



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa



Iowa ABD eLAPS

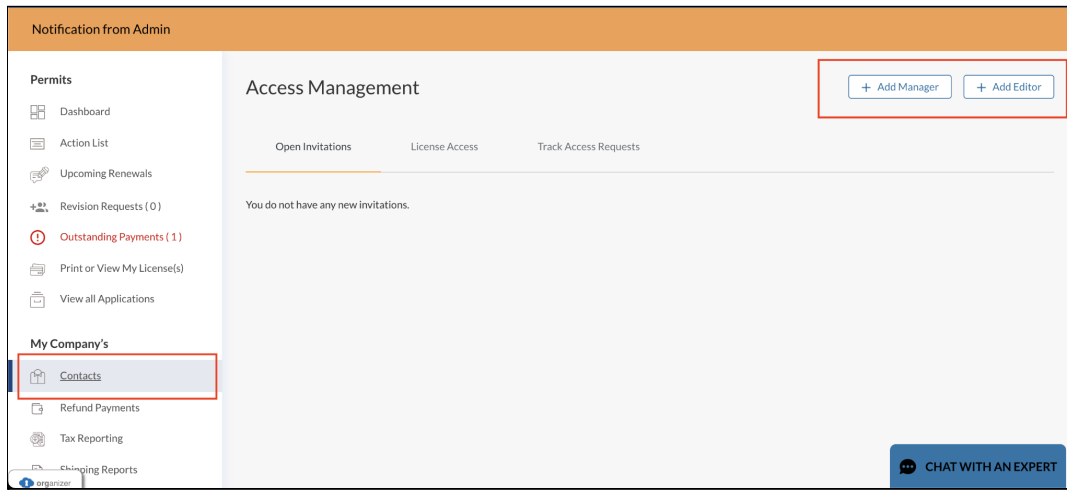
Sharing Model - Quick Reference Guide

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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.

Provide Access

Please enter the License Number and Application Manager you wish to provide access for. The Application Manager indicated will need to log into eLAPS and accept your request prior to receiving access to these records. The Application Manager will be able to access and manage all applications and records related to the License(s) selected. The Application Manager can also request access to License(s).

All My License(s)

*License

*Application Manager

- 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.

Create New Contact

*First Name

*Last Name

*Email

*Phone Number

*Birthdate

- f. After you have entered the required information, you may click "Invite".

Provide Access

Please enter the License Number and Application Manager you wish to provide access for. The Application Manager indicated will need to log into eLAPS and accept your request prior to receiving access to these records.

* License
Begin typing to lookup records
WA0000011 X

* Application Manager
Begin typing to lookup records
New Contact
+ Create New Application Manager Contact

Cancel Invite

g. Click on “Confirm”.

Provide Access

By inviting an Application Manager/Editor to manage your Licenses and/or Permits, you are providing them permission to create, edit, and otherwise manage all records related to the Licenses/Permits selected in the previous step. You may revoke that access at any time by returning to the Contacts section of the eLAPS portal and clicking "Remove" next to the Application Manager/Editor you have just invited. By clicking "Confirm" below, you are acknowledging that this user will be able to take action on behalf of the Licenses or Permits indicated in this invitation and has your permission to do so.

Cancel 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.

NOTIFICATION FROM ADMIN

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (2)
- Print or View My License(s)
- View all Applications

My Company's

- Contacts (1)
- Refund Payments
- Tax Reporting
- Shipping Reports

Contacts

+ Add Manager + Add Editor

Open Invitations License Access Pending Access Requests

LICENSE NUMBER	REQUESTED BY	LEVEL OF ACCESS	COMMENTS	ACTIONS
LC0000011	New Manager User UAT	Application Manager	Test 3	Accept Reject View Details

1

CONTACT US

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

3. Removing License Access

- Click on the Contacts tab and navigate to the "License Access" tab
- Locate the license you wish to revoke access for.

NOTIFICATION FROM ADMIN

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (2)
- Print or View My License(s)
- View all Applications

My Company's

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

Contacts

+ Add Manager + Add Editor

Open Invitations License Access Pending Access Requests


LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	OWNER NAME	ACTIONS
LE0000031	CHERRY	Sep 26, 2021	Sep 25, 2022	Active	Tejaswini	Revoke Access View Details
LC0000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	Tejaswini	Revoke Access View Details
AC0000021	COOPERATIVE HOUSING	Dec 28, 2020	Dec 27, 2021	Active	Tejaswini	Revoke Access View Details
LC0000011	dfs	Oct 17, 2021	Oct 16, 2022	Active	Tejaswini	Revoke Access View Details



1

CONTACT US

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

Revoke Access

Click on  button to select the owner for which you want to revoke access.

ACTIONS	MANAGER/EDITOR NAME	LEVEL OF ACCESS	EMAIL	PHONE
	David Manager	Application Manager	✉ david.cruz+manager@mtxb2b.com	(000) 000-0000
	Child Application Manager	Application Manager	✉ vikas.khandelwal+cuatam@mtxb2b.com	(707) 412-0901

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.

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (2)
- Print or View My License(s)
- View all Applications

My Company's

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

Contacts

Open Invitations License Access **Pending Access Requests**

LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	REQUESTED TO	LEVEL OF ACCESS	ACTIONS
LE0000031	CHERRY	Sep 26, 2021	Sep 25, 2022	Active	testtt twoooooo	Application Manager	<input type="button" value="Delete Invitation"/> View Details
DS0000011	MORTGAGE, LLC	Oct 10, 2021	Oct 9, 2022	Active	testtt twoooooo	Application Manager	<input type="button" value="Delete Invitation"/> View Details
LC0000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	testtt twoooooo	Application Manager	<input type="button" value="Delete Invitation"/> View Details
AC0000020	EEEE	Oct 16, 2020	Oct 15, 2021	Cancelled	testtt twoooooo	Application Manager	<input type="button" value="Delete Invitation"/> View Details

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

e. Click on “Close”

Details of Access Request for LE0000031
Requested on: Oct 26, 2021

License Information

License Number: LE0000031
License Effective Date: Sep 26, 2021
License Expiration Date: Sep 25, 2022
License Length: 12 Month
License Permit Type: Class E Liquor License
License Privileges: Sunday Sales, Outdoor Service, Living Quarters
License Subpermits:

Application Manager Information

Name: testtt twoooooo
Email: ✉ tejaswini.vemula+testcreatem@mtxb2b.com
Phone Number: (333) 333-3333
Level of Access: Application Manager

License Premise Address Information

Premise Address: 11000 Airport Road, Dubuque, Iowa

[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”.

Notification from Admin

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (1)
- Print or View My License(s)
- View all Applications

My Company's

- Access Management**
- Refund Payments
- Tax Reporting
- Shipping Reports

Access Management

+ Request Access

Open Invitations License Access Track Access Requests

You do not have any new invitations.

CONTACT US

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

Request Access

Please enter the License Number for the records you are requesting access for and select "Request Access". Your request will be submitted to the Owners indicated on that License. One of the Owners indicated on the License will need to log into eLAPS and accept your request prior to your receiving access to these records.

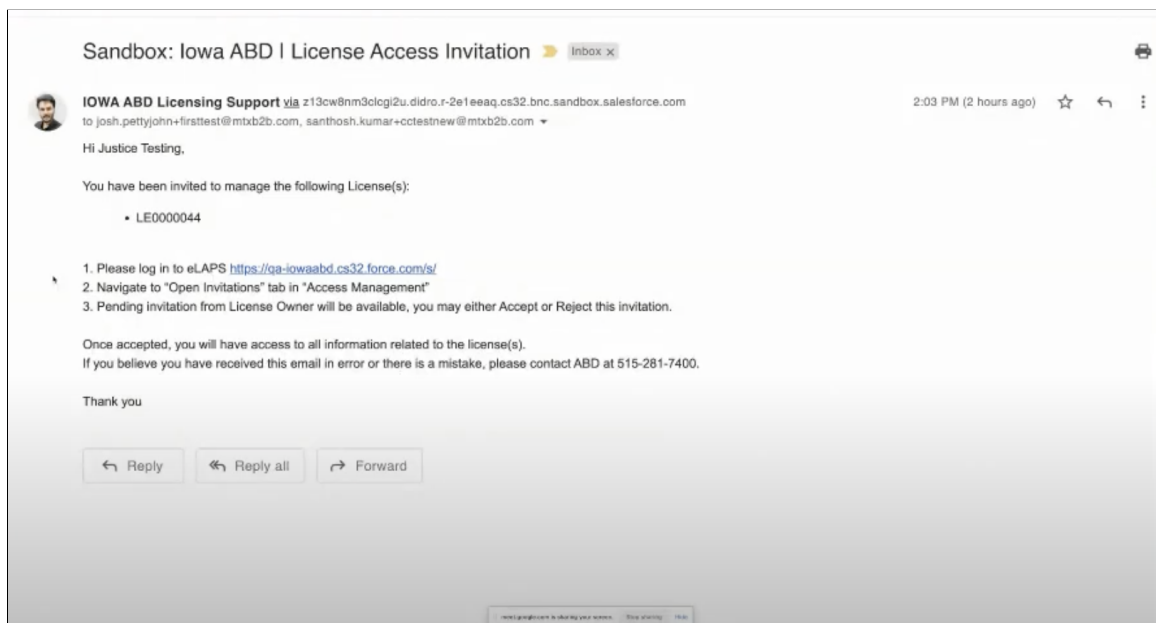
* License
WA0000011 X

* Comments
Requesting Access

Cancel Request Access

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.

NOTIFICATION FROM ADMIN

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (1)
- Print or View My License(s)
- View all Applications

My Company's

- Access Management (1)
- Refund Payments
- Tax Reporting
- Shipping Reports

Access Management + Request Access

Open Invitations License Access Pending Access Requests

LICENSE NUMBER	REQUESTED BY	LEVEL OF ACCESS	ACTIONS
CB0000002	Anshul Portal User	Owner	Accept Reject View Details

1

CONTACT US

- 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

NOTIFICATION FROM ADMIN

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (1)
- Print or View My License(s)
- View all Applications

My Company's

- Access Management (0)
- Refund Payments
- Tax Reporting

Access Management + Request Access

Open Invitations License Access Pending Access Requests

LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	OWNER NAME	ACTIONS
CB0000002	PU	Oct 18, 2021	Oct 17, 2022	Active	Anshul Sharma	Relinquish Access View Details
LC0000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	Tejaswini	Relinquish Access View Details

1

- d. Upon action, a confirmation window will pop-up
- e. Read the declaration text and click on confirm the action

Relinquish Access Confirmation

By selecting "Confirm" below, you are relinquishing access to this License and its records originally granted by the Owner. Once you have pressed "Confirm", you will immediately lose access to all records related to this License or Permit in the system. If you wish to gain access again, or to a different set of Licenses and Permits, please use the "Request Access" button once again to send a new request to the Owner of the Licenses or Permits.

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".

The screenshot shows the 'Access Management' section of the eLAPS system. A sidebar on the left contains navigation options like 'Permits', 'My Company's', and 'Access Management (0)'. The main content area is titled 'Access Management' and has tabs for 'Open Invitations', 'License Access', and 'Pending Access Requests'. A table lists pending requests with columns for License Number, DBA, Effective Date, Expiration Date, Status, and Actions. One request for license LC0000010 (Daniel's Liquor Store) is shown with 'Active' status. The 'Delete Request' and 'View Details' buttons in the Actions column are highlighted with red boxes. A '+ Request Access' button is in the top right, and a 'CONTACT US' button is in the bottom right.

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

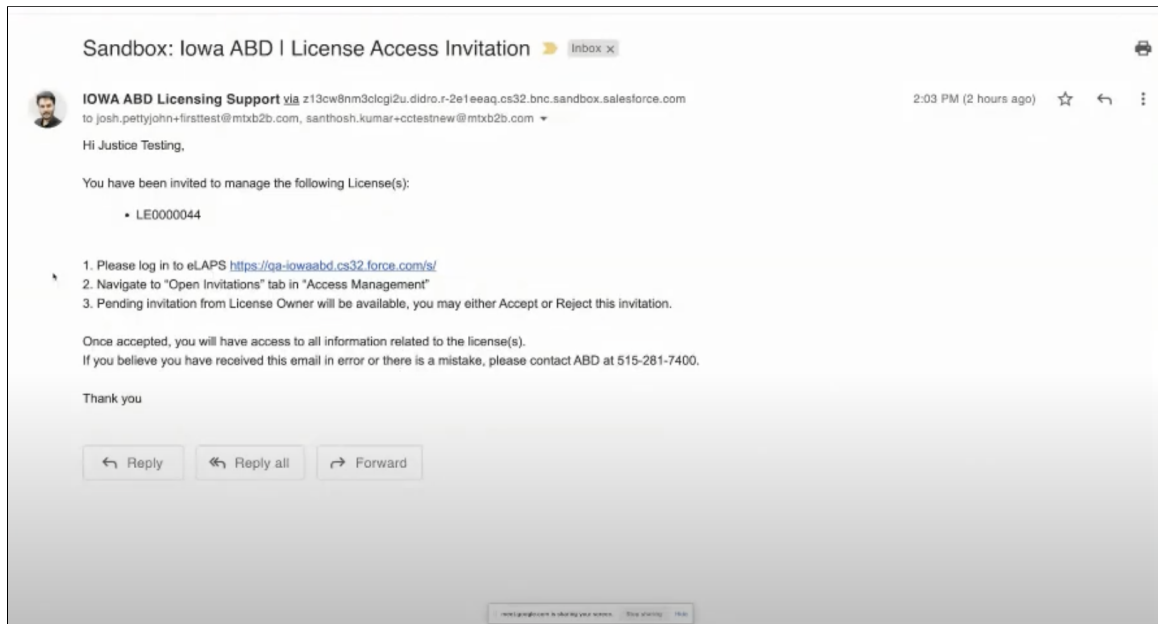
The screenshot shows a modal dialog box titled 'Details of Access Request for LC0000011'. It contains the following information:

- Requested on: Oct 27, 2021
- License Information**
 - License Number: LC0000011
 - License Effective Date: Oct 17, 2021
 - License Expiration Date: Oct 16, 2022
 - License Length: 12 Month
 - License Permit Type: Class C Liquor License
 - License Privileges: Catering
 - License Subpermits:
- License Premise Address Information**
 - Premise Address: 11000 Airport Road, Dubuque, Iowa

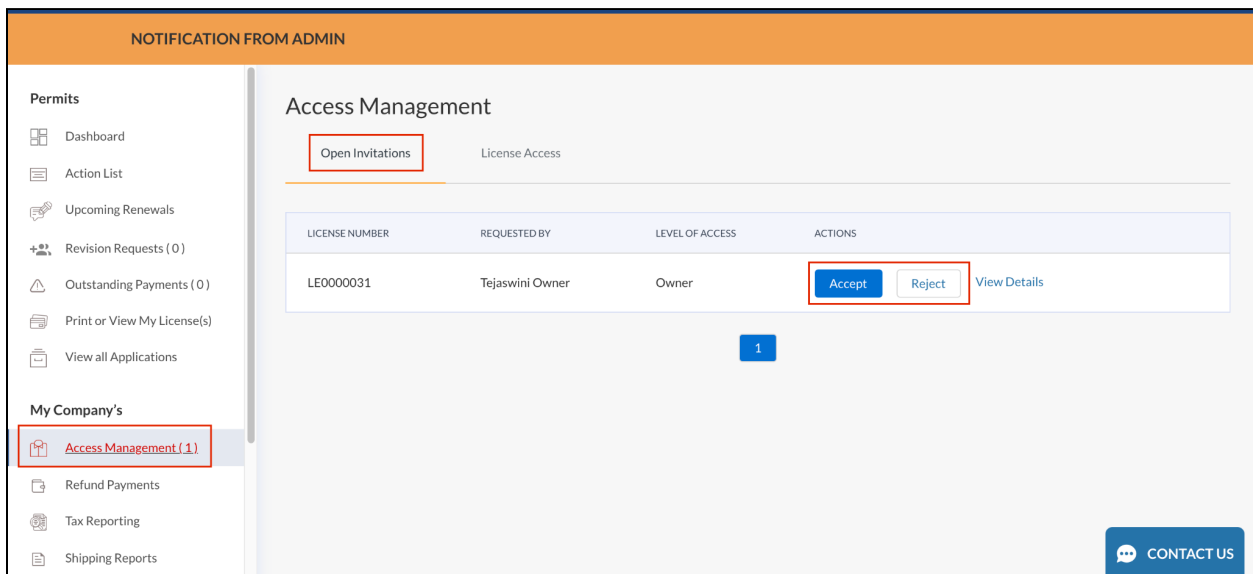
A 'Close' button is located at the bottom right of the dialog box.

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.



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



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

Details of request for LE0000031
Requested on: Oct 27, 2021

License Information

License Number: LE0000031
License Effective Date: Sep 26, 2021
License Expiration Date: Sep 25, 2022
License Length: 12 Month
License Permit Type: Class E Liquor License
License Privileges: Sunday Sales, Outdoor Service, Living Quarters
License Subpermits:

Contact Information

Name: Tejaswini
Email: ✉ tejaswini.vemula+144685+contact@mtxb2b.com
Phone Number: (333) 333-3322

Requestor Information

Name: Tejaswini Owner
Email: ✉ tejaswini.vemula+uatowner@mtxb2b.com
Phone Number: (555) 555-5555

License Premise Address Information

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.

Notification from Admin

- Action List
- Upcoming Renewals
- Revision Requests (0)
- Outstanding Payments (1)
- Print or View My License(s)
- View all Applications
- My Company's**
- Access Management
- Refund Payments
- Tax Reporting
- Shipping Reports
- Other**
- Generate Report

Access Management

Open Invitations License Access

LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	OWNER NAME	ACTIONS
BB0223346	TEST DEC DEMO	Sep 23, 2021	Sep 23, 2022	Active	DEC DEMO	Relinquish Access View Details
WA0000011	TEST DEMO 2	Sep 23, 2021	Sep 23, 2022	Active	TEST DEMO	Relinquish Access View Details

1

CHAT WITH AN EXPERT

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

Relinquish Access Confirmation

By selecting "Confirm" below, you are relinquishing access to this License and its records originally granted by the Owner. Once you have pressed "Confirm", you will immediately lose access to all records related to this License or Permit in the system. If you wish to gain access again, or to a different set of Licenses and Permits, please use the "Request Access" button once again to send a new request to the Owner of the Licenses or Permits.

Cancel

Confirm

This concludes the Sharing Model QRG.