ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa

Iowa ABD eLAPS
Local Authority Quick Reference Guide (QRG)

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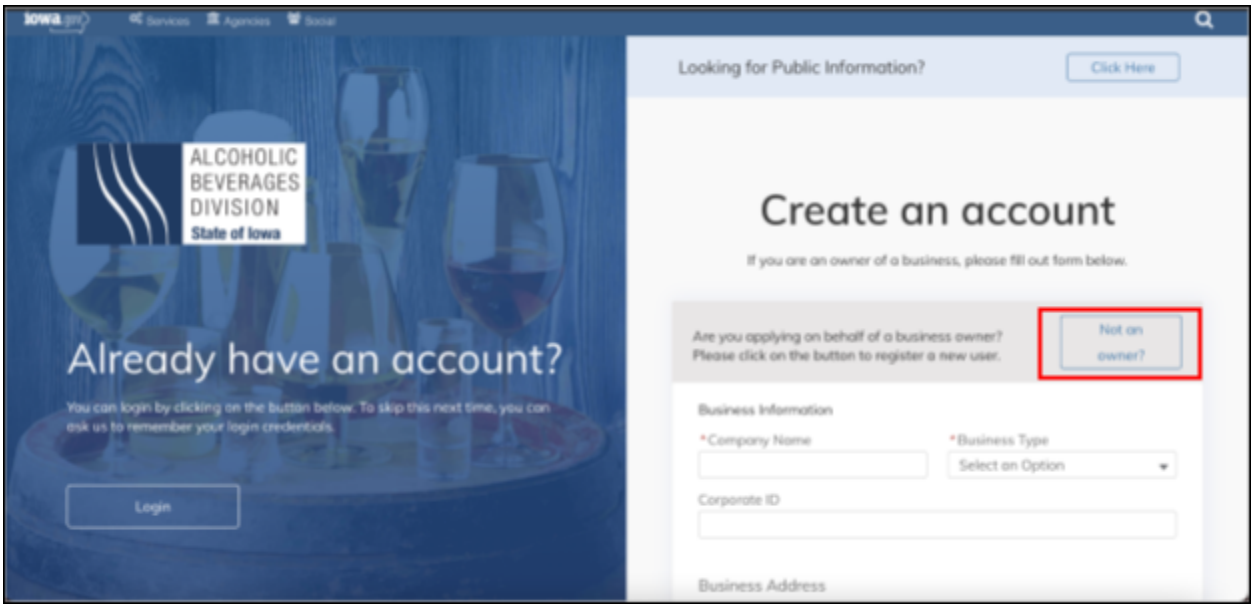
Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Local Authority users verify and endorse the applications for further processing to Iowa ABD Staff.

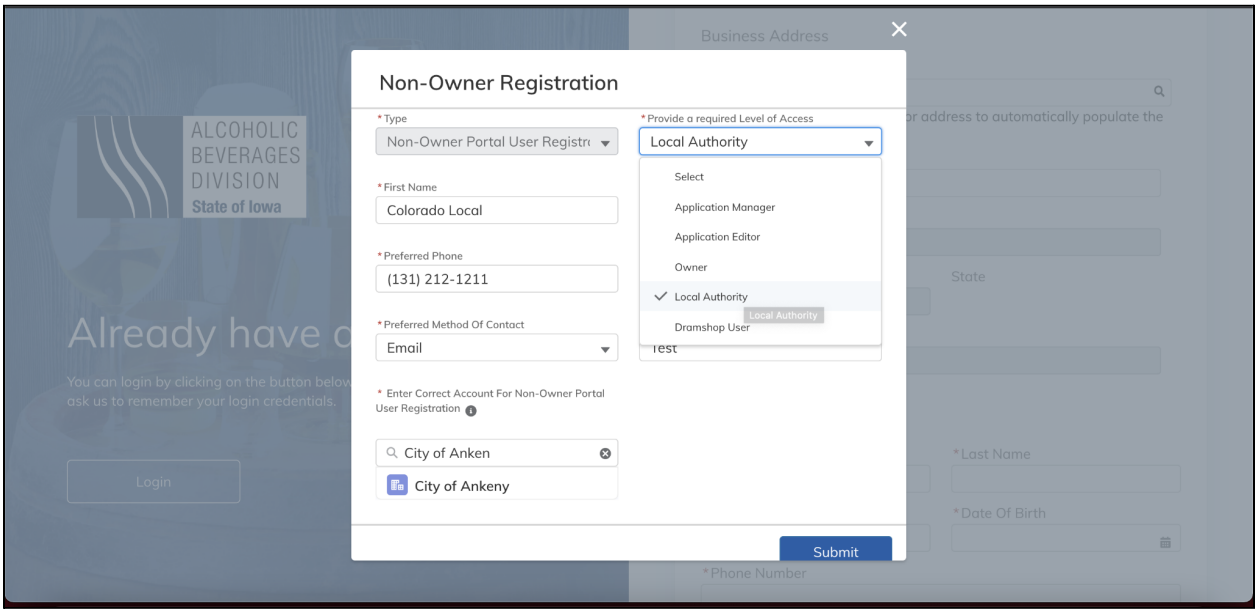
This Quick Reference Guide (QRG) describes the actions and resources available to Local Authorities.

Logging In

Local Authorities should have accounts automatically set up for them. If Local Authorities are not registered, they cannot register as a user in the portal without creating a ticket. Click on 'Not an Owner?' to create a ticket.



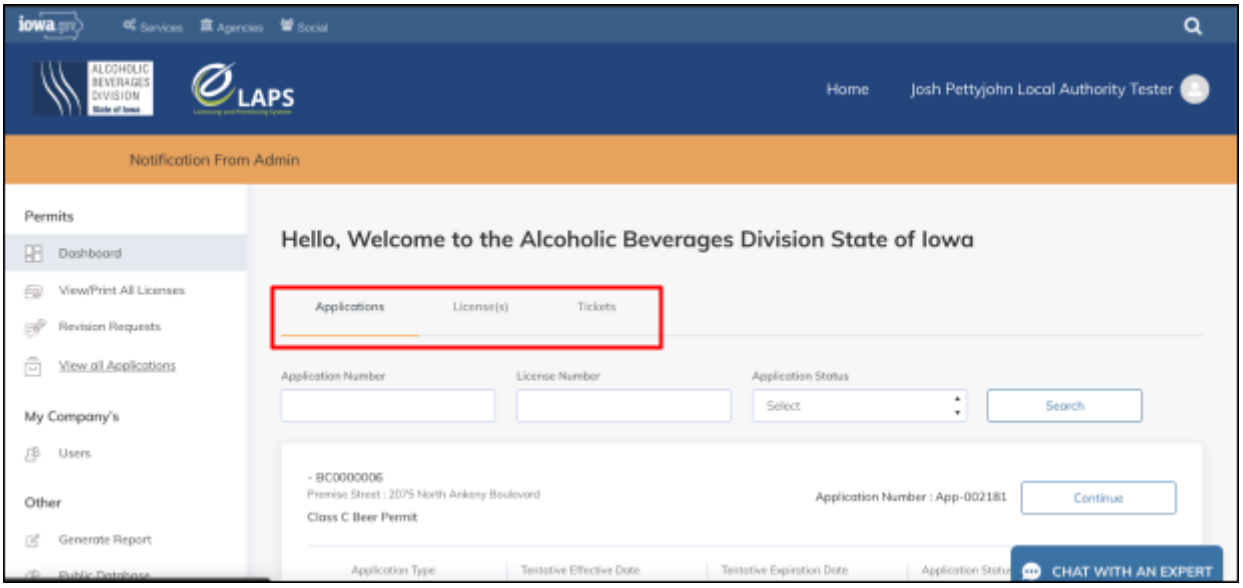
Fill in the details in the pop up that opens and click **Submit.**



Dashboard

Once you have received your user information, log in and you will land on the Dashboard page. The three main tabs on the Dashboard page are:

- Applications
- Licenses
- Tickets

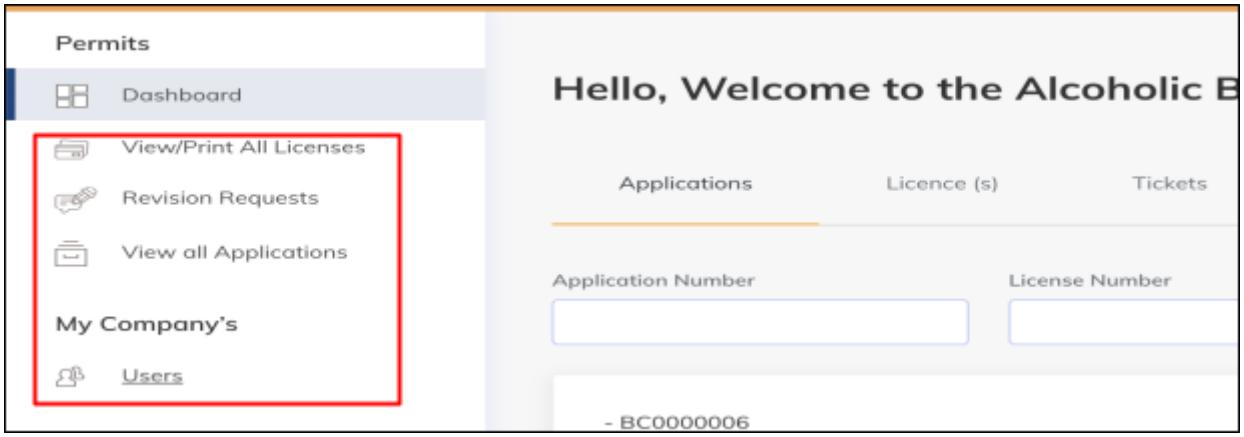


Side Panel

From the Side Panel, you will be able to:

- “View/Print All Licenses”
- View All “Revision Requests”
- ‘View All Applications’

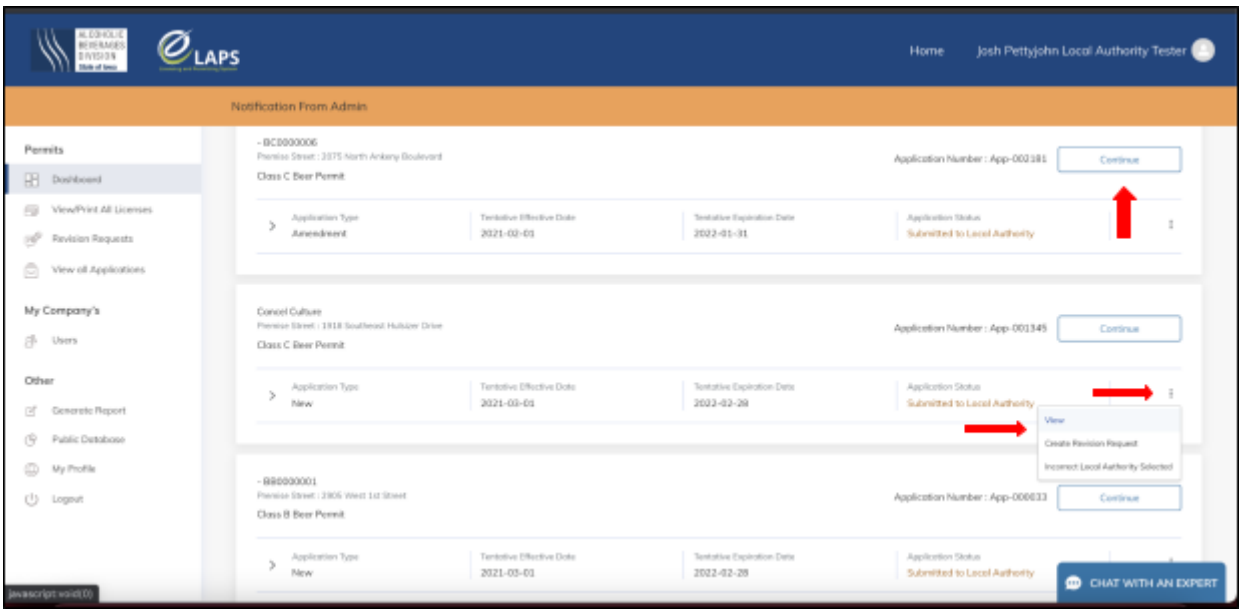
You’ll also be able to manage Users from the side panel.



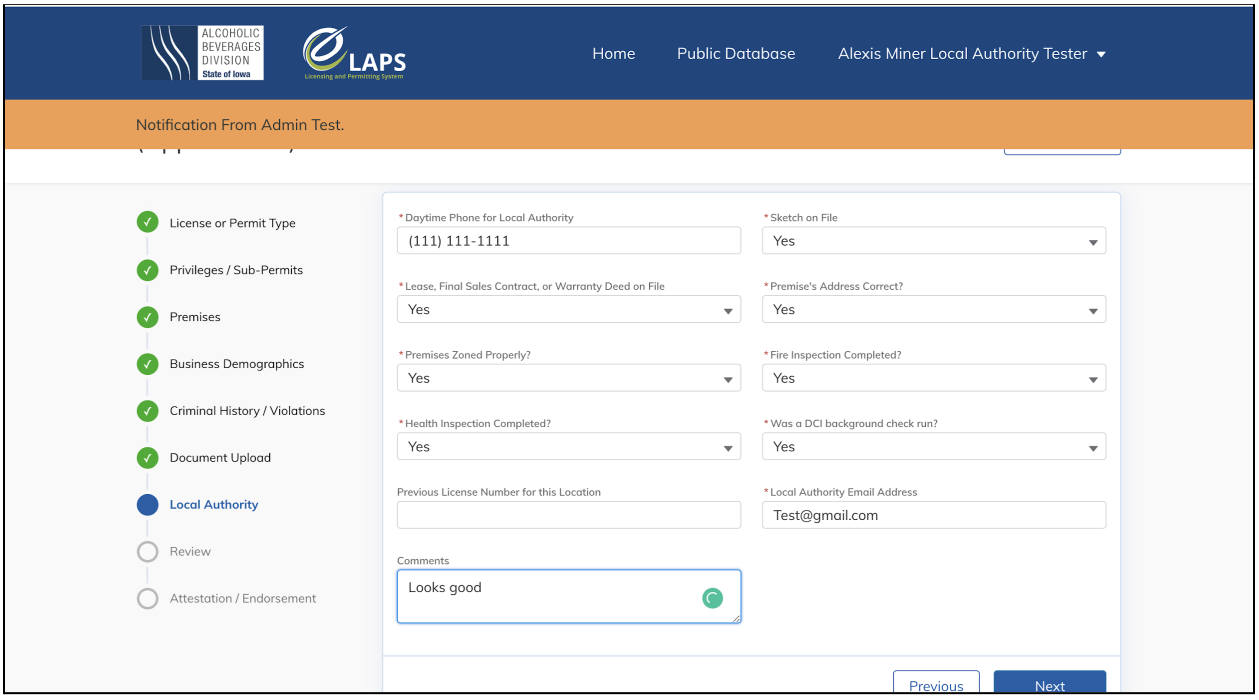
Applications

Review

You’ll see a list of Applications that need your attention. Click on **Continue** or click on the 3 dots and then **View** to continue.

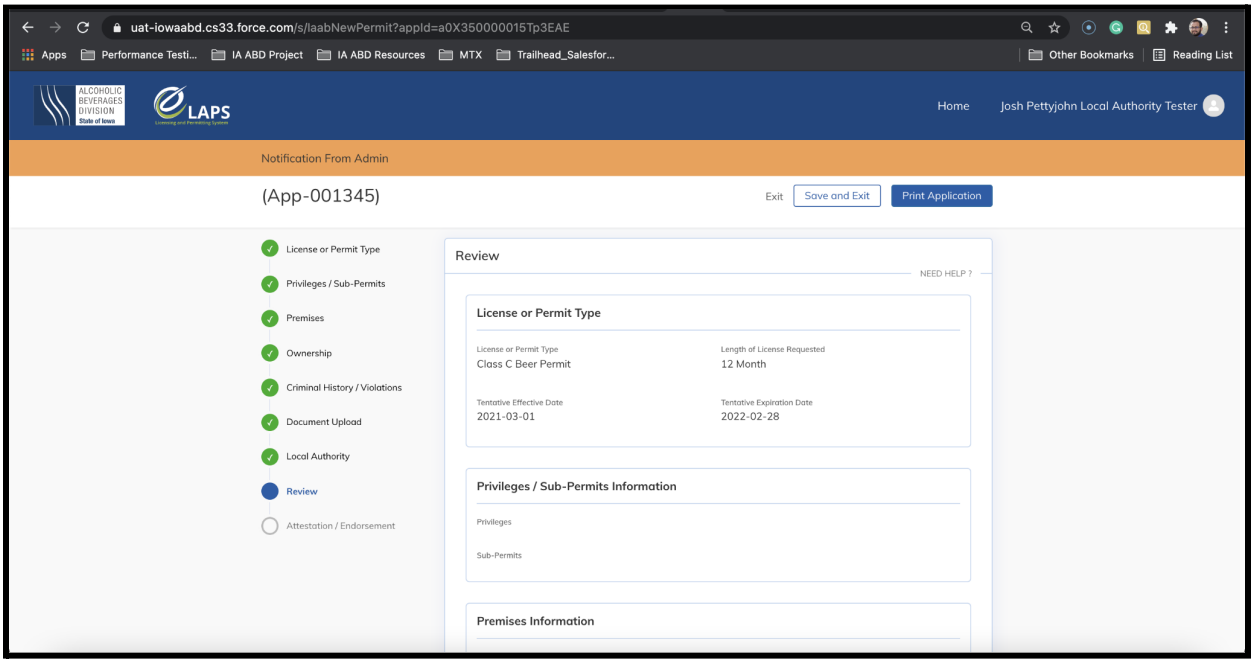


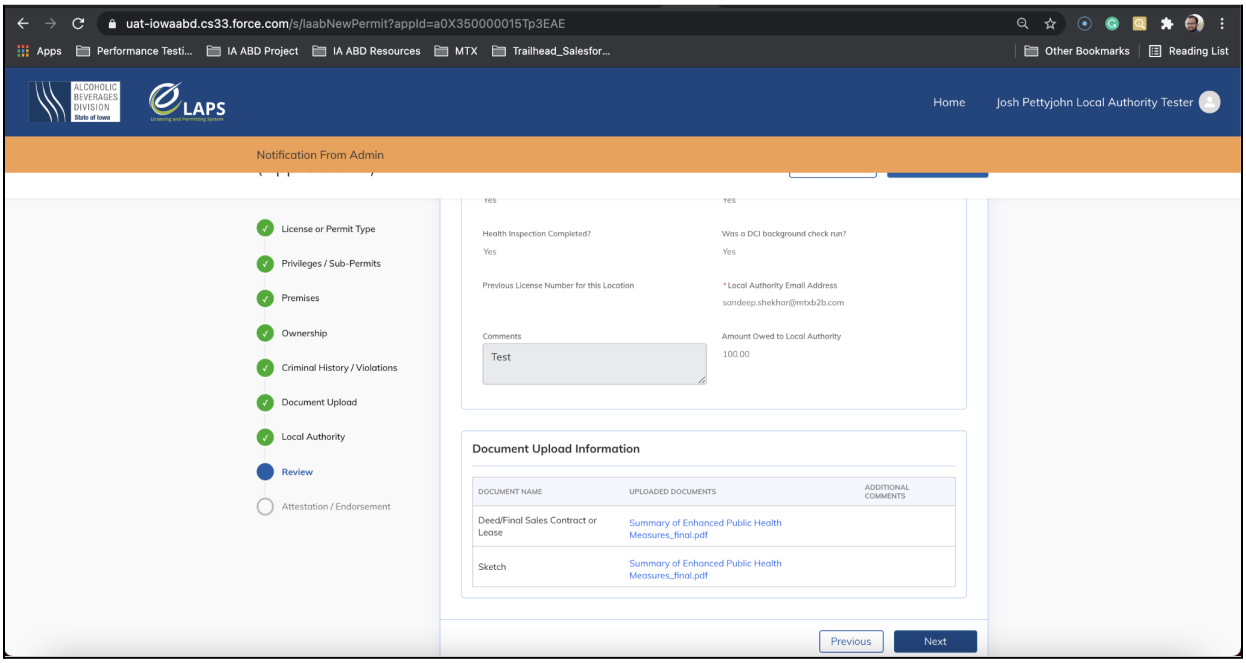
Step 1: Review all the details provided by the Applicant before filling in the Local Authority details.



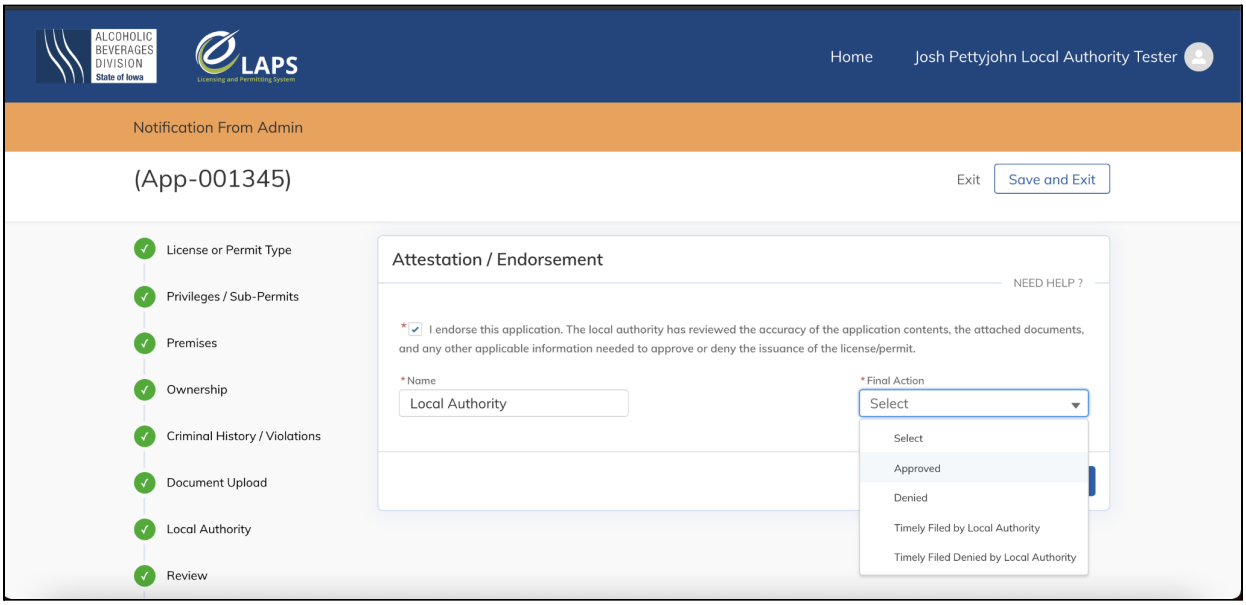
Click **Next** to proceed.

Step 2: Review the License/Permit Type. Click **Next** to proceed.

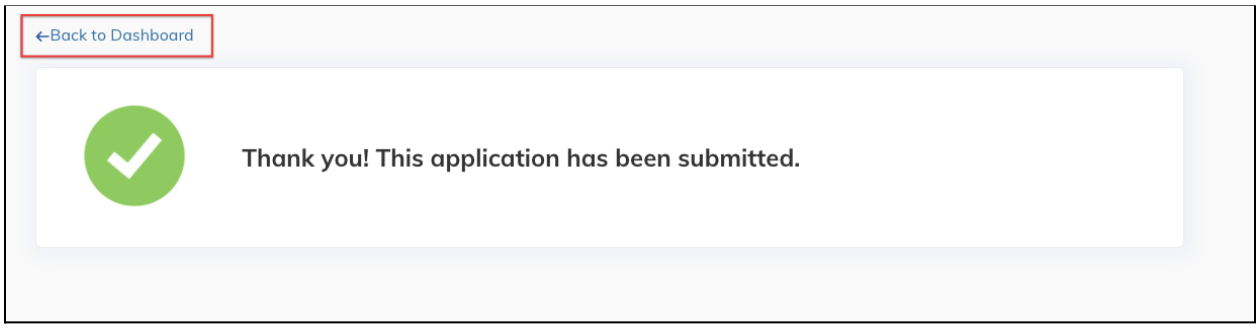




Step 3: The last step is to Attest/Endorse the details you have just verified and entered. Select the Fixed Action from the drop-down menu. You'll need to attest that the information you have entered is true to your knowledge. Click **Submit**.



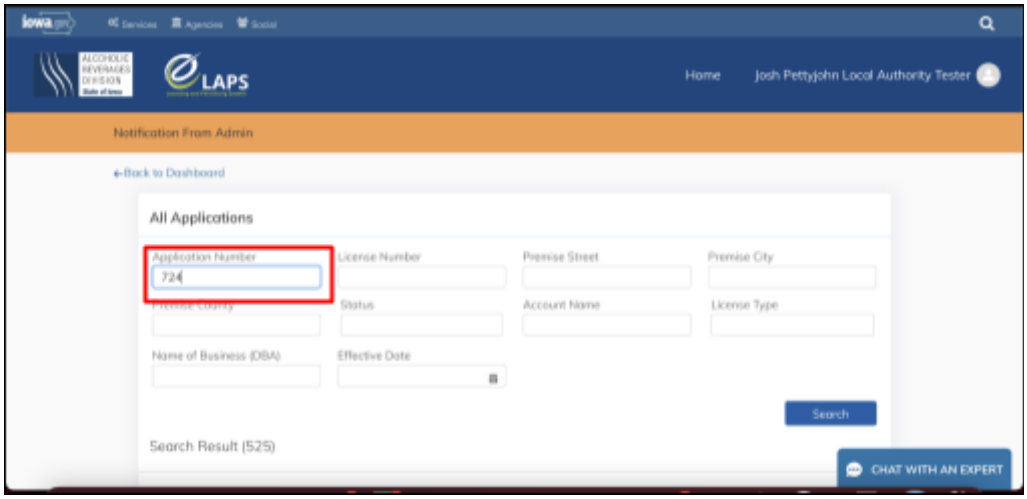
You will be shown a Success message and a **Back to Dashboard** hyperlink (top left) just above the message.



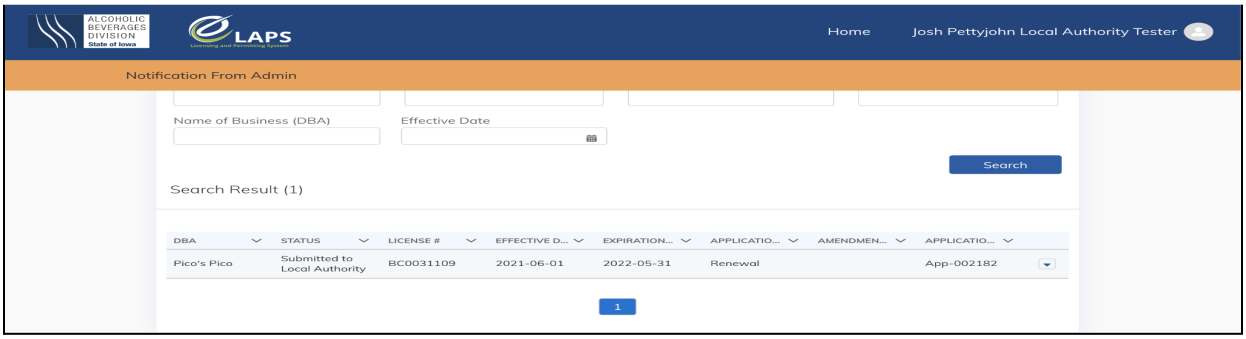
Navigating to Applications from Side Panel

You can also search for Applications by clicking **View All Applications** on the Side Panel.

On the next page, enter an Application Number to navigate to the desired application.



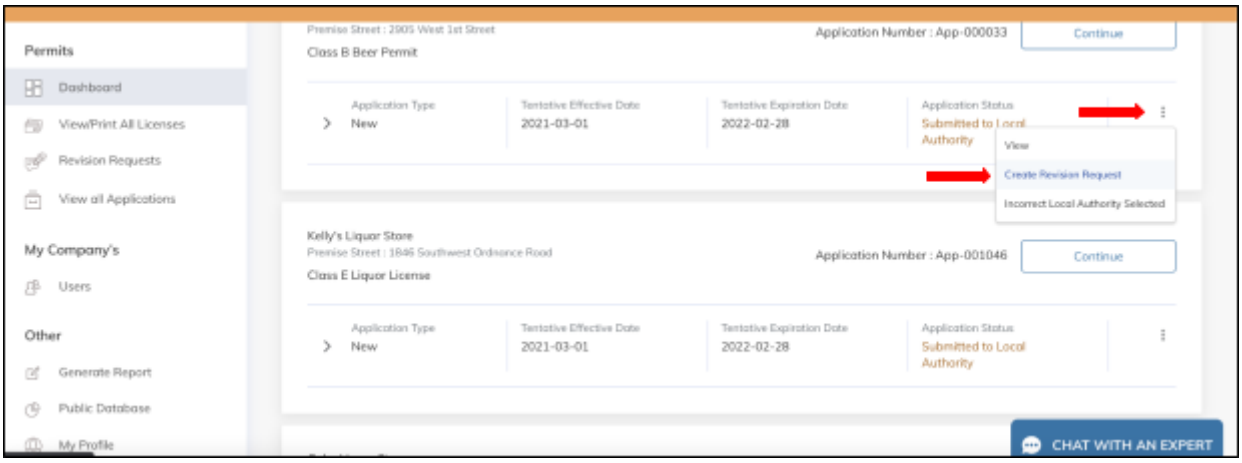
The application Search result will be displayed as below.



Revision Request

From the Dashboard, you can **Create a Revision Request** to send to the applicant for additional information. Once the Revision Request has been sent, the status of the application will change to "Applicant Action Required". After the applicant has completed the Revision Request, the status will change to "Submitted to Local Authority". The Local Authority will be able to review and approve the application.

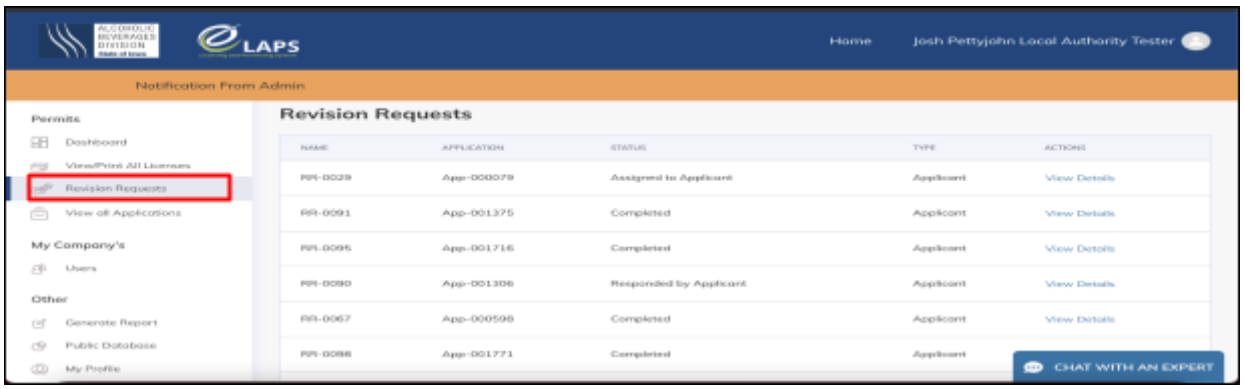
Click on the 3 dots (marked with arrow) on the desired application. Select **Create Revision Request** from the drop-down list.



Note: Fill out the details in the pop up form to finish creating the Revision Request.

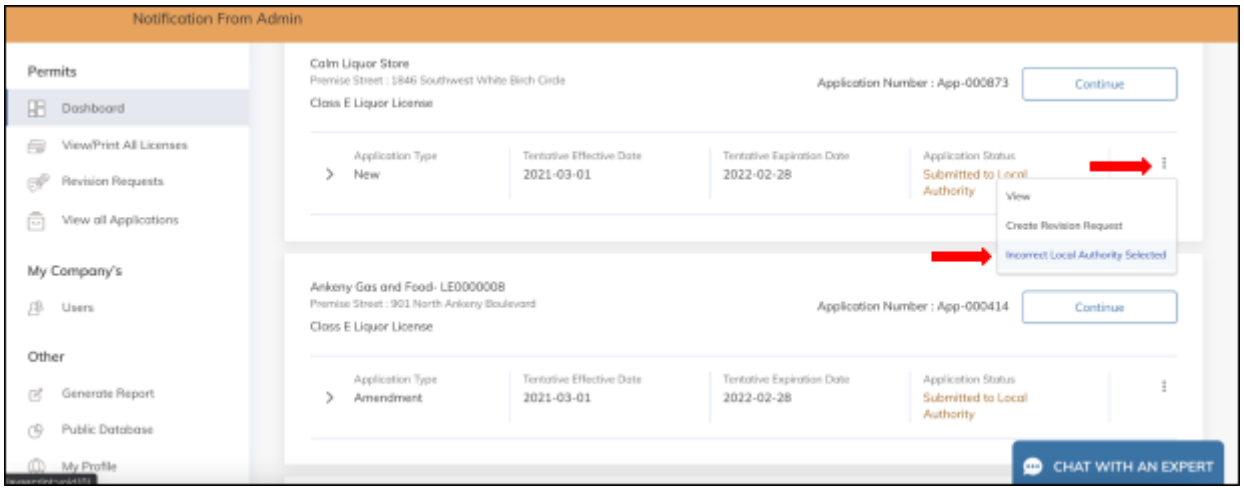
If you want to view revision requests that are already created, click on **Revision Requests** on the Side Panel.

Navigating to Revision Requests from Side Panel



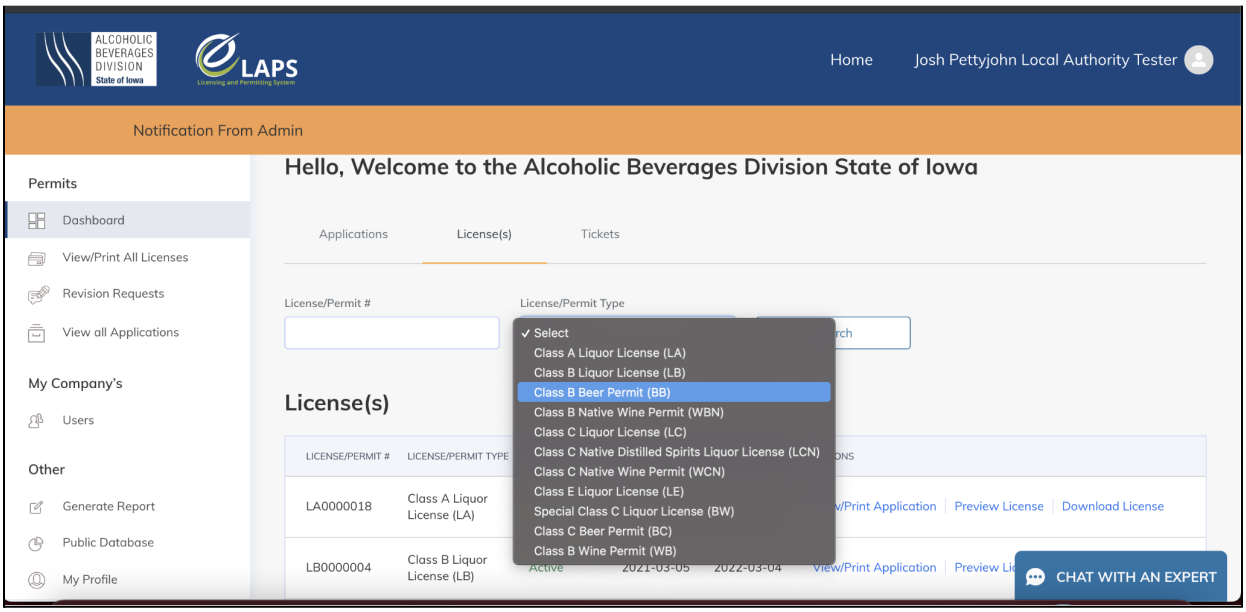
Incorrect Local Authority Selected

A ticket must be submitted if the applicant has entered an incorrect Local Authority. Click on the 3 dots against the desired application. Select 'Incorrect Local Authority Selected' from the dropdown. Fill out the details in the pop up that will open up to finish the request.



Licenses

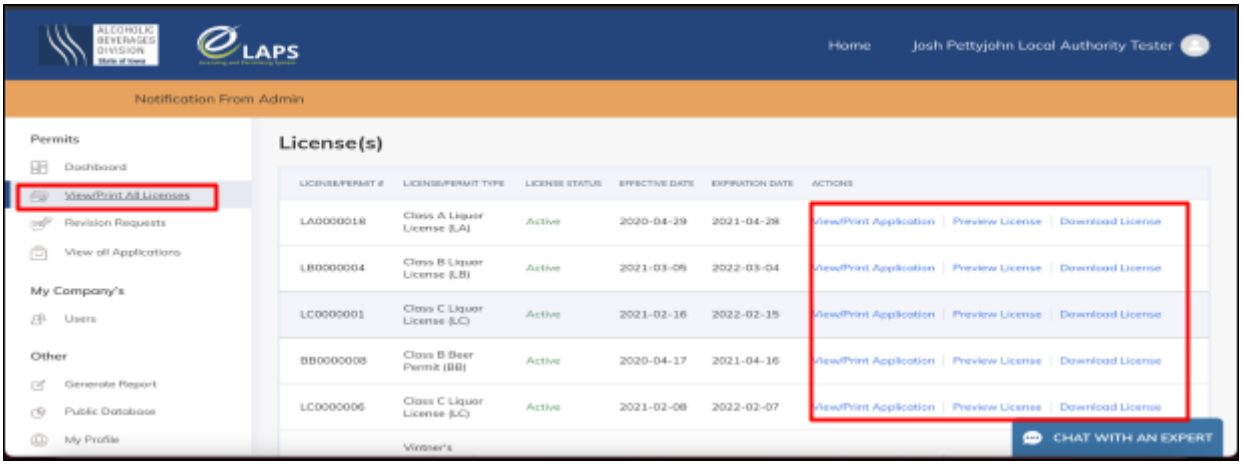
Click on the License Tab on the Dashboard. In order to view a specific License Type, use the License/Permit Type or/and License/Permit filter from the drop down menu.



Navigating to Licenses from Side Panel

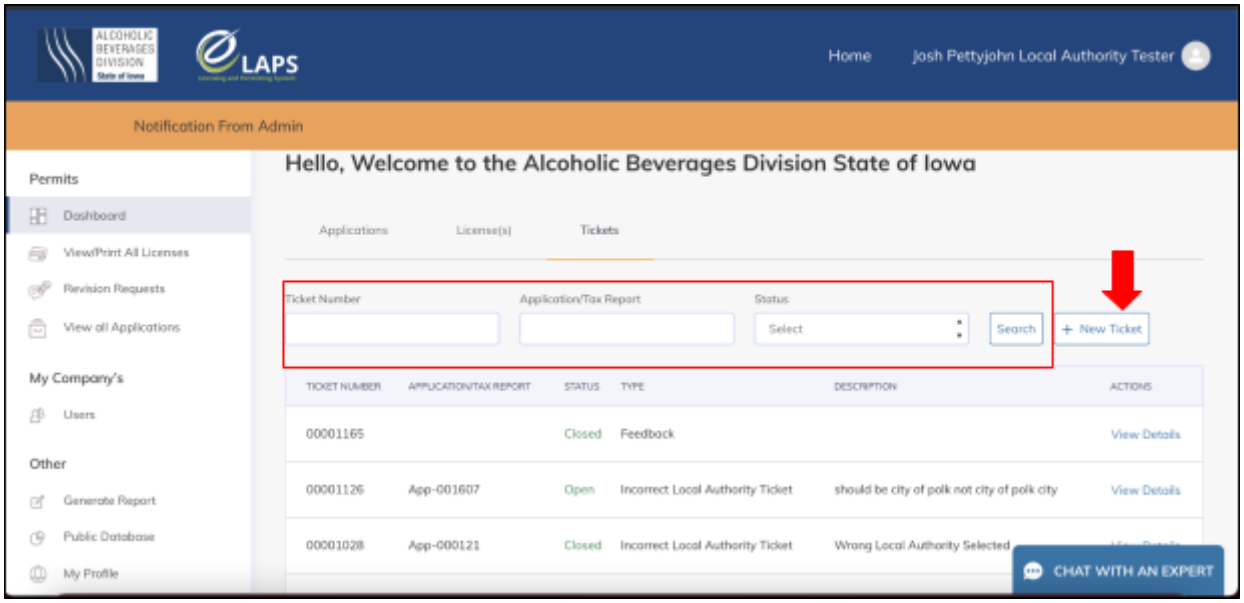
Licenses can also be viewed by clicking on 'View/Print All Licenses' on the side panel. Each license has 3 actionable options:

- View/Print All Applications - Navigates through the Application
- Preview License - The User doesn't have to download the License in order to view it
- Download License - The User can download the License on their local system

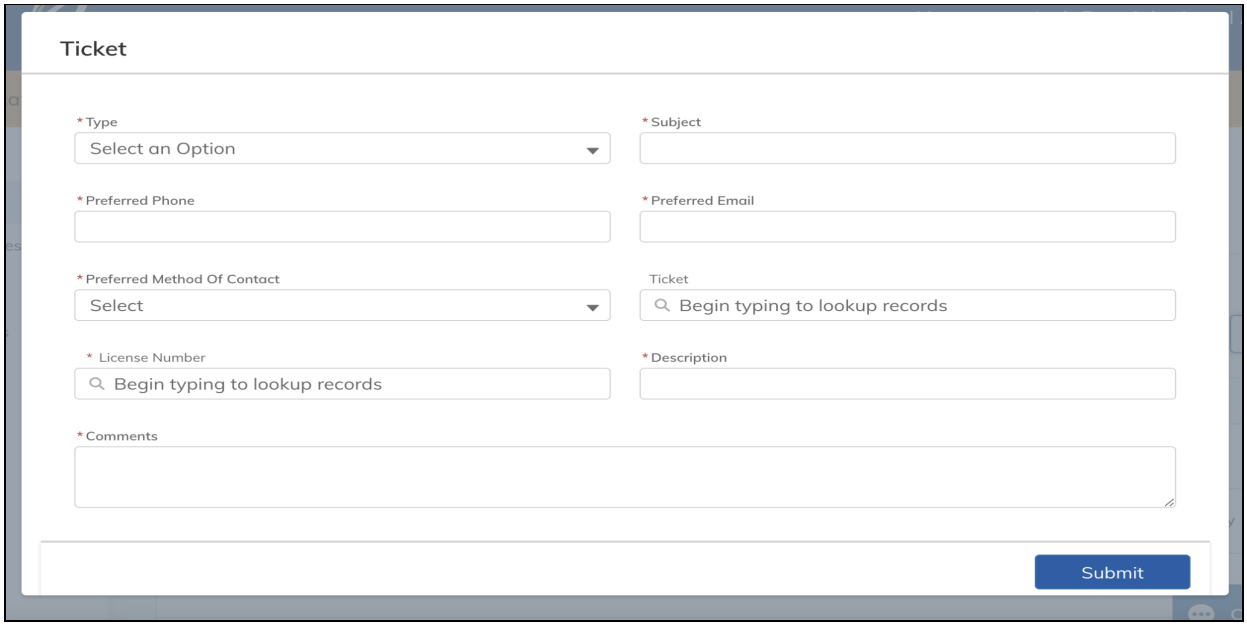


Tickets

On the Dashboard, navigate to the Tickets tab. If you want to search for an existing ticket, enter the search criteria and click **Search**. If you want to create a New Ticket, click **+Ticket**.

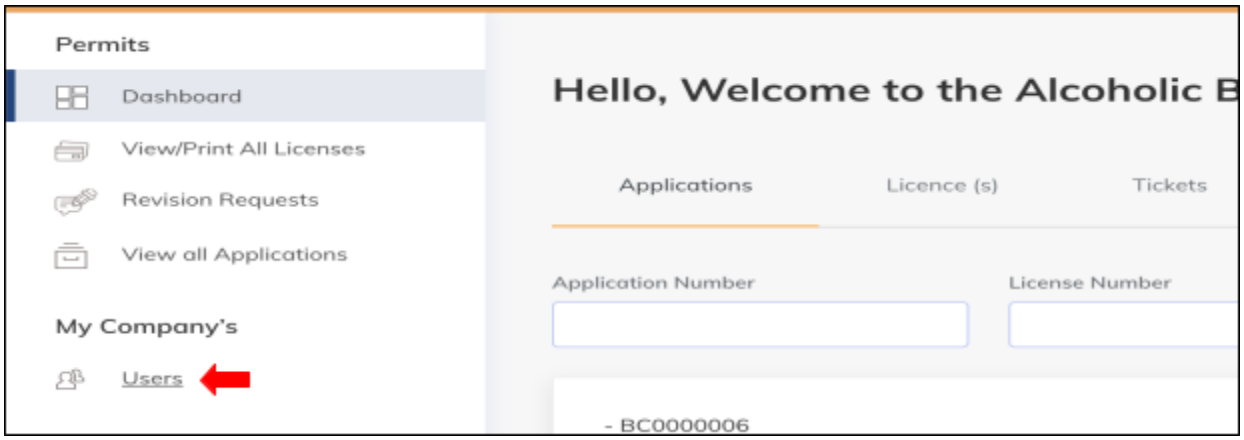


A pop up will open after clicking **+Ticket.** Fill out the details and click **Submit.**

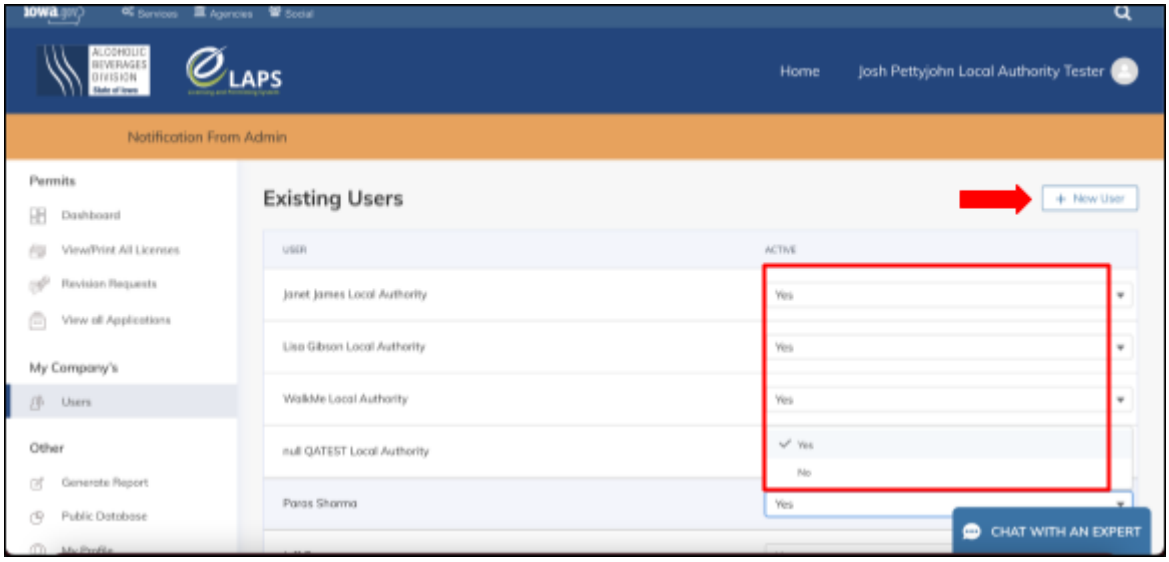


Users

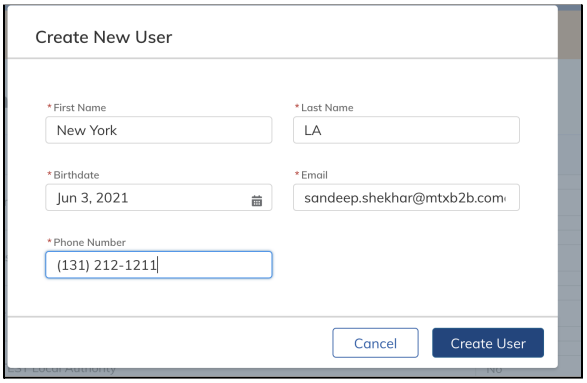
Local Authorities can manage/add users from the Side Panel. Click **Users**.



Update the Access of existing users by selecting **Yes/No** against the desired User. Click **+New User** to add a new user.



Fill in the details on the pop up if you are creating a new User, and click **Create User**.



Generate Report from Side Panel. This will take you to the On-Demand Report where you will be able to generate a report for your licenses.

This concludes the Local Authority QRG.