applications	63.8309	0.60	49.00
CA	Metal conduit and EMT	329.7929	3.10	52.10
CA	Motor controls, starters and relays	872.3554	8.20	60.30

You can easily experiment with this functionality but if you'd like us to walk you through other examples please give us a call.

### 5.4 Displaying Trading Areas Data Results

This functionality is very similar to displaying results for US States/Counties (section 5.1). Logically, if you would like to see results for a specific Trading Area you would

need to create that Trading Area first under the Trading Areas section as explained in Section 4.2. Note that you can either run results for States/Counties or Trading Areas but not both at the same time. Based on which one you select first, the other one will be disabled for that specific run.

If you would like to view sales of a specific product within a specific Trading Area, follow these steps:

- 1) Go to the US/States/Counties section
- 2) Select a product or products from the drop-down list
- 3) Select your Trading Areas from the drop-down list by clicking on the 'Add' button.
- 4) Click on the 'Run Selection' button to view your results.

Here is the results screen for electric heater sales for the Albany, NY and Austin, TX Trading Areas:

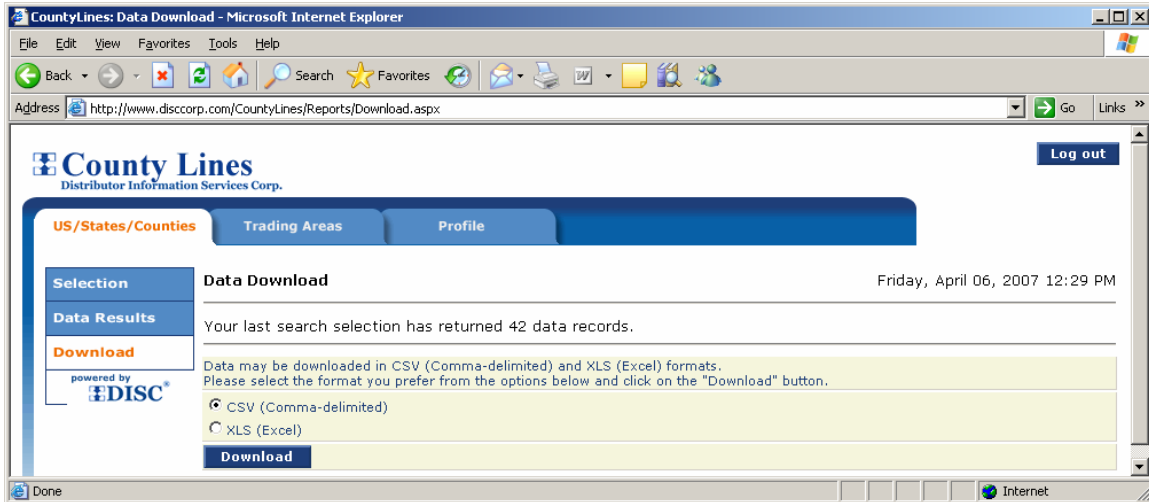
The screenshot shows the County Lines web application interface. The address bar indicates the URL is <http://www.discorp.com/CountyLines/Reports/SearchResults.aspx>. The page features a navigation menu with tabs for 'US/States/Counties', 'Trading Areas', and 'Profile'. A vertical navigation pane on the left includes 'Selection', 'Data Results', and 'Download' (powered by DISC). The main content area shows search results for 'Electric heaters' in 'Albany, NY' and 'Austin, TX'. The 'Sort Order' is set to 'Product Name' in 'Ascending Order'. The total sales are \$5.24 million.

Trading Area	Product Name	\$ Millions (2007)	% Total	% Cumm
Albany, NY	Electric heaters	2.4858	47.46	47.46
Austin, TX	Electric heaters	2.7514	52.54	100.00

## 6. Downloading Data from the Application

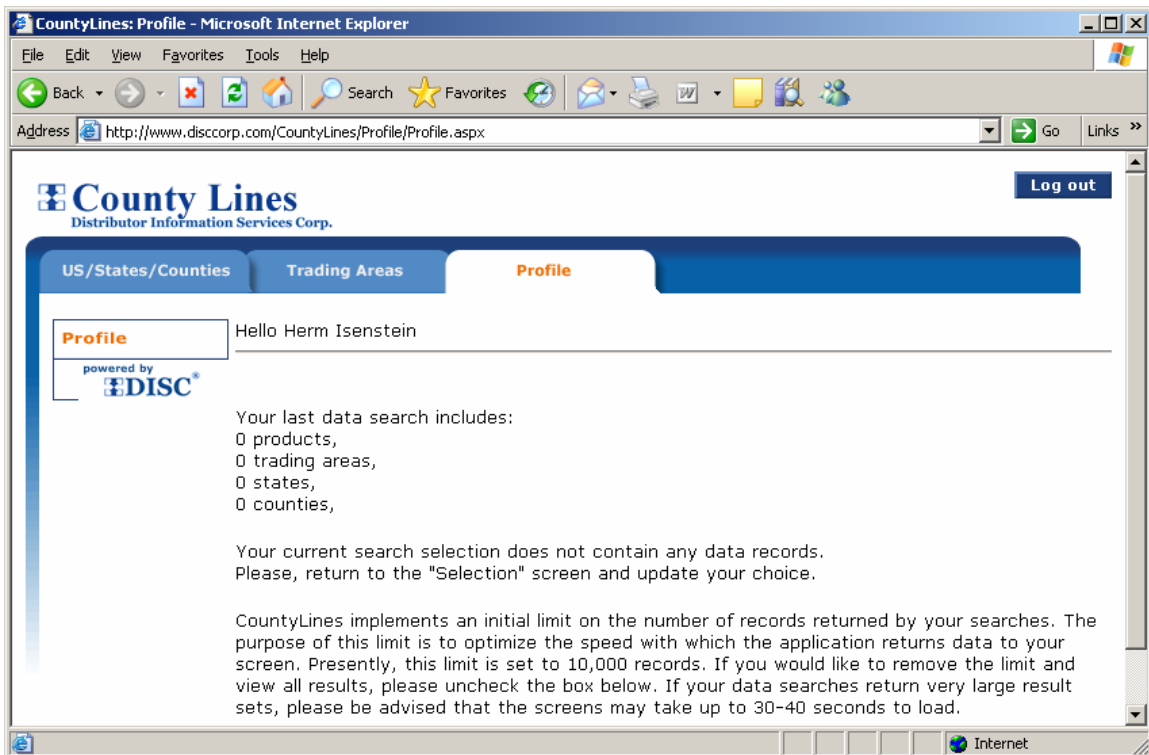
The export function in County Lines is very easy to use. The download screen is located under the US/States/Counties section. In order to get to the export screen, simply click on the 'Download' link in the vertical navigation of that section.

Data may be downloaded in XLS (Excel) and CSV (Comma-delimited) formats. You need to select the format you prefer from the options on the screen by clicking on the appropriate radio button and click on 'Download'. Follow the prompts on the screen and your information will be saved on your computer.



## 7. Profile Section

The profile screen of the application simply displays your current settings under US/States/Counties and Trading Areas. Here is a sample screen of that section. It is only for informational purposes:



## 8. Application/Database Version

County Lines is updated twice a year. The updates are performed online by the System Administrator of the application. You will be notified via e-mail about any of the

upcoming releases and data updates. If you wish to change your user preferences or add additional users, please give us a call.

Also, if you have any additional questions on County Lines please contact us directly.