

# **Local Authority Enforcement Monitoring System (LAEMS)**

## **GUIDANCE ON HOW TO UPLOAD DATA TO LAEMS**

Version History.

<b>Version No.</b>	<b>Date</b>	<b>Synopsis</b>
1.0	29/04/2008	First distribution
1.1	16/01/2009	Guidance on email notification moved to separate guidance document

## Table of Contents

<a href="#"><u>Overview</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>How to upload data to LAEMS</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Uploading data to LAEMS</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Logging-in</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Uploading</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Imported Foods Return</u></a>	<a href="#"><u>8</u></a>

## **Overview**

This Guidance document will explain how to upload an XLM document to the Local Authority Enforcement Monitoring System (LAEMS).

The process of converting your data into an XLM file should be an automatic process, your software provider should provide you with the software to carry this task out. Please note that the Food Standards Agency will NOT provide this software.

## **How to upload data to LAEMS**

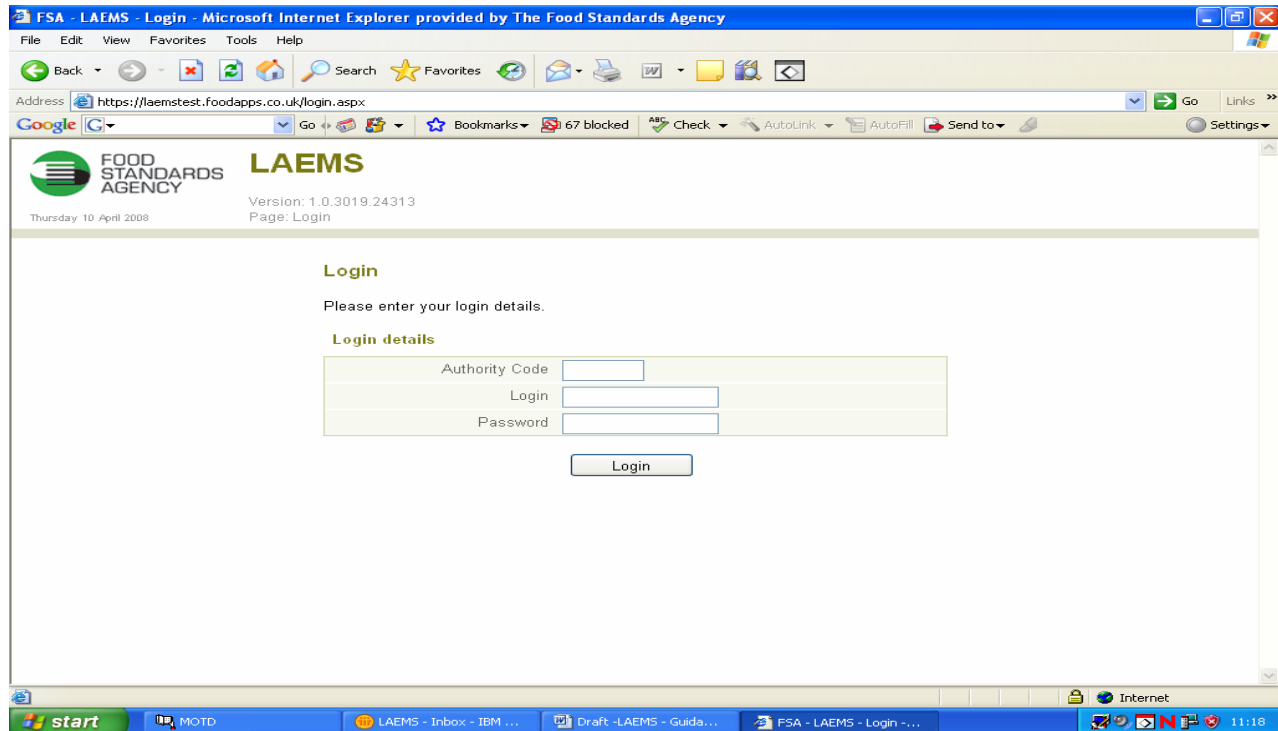
The XML file exported from your system needs to be in a compressed 'zip' file to be uploaded to LAEMS. This may be done automatically as part of the application provided by your software supplier or your software supplier may have already issued instructions on how this needs to be done. If neither of these are the case, then you can follow the following instructions:

- Locate the XML file on your system (this will usually be saved to your PC (C:Drive) or a shared drive)
- Once located, place your mouse on the file and press the right button on the mouse
- You will see a menu table giving you a number of options, place your mouse on the option 'send to'
- You will now be given a list of four options, click on the option 'compressed (zipped) folder'
- A zip file will now be created containing the XML file exported from your system.
- You should ensure that you know where the zip file is located as you will need to find it to upload to LAEMS.

## Uploading data to LAEMS

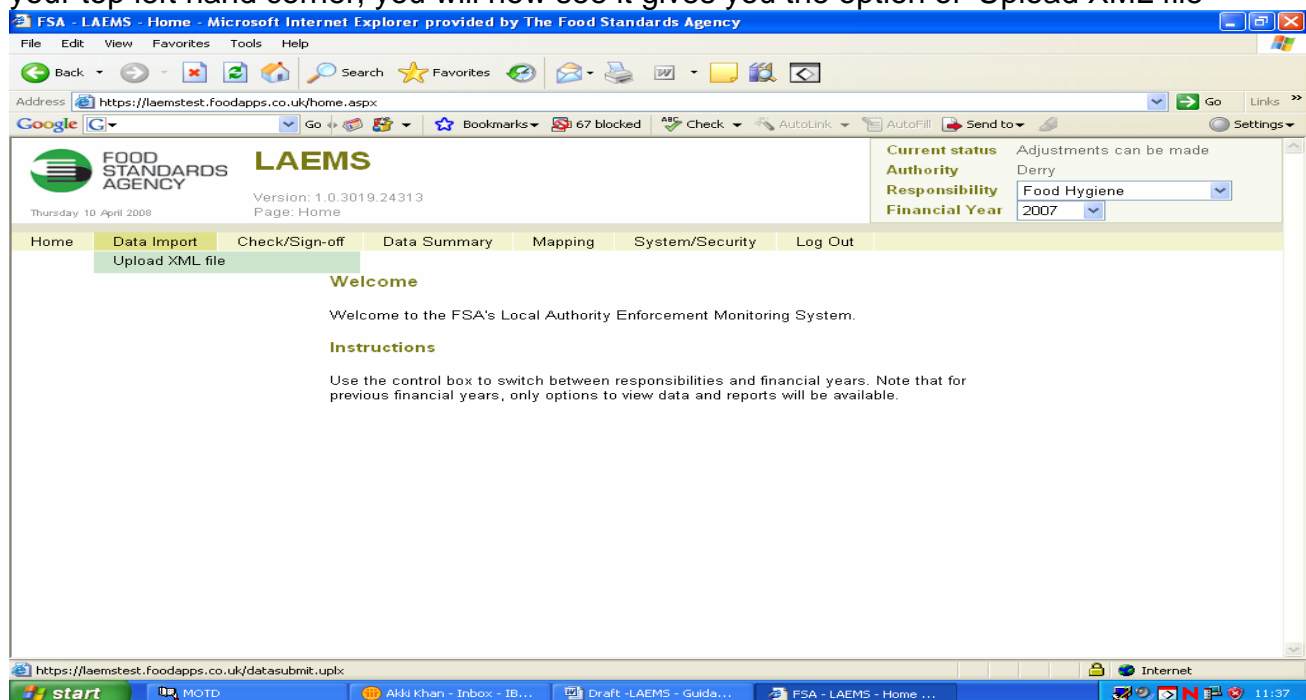
You will now have to log onto the LAEMS system via the internet, this can be found at the following link: <https://laems.foodapps.co.uk/>

You will then come to the following screen:

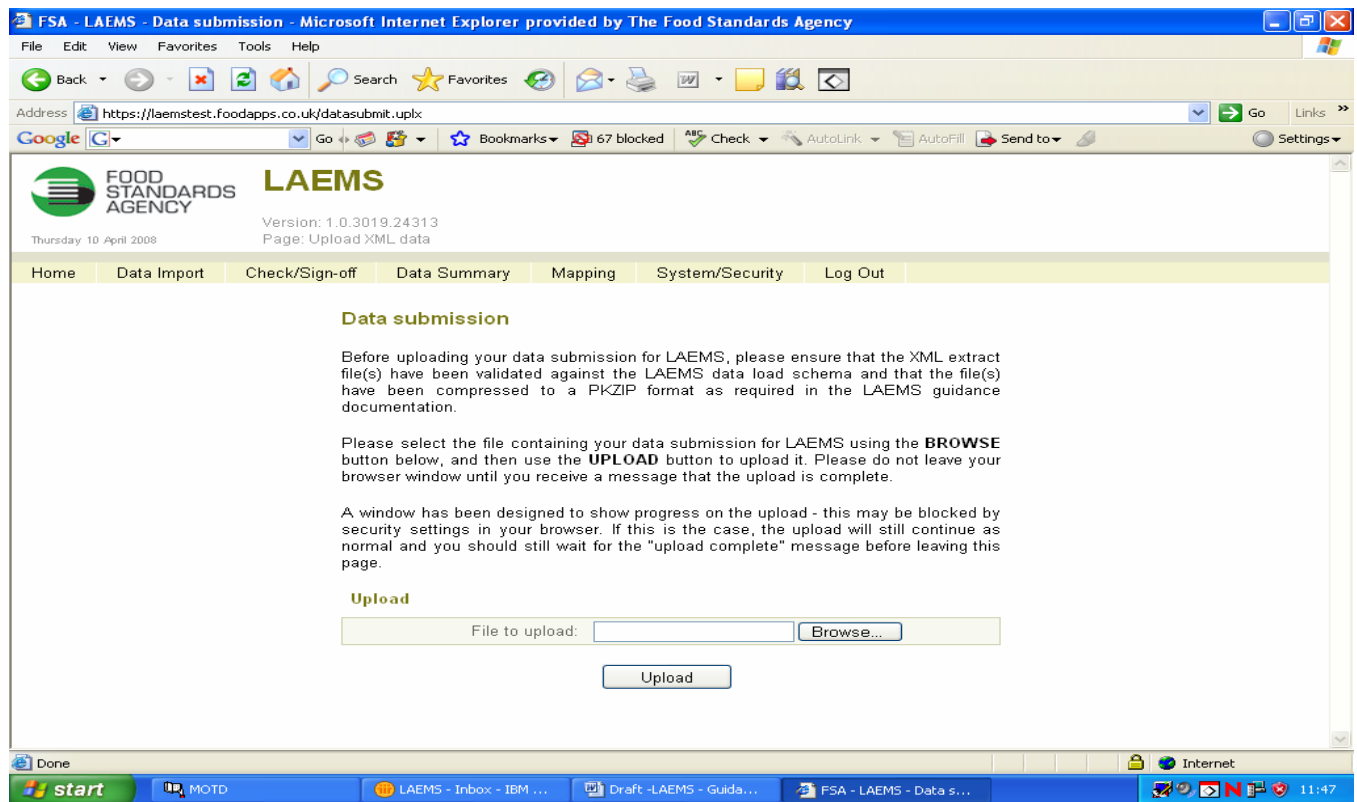


You will need a valid username and password to log onto LAEMS. Please contact your IT user for your username and password.

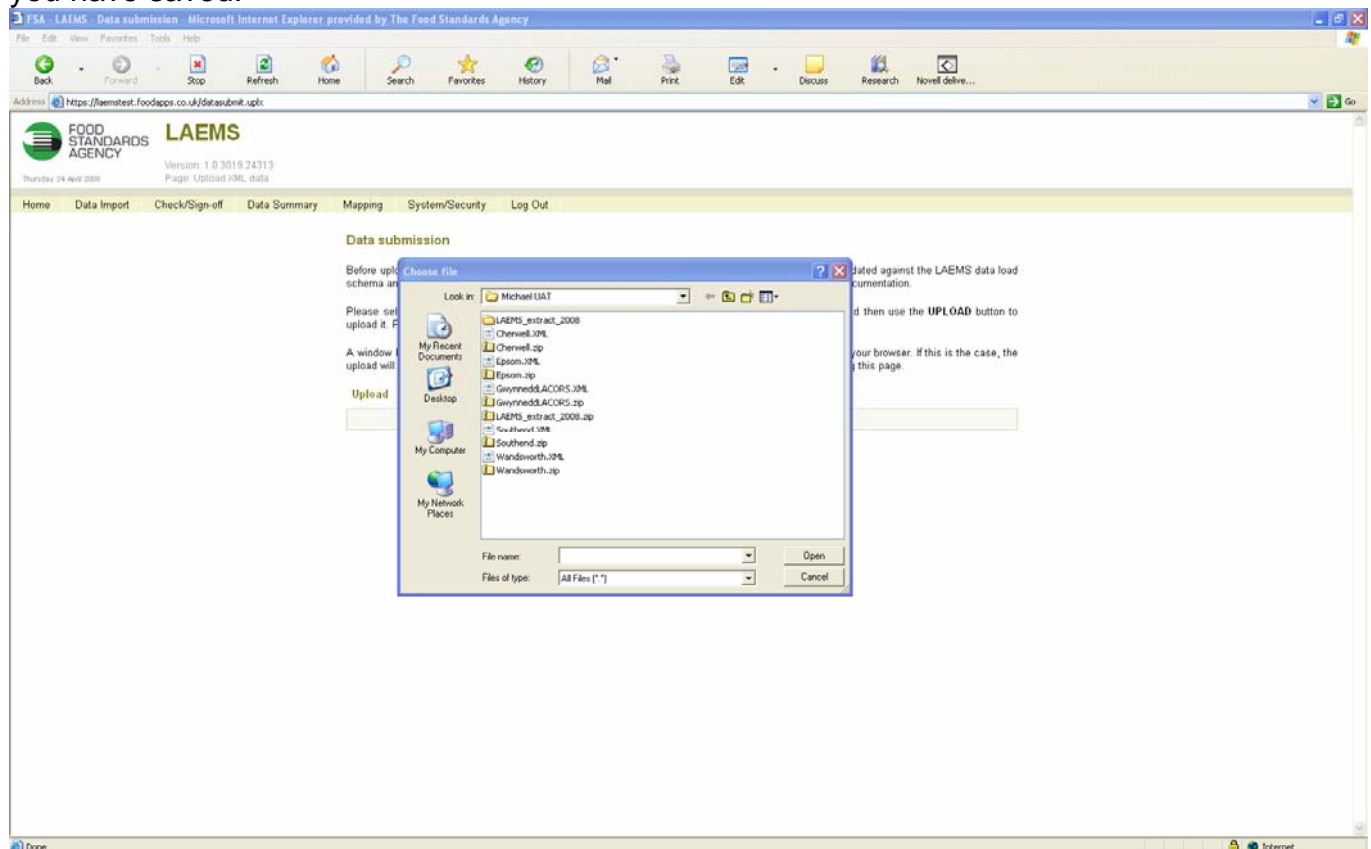
To upload to LAEMS, place your mouse over the 'DATA IMPORT' button, which is located to your top left hand corner, you will now see it gives you the option of 'Upload XML file'



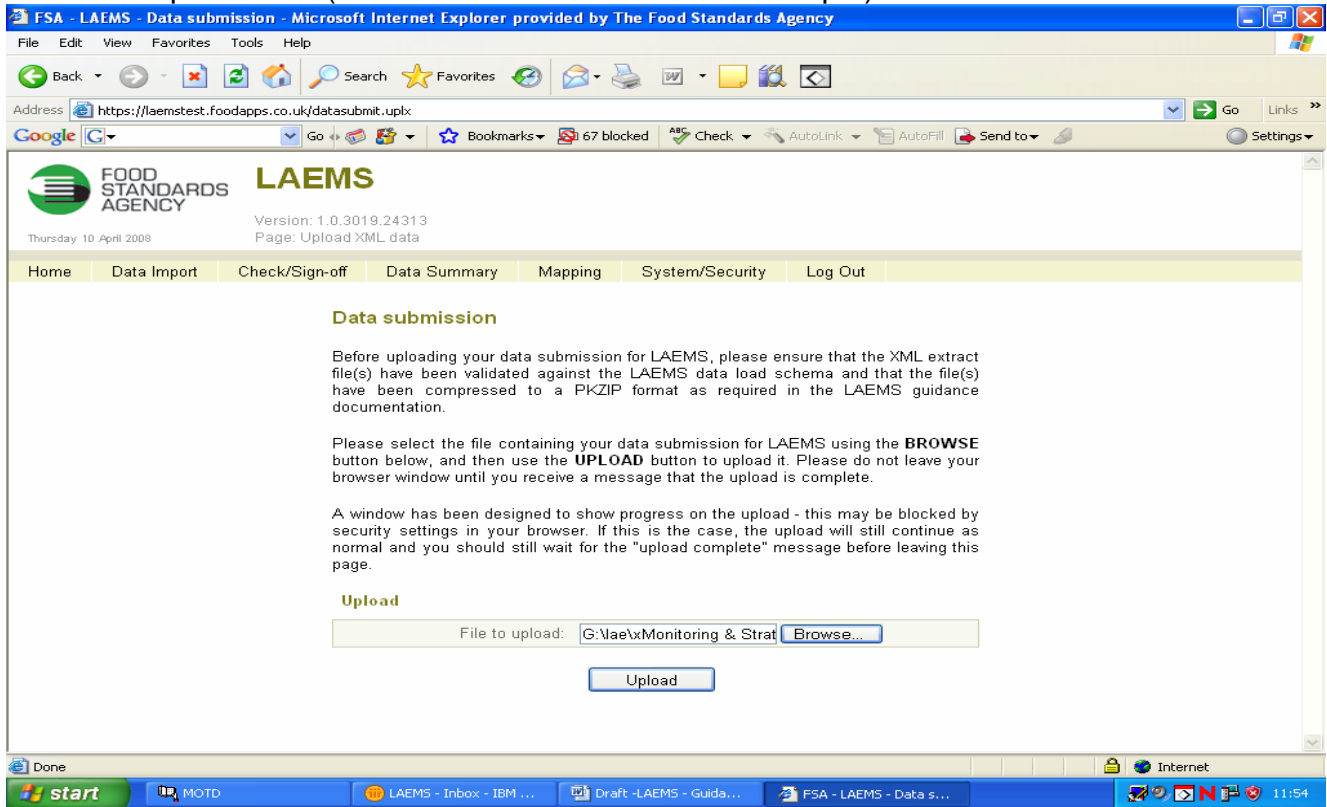
You must now click on the 'Upload XML file'; this will now take you to the follow screen:



Now you must click on the 'Browse' button, this will take you back to the location on your computer where you save your computer files, you now need to locate the zipped data file that you have saved.



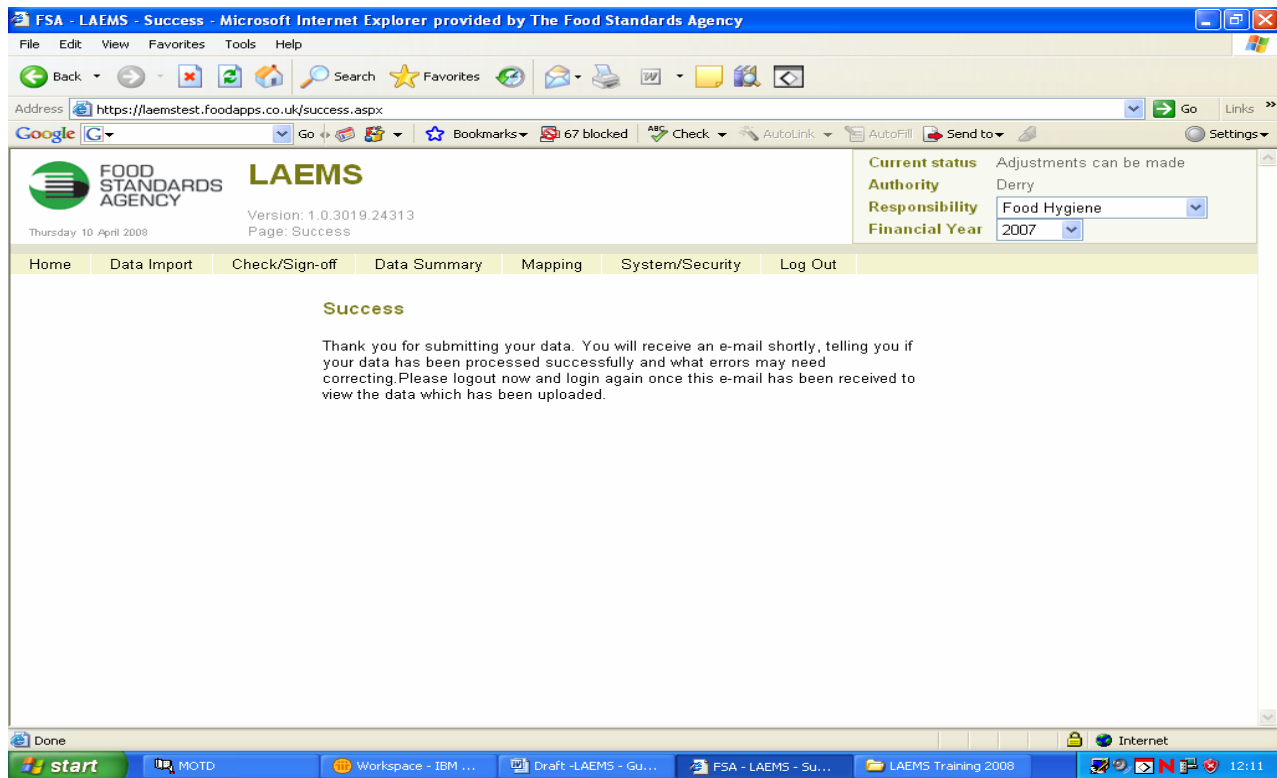
Once you have located this, press the 'open' button. This will now place your zipped data file in the 'file to upload box' (See the screen below for an example)



You are now ready to upload your 'zipped data file' to LAEMS. Click on the 'upload' button and you will see a similar the screen to the one below:



Once you have done this, you will see a 'success' message informing you that you have submitted the data to LAEMS (please see below).



**Please note:** the success message means that your file has been successfully added to the queue to be uploaded to LAEMS. The data will not be available for you to view until the XML file has been checked and processed by the system.

You now need to logout of the system and wait for an email to tell you whether or not the upload has been successful.

You will not receive this e-mail immediately. How long the email will take will depend on how many LAs are uploading to LAEMS. The email will be received within 24 hours.

## Imported Food Data

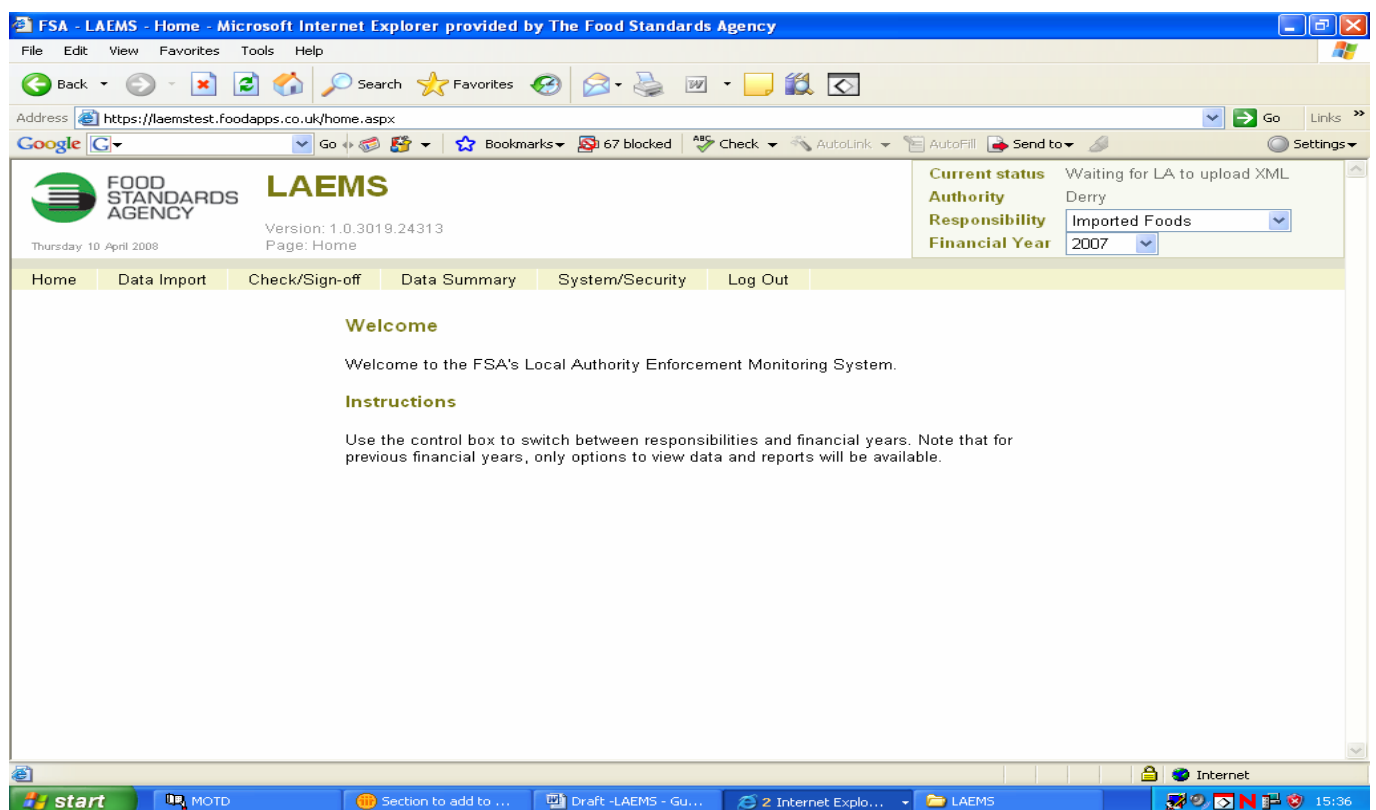
The data for imported foods should be manually entered to LAEMS on-screen.

To gain access to the imported foods screens, please follow the points below:

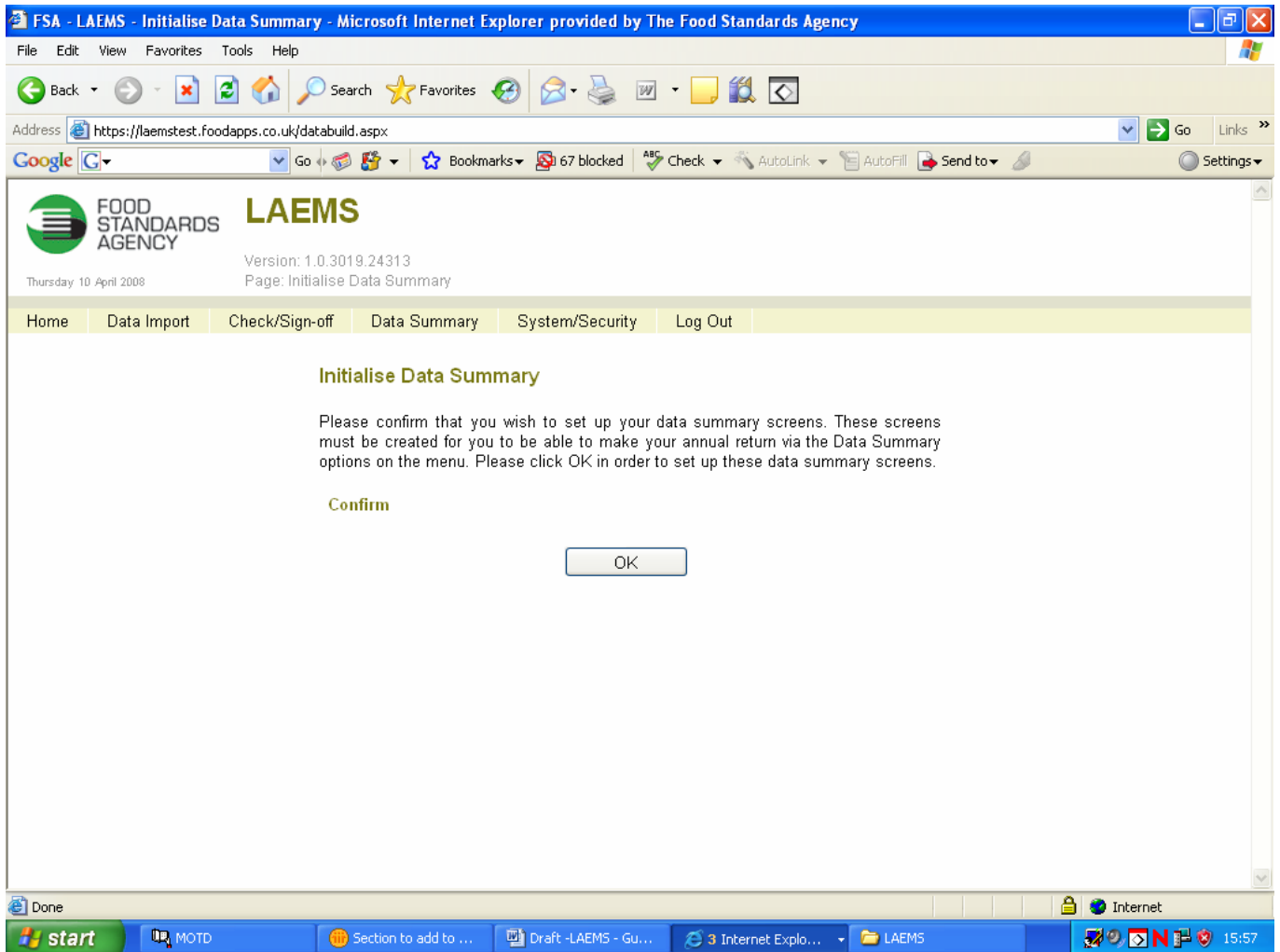
- Choose the imported foods responsibility, you will know when you are on the Imported Food Section, on your top right hand corner of your screen, you will find a box, with the following:

**Current Status**  
**Authority**  
**Responsibility**  
**Financial Year**

In the 'Responsibility' box, select Imported Foods.



- Select the data import menu
- Select Upload Xml file
- Select OK to 'Initialise Data Summary' (See screen below)



- To enter data, select the 'Enter adjustments' option under the data summary menu.
- For 'inland' (non-PHA) LAs taking samples of food originating from outside the EU, details should be additionally entered on the screen 'Samples at point of entry or inland'

**END OF DOCUMENT**