

Local Authority Enforcement Monitoring System

Manual Entry of Data

***To be read in conjunction with:
'Fall-back' plan for delivery of data***

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsfallbackguidance.pdf>

Version History.

Version No.	Date	Synopsis
1.0	16/01/2009	First distribution
2.0	29/03/2012	Amendment to weblinks

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Overview

This document sets out the procedure for accessing LAEMS to manually enter data. Please note: this is only applicable to Local Authorities (LAs) which are unable to upload data via XML. Access to manually enter data needs to be pre-arranged with the FSA.

To arrange this facility, LAs should email laems@foodstandards.gsi.gov.uk using the subject line 'LAEMS Manual Entry Facility' in your email and setting out the reason(s) why the facility is required e.g. your LA is about to change software suppliers, your LA has been unable to install the necessary upgrades to allow the export of data to an XML file etc.

Activating manual entry

Once you have been informed that the facility to manually enter data has been set-up, you will need to activate this by selecting 'Upload XML file', under the 'Data Import' menu, and make sure the responsibility 'Food Hygiene' has been selected. To set up manual entry for another of the responsibilities, simply select the appropriate one from the drop-down menu 'Responsibility' in the top right hand corner of the screen:

The screenshot shows the LAEMS web application interface. The browser window title is "FSA - LAEMS - Home - Microsoft Internet Explorer provided by The Food Standards Agency". The address bar shows "https://laemstest.foodapps.co.uk/home.aspx". The page header includes the Food Standards Agency logo, "LAEMS" text, and version information "Version: 1.0.3272.28923". A control box in the top right corner shows "Current status: Waiting for LA to upload XML", "Authority: Slough", "Responsibility: Food Hygiene", and "Financial Year: 2007". The main navigation menu includes "Home", "Data Import", "Check/Sign-off", "Data Summary", "Mapping", "System/Security", and "Log Out". Under "Data Import", "Upload XML file" is highlighted. The main content area displays a "Welcome" message and "Instructions".

Rather than the usual upload screen, you will be required to confirm the risk rating system used.

For Food Hygiene, there will only be the option of CoP (Code of Practice). To confirm, press the OK button.

For Food Standards, You will have the option of CoP or the LACORS risk rating system. Select the relevant option and press the OK button.

FSA - LAEMS - Initialise Data Summary - Microsoft Internet Explorer provided by The Food Standards Agency

Address: <https://laemstest.foodapps.co.uk/databuild.aspx>

FOOD STANDARDS AGENCY
LAEMS
Version: 1.0.3272.28923
Monday 22 December 2008
Page: Initialise Data Summary

Home | Data Import | Check/Sign-off | Data Summary | Mapping | System/Security | Log Out

Initialise Data Summary

Please confirm the Risk Rating scheme you are using by selecting one of the options below. This information needs to be supplied before you can set up your data summary screens for entering the figures required for your annual return. Please click OK to confirm the option selected and set up current data summary screens.

Confirm

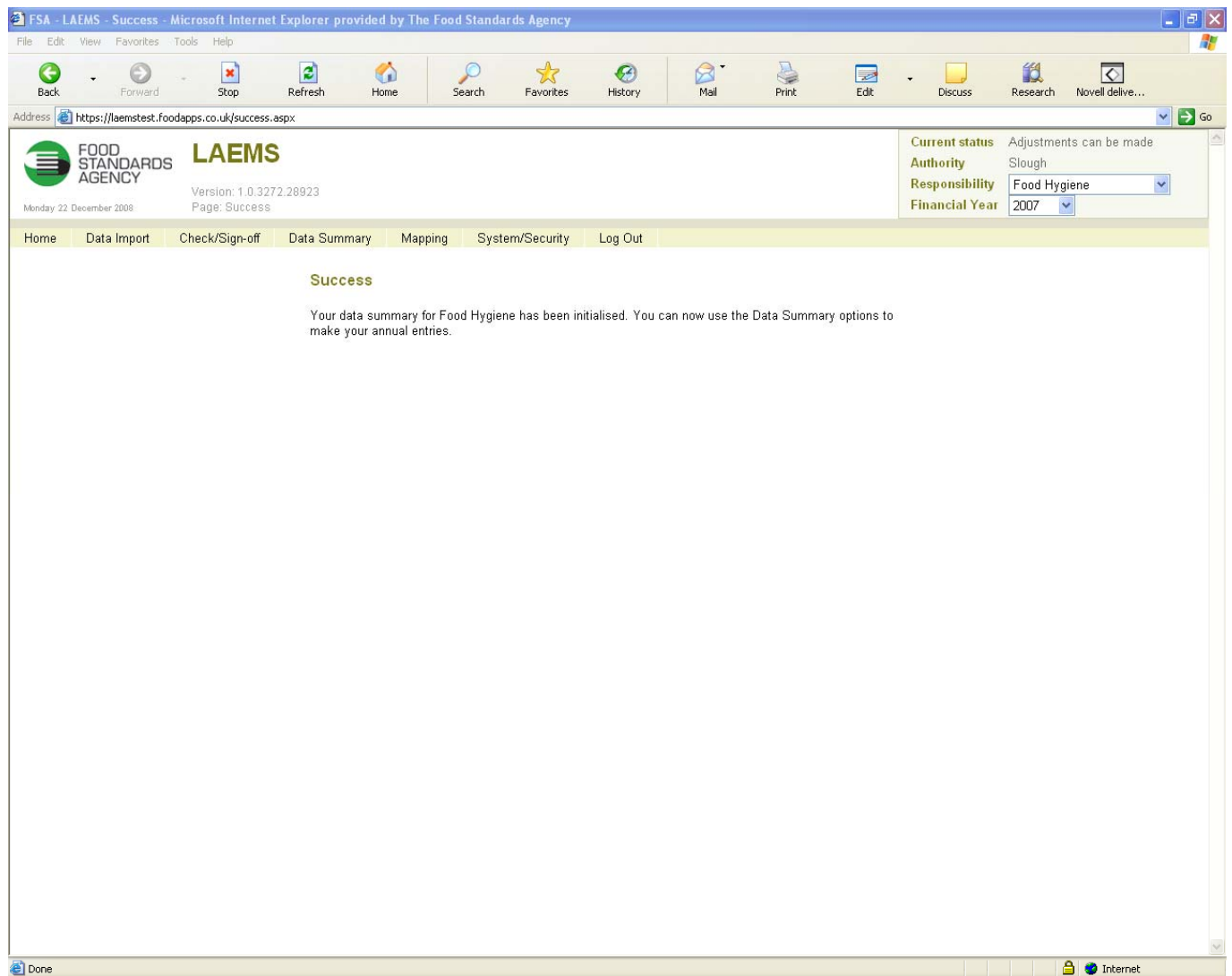
Risk Rating Scheme: CoP

CoP
LACORS

OK

Done Internet

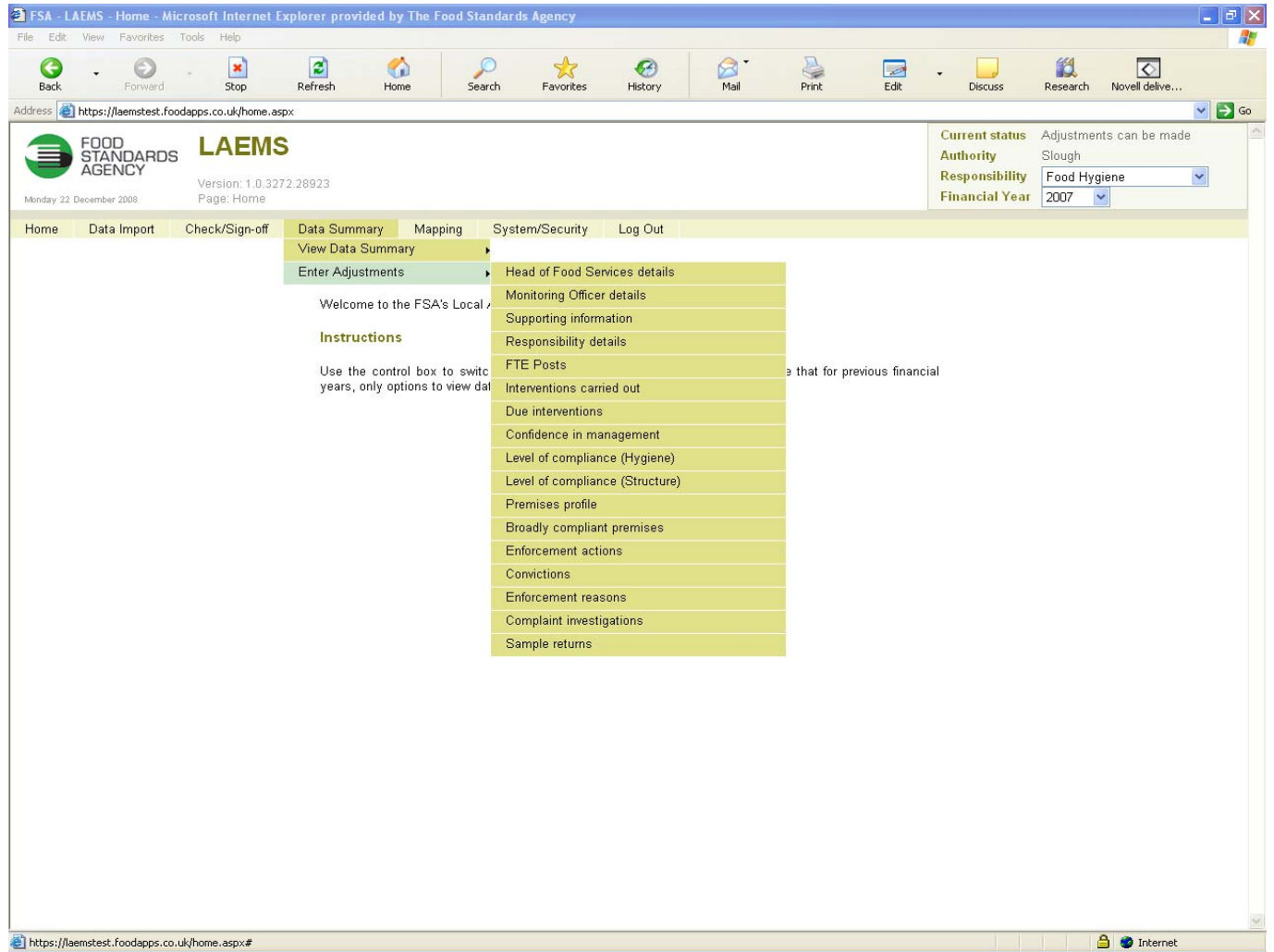
The following screen will confirm that you can now manually enter data for the selected responsibility:



You will notice that the 'Current status' has changed from 'Waiting for LA to upload XML' to 'Adjustments can be made'.

Entering data

To manually enter data, you will need to select 'Enter adjustments', under the 'View data summary' menu:



In the following example, the 'Interventions carried out' screen has been selected:

FOOD STANDARDS AGENCY LAEMS
 Version: 1.0.3272.28923
 Monday 22 December 2008 Page: Enter Adjustments - Interventions carried out

Home | Data Import | Check/Sign-off | **Data Summary** | Mapping | System/Security | Log Out

Enter Adjustments - Interventions carried out

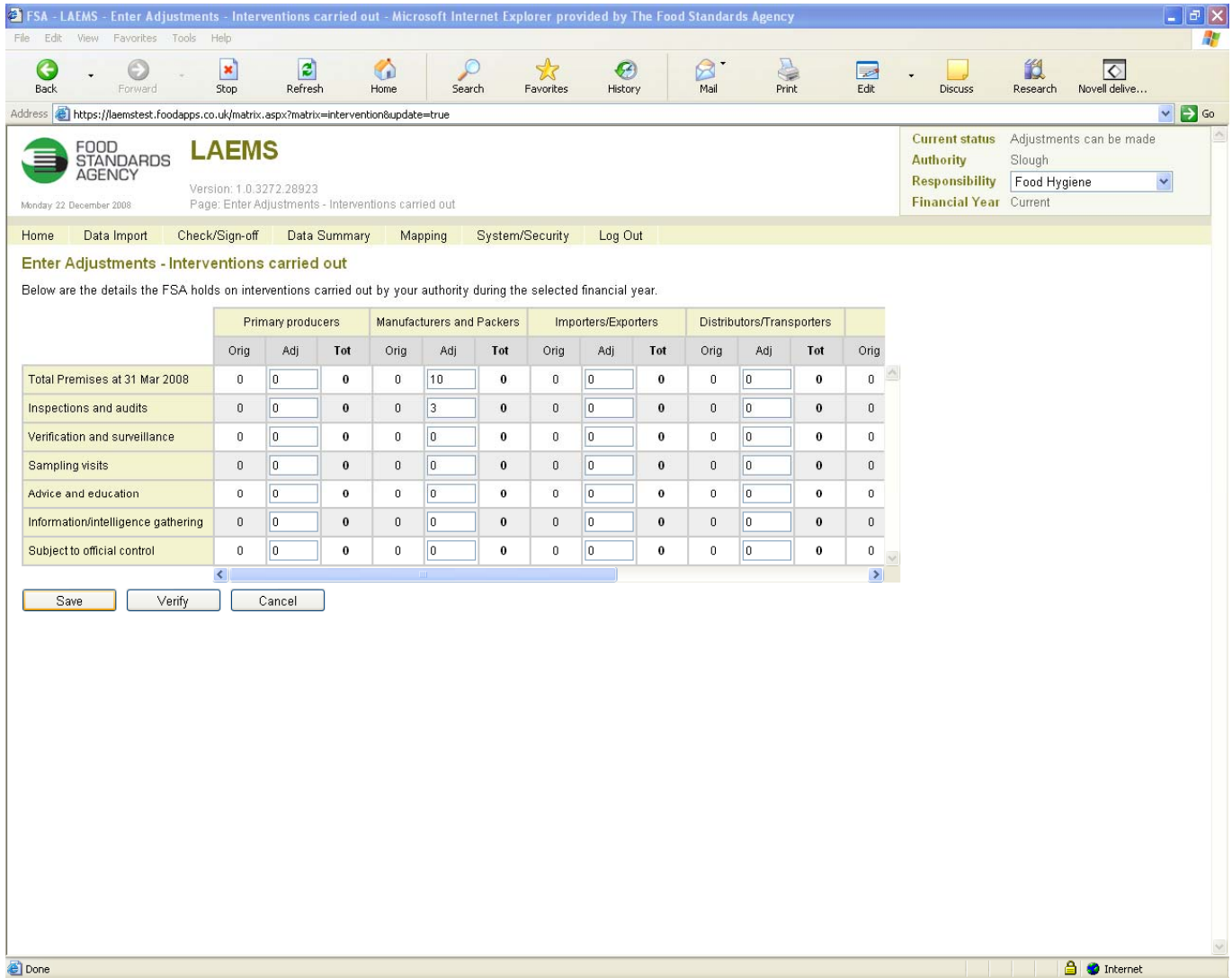
Below are the details the FSA holds on interventions carried out by your authority during the selected financial year.

	Primary producers			Manufacturers and Packers			Importers/Exporters			Distributors/Transporters			Orig
	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	Orig	Adj	Tot	
Total Premises at 31 Mar 2008	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Inspections and audits	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Verification and surveillance	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Sampling visits	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Advice and education	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Information/intelligence gathering	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Subject to official control	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0

Save Verify Cancel

Current status: Adjustments can be made
 Authority: Slough
 Responsibility: Food Hygiene
 Financial Year: Current

Data should be entered into the relevant 'Adj' (adjustment) column. To save the data, press the 'save' button. You can press the save button at any point. If you have entered incorrect figures you can over-write previous data and press the save button to save the new figure(s):



However, if you navigate away from a screen or exit LAEMS without saving, any data entered will be lost.

Once you have entered all necessary data, you will need to run the 'Check business rules process' ahead of securing the Head of Service sign-off. Guidance on these aspects of the system can be found at:

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemsbusinessrules.pdf>

<http://www.food.gov.uk/multimedia/pdfs/enforcement/laemssignoffdata.pdf>

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