



Tips & Tricks for Local Authority

Greetings, Iowa ABD eLAPS Local Authority!

We will share tips, tricks, and shortcuts so you can master the new Iowa ABD eLAPS that uses a Salesforce environment and replaces eLicensing. We know you are eager to learn, so let's begin.

WHAT is eLAPS?

The Iowa ABD has partnered with MTX Group to develop the Electronic Licensing and Permitting System (eLAPS) in a Salesforce environment. eLAPS is designed to help local authorities and applicants in Iowa apply for, manage, and track alcohol licenses, permits, and certificates online.

WHAT REQUIREMENTS DO I NEED?

The Iowa ABD eLAPS is cloud-based in Salesforce so you do not need to download an app. All you need to access the system are:

- A reliable internet connection
- Google Chrome browser for the best experience

HOW DO I GET STARTED?

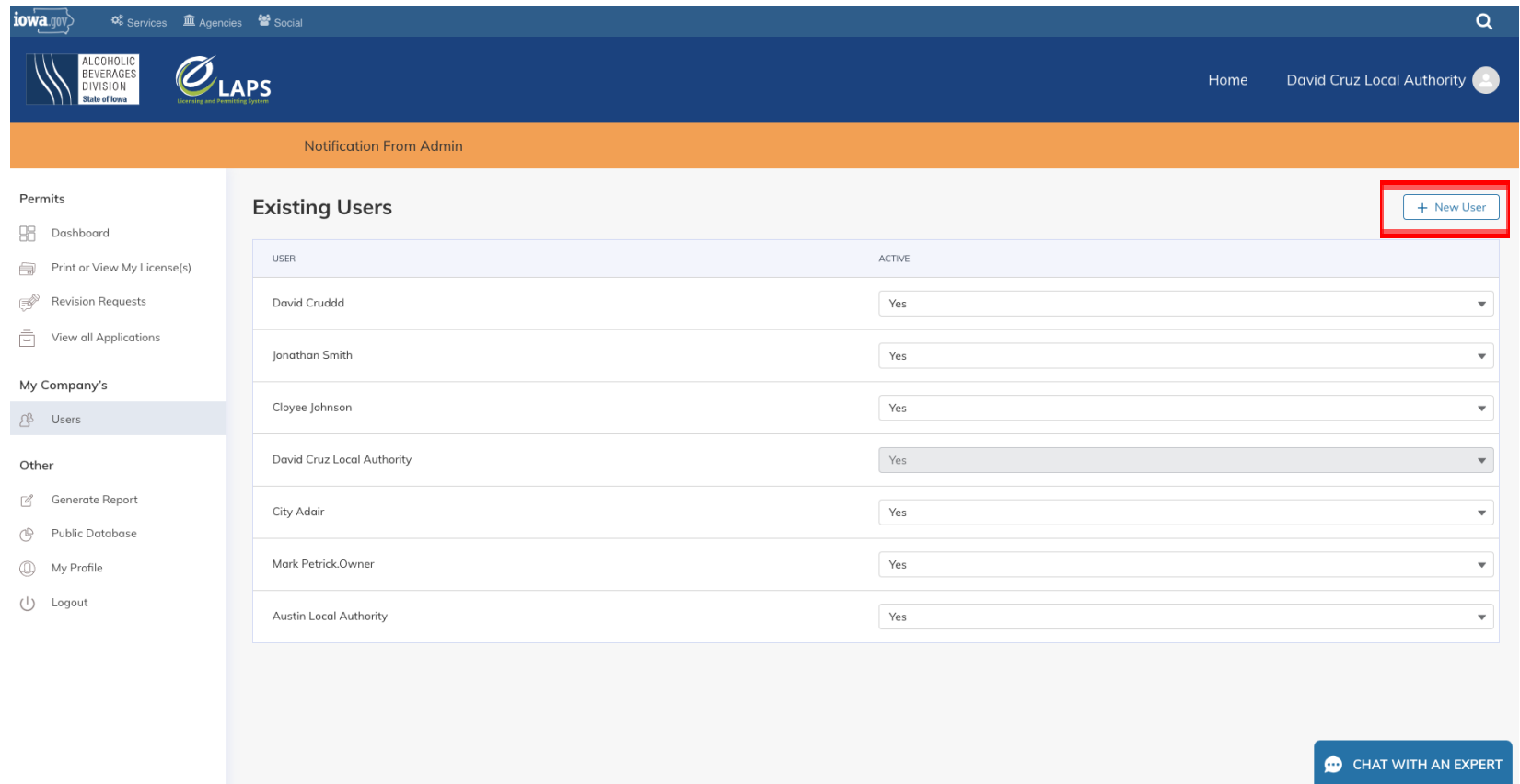
Go to the eLAPS URL: <https://iowaabd.force.com/s/login/> (bookmark to easily access) and log in with your credentials (User ID and Password). Local Authorities should have their accounts automatically set up. If you are not registered, you will not be able to login.

If you do not know your user ID, or have not logged into eLAPS, please contact Iowa ABD via phone at 515-281-7400 option 1 or via email at licensing@iowaabd.com.

 **Hot Tip #1**

If you need to create a new user, you will need to use the account manager functionality in eLAPS.

On the “Existing Users” page, select “+ New User.”



Notification From Admin

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home David Cruz Local Authority

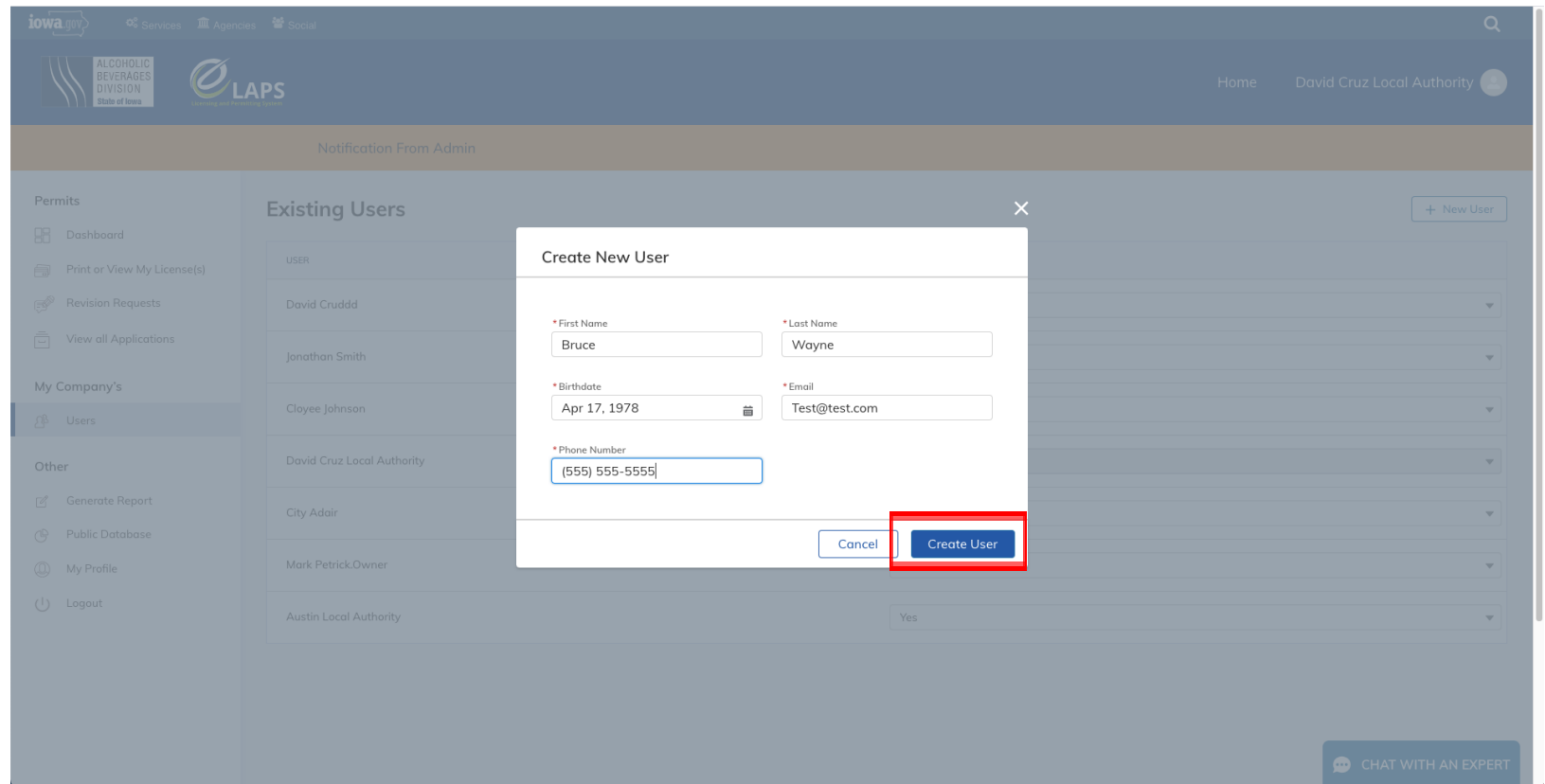
Existing Users

USER	ACTIVE
David Cruddd	Yes
Jonathan Smith	Yes
Cloyee Johnson	Yes
David Cruz Local Authority	Yes
City Adair	Yes
Mark Petrick.Owner	Yes
Austin Local Authority	Yes

+ New User

CHAT WITH AN EXPERT

On the “Create New User” page, enter the user’s information (First Name, Last Name, Birthdate, Email, and Phone Number), then click “Create User.”



The screenshot shows the 'Create New User' form in the eLAPS system. The form is overlaid on a dashboard showing 'Existing Users'. The form fields are: First Name (Bruce), Last Name (Wayne), Birthdate (Apr 17, 1978), Email (Test@test.com), and Phone Number ((555) 555-5555). The 'Create User' button is highlighted with a red box.

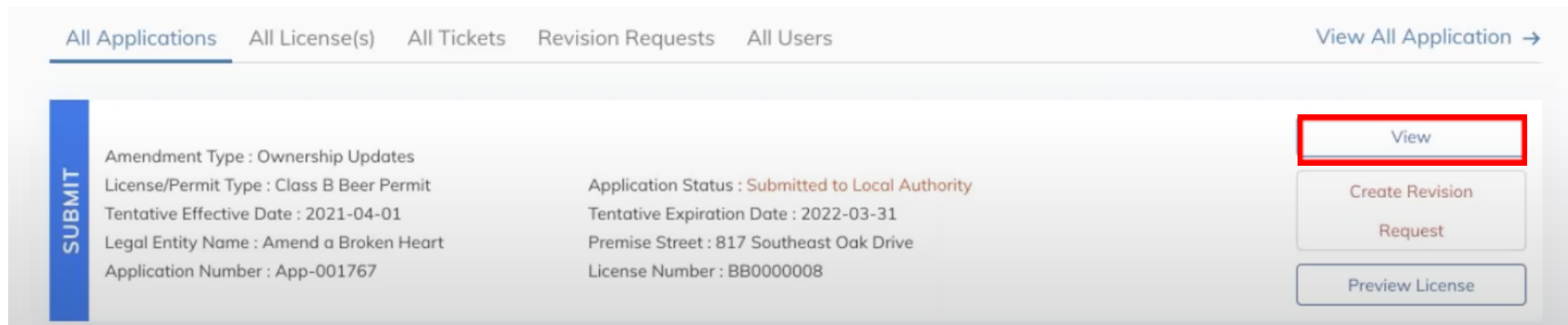
USER
David Cruddd
Jonathan Smith
Cloyee Johnson
David Cruz Local Authority
City Adair
Mark Petrick,Owner
Austin Local Authority

 **Hot Tip #2**

Your local authority phone number will not auto-populate. Although, you can use the autofill option on your browser.

 **Hot Tip #3**

To open a specific application from the dashboard, click “View” to go to the “Application” page.



The screenshot shows a dashboard with navigation tabs: All Applications (selected), All License(s), All Tickets, Revision Requests, and All Users. A 'View All Application →' link is in the top right. The main content area displays application details for a 'Class B Beer Permit' application. On the left, a vertical blue bar contains the word 'SUBMIT'. The application details include: Amendment Type: Ownership Updates; License/Permit Type: Class B Beer Permit; Tentative Effective Date: 2021-04-01; Legal Entity Name: Amend a Broken Heart; Application Number: App-001767; Application Status: Submitted to Local Authority; Tentative Expiration Date: 2022-03-31; Premise Street: 817 Southeast Oak Drive; License Number: BB0000008. On the right, there are three buttons: 'View' (highlighted with a red box), 'Create Revision Request', and 'Preview License'.

 **Hot Tip #4**

Need more information from the applicant or is the information incorrect? Create a revision request by selecting “Create Revision Request.”

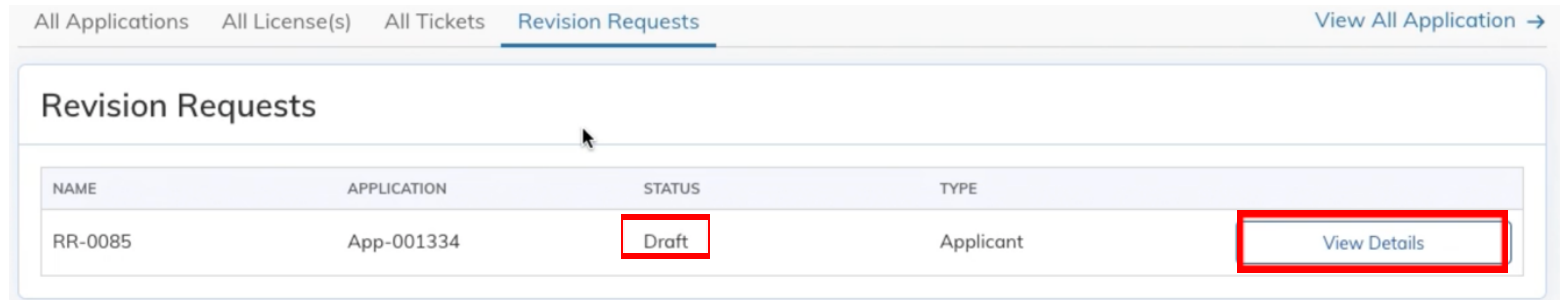
SUBMIT	Application Number : App-001334	Application Status : Submitted to Local Authority	View
	License/Permit Type : Special Class C Liquor License	Tentative Expiration Date : 3/30/2022	Create Revision Request
	Tentative Effective Date : 3/31/2021	Premise Street : 18820 Bellevue-Cascade Road	Incorrect Local Authority Selected
	Name of Business DBA : Spackler Inc.	License Number : BW0000001	Preview License
	Application Type : Amendment		

When the applicant responds to the revision request and uploads the required documents, you will receive a notification that the request has been completed.

 **Hot Tip #5**

Updates can be made to the Revision Request even if the application is in Draft status.

Click on the “Revision Request” tab, then select “View Details” to update the information.



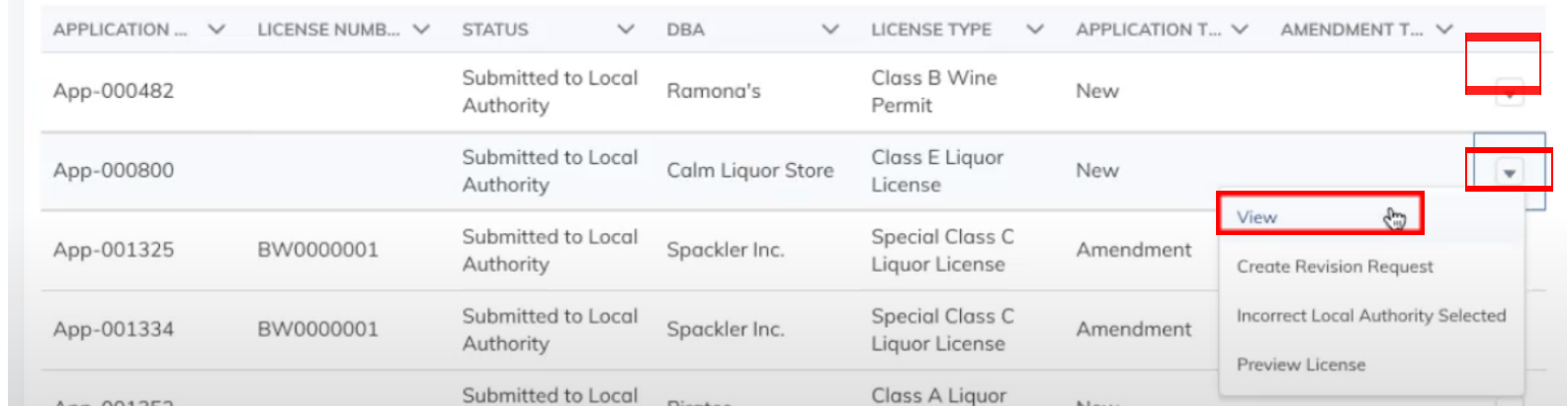
NAME	APPLICATION	STATUS	TYPE
RR-0085	App-001334	Draft	Applicant

[View Details](#)

 **Hot Tip #6**

To quickly view all Active Applications, set the status to Active and the search results will display all applications in Active status.

On the list of applications, click the disclosure triangle on the right-hand side of the application you want to view. Select “View” from the dropdown.



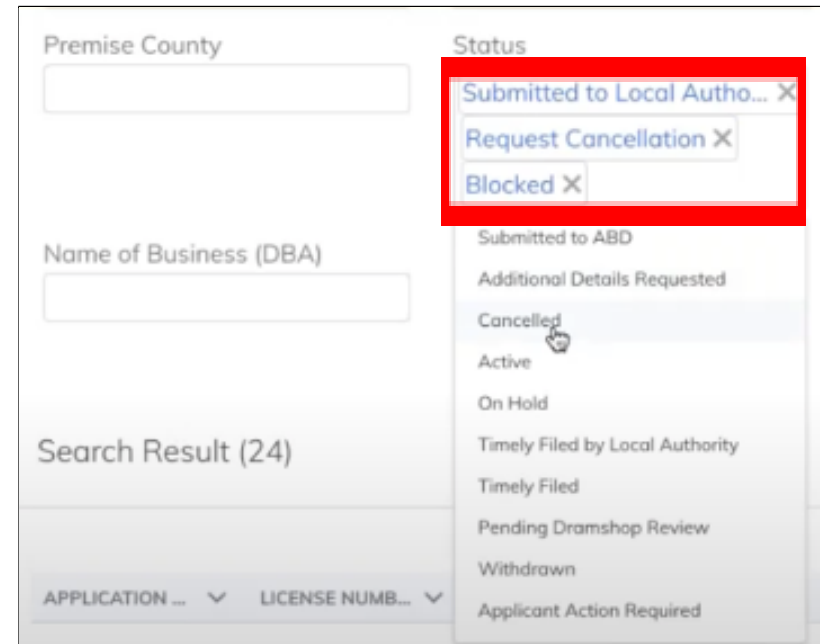
APPLICATION ...	LICENSE NUMB...	STATUS	DBA	LICENSE TYPE	APPLICATION T...	AMENDMENT T...
App-000482		Submitted to Local Authority	Ramona's	Class B Wine Permit	New	
App-000800		Submitted to Local Authority	Calm Liquor Store	Class E Liquor License	New	
App-001325	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	
App-001334	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	
App-001352		Submitted to Local Authority	Pirates	Class A Liquor License	New	

View
Create Revision Request
Incorrect Local Authority Selected
Preview License

 **Hot Tip #7**

To search applications by Status, click in the Status field and select the status to search for.

Did you know? You can select multiple statuses to combine several application statuses to further filter your results.



The screenshot shows a search interface with the following elements:

- Premise County:** An empty text input field.
- Name of Business (DBA):** An empty text input field.
- Status:** A dropdown menu with a red border. The menu is open, showing a list of status options. The top three options are highlighted in blue and have an 'X' icon: "Submitted to Local Autho...", "Request Cancellation", and "Blocked". A mouse cursor is hovering over the "Cancelled" option.
- Submitted to ABD**
- Additional Details Requested**
- Cancelled** (with mouse cursor)
- Active**
- On Hold**
- Timely Filed by Local Authority**
- Timely Filed**
- Pending Dramshop Review**
- Withdrawn**
- Applicant Action Required**

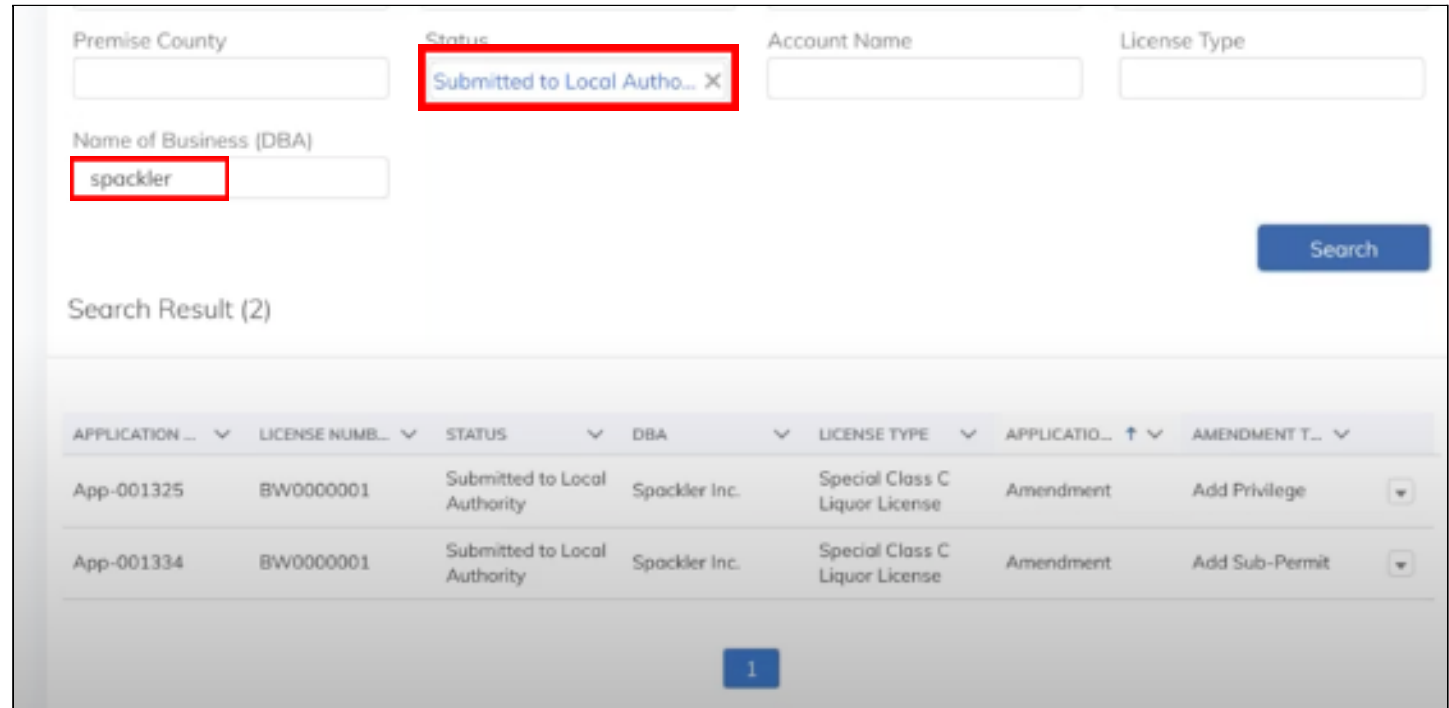
At the bottom of the search area, there are two dropdown menus: "APPLICATION ..." and "LICENSE NUMB...".



Hot Tip #8

You can filter applications by using search terms in multiple fields.

In this example, a search was done with a Submitted to Local Authority status and by searching for the Name of the Business (DBA), Spackler.



The screenshot shows the search interface with the following filters and results:

- Search Filters:**
 - Premise County: [Empty]
 - Status: Submitted to Local Authority (highlighted with a red box)
 - Account Name: [Empty]
 - License Type: [Empty]
 - Name of Business (DBA): spackler (highlighted with a red box)
- Search Button:** Search
- Search Result (2):**

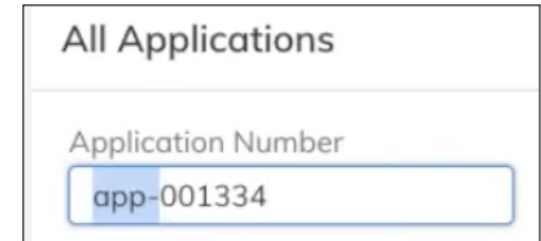
APPLICATION ...	LICENSE NUMB...	STATUS	DBA	LICENSE TYPE	APPLICATIO...	AMENDMENT T...
App-001325	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Privilege
App-001334	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Sub-Permit
- Page Navigation:** 1



Hot Tip #9

Another easy way to search for a specific application is by using the application number. The application number will be sent to the applicant's email address.

You do not need to type "app-", just enter the application number.



Hot Tip #10

For access to additional learning resources such as User Guides, training videos, Quick Reference Guides and more, visit <https://abd.iowa.gov/licensing/elaps>.

Visit often to discover new information so you're more confident and effective in the system!

Look for more tips for the Iowa ABD eLAPS!