



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.

Looking for Public Information? [Click Here](#)

## Create an account

If you are an owner of a business, please fill out form below.

Are you applying on behalf of a business owner? [Not an owner?](#)  
Please click on the button to register a new user.

Business Information

\*Company Name

\*Business Type

Corporate ID

Business Address

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

The screenshot shows a 'Non-Owner Registration' pop-up window. The form includes the following fields and options:

- Type:** Non-Owner Portal User Registr...
- \*Provide a required Level of Access:** Local Authority (dropdown menu with options: Select, Application Manager, Application Editor, Owner, Local Authority (checked), Dramshop User, TEST)
- \*First Name:** Colorado Local
- \*Preferred Phone:** (131) 212-1211
- \*Preferred Method Of Contact:** Email
- \*Enter Correct Account For Non-Owner Portal User Registration:** City of Ankeny (dropdown menu with options: City of Ankeny, City of Ankeny)

A 'Submit' button is located at the bottom right of the form.

## 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

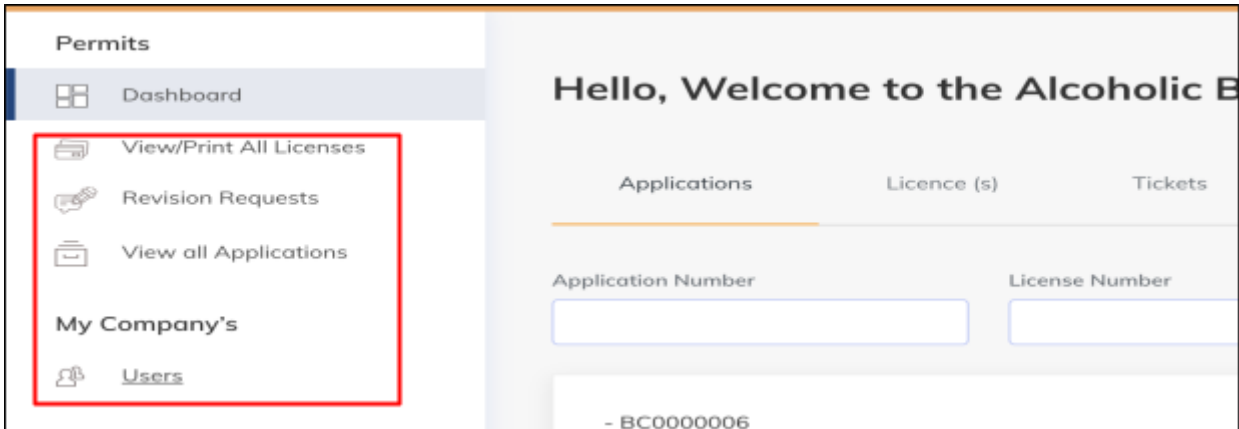
The screenshot shows the Iowa eLAPS Dashboard. The top navigation bar includes 'iowa.gov', 'Services', 'Agencies', and 'Social'. The user is logged in as 'Josh Pettyjohn Local Authority Tester'. The dashboard features a 'Permits' sidebar with options like 'Dashboard', 'View/Print All Licenses', 'Revision Requests', and 'View all Applications'. The main content area displays a welcome message and three tabs: 'Applications', 'License(s)', and 'Tickets', with 'Applications' highlighted in a red box. Below the tabs, there are input fields for 'Application Number', 'License Number', and 'Application Status', along with a 'Search' button. A 'Continue' button is also visible. At the bottom, there is a 'CHAT WITH AN EXPERT' button.

## Side Panel

From the Side Panel, you will be able to:

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

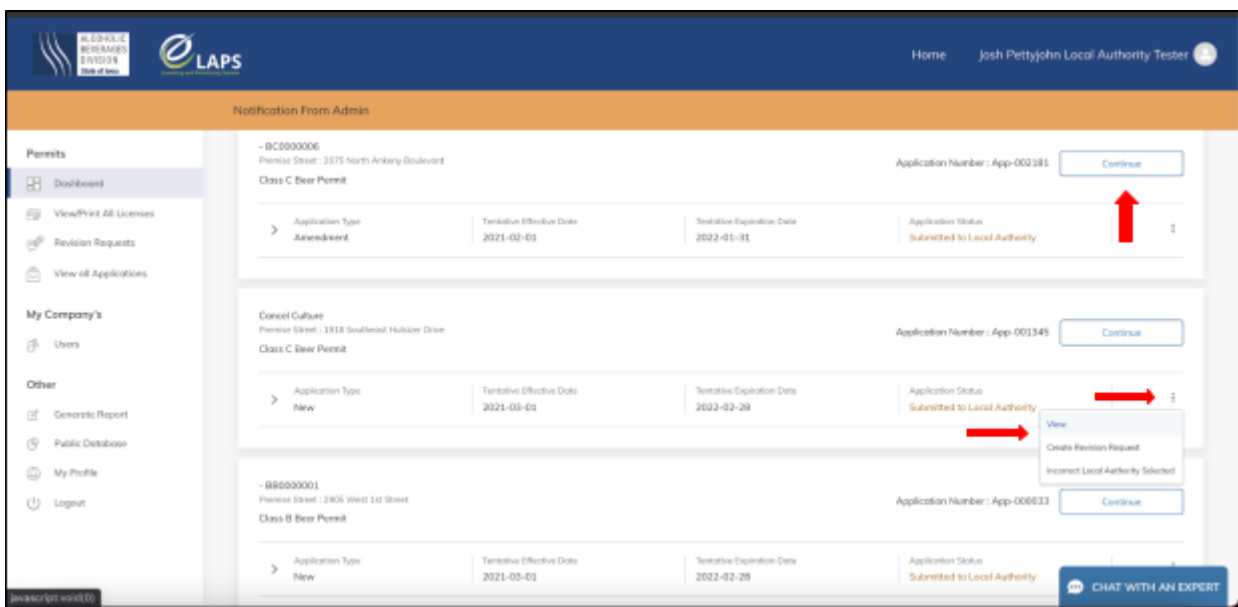
You'll also be able to manage Users from the side panel.



## 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.

Notification From Admin Test.

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Business Demographics
- Criminal History / Violations
- Document Upload
- Local Authority**
- Review
- Attestation / Endorsement

\* Daytime Phone for Local Authority  
(111) 111-1111

\* Lease, Final Sales Contract, or Warranty Deed on File  
Yes

\* Premises Zoned Properly?  
Yes

\* Health Inspection Completed?  
Yes

Previous License Number for this Location

\* Sketch on File  
Yes

\* Premise's Address Correct?  
Yes

\* Fire Inspection Completed?  
Yes

\* Was a DCI background check run?  
Yes

\* Local Authority Email Address  
Test@gmail.com

Comments  
Looks good

Previous Next

Click **Next** to proceed.

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

Notification From Admin

(App-001345) Exit Save and Exit Print Application

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Local Authority
- Review**
- Attestation / Endorsement

**Review** NEED HELP ?

**License or Permit Type**

License or Permit Type Class C Beer Permit	Length of License Requested 12 Month
Tentative Effective Date 2021-03-01	Tentative Expiration Date 2022-02-28

**Privileges / Sub-Permits Information**

Privileges

Sub-Permits

**Premises Information**

Notification From Admin

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Local Authority
- Review**
- Attestation / Endorsement

Health Inspection Completed? Yes

Was a DCI background check run? Yes

Previous License Number for this Location

\*Local Authority Email Address: sandeep.shekhar@mtxb2b.com

Comments: Test

Amount Owed to Local Authority: 100.00

DOCUMENT NAME	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Deed/Final Sales Contract or Lease	Summary of Enhanced Public Health Measures_final.pdf	
Sketch	Summary of Enhanced Public Health Measures_final.pdf	

Previous Next

**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**.

Notification From Admin

(App-001345) Exit Save and Exit

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Document Upload
- Local Authority
- Review**

**Attestation / Endorsement** NEED HELP ?

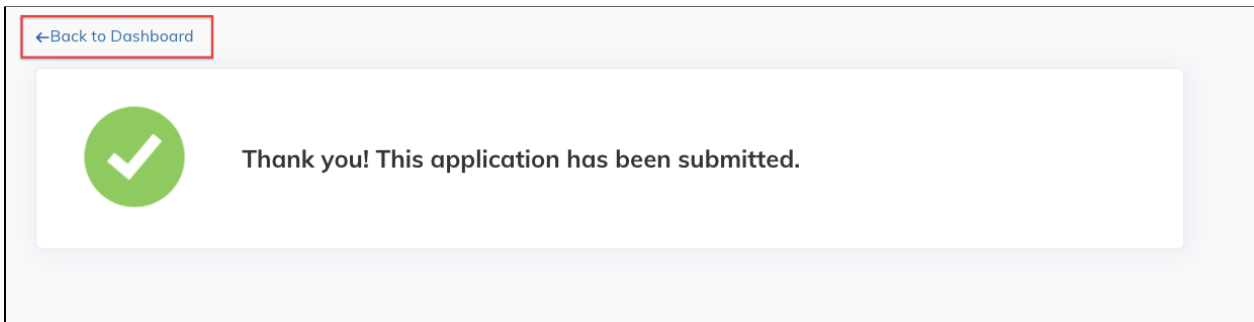
I endorse this application. The local authority has reviewed the accuracy of the application contents, the attached documents, and any other applicable information needed to approve or deny the issuance of the license/permit.

\*Name: Local Authority

\*Final Action: Select

- Select
- Approved
- Denied
- Timely Filed by Local Authority
- Timely Filed Denied by Local Authority

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

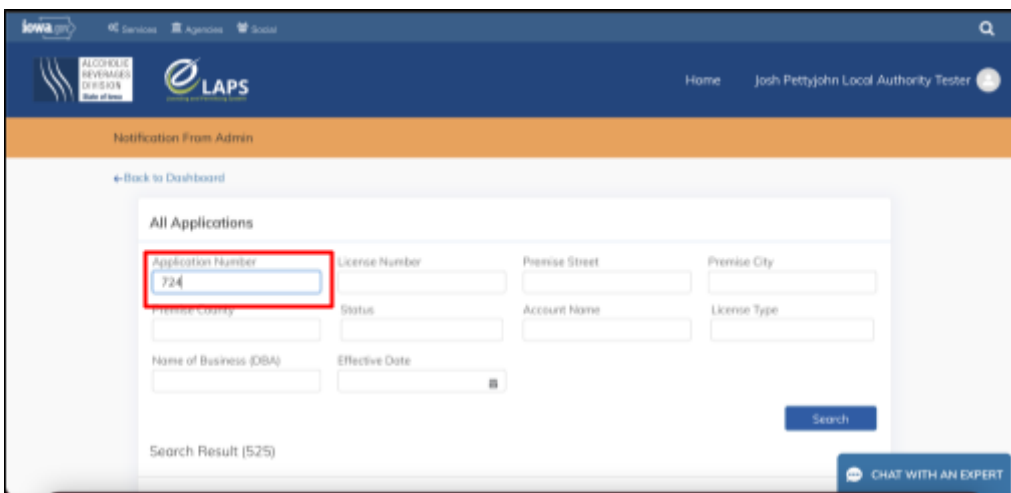


### Navigating to Applications from Side Panel

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

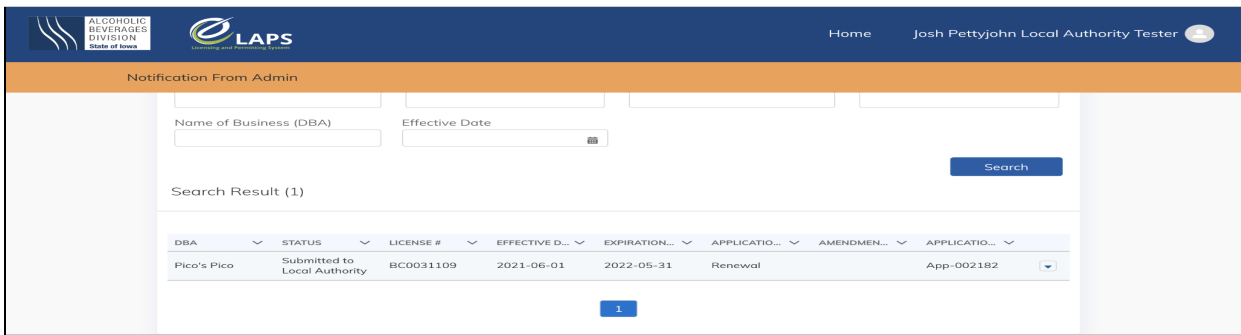


On the next page, enter an Application Number to navigate to the desired application.





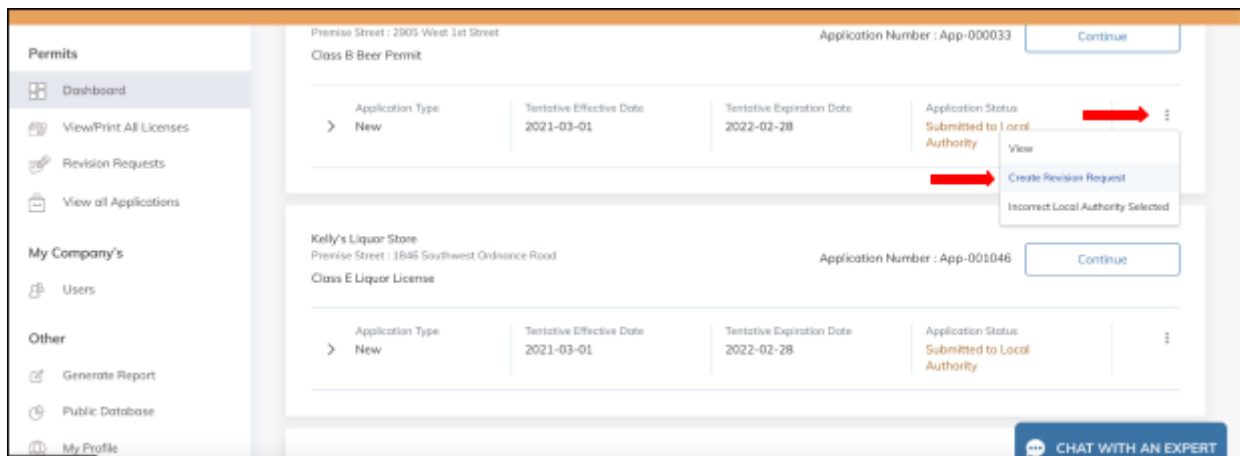
The application Search result will be displayed as below.



## 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.

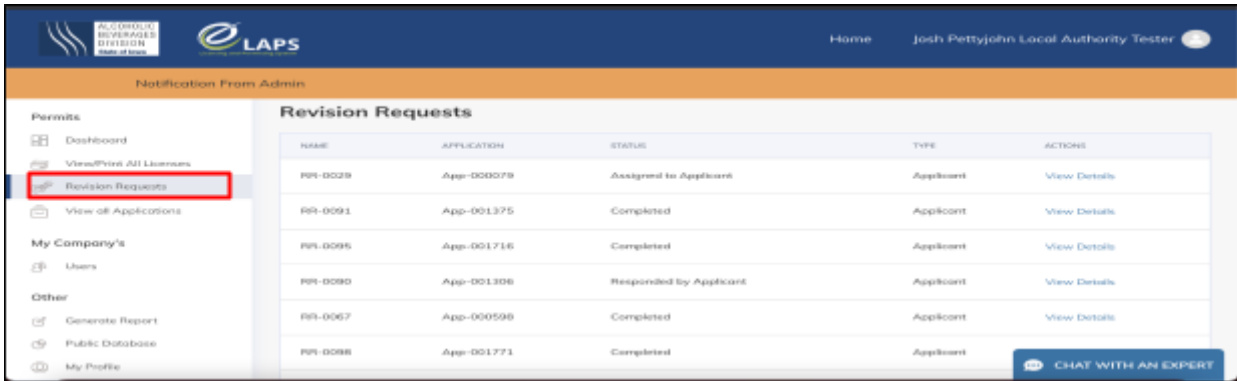
Click on the 3 dots (marked with arrow) on the desired application. Select **Create Revision Request** from the drop-down list.



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

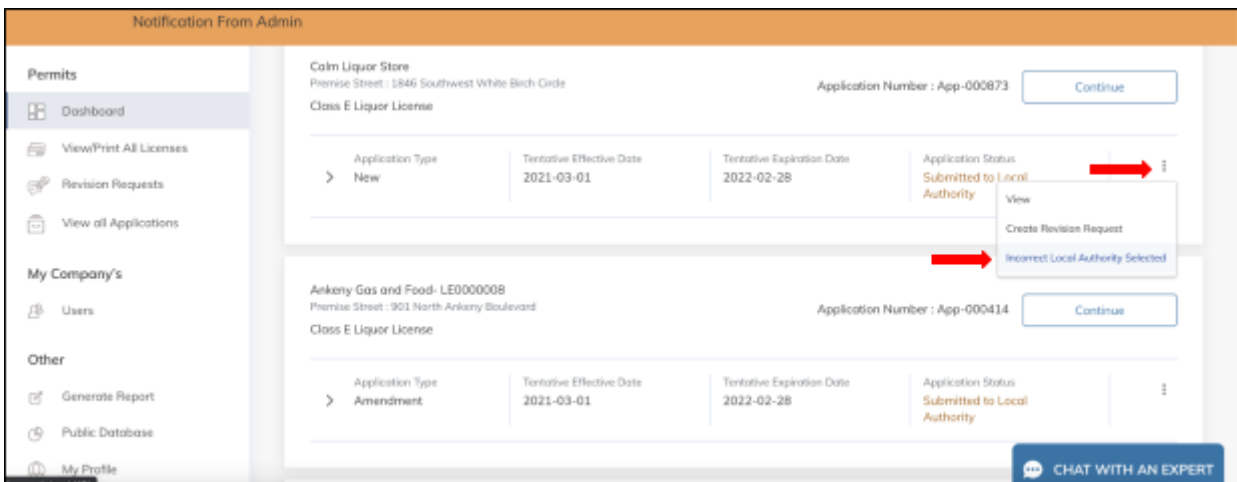
If you want to view revision requests that are already created, click on **Revision Requests** on the Side Panel.

### 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.

The screenshot shows the Iowa eLAPS dashboard. The user is logged in as Josh Pettyjohn, Local Authority Tester. A notification banner at the top reads "Notification From Admin". The main heading says "Hello, Welcome to the Alcoholic Beverages Division State of Iowa". Below this, there are tabs for "Applications", "License(s)", and "Tickets". The "License(s)" tab is active. A search bar for "License/Permit #", "License/Permit Type", and "Search" is visible. A dropdown menu is open under "License/Permit Type", listing various license classes: Class A Liquor License (LA), Class B Liquor License (LB), Class B Beer Permit (BB), Class B Native Wine Permit (WBN), Class C Liquor License (LC), Class C Native Distilled Spirits Liquor License (LCN), Class C Native Wine Permit (WCN), Class E Liquor License (LE), Special Class C Liquor License (BW), Class C Beer Permit (BC), and Class B Wine Permit (WB). The "Class B Beer Permit (BB)" is currently selected. Below the search bar, a table titled "License(s)" shows two entries: LA0000018 (Class A Liquor License) and LB0000004 (Class B Liquor License). Each entry has links for "View/Print Application", "Preview License", and "Download License". A "CHAT WITH AN EXPERT" button is in the bottom right corner.

## 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

This screenshot shows the same dashboard as the previous one, but with the "View/Print All Licenses" option in the left-hand "Permits" sidebar highlighted with a red box. The main content area displays a table of licenses. The table has columns for "LICENSE/PERMIT #", "LICENSE/PERMIT TYPE", "LICENSE STATUS", "EFFECTIVE DATE", "EXPIRATION DATE", and "ACTIONS". The "ACTIONS" column for each row contains three links: "View/Print Application", "Preview License", and "Download License", which are also highlighted with a red box. The table lists five licenses: LA0000018, LB0000004, LC0000001, BB0000008, and LC0000006. A "CHAT WITH AN EXPERT" button is visible at the bottom right.

## 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**.

The screenshot shows the Iowa eLAPS dashboard. The user is logged in as Josh Pettyjohn, Local Authority Tester. The dashboard has a navigation menu on the left with options like Dashboard, View/Print All Licenses, Revision Requests, View all Applications, My Company's (Users), and Other (Generate Report, Public Database, My Profile). The main content area is titled 'Hello, Welcome to the Alcoholic Beverages Division State of Iowa' and has tabs for Applications, License(s), and Tickets. The Tickets tab is active. Below the tabs, there are search fields for Ticket Number, Application/Tax Report, and Status, along with a Search button and a '+ New Ticket' button. A red box highlights the search fields and the Search button. A red arrow points to the '+ New Ticket' button. Below the search fields is a table of tickets with columns: TICKET NUMBER, APPLICATION/TAX REPORT, STATUS, TYPE, DESCRIPTION, and ACTIONS. The table contains three rows of ticket data. At the bottom right, there is a 'CHAT WITH AN EXPERT' button.

TICKET NUMBER	APPLICATION/TAX REPORT	STATUS	TYPE	DESCRIPTION	ACTIONS
00001165		Closed	Feedback		<a href="#">View Details</a>
00001126	App-001607	Open	Incorrect Local Authority Ticket	should be city of polk not city of polk city	<a href="#">View Details</a>
00001028	App-000121	Closed	Incorrect Local Authority Ticket	Wrong Local Authority Selected	<a href="#">View Details</a>

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

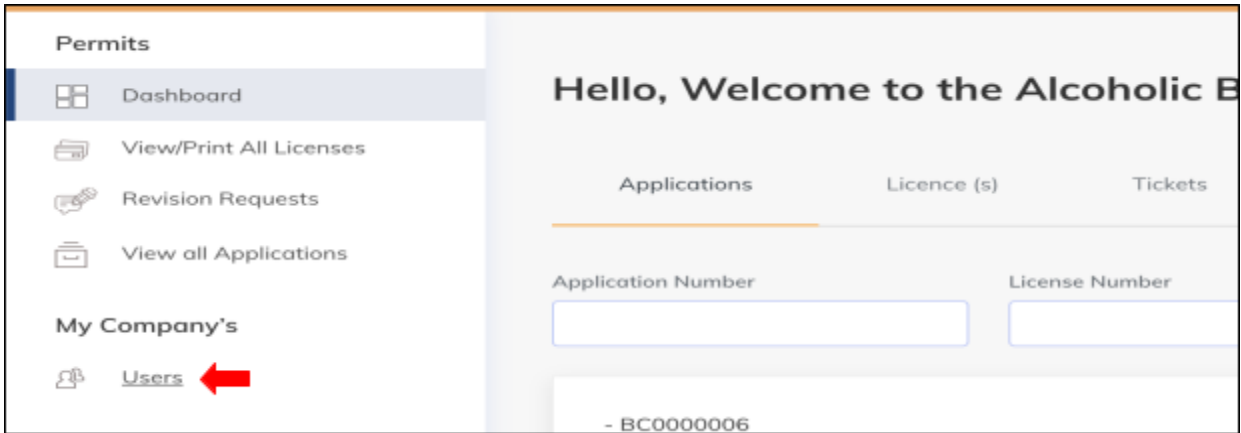
The screenshot shows the 'Ticket' form. The form has the following fields:

- \* Type: Select an Option (dropdown menu)
- \* Subject: Text input field
- \* Preferred Phone: Text input field
- \* Preferred Email: Text input field
- \* Preferred Method Of Contact: Select (dropdown menu)
- \* License Number: Text input field with a search icon and placeholder text 'Begin typing to lookup records'
- \* Description: Text input field with a search icon and placeholder text 'Begin typing to lookup records'
- \* Comments: Large text area for comments

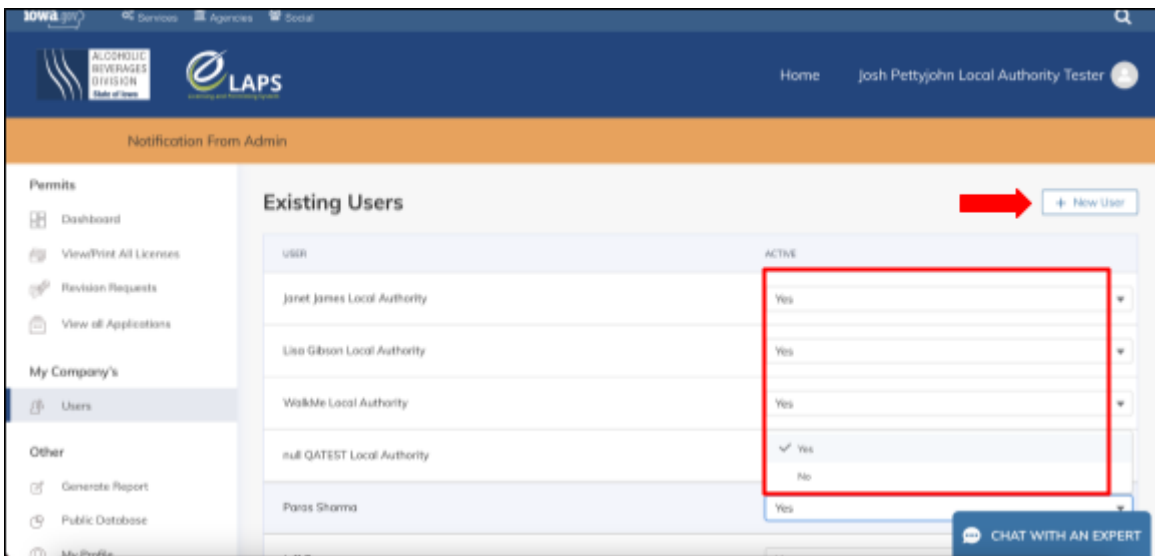
At the bottom right of the form is a blue 'Submit' button.

## 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**.

The screenshot shows a 'Create New User' dialog box with the following fields and values:

- \* First Name: New York
- \* Last Name: LA
- \* Birthdate: Jun 3, 2021
- \* Email: sandeep.shekhar@mtxb2b.com
- \* Phone Number: (131) 212-1211

Buttons: Cancel, 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.