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”.
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.

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.
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
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: testswinvenula+testcreatemtmb2b.com
Phone Number: (333) 333-3333
Level of Access: Application Manager
Premise Address: 11000 Airport Road, Dubuque, Iowa

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.

   ![Image of email notification]

   **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.

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”.

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

e. Click Close

Details of Access Request for LC0000011
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

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
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.

This concludes the Sharing Model QRG.