ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

Iowa ABD eLAPS

Sharing Model - Quick Reference Guide

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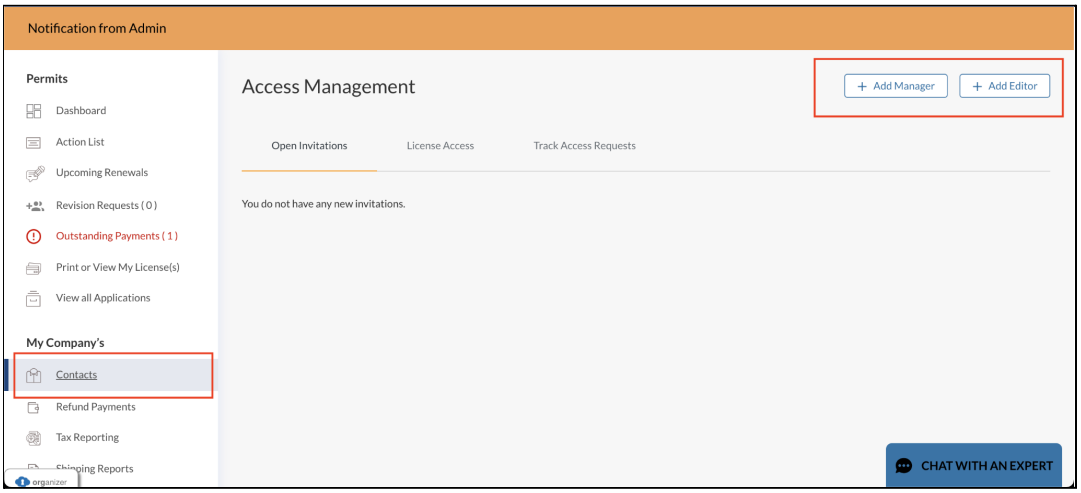
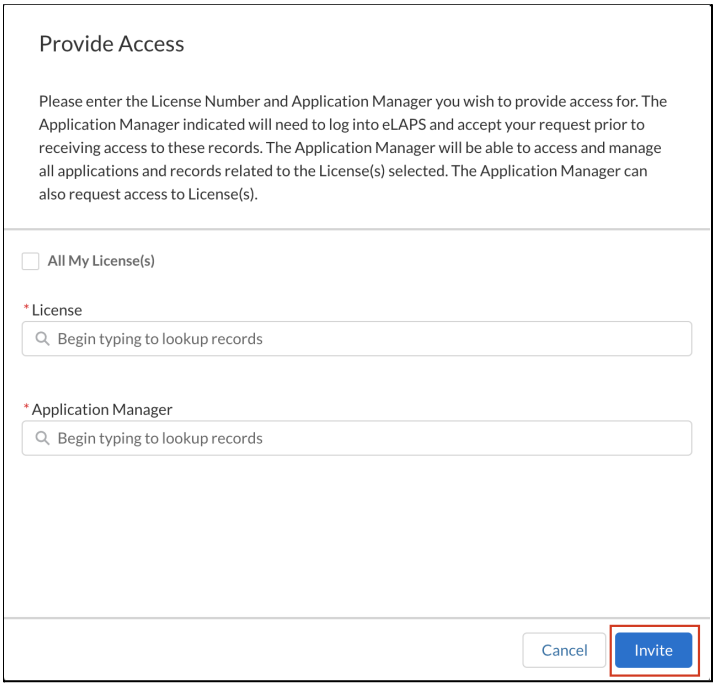
Owner Profile

If you aren't registered and need help registering, please visit our [eLAPS Resources page.]

1. Granting access to Application Managers/Editors
    a. Login to eLAPS.
    b. Navigate to the “Contacts” section.
    c. Click on the “Add Manager” or “Add Editor” buttons.

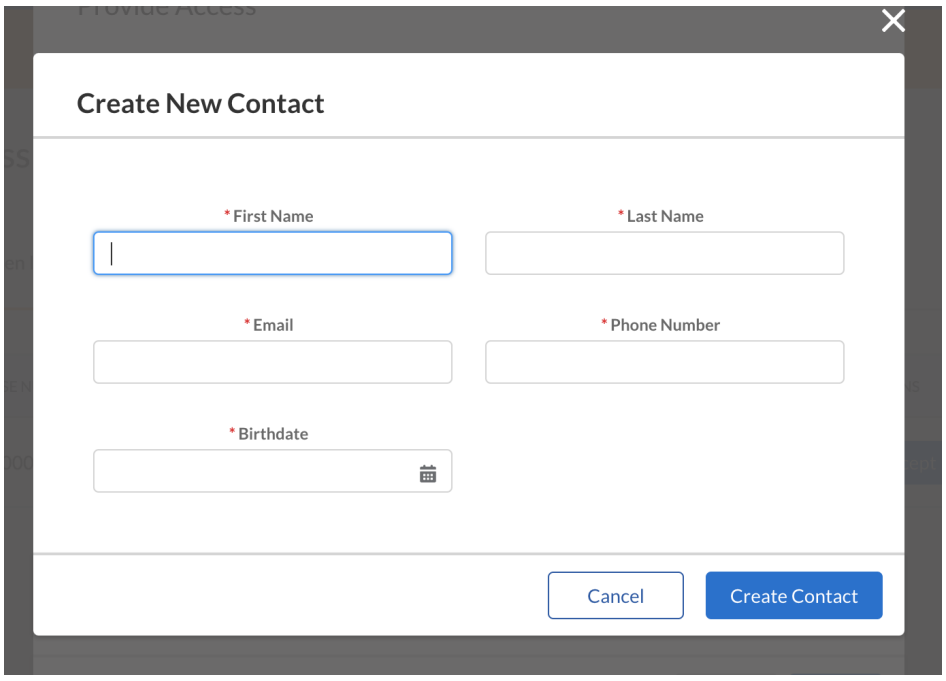


    d. Search and select 1 or more licenses.
        i. If you want to grant access of your Licence(s) and their records, check the “All My License(s)” checkbox.
    e. Search for an existing Application Manager or Editor.

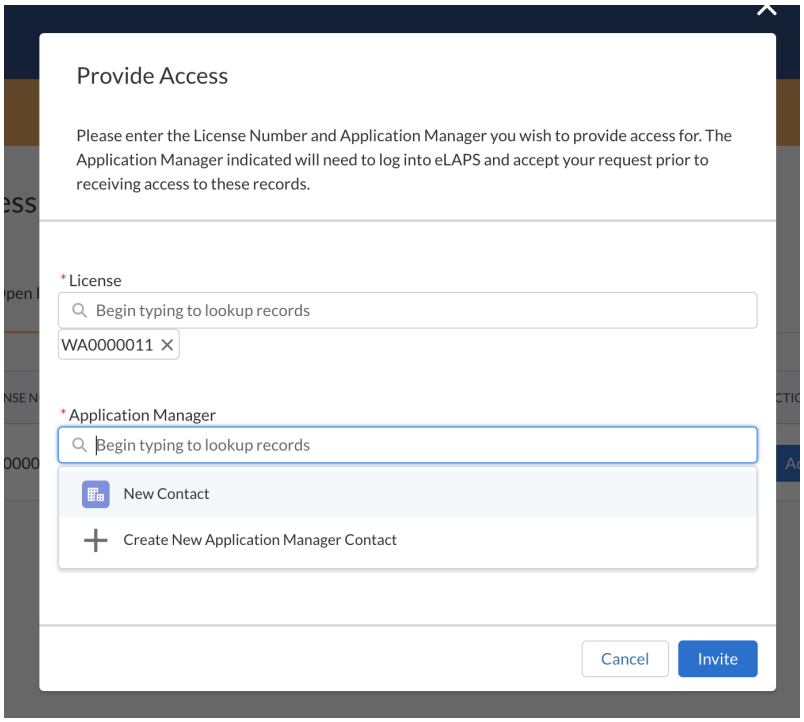


i. If the Application Manager or Editor does not exist, you may create a new contact for the user to login into eLAPS.

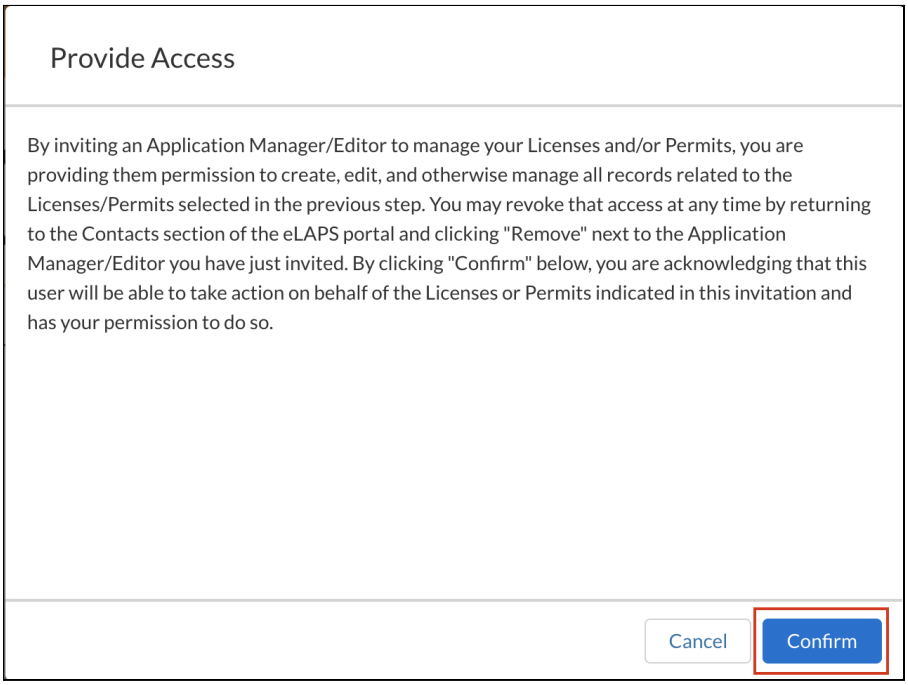
ii. Once you have created the new contact for the Application Manager or Editor, you will search for the newly created contact to grant access to.



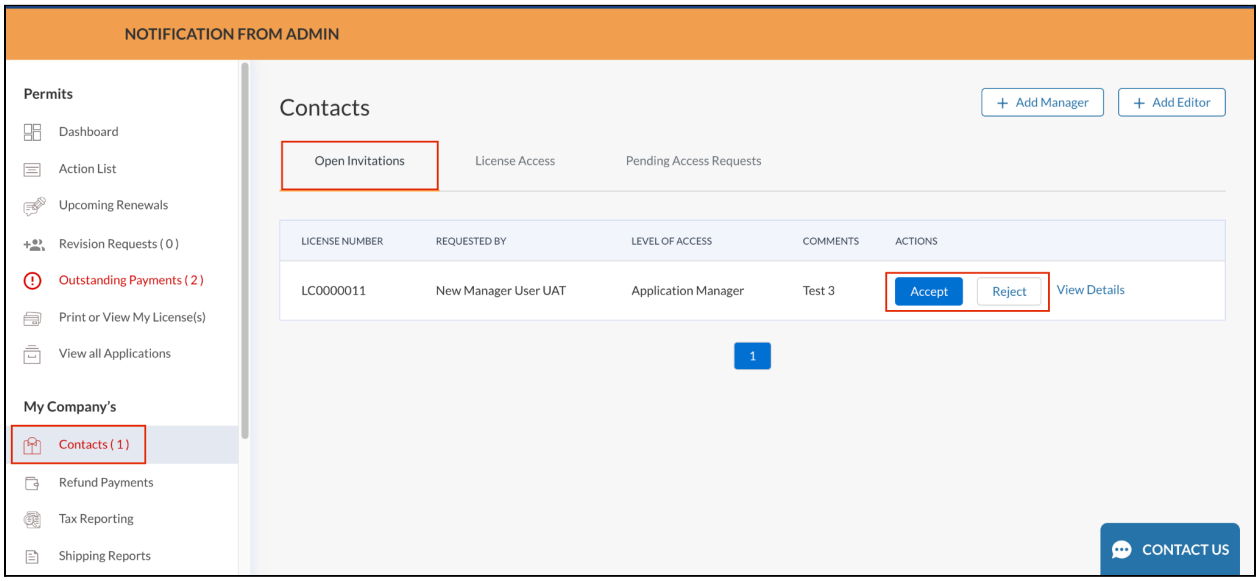
f. After you have entered the required information, you may click “Invite”.



g. Click on “Confirm”.



2. Accepting “Access Requests” from Application Managers
   a. Click on the Contact tab and navigate to the “Open Invitations”
   b. Pending requests from Application Managers will be available. You may either Accept or Reject the requests.

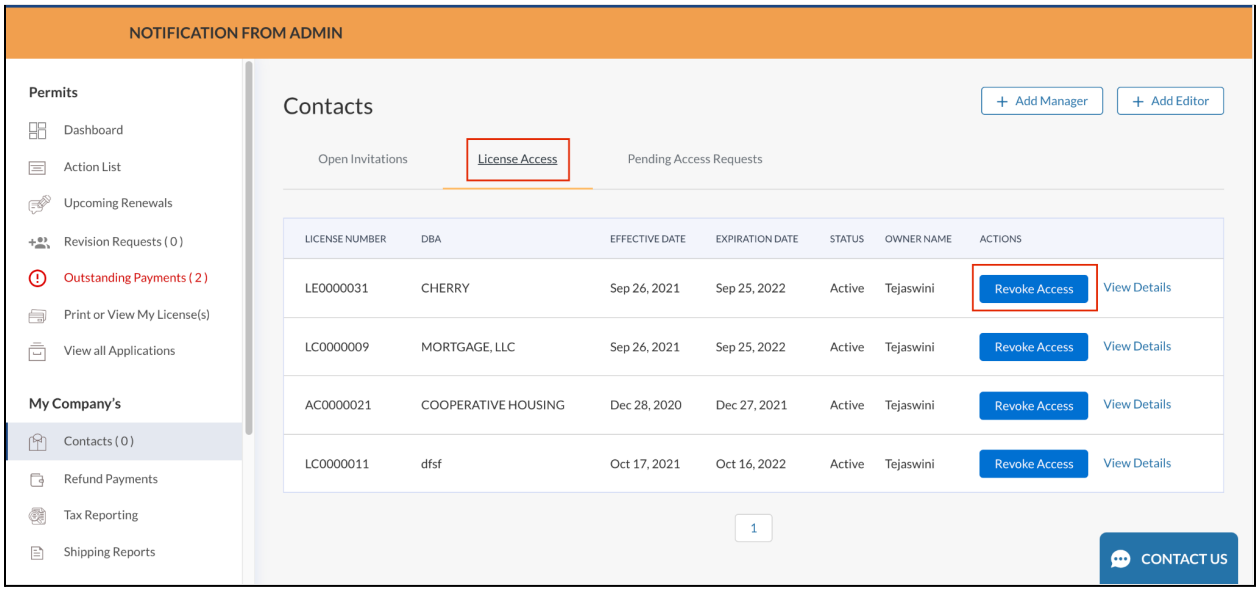


c. Access to the License and its records will be granted upon accepting a License request.

3. Removing License Access

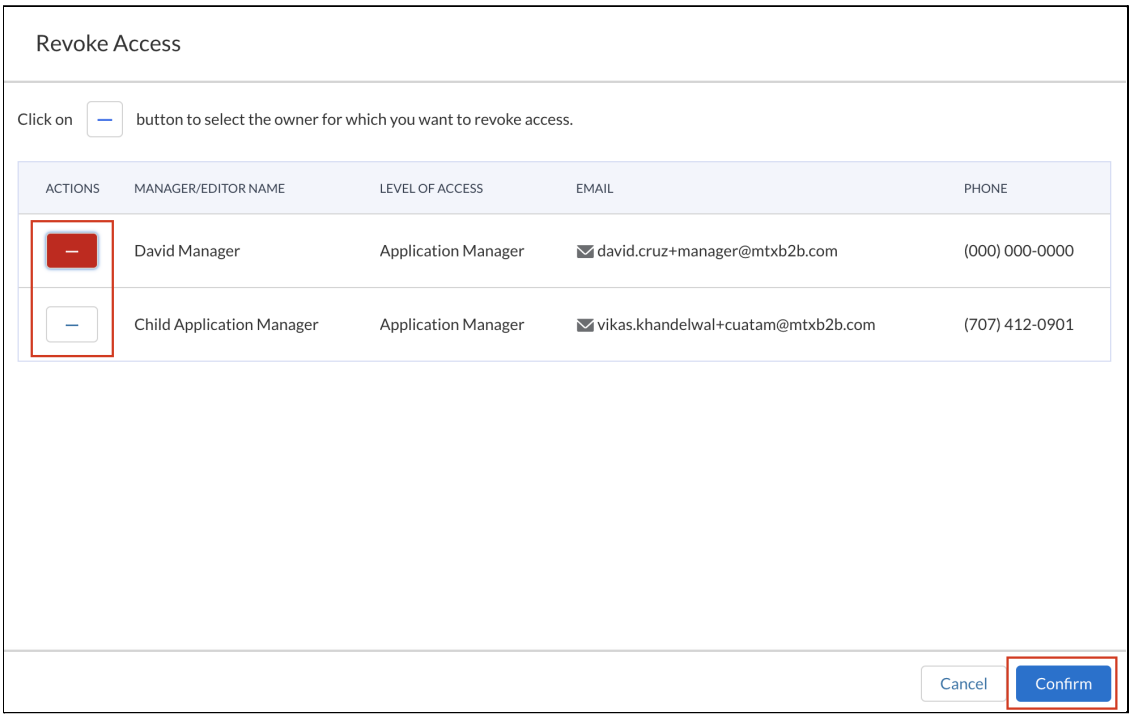
a. Click on the Contacts tab and navigate to the “License Access” tab

b. Locate the license you wish to revoke access for.

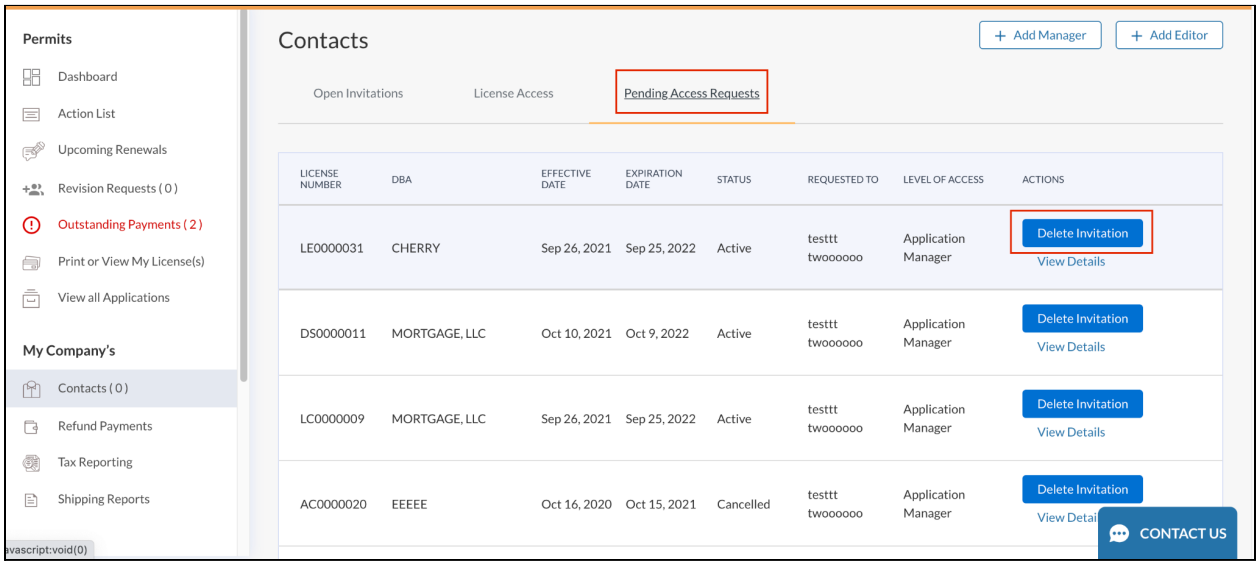


c. You may select one or more application managers or editors for whom you wish to revoke access

d. Click confirm.

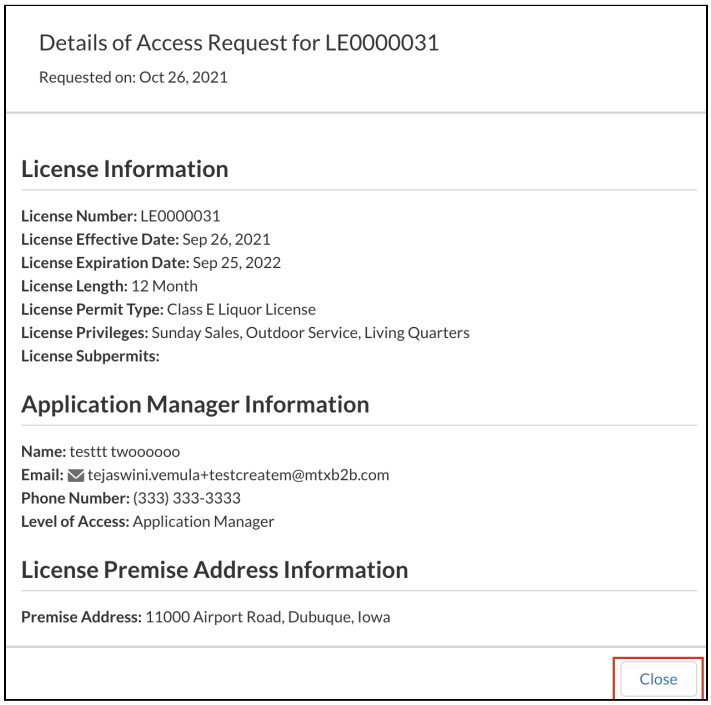


4. Tracking pending invitations
    a. Click on the Contact tab and Navigate to the “Pending Access Requests” tab
    b. Pending invitations that have not been accepted by the Application Manager/Editor will be available for deletion.
    c. Click on “Delete Invitation”, the invitation will be deleted.



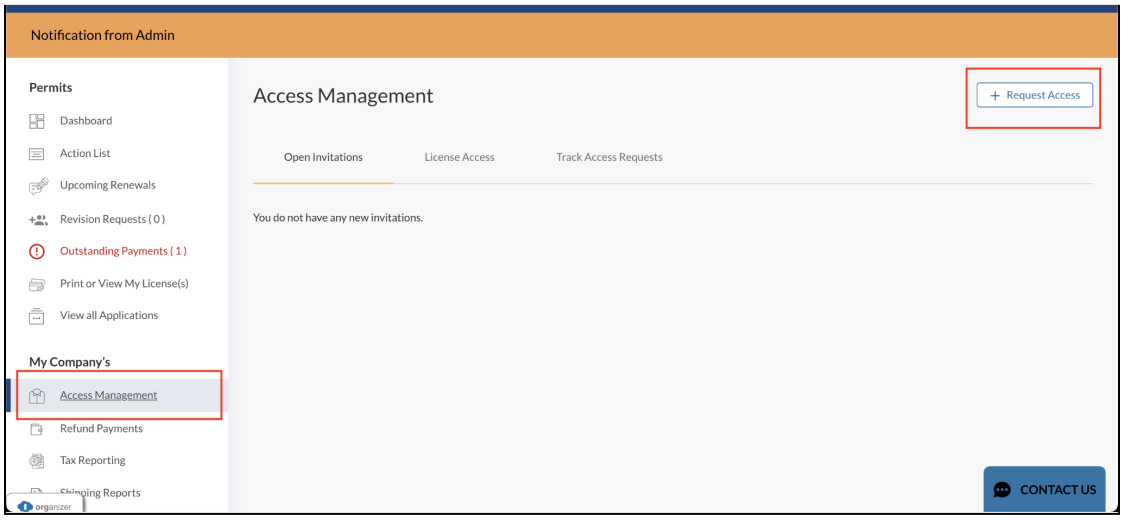
    d. Click on “View Details” to see the details

e. Click on “Close”

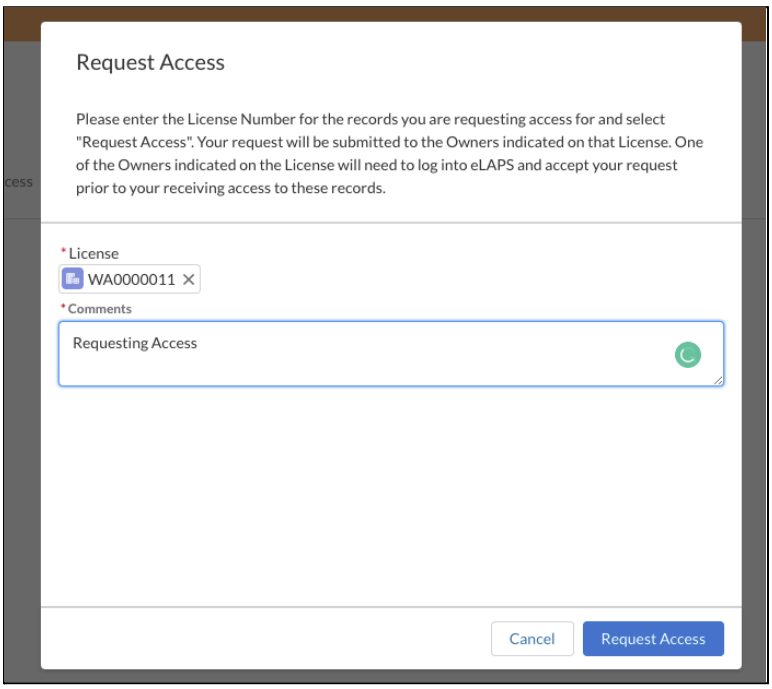


Application Manager Profile

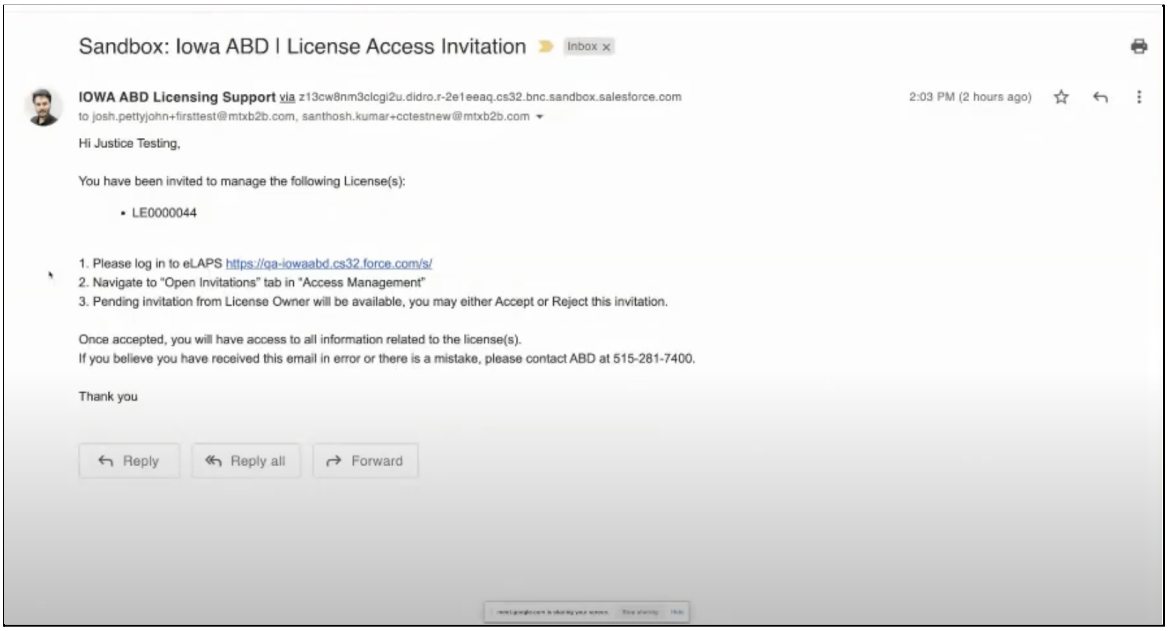
1. Requesting Access to Licenses
    a. Login to eLAPS.
    b. Navigate to the “Access Management” tab.
    c. Click on the “Request Access”.



d. Search for a License number and provide any comments as per this request.



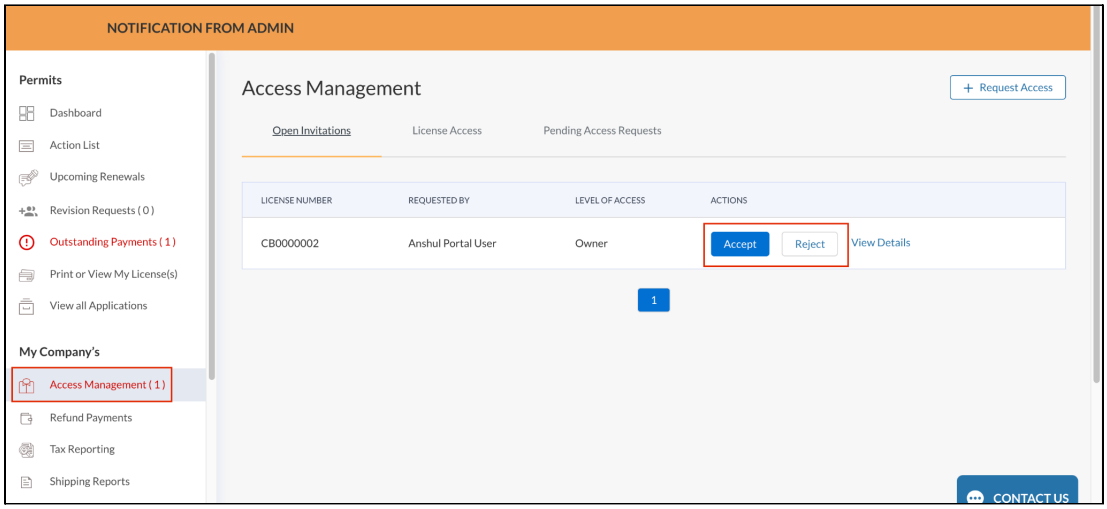
2. Accept/Reject Invitations
    a. A notification email goes to Application Managers/Editors. The email will have instructions on how to accept/reject an invitation.



Note: If there are any outstanding invitations for the user, the Access Management tab will be highlighted in red color. Number in the bracket indicated number of notifications

    a. Navigate to “Access Management” tab and look at “Open Invitations”

b. If any Pending invitations from License Owners are available, you may either Accept or Reject the invitations.



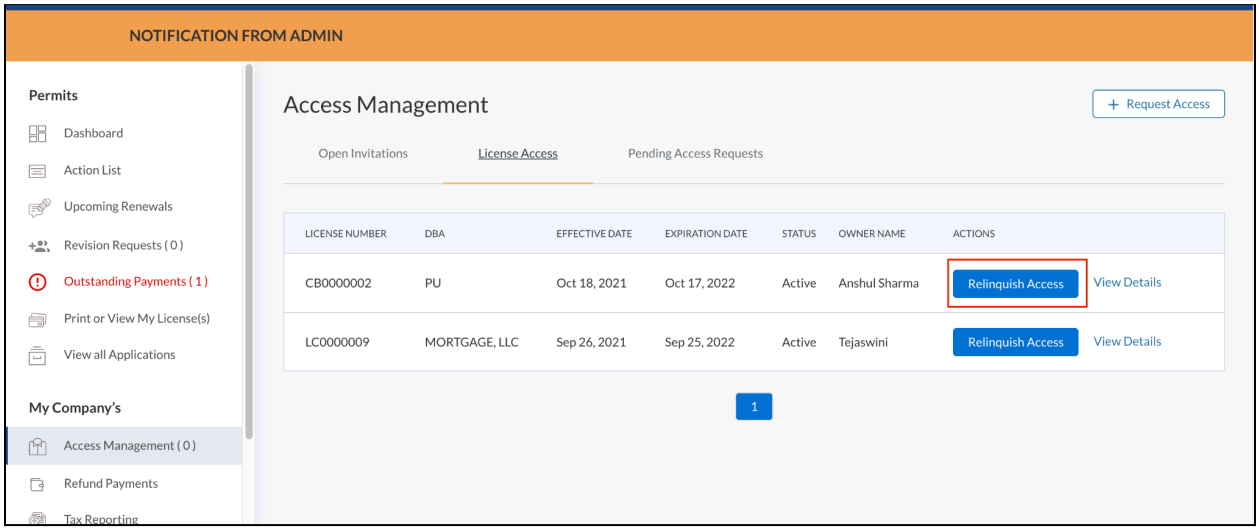
c. Access to the License and its records will be available upon accepting a License invitation.

3. Relinquishing License Access

a. Click on the Access Management and navigate to the “License Access” tab.

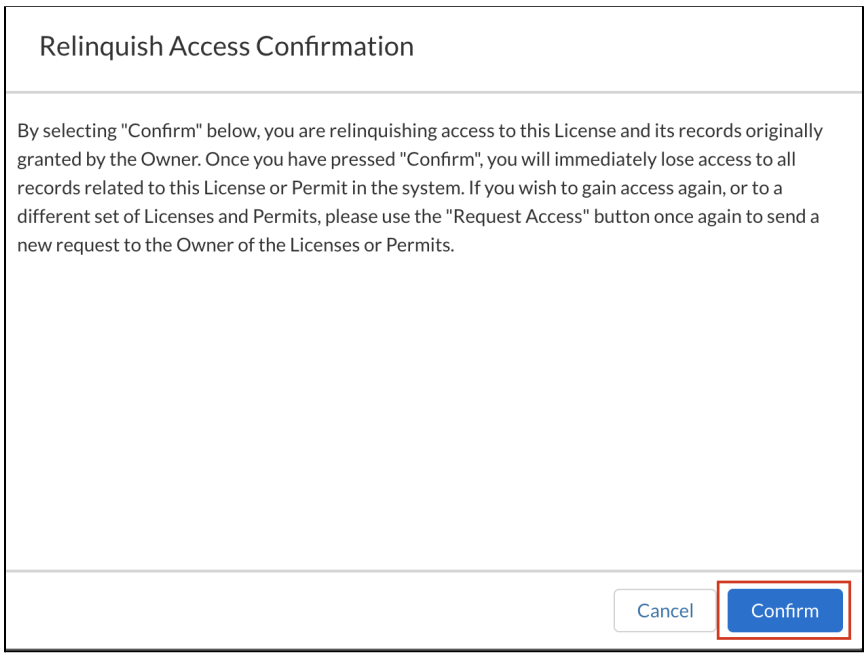
b. Locate the license you wish to relinquish access for.

c. Click on the “Relinquish Access” button

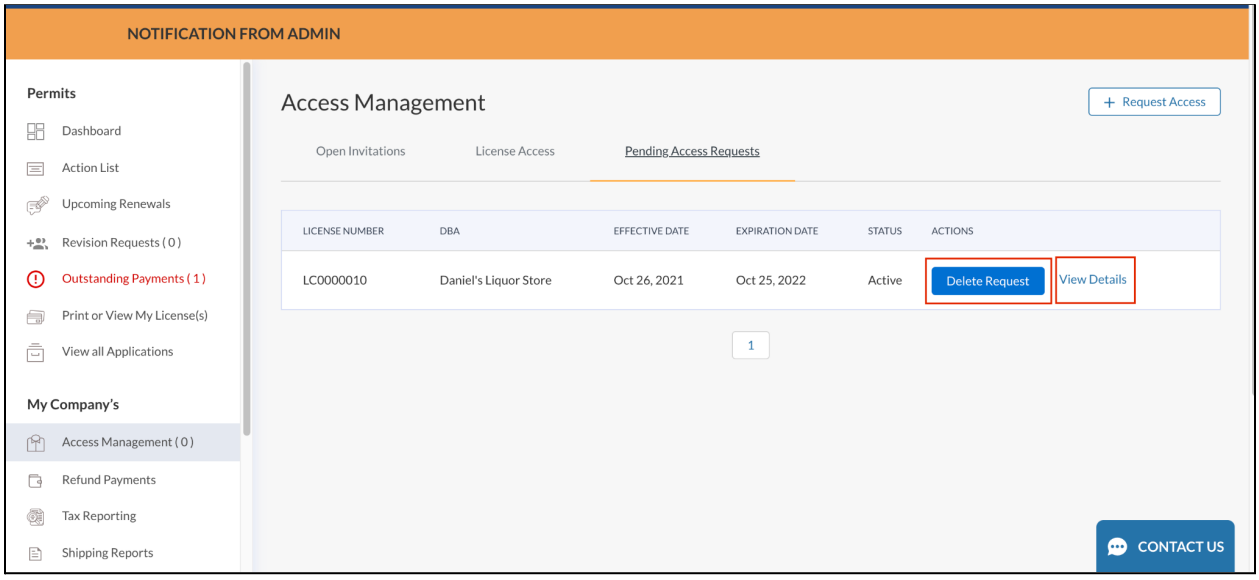


d. Upon action, a confirmation window will pop-up

e. Read the declaration text and click on confirm the action

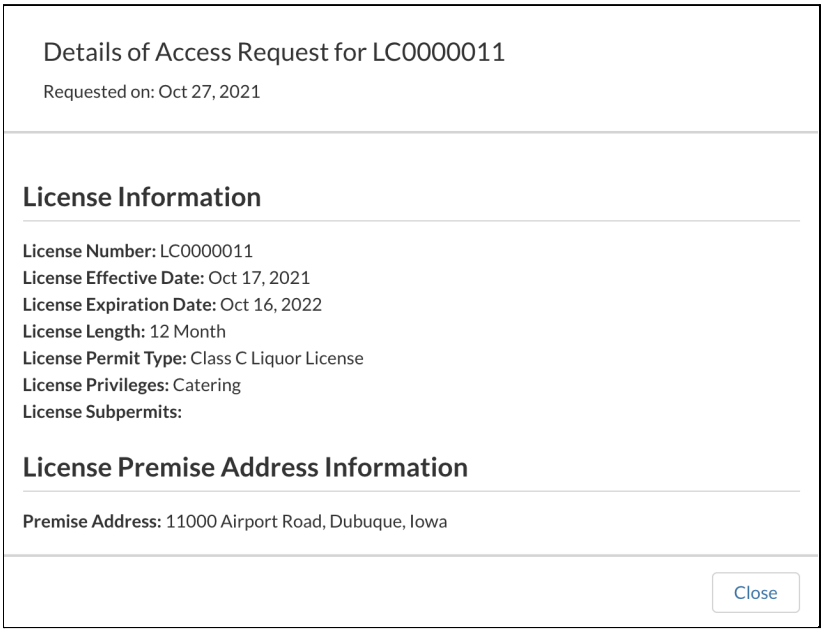


4. Tracking pending requests
    a. Click on the Access Management tab and navigate to the “Pending Access Requests” tab
    b. Pending requests that have not been accepted by the License Owners will be available for deletion.
    c. Click on “Delete Request”.



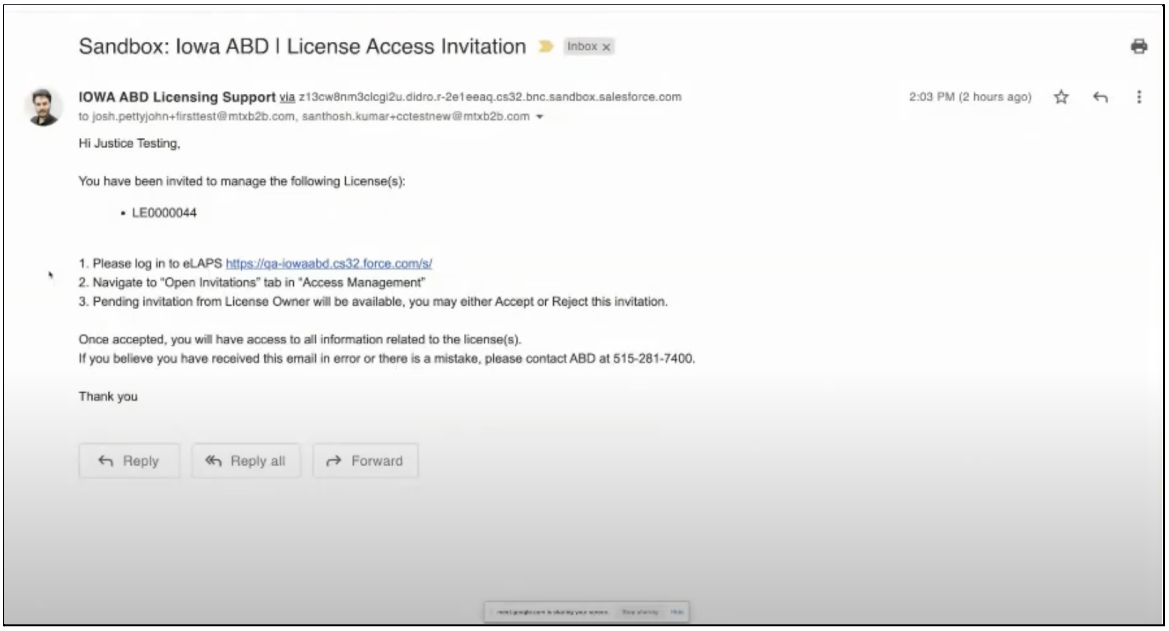
d. Click on “View Details” to find Requested date, Licence Information and License Permise Address Information.

e. Click Close

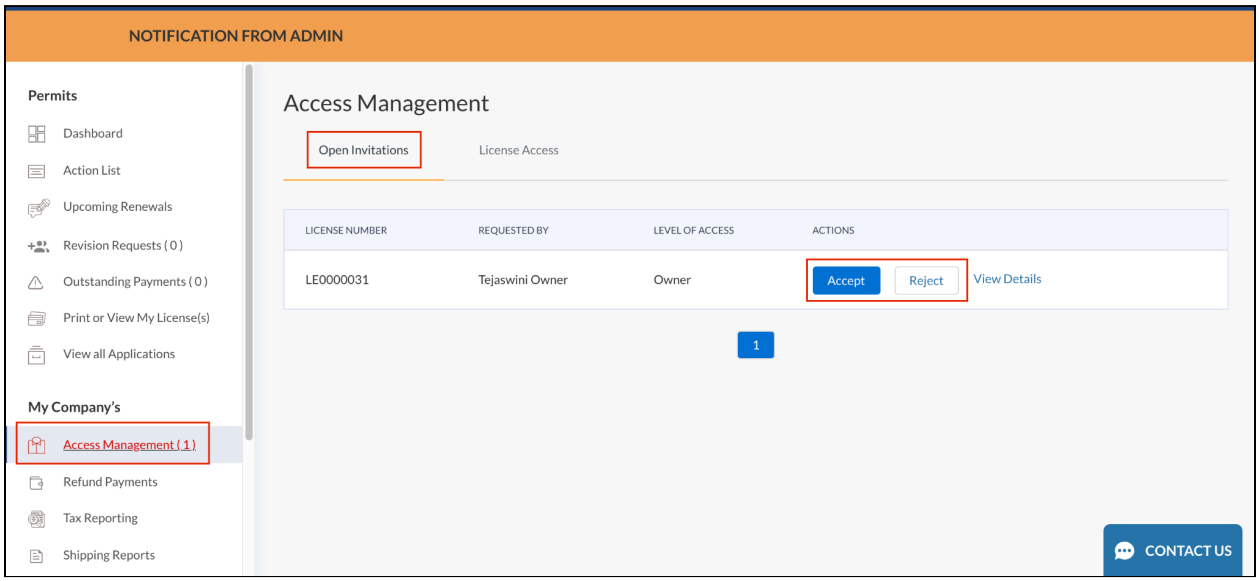


Application Editor Profile

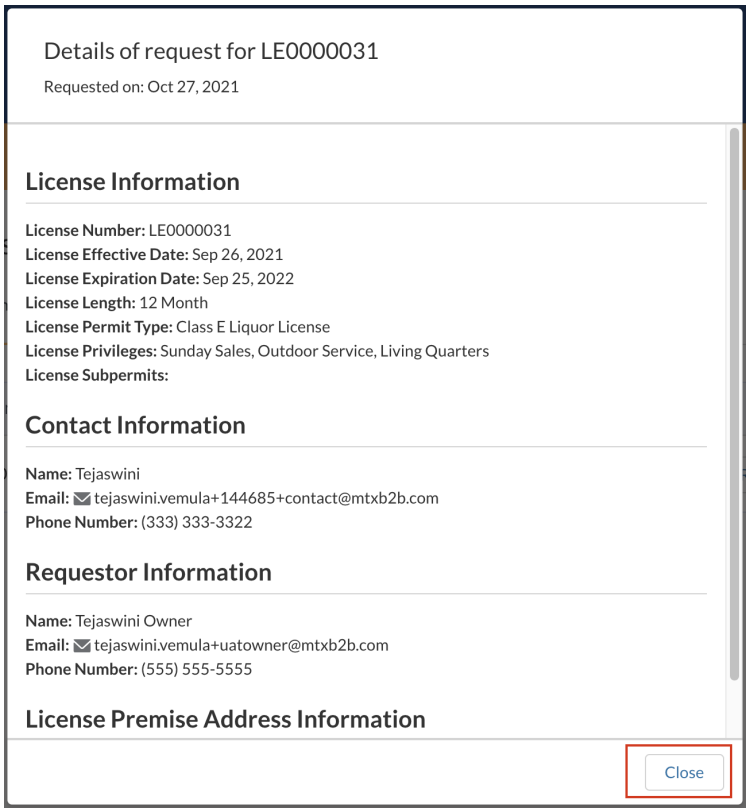
1. Accept/Reject invitations
    a. A notification email goes to Application Managers/Editors. The email will have instructions on how to accept/reject an invitation.



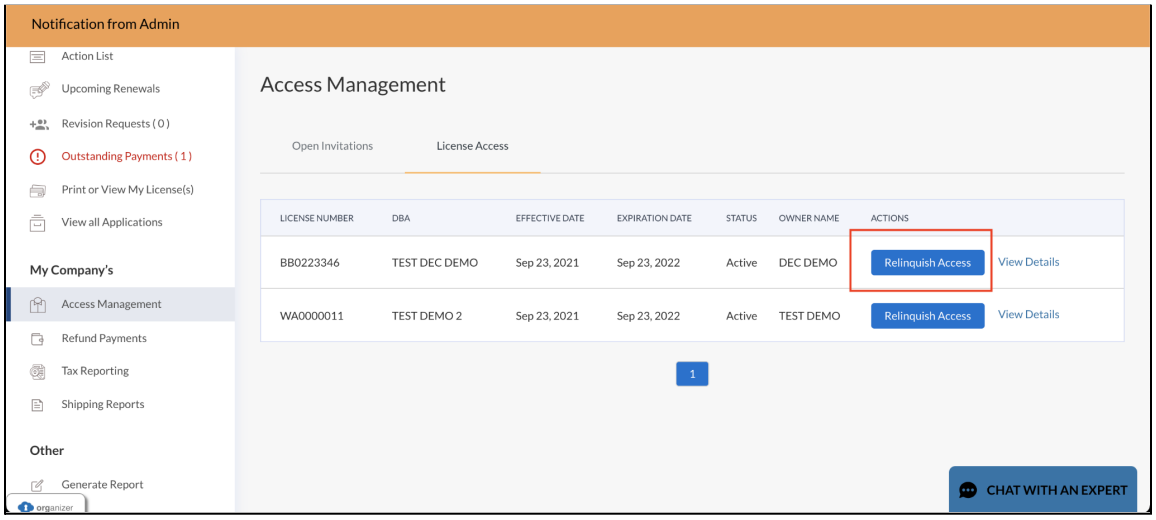
a. Click on Access Management tab and navigate to “Open Invitations” tab
b. Pending invitations from License Owners will be available. You may either Accept or Reject the invitations.



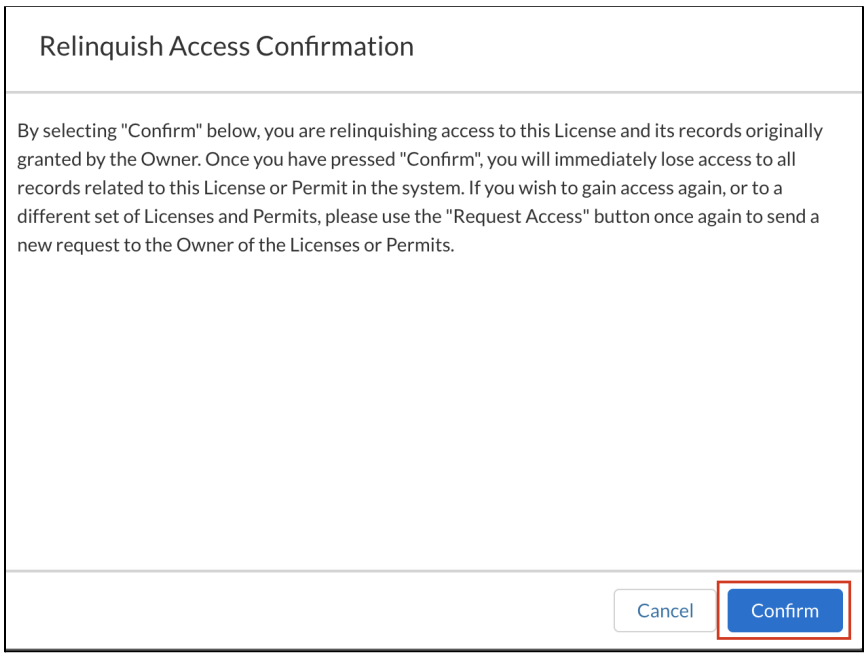
c. Access to the License and its records will be available upon accepting a License invitation.
d. Click on “View Details” to find Requested date, Licence Information and License Permise Address Information.
e. Click Close



2. Relinquishing License Access
    a. Click on the Access Management tab and navigate to the “License Access” tab
    b. Locate the license you wish to relinquish access for.
    c. Click on the “Relinquish Access” button.



f. Upon action, a confirmation window will pop-up to confirm the action



This concludes the Sharing Model QRG.