



Food Act 2014

Territorial Authority Guidelines

MAPS User Guide

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2 Document Information

2.1 Document Purpose

The purpose of this user guide is to assist registered TA users in maintaining their FCP and NP data in MAPS. It does not provide details of how to register a food business or provide any guide to the business processes of the TA registering the RBM.

2.2 Updates to this Document

The user guide will be updated from time to time and TA users are recommended to check they are using the most recent version of this document.

Significant updates will be communicated through the MPI-TA Liaisons and/or via the MPI newsletters (such as Food News).

This document is available on the Regulators and Verifiers section of the MPI Food Safety website:

<https://www.mpi.govt.nz/food-business/regulators-verifiers/>

2.3 Document History

Version Number	Date Issued	Description of Changes
v1.0	19 Feb 2016	Initial version issued.
v1.1-1.3	2016-2018	Minor clarifications and corrections.
V1.4	10 Oct 2022	Minor updates and text changes.
V1.5	17 Sept 2024	Update to allow TAs to change RBM type.

3 Background

The Food Act 2014 (“the Act”) came into force on 1 March 2016. The Act establishes the Ministry for Primary Industries (MPI) and all territorial authorities (TAs) as registration authorities (RAs). Their regulatory functions include the registration of food control plans (FCPs) and the registration of “food businesses subject to a national programme” (NPs).

FCPs and NPs are collectively referred to in the Act as risk-based measures (RBMs).

It is expected that each registration authority will use their own systems to manage their RBM registration processes.

The Act requires MPI to maintain a public register of RBMs (see [Parts 2 and 3](#) of Schedule 5). The public register will include details of all FCP and NP registrations, across all RAs.

MPI has developed MAPS (Multiple Approvals Processing System) to hold all registered RBMs and enable TAs to transfer their RBM registration data.

Sections 59 and 88 of the Act state that the TAs are responsible for transferring details of their registrations to MPI, in order for MPI to maintain the public register.

4 Overview of MAPS

TAs use MAPS to ensure that their RBM registrations are displayed correctly on the public register. By using MAPS, TA users are able to:

- a) Record a new registration or update an existing registration directly, using a web form (i.e. direct data entry in MAPS); and
- b) Upload an XML file of registration details for batch processing; and
- c) Make use of MAPS' searching and reporting functionality.

MAPS uses RealMe as the authentication mechanism for TA users. TAs use their own systems to process registration applications, and MAPS would need to be updated once the process is complete (i.e. once the new registration has been approved).

These are the situations where TAs would need to update MAPS:

- A new registration has been approved
- A registration is amended or changed (including the addition or removal of sites from a multi-site registration)
- A registration is renewed
- A registration is cancelled
- A registration is surrendered
- A site is suspended or a suspension period ends

In terms of the timeliness of these updates, MPI would like the public register to be no more than one day out of date at any point. That means that TAs should update MAPS within one day of any of these events occurring.

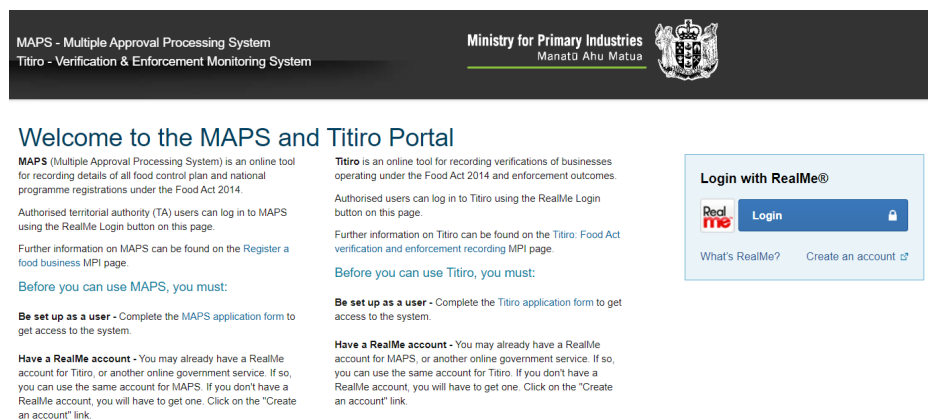
5 Accessing MAPS

5.1 Requesting Access to MAPS

In order for a TA employee to get access to MAPS they will need to complete the application form on the “Regulators and verifiers > Information for authorities that register food businesses” section of the Food Act 2014 page on the MPI website: <https://www.mpi.govt.nz/food-business/regulators-verifiers/>
This form will need to be countersigned by a TA manager and submitted to MAPS.Support@mpi.govt.nz

5.2 Logging in to MAPS

In a browser navigate to <https://mpi.force.com/maps/> (You may want add this as a bookmark¹) You will then need to log into your RealMe account. Enter your RealMe username and password and click **Login**.



MAPS - Multiple Approval Processing System
Titiro - Verification & Enforcement Monitoring System

Ministry for Primary Industries
Manatū Ahu Matua

Welcome to the MAPS and Titiro Portal

MAPS (Multiple Approval Processing System) is an online tool for recording details of all food control plan and national programme registrations under the Food Act 2014.

Authorised territorial authority (TA) users can log in to MAPS using the RealMe Login button on this page.

Further information on MAPS can be found on the Register a food business MPI page.

Before you can use MAPS, you must:

- Be set up as a user** - Complete the MAPS application form to get access to the system.
- Have a RealMe account** - You may already have a RealMe account for Titiro, or another online government service. If so, you can use the same account for MAPS. If you don't have a RealMe account, you will have to get one. Click on the "Create an account" link.

Titiro is an online tool for recording verifications of businesses operating under the Food Act 2014 and enforcement outcomes. Authorised users can log in to Titiro using the RealMe Login button on this page.

Further information on Titiro can be found on the Titiro: Food Act verification and enforcement recording MPI page.

Before you can use Titiro, you must:

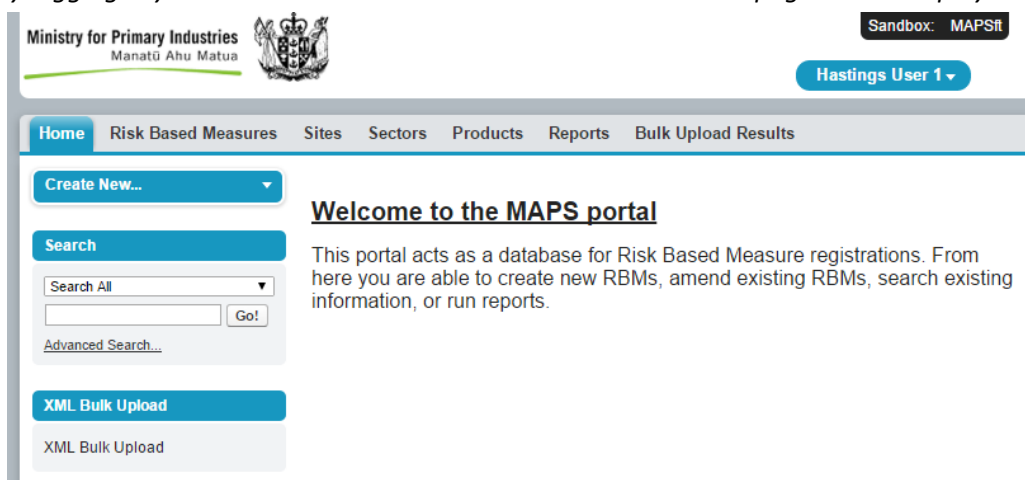
- Be set up as a user** - Complete the Titiro application form to get access to the system.
- Have a RealMe account** - You may already have a RealMe account for MAPS, or another online government service. If so, you can use the same account for Titiro. If you don't have a RealMe account, you will have to get one. Click on the "Create an account" link.

Login with RealMe®

Realme Login

What's RealMe? Create an account ↗

Upon successfully logging in you will be returned to MAPS and the MAPS home page will be displayed:



Ministry for Primary Industries
Manatū Ahu Matua

Sandbox: MAPSt

Hastings User 1

Home Risk Based Measures Sites Sectors Products Reports Bulk Upload Results

Create New...

Search

Search All

Go!

Advanced Search...

XML Bulk Upload

XML Bulk Upload

Welcome to the MAPS portal

This portal acts as a database for Risk Based Measure registrations. From here you are able to create new RBMs, amend existing RBMs, search existing information, or run reports.

If you have any difficulty logging in to MAPS please contact maps.support@mpi.govt.nz

5.3 MAPS Timeout

Your MAPS session will time-out if left inactive for more than one hour. The system will redirect you back to RealMe to log in again.

¹ If you set up a bookmark for MAPS please ensure that it points to <https://mpi.force.com/maps/> and not the RealMe page that MAPS initially redirects you to.

6 Recording a New Risk Based Measure in MAPS

This section outlines the process for recording a new registered RBM in MAPS. A new RBM should be created in MAPS when a new registration (FCP or NP) has been approved by a TA.

6.1 Overview

The process for recording a new registered RBM in MAPS is as follows:

1. Fill out the “New Risk Based Measure” form and save it.
*The system will create an RBM record with a Status of “Draft”. See **Important Note** below.*
2. Add one or more **Site** records to the RBM
3. Add one or more **Sector/Products** to the RBM
4. Change the Status of the RBM from “Draft” to “**Registered**”

Once complete, the details will then be displayed on the public register:

<http://mpiportal.force.com/publicregister>

Important Note on the “Draft” Status

Important facts to note about the “Draft” status:

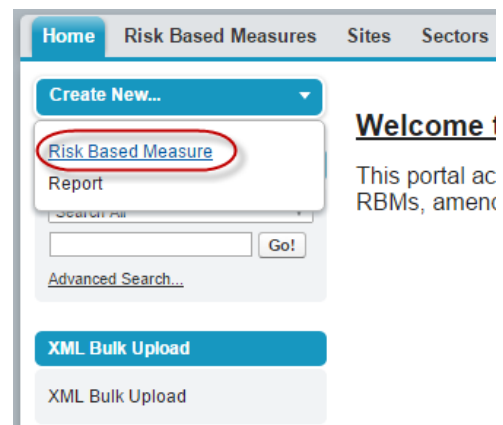
- **RBM**s will be automatically deleted after 3 days if they still have a status of “Draft”.
- RBM and Site details are not displayed on the public register when an RBM is in the “Draft” state.

RBM records are initially created with a status of “Draft”. Draft status doesn’t reflect that the record is being drafted or hasn’t yet been approved. It is simply a system mechanism to enforce data quality checks; a number of the checks are run when the status is changed to “Registered”, for example the system will display an error if you try and change the status to “Registered” and haven’t yet set up any Sites. Which is why a record needs to first be created as Draft.

6.2 Create a new Draft RBM

To create a new RBM in MAPS:

1. On the **Sidebar** click on the **Create New...** menu and select **Risk Based Measure**



The system will then display the "New Risk Based Measure" page:

Risk Based Measure Edit Save Save & New Cancel

New Risk Based Measure

Information = Required Information

Registration Number Status **Draft** ▼

Registration Type **--None--** Registration Date [1/06/2016] [1/06/2016]

Deemed FCP Expiry Date [1/06/2017] [1/06/2016]

End Date [1/06/2016]

Verification Agencies

Verification Agency

Available	Chosen
All Systems Go Auditing Limited	
Ashburton District Council	
Assured Audits New Zealand Limited	
AsureQuality Limited	
Auckland Council	

Operator of RBM

Legal Name NZBN

Trading Name Email

Day-to-Day Manager Position

Address Information

Postal Address

Town/City

Postcode

Country **New Zealand**

Address is Private

Trading Operations & Processes of Interest

Trading Operations

Available	Chosen
Caterer	
Eat in premises	
Export	
Home delivery	
Import	

Processes of Interest

Available	Chosen
Acidification	
Aseptic processing/packaging	
Canning/retorting	
Concentration	
Drying	

2. Copy the following details from the TA's registration management system to the "New Risk Based Measure" page in MAPS:

Field	Guidance/Notes
Registration Number	Enter the registration number that the TA has issued for this RBM. See section 14 of this document for the details of how TAs should allocate these numbers.
Registration Type	Allowed values: Template FCP, NP Level 3, NP Level 2, NP Level 1
FCP Template	<p>Template FCP sub types:</p> <ul style="list-style-type: none"> - MPI issued template (s39) - MPI Cheesemaker Template <p>MPI issued template (s39) is the category used for the "Simply Safe & Suitable" template FCP.</p>
Deemed FCP	This box was used at the start of Food Act implementation to indicate if the food business had a "deemed" food control plan according to section 430 of the Food Act 2014. As of 2022, this tickbox is now no longer relevant.
Registration Date	This should be the date that the RBM was registered by the TA under the Food Act 2014.
Expiry Date	The date on which the RBM is due to expire.
End Date	Leave this blank. <i>End Date should only be populated when an RBM is being surrendered or cancelled.</i>
Verification Agencies	Select the name of the organisation(s) responsible for verification functions for the registration and its sites.
Legal Name	Enter the name of the entity who is legally responsible for the registration. For example: the natural person, partnership, or registered company. If entering the name of a limited company please enter the word "Limited" in full, rather than "Ltd", and use names in full for individuals, rather than initials.
Trading Name	Enter the trading name (if any) of the entity responsible for the registration.
NZBN	Enter the New Zealand Business Number (if any) of the entity responsible for the registration.
Day-to-Day Manager Position	Enter the position of the manager responsible for the day-to-day operation of the registration, e.g. "Duty Manager".
Email	Enter the email address (if any) of the manager responsible for the day-to-day operation of the registration.
Postal Address	The postal address for the operator of the registration.
Town/City	
Postcode	
Country	
Address Is Private	If the postal address is a private dwellinghouse, the applicant can request this is withheld from the register. Check this box if the above address is a personal dwelling and the operator has requested confidentiality. The postal address will be displayed as "Private" on the public register.
Trading Operations	Select the distribution and trading types applicable to this registration.
Processes of Interest	Select the processes of interest that are involved in the registration.

3. Click **Save**

The screenshot shows a form with a dropdown menu set to 'Concentration Drying'. Below the dropdown are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save' button is circled in red.

The system will then save the RBM record with a status of "Draft"

6.3 Add Sites to the Draft RBM

1. Click on the **Add New Site** button at the bottom of the RBM page.

The screenshot shows two panels. The top panel is titled 'Sector Product' and contains a button 'Add/Remove Sector-Product' and the text 'No records to display'. The bottom panel is titled 'Sites' and contains a button 'Add New Site' which is circled in red, and the text 'No records to display'.

The system will then display the “New Site” page, prepopulating the registration numbers and copying the Name, NZBN and Position details from the RBM page:

Site Edit New Site

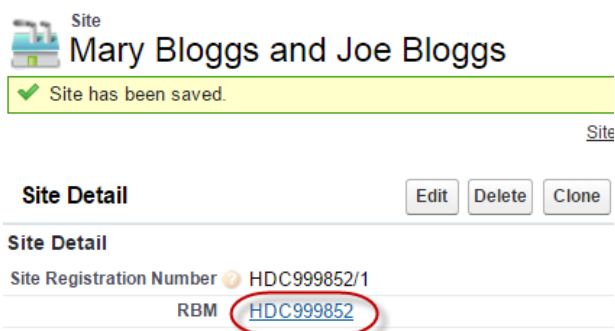
The 'Site Edit' form has a title bar with 'Save', 'Save & New', and 'Cancel' buttons. Below is the 'Site Detail' section with a legend 'I = Required Information'. Fields include: Site Registration Number (HDC999852/), RBM (HDC999852), Status (Active), Legal Name (Mary Bloggs and Joe Bloggs), NZBN (9429041731925), Trading Name (Birkenhead Coffee), and Day-to-Day Manager Position (Store Manager). The 'Site Location' section includes Physical Location, Town/City, and an Address is Private checkbox.

2. Set these fields as follows:

Field	Guidance/Notes
Site Registration Number	Enter the site registration number that the TA has issued for this RBM. See section 14 of this document for the details of how TAs should allocate these numbers. MAPS will prepopulate this value up to the slash, e.g. “HDC000152/”, reducing the amount the user has to enter/copy from the TA systems.
RBM	Leave this value. It controls the association between the Site and the RBM.
Status	Leave the Site Status as “Active”. “Active” indicates that a site is included in a registration and hasn’t been removed or suspended.
Legal Name	This should be the name of the entity who is legally responsible for the food business operating the site. Note that for NP registrations, the RBM legal name must match the legal name of the site(s).
Trading Name	This should be the trading name of the food business operating the site.
NZBN	This should be the New Zealand Business Number of the food business operating the site.
Day-to-Day Manager Position	The position of the manager responsible for the day-to-day operation of the site.
Physical Location	The physical location of the site expressed as an address. This must be a physical location rather than a postal address. In the case of mobile businesses this should be a nominated home base.
Town/City	
Address Is Private	If the site location is a private dwellinghouse, the applicant can request the location to be withheld from the register. Tick this checkbox if the site address is a personal dwelling and the operator has requested confidentiality. Doing so will cause the site’s physical location to be displayed as “Private” on the public register.

3. Click the **Save** button

- After creating and saving a Site record click on the **RBM link** to return to the RBM record.



- In the case of **multisite** registrations, **repeat** steps 1-4 until all sites have been added.

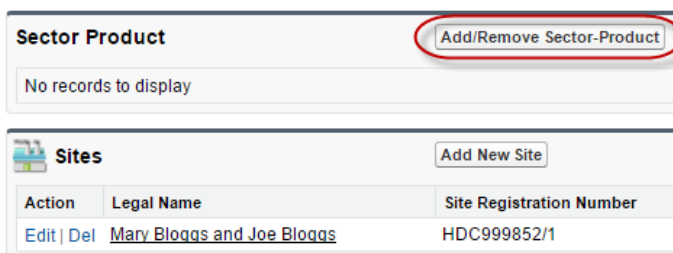
*Or, alternatively, you can use the **Clone** button shown on the Site screenshot above. When this is used the system will present you with the “New Site” page, except copying all values from the previous Site record. You can then edit the values before saving.*

6.4 Select the Sector/Products for the RBM

Before a new RBM can be registered it must have at least one Sector/Product selection.

To select Sector/Products for the RBM:

- Click on the **Add/Remove Sector-Product** button.



The system will then display the Sector Product Selection page:

Sector Product Selection

RBM Name: HDC999852 Status: Draft

Registration Type: NP Level 2 Legal Name: Auckland Cafes Limited

1. Sector Selection

Please select a Sector to add.

Sector: --None-- ▼ Add

2. Product Selection

Check or uncheck products under the selected sectors. To remove a Sector uncheck all its products.

- Click on the **Sector** dropdown box.
Note that the sector list is filtered according to the RBM’s registration type; for example, if it is an NP1 registration then only the NP1 sectors will be listed, whereas, if it’s a FCP registration then all the sectors will be listed. Only certain sectors can be used with the MPI Issued Template (s.39) – see the [Guidelines for Transferring Registration Data to MPI](#) document for further details about the Sector/Registration Type relationship. This document is available on the Regulators and Verifiers section of the MPI Food Safety website: <https://www.mpi.govt.nz/food-business/regulators-verifiers/>
- Select the relevant sector and click **Add**

Sector Product Selection

RBM Name: HDC999852 Status: Draft
 Registration Type: NP Level 2 Legal Name: Auckland Cafes Limited

1. Sector Selection
 Please select a Sector to add.

Sector: --None-- Add

2. Product Selection
 Check or uncheck products under the selected sectors. To remove a Sector uncheck all its products.

(The dropdown menu is open, showing a list of sectors such as Bakeries, Exempt (Schedule 3), Extractors and packers of honey, etc.)

The system will then list the Products for this sector:

Sector Product Selection

RBM Name: HDC999852 Status: Draft
 Registration Type: NP Level 2 Legal Name: Auckland Cafes Limited

1. Sector Selection
 Please select a Sector to add.

Sector: Horticultural production and packing operations Add

2. Product Selection
 Check or uncheck products under the selected sectors. To remove a Sector uncheck all its products.

Horticultural production and packing operations

- Herbs & spices
- Minimally processed fruits & vegetables
- Mushrooms
- Nuts & seeds

4. Choose **1 or more Products** by ticking the relevant checkboxes.
5. If the registration involves **more than one sector** repeat steps 2 through 4.

2. Product Selection
 Check or uncheck products under the selected sectors. To

Horticultural production and packing operations

- Herbs & spices
- Minimally processed fruits & vegetables
- Mushrooms
- Nuts & seeds

Extractors and packers of honey

- Honey

6. Once all the required Sectors and Products have been added to the Sector Product Selection page click **Save**

Note that if you save this page and a sector doesn't have any products checked then that sector will not be saved.

After saving you will be returned to the main RBM page. It will contain a list of the Sectors and Products you selected. This list also includes an indication of the registration type that they require. This may be useful if a registration involves opting up, for example, if a FCP registration also involves an NP sector.

Sector Product Add/Remove Sector-Product			
Action	Sector	Product	Sector Required Registration Type
	Horticultural production and packing operations	Minimally processed fruits & vegetables	NP Level 1
	Horticultural production and packing operations	Nuts & seeds	NP Level 1
	Extractors and packers of honey	Honey	NP Level 1

6.5 Change the Status of the RBM from Draft to Registered

Once you have created a draft RBM and added sites and sector/products you will be able to change its status to "Registered".

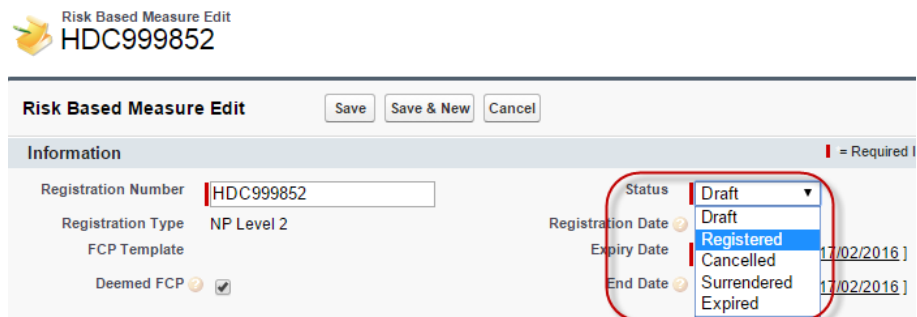
Doing so will mean that the RBM and its Sites are listed on the public register.

Please note that the following details are locked in and cannot be edited once you change the status to "Registered":

- Registration Date
- Registration Type
- Registration Number

If the RBM is still in a "Draft" state after 3 days it will be deleted, along with its site records.

1. On the RBM record click the **Edit** button
2. Click the Status dropdown box and select **Registered**



3. Click **Save**

This completes the process for recording a new RBM in MAPS. The registration is now showing on the public register.

7 Renew an RBM

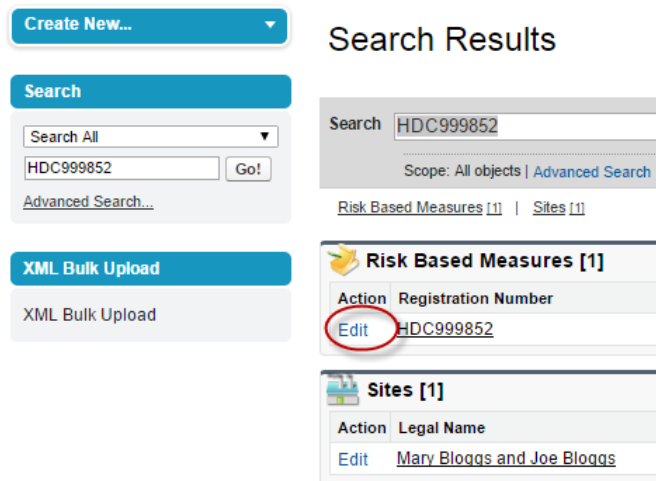
MAPS will automatically change an RBM’s status from “Registered” to “Expired” on the night of that RBM’s Expiry Date.

MAPS will allow you to renew an RBM if it is “Registered” or if the system has already changed the status to “Expired”. However, please refer to [Part 2 of Schedule 4](#) of the Act for the legislative requirements for renewal.

To renew an RBM:

1. Use the **Search** function to find the RBM in question.

Refer to section [11](#) for more details about searching in MAPS.

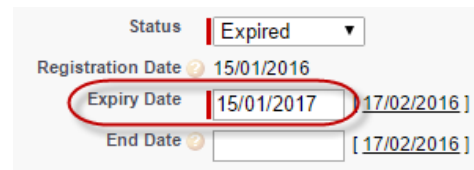


2. Click the **Edit** link beside the relevant RBM record in the search results.

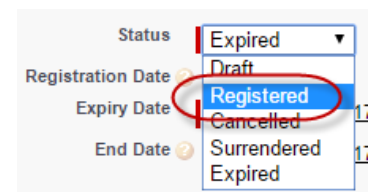
The system will then display the RBM Edit page.

3. On the RBM Edit page:

- Enter the new **Expiry Date**
This must be a future date



- If the RBM has already passed its Expiry Date you also need to change the **Status** from Expired to **Registered**



4. Click the **Save** button.

8 Cancel or Surrender an RBM

MAPS needs to be updated if a TA **cancels** an RBM or if a food operator **surrenders** their RBM registration.

1. Use the **Search** function to find the RBM in question.

Refer to section [11](#) for more details about searching in MAPS.

2. Click the **Edit** link beside the relevant RBM record in the search results.

The system will then display the RBM Edit page.

3. On the RBM Edit page:

- Change the **Status** to either **Cancelled** or **Surrendered**
- Enter the effective date of the cancellation or surrender into the **End Date** field. *This cannot be a future date.*

4. Click the **Save** button.

Once an RBM has been cancelled or surrendered in MAPS neither it, nor its sites, will be visible on the public register. Site statuses will change to *Inactive*. Note that you will not be able to update the RBM after changing its status to cancelled or surrendered. If you do make mistake, please contact maps.support@mpi.govt.nz for assistance.

9 Site Suspension

9.1 Suspend a Site

MAPS allows sites to be suspended through either mandatory suspension (by TA) or voluntary suspension (by food operator).

To record a site suspension in MAPS:

1. Use the **Search** function to find the RBM in question.

Refer to section [11](#) for more details about searching in MAPS.

2. Click the **Edit** link beside the relevant Site record in the search results.

The system will then display the Site Edit page.

The screenshot shows the search interface with a search bar containing 'HDC999852'. Below the search bar, there are two result sections. The first is 'Risk Based Measures [1]' with an 'Edit' link for 'HDC999852'. The second is 'Sites [1]' with an 'Edit' link for 'Mary Bloggs and Joe Bloggs', which is circled in red.

Alternatively, if you enter the Site Registration Number in the Search field the system should find a single Site record and open it automatically.

The screenshot shows the search interface with a search bar containing 'HDC025551/1'. Below the search bar, there is a result section for 'Sites [1]' with an 'Edit' link for 'Mary Bloggs and Joe Bloggs', which is circled in red.

3. On the Site Edit page change the **Status** from Active to either “Suspended - Mandatory” or “Suspended - Voluntary”

The screenshot shows the Site Edit page with a dropdown menu for 'Status'. The options are 'Active', 'Inactive', 'Suspended - Mandatory', and 'Suspended - Voluntary'. The last two options are circled in red.

4. Click the **Save** button.

While a site is suspended it will still be listed on the public register – showing the site’s status:

Site Registration Number ▼	Registration Type	Status	Legal Name
WCC876543/2	Template FCP	Suspended - Mandatory	The Burger Joint Franchises Limited

9.2 Unsuspend a Site

When the suspension period has elapsed the site status will need to be updated by a TA user. This functionality is not automated in MAPS.

To reactivate a site, following a suspension repeat steps 1 through 5 above, setting the Status to “Active” in step 4.

10 Update/amend an existing registration

TAs will need to update MAPS when they approve an amendment to an RBM (and that amendment impacts details stored in MAPS).

10.1 Updating RBM Details

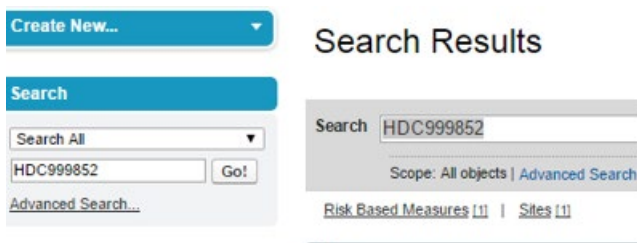
MAPS will allow you to edit all RBM details except for the following:

- Registration Date
- Registration Number

These details are locked in when you first change the status to “Registered”.

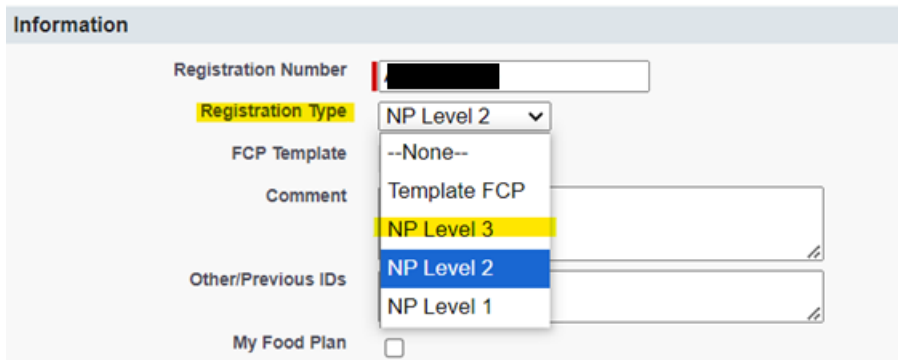
10.2 Changing a Registration Type (RBM Type)

MAPS will allow you to change the RBM Type for a registered RBM. Changes to RBM Type must be made manually and cannot be made via XML. Search for ID and open the RBM:



10.2.1 Moving “up” an RBM level:

If you are changing from a lower-level Registration Type, eg NP1, to a higher level, eg NP3, select the relevant new Registration Type and click Save. In the example below, the Registration Type is moving from NP2 to NP3. If RBM Type is moving up to Template FCP, you will also need to enter the FCP Template. “MPI issued template (s39)” is the category used for the “Simply Safe & Suitable” template FCP.



Once the new RBM Type is saved, check the Sector Product section of the RBM to determine if any sector/product changes are needed before the Registration Type is changed. If changes are needed, click **Add/Remove Sector-Product** button. See section [6.4](#) for further details.

10.2.2 Moving “down” an RBM level:

If you are changing from a higher-level Registration Type, eg Template FCP or NP3, to a lower level, eg NP1, first check the Sector Product section of the RBM to determine if any sector/product changes are needed before the Registration Type is changed.

MAPS will not allow the RBM Type to change if there are higher level sectors remaining in Sector Product. You can determine the RBM level of a sector by viewing the “Sector Required Registration Type” in Sector Product.

Sector Product			
Action	Sector	Product	Sector Required Registration Type
	Retailers of hot beverages and shelf-stable manufacturer-packaged foods only	Hot beverages	NP Level 1

If changes are needed, click **Add/Remove Sector-Product** button. See section 6.4 for further details.

If you try to update a RBM Type that contains a Sector Product at a higher level, you will get the error below. Click Cancel and edit the Sector Products before trying to edit RBM Type.

Risk Based Measure Detail

Save Cancel

Error: Please update Sector/Products prior to reducing the Registration Type

Registration Authority

If RBM Type is moving down from Template FCP to an NP level, the FCP Template will automatically delete and change to “None”.

10.3 Changing an RBM’s Sector/Product Selection

MAPS will allow you to change the set of sectors and products selected for an RBM. To do so: search for and open the RBM then click the **Add/Remove Sector-Product** button. See section 6.4 for further details.

10.4 Updating Site Details

MAPS will allow you to edit all Site details except for the Site Registration Number. If you change the legal name of an NP site, MAPS will require you to first change the RBM legal name so that it then matches all new legal name(s) of the site(s).

10.5 Add a new Site to an existing RBM

If the amendment approved by the TA involves the addition of a new site MAPS will need to be updated to reflect that. Follow the same steps described in section 6.3 to add the additional site to the RBM.

10.6 Remove A Site from a Multi-Site Registration

If the amendment approved by the TA involves the removal of a site from a multi-site registration MAPS should be updated as follows.

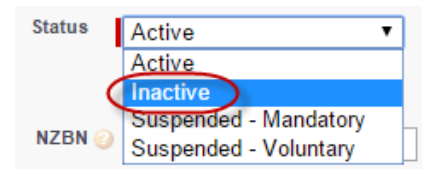
1. Use the **Search** function to find and open the RBM in question.
Refer to section 11 for more details about searching in MAPS.
2. Scroll down to the **Sites** list on the RBM page and click Edit alongside the site to be removed.

Sites Add New Site						
Action	Legal Name	Site Registration Number	Trading Name	Physical Location	Town/City	Status
Edit Del	HB Cafes Limited	HDC051800/1	Hastings Coffee House	1 Main Street	Hastings	Active
Edit Del	HB Cafes Limited	HDC051800/2	Havelock North Coffee House	1 Main Street	Havelock North	Active

The system will then display the Site Edit page.

3. On the Site Edit page change the **Status** from Active to “**Inactive**”

4. Click the **Save** button.



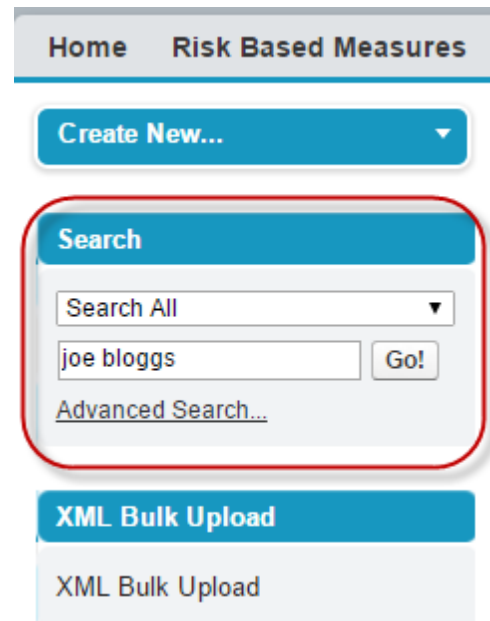
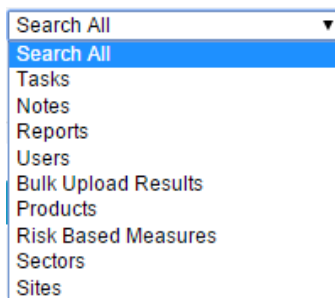
A site having a status of “Inactive” indicates that that site has been removed from the registration. Inactive sites are not listed on the public register.

11 Searching for RBM and Site Records

The Search box on the left-hand sidebar in MAPS is the main mechanism for searching in MAPS.

Simply enter the search term in the search box and click the **Go!** button.

Note that you can change the scope for the search by clicking on the dropdown box. This will allow you to search only for Sites or only for RBM records. However, it is usually best just to leave it set to "Search All".



After clicking the **Go!** button the system will list all the records matching the search term you supplied:

Search Results

Search Search

Scope: All objects | [Advanced Search](#)

[Risk Based Measures \[1\]](#) | [Sites \[3\]](#)

Risk Based Measures [1]									
Action	Registration Number	Registration Authority Name	Registration Type	Registration Date	Expiry Date	Legal Name	Trading Name	Status	Last Modified Date
Edit	HDC051739	Hastings District Council	Template FCP	26/02/2015	26/02/2016	Mary Bloggs and Joe Bloggs		Registered	19/02/2016

Sites [3]							
Action	Legal Name	Site Registration Number	Trading Name	Physical Location	Town/City	Status	Last Modified Date
Edit	Mary Bloggs and Joe Bloggs	HDC999852/1	Birkenhead Coffee	asdf	asdf	Inactive	17/02/2016
Edit	Mary Bloggs and Joe Bloggs	HDC051739/2	Birkenhead Coffee	asdf	sadf	Active	15/02/2016
Edit	Mary Bloggs and Joe Bloggs	WCC000129/2	Mary Bloggs and Joe Bloggs	123 Onewa Road	Birkenhead	Active	7/12/2015

There are no matching: Activities, Notes, Reports, Users, Bulk Upload Results, Products, Sectors

Note that MAPS searches across all registration authorities, not just the RA(s) for which you have authorisations.

When looking for RBMs that match the supplied search term the system will look in the following fields:

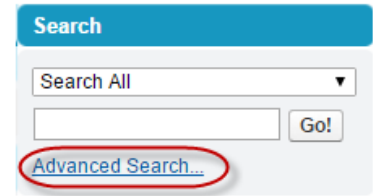
- Registration Number
- Legal Name
- Trading Name
- Town/City

When looking for Sites that match the supplied search term the system will look in the following fields:

- Site Registration Number
- Legal Name
- Trading Name
- Town/City

11.1 Advanced Search

If you want to search for search via an attribute that listed above, such as a Site’s **Physical Location**, click on the **Advanced Search** link.



The system will then display the Advanced Search form:

Advanced Search

Search

Advanced Options

Use enhanced search capabilities [i](#)

Exact phrase

Scope

[Select All](#) | [Deselect All](#)

<input type="checkbox"/> Tasks	<input type="checkbox"/> Notes	<input type="checkbox"/> Attachments
<input type="checkbox"/> Reports	<input type="checkbox"/> Users	<input type="checkbox"/> Bulk Upload Results
<input type="checkbox"/> Products	<input type="checkbox"/> Risk Based Measures	<input type="checkbox"/> Sectors
<input type="checkbox"/> Sites		

When you use the Advanced Search (with the “Use enhanced search capabilities” checkbox ticked) the system will search all RBM and Site fields.

12 MAPS Reports

Click on the **Reports tab** to access MAPS' reporting functionality.



12.1 Published TA Reports

For go-live (1 March 2016) MPI has established two reports for TA users:

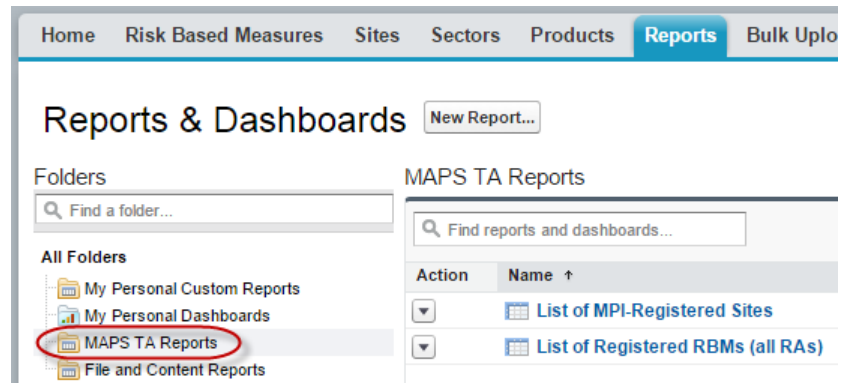
a) List of MPI-Registered Sites

This report provides a list of MPI-registered sites grouped by local authority. The purpose of this report is to give the TAs visibility of the food businesses in their boundaries that are registered with MPI.

b) List of Registered RBMs (all RAs)

This is a full list of all registered RBMs. This report is intended as a base report from which TA users can customise their own reports.

These two reports are available in the **MAPS TA Reports** folder:



Simply click on the report's name to run it. From there you can export it, print it or customise it.

12.2 Personal Custom Reports

MAPS allows TA users to customise and save their own reports. These get saved to the **My Personal Custom Reports** folder.

The following steps describe how a TA user can create their own custom reports. In this example we will create a copy of the "List of MPI-Registered Sites" report and add an additional filter to show MPI-registered sites for a selected local authority.

... continued next page...

1. Open the “List of MPI-Registered Sites” report and click on the **Customize** [sic] button.

List of MPI-Registered Sites

Report Generation Status: Complete

Report Options:

Summarize information by: Local Authority Name (dropdown) Show: All risk based measures

Buttons: Run Report, Hide Details, **Customize**, Save As, Printable View

Filtered By:
 Status equals Active,Suspended - Mandatory,Suspended - Voluntary
 AND Status equals Registered,Expired
 AND Registration Authority Name equals Ministry for Primary Industries

Grouped By: Local Authority Name
 Sorted By: Local Authority Name (dropdown)

MAPS will then display the Report Builder page:

Report Type: Risk Based Measures with Sites
List of MPI-Registered Sites

Buttons: Save, Save As, Close, Report Properties, Add Report Type, Run Report

Fields: Formulas, Bucket Fields, Risk Based Measure: Info, Risk Based Measure: ID, Risk Based Measure: Registration Date, *SYS_Draft Expired, *SYS_Record Type Name, *SYS_RT Value, *SYS_Highest RT Value, *SYS-Number of Sites W/O, Address is Private, Bulk Dataload Job, Companies Office Register

Filters: Add, Show: All risk based measures, Date Field: Registration Date, Range: All Time, From: [calendar icon]

Status equals "Active,Suspended - Mandatory,Suspended - Voluntary"
 AND Status equals "Registered,Expired"
 AND Registration Authority Name equals "Ministry for Primary Industries"

Preview: Summary Format, Show, Add Chart, Remove All Columns

Site Registration Number ↑	Registration Type	Status	Site: Legal Name	Trac
Local Authority Name: Wellington City Council (1 Record)				
Drop a field here to create a grouping. Hide				
MPI000106/1	Custom FCP	Active	MAPS Smoke Test	MAP
Grand Totals (1 records)				

This preview shows a limited number of records. Run the report to see all results.

2. On the Field selector scroll down to the Site fields and select the **Local Authority Name** field

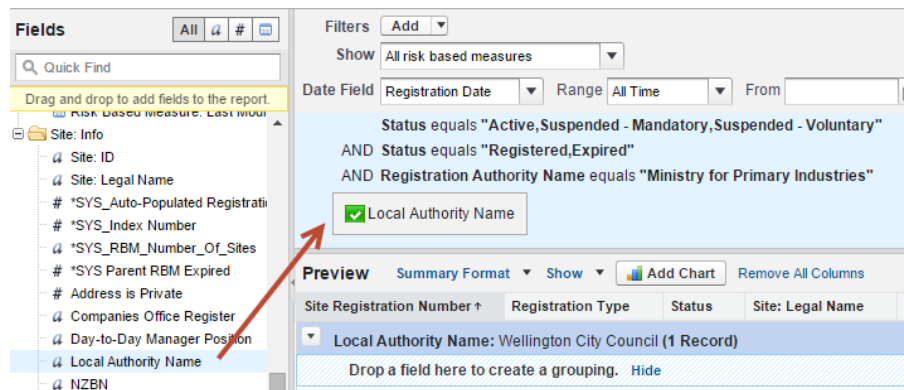
Fields: All, [lock icon], [refresh icon], [help icon]

Quick Find: [input field]

Drag and drop to add fields to the report.

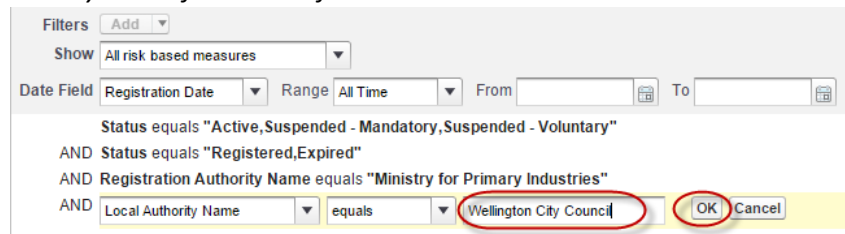
- Site: Info
 - Site: ID
 - Site: Legal Name
 - *SYS_Auto-Populated Registrati
 - *SYS_Index Number
 - *SYS_RBM_Number_Of_Sites
 - *SYS Parent RBM Expired
 - Address is Private
 - Companies Office Register
 - Day-to-Day Manager Position
 - Local Authority Name**
 - NZBN

3. **Drag and drop** the Local Authority Name field into the **Filters** section



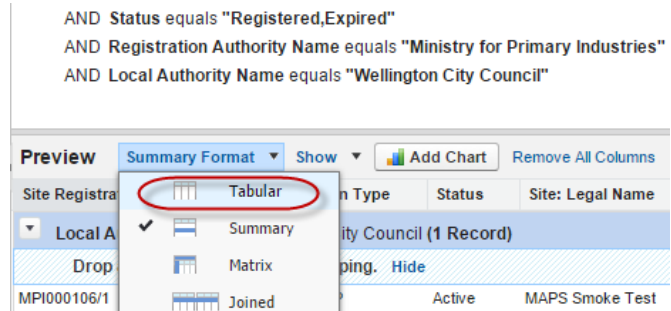
The system will then add the Local Authority Name field to the filter list:

4. Type the **name of your TA** into the filter value field and click **OK**.

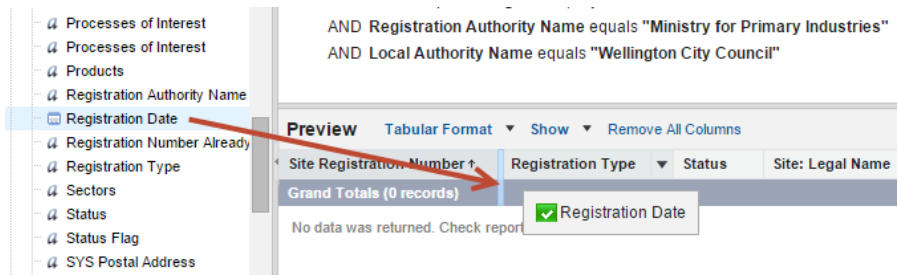


The system will then commit the additional filter.

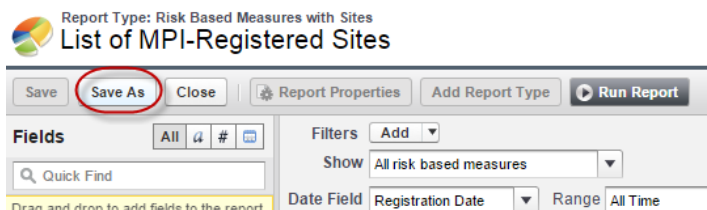
5. Note that the report is still also grouped by Local Authority Name. This isn't required now that the report filtered to a single local authority. To remove the grouping you can simply change the **report type** from Summary to **Tabular**.



6. If you want to add or remove any columns from the report simply **drag and drop** them to or from the Preview panel.



7. Once you are finished customising the report you can save it by clicking the **Save As** button



The system will then display the Save Report As prompt:

8. Enter a report name and either click **Save** or **Save and Run Report**.

Save Report As Help for this Page ? x

Report Name: MPI-Registered Sites in Wellington

Report Description:

Report Folder: My Personal Custom Reports

Buttons: Save, Save and Run Report, Cancel

This report will then be available when you click on your **My Personal Custom Reports** folder:

Reports & Dashboards New Report...

Folders

Find a folder...

All Folders

- My Personal Custom Reports
- My Personal Dashboards
- MAPS TA Reports
- File and Content Reports

My Personal Custom Reports

Find reports and dashboards...

Action	Name ↑
▼	MPI-Registered Sites in Wellington

Further information on Salesforce Report Builder can be found on the Salesforce help website:
https://help.salesforce.com/s/?language=en_US

13 XML Bulk Upload

As well as allowing TA users to enter data manually via web forms, MAPS also has a bulk upload function. This is known as the XML Bulk Upload because the data supplied needs to be uploaded in a structured XML file.

Please refer to the [Guidelines for Transferring Registration Data to MPI](#) document for further details about the XML file should be structured. This document is available on the Regulators and Verifiers section of the MPI Food Safety website: <https://www.mpi.govt.nz/food-business/regulators-verifiers/>

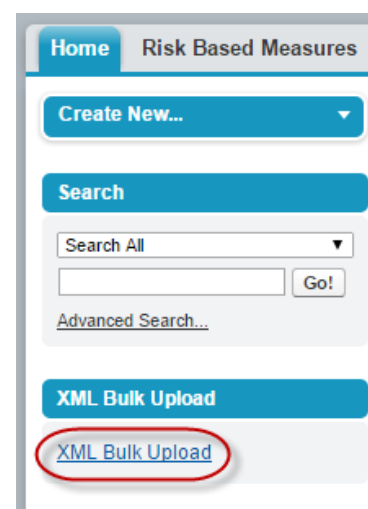
13.1 Upload Frequency

MPI would like the public register to be no more than one day out-of-date at any time. That means that TAs choosing to use the XML bulk upload functionality should upload their files into MAPS on a daily basis (if they have any created or updated RBM/Site data for that day).

13.2 How to Upload an XML File

Once you log into MAPS you will see an “XML Bulk Upload” section on the left-hand side of the homepage.

Click on the **XML Bulk Upload** link.



The system will then display the XML Bulk Upload page:

Click on the **Choose file** button and select the XML file from your computer or network.

The “Choose Registration Authority” dropdown box will normally be disabled. This will only be enabled if you are authorised to update data for multiple TAs. In that case you will need to select the name of the TA that you are uploading data for.

 A screenshot of the 'XML Bulk Upload' page. The page title is 'XML Bulk Upload'. Below the title, there is a message 'Please select a file to upload.' followed by a 'Choose file' button (highlighted with a red circle) and the text 'No file chosen'. Below this is a 'Choose Registration Authority:' label followed by a dropdown menu showing 'Hastings District Council'. At the bottom right of the form, there is a 'Process' button (highlighted with a red circle).

Once you have selected the file to upload and selected RA (if applicable) click the **Process** button.

The system will then begin processing the data in the XML file. Files that have less than about 20 RBMs and 30 Sites will be processed in a matter of seconds.

Once MAPS has finished processing the XML file it will display the **Bulk Upload Results** page:

Bulk Upload Result
Result-3988

[Back to List: Bulk Upload Results](#)

[Printable View](#)

[Risk Based Measures \[4\]](#) | [Notes & Attachments \[1\]](#)

Bulk Upload Result Detail

Bulk Upload Result #	Result-3988	Owner	Hastings User 1
Status	Finished	Start Time	18/02/2016 6:08 PM
Status Flag		End Time	18/02/2016 6:08 PM
Report Link	Click Here		

Statistics

RBM Success Count	4	Site Success Count	22
RBM Failure Count		Site Failure Count	
RBM Warning Count	0		

Description

Error Message

Warning Message

Created By [Hastings User 1](#), 18/02/2016 6:08 PM

Last Modified By [Hastings User 1](#), 18/02/2016 6:08 PM

Custom Links [Errors Help](#)

Risk Based Measures

Action	Registration Number	Registration Type	Registration Date	Expiry Date	Legal Name	Trading Name	Status	Last Modified Date	Status Flag
Edit Del	HDC040508	Template FCP	26/02/2015	26/02/2016	The Burger Joint Franchises Limited	The Burger Joint New Zealand	Registered	18/02/2016	
Edit Del	HDC040509	Template FCP	26/02/2015	26/02/2016	The Burger Joint Franchises Limited	The Burger Joint New Zealand	Registered	18/02/2016	
Edit Del	HDC040510	Template FCP	26/02/2015	26/02/2016	The Burger Joint Franchises Limited	The Burger Joint New Zealand	Registered	18/02/2016	
Edit Del	HDC040511	Template FCP	26/02/2015	26/02/2016	The Burger Joint Franchises Limited	The Burger Joint New Zealand	Registered	18/02/2016	

Notes & Attachments

[New Note](#) | [Attach File](#) | [View All](#)

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	MAPS Update 2016 02 18.xml.bt	18/02/2016 6:08 PM	Hastings User 1

Take note of the **Status** value on this page. It indicates if the upload was successful or not. The status values are defined as follows:

- **Finished** means the entire file was processed successfully and no errors or warnings were encountered.
- **Failed** means the upload process encountered one or more validation errors and none of the data was saved to MAPS. *Note that if the MAPS upload encounters any errors it will not save any of the data.* See Appendix 2 for an example of a failed upload result.
- **Finished with Warnings** means all of the data in the upload file was processed successfully but warnings were encountered. As an example of a warning: the system will display a warning if a file contains details to be updated to an existing RBM and that file indicates a different registration type to that in MAPS. MAPS does not allow registration type to be changed on existing registrations. See Appendix 2 for an example of an upload results page showing warnings.

The **Statistics** section of the results page indicates the number of records that were processed and the number of records that encountered warnings or errors. Note that the success counts indicate the number of records that were created or updated.

When a TA initially starts using the XML bulk upload function users are encouraged to verify their data has been uploaded to MAPS correctly by **spot-checking** their records in MAPS. The Risk Based Measures list at the bottom of the Bulk Upload Results page may be useful in doing this; it lists the RBM records that were created or updated as a result of a upload job. Clicking on the Registration Number link will display the RBM details in MAPS.

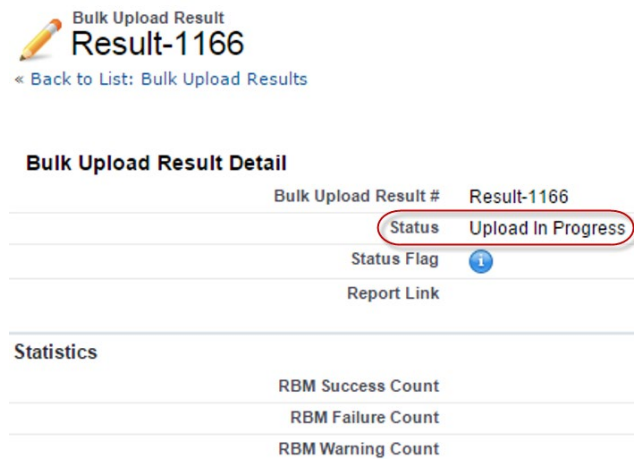
13.3 Maximum File Size

The XML Bulk Upload function in MAPS doesn't currently have a firm size limit. However, MPI recommends that TAs do not upload more than **200 RBM records in a single XML file**. The upload may encounter errors if you go beyond this threshold.

13.4 Asynchronous Processing

The process described on the previous page is of a synchronous process; that is, where the file is processed while you wait.

If you upload a file that has a total number of RBM and Site records that exceeds a certain threshold (currently set to 200) the system will process the file asynchronously. That means that, after selecting your file and clicking the "Process" button, the system will display the Bulk Upload Results page with a status of "Upload Submitted" or "Upload In Progress".

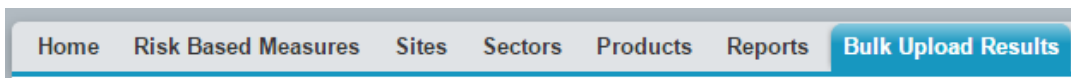


The system will then process the upload as a background job. Performance testing has indicated that MAPS is able to process an XML file with a couple hundred RBMs and a few hundred Sites in less than a minute.

The system will then email you when the job is complete. However, given the fast performance times, it may be easier just to refresh the bulk upload results page after 30 seconds or one minute to check the results.

13.5 View Previous Upload Results

You can review details for previous upload results by clicking on the Bulk Upload Results tab:



This section will list all errors and warnings.

14 Appendix 1 - Registration Number Standards

14.1 Formatting Standard for RBM and Site Registration Numbers

Each RA should allocate its own registration numbers according to the following standard.

They should consist of: three characters denoting the registration authority followed by 6 numeric digits. For example: ASH000125.

MPI has allocated a unique three character RA code to each RA (see below). Each RA is then able to use the 6 digit number range to ensure its registrations are uniquely identified. As long as registration numbers are unique for a given RA then they will also be unique nationally.

Sites also need to be uniquely identifiable, and so they should be given a Site Registration Number. This should consist of the RBM's registration followed by a unique integer. The first site should be numbered one, with that integer incrementing by one for each additional site. For example, the first site in registration ASH000125 would have a Site Registration Number of ASH000125/1.


14.2 Three-Letter RA Codes

The three-character RA codes are as follows:

Name	Code
Ashburton District Council	ASH
Auckland Council	AKC
Buller District Council	BDC
Carterton District Council	CDC
Central Hawkes Bay District Council	CHB
Central Otago District Council	COD
Chatham Islands Council	CTI
Christchurch City Council	CCC
Clutha District Council	CLT
Dunedin City Council	DCC
Far North District Council	FND
Gisborne District Council	GBD
Gore District Council	GDC
Grey District Council	GRD
Hamilton City Council	HMC
Hastings District Council	HDC
Hauraki District Council	HRD
Horowhenua District Council	HRW
Hurunui District Council	HRN
Hutt City Council	HCC
Invercargill City Council	ICC
Kaikoura District Council	KKR
Kaipara District Council	KPC
Kapiti Coast District Council	KCD
Kawerau District Council	KDC
Mackenzie District Council	MCK
Manawatu District Council	MNW
Marlborough District Council	MBD
Masterton District Council	MST
Matamata-Piako District Council	MPD
Ministry for Primary Industries	MPI
Napier City Council	NPC
Nelson City Council	NCC
New Plymouth District Council	NPD


Name	Code
Opotiki District Council	ODC
Otorohanga District Council	OTH
Palmerston North City Council	PNC
Porirua City Council	PCC
Queenstown-Lakes District Council	QLD
Rangitikei District Council	RGT
Rotorua Lakes Council	RDC
Ruapehu District Council	RPH
Selwyn District Council	SDC
South Taranaki District Council	STD
South Waikato District Council	SWK
South Wairarapa District Council	SWR
Southland District Council	SLD
Stratford District Council	SFD
Tararua District Council	TRD
Tasman District Council	TMD
Taupo District Council	TPD
Tauranga City Council	TCC
Thames-Coromandel District Council	TCR
Timaru District Council	TDC
Upper Hutt City Council	UHC
Waikato District Council	WKD
Waimakariri District Council	WMR
Waimate District Council	WMT
Waipa District Council	WPD
Wairoa District Council	WRD
Waitaki District Council	WTK
Waitomo District Council	WTD
Wanganui District Council	WGN
Wellington City Council	WCC
Western Bay Of Plenty District Council	WBP
Westland District Council	WDC
Whakatane District Council	WKT
Whangarei District Council	WGR

15 Appendix 2 – Examples of Bulk Upload Results pages

 Bulk Upload Result
Result-0547 Printable View

[← Back to List](#) [Notes & Attachments \[2\]](#)

Bulk Upload Result Detail

Bulk Upload Result #	Result-0547	Owner	Hastings User 1
Status	Failed	Start Time	24/12/2015 11:48 AM
Status Flag		End Time	24/12/2015 11:48 AM
Report Link			

Statistics

RBM Success Count	0	Site Success Count	0
RBM Failure Count	1	Site Failure Count	0
RBM Warning Count	0		

Description

Error Message: **Risk Based Measure Errors**
HDC026031:

- RBM HDC026031 has no value for Verification Agency


Warning Message

Created By: [Hastings User 1](#), 24/12/2015 11:48 AM Last Modified By: [Hastings User 1](#), 24/12/2015 11:48 AM

Custom Links: [Errors Help](#)


Notes & Attachments [New Note](#) [Attach File](#) [View All](#)

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Errors.bt	24/12/2015 11:48 AM	Hastings User 1
Edit View Del	Attachment	026031-026032 1.1st RBM missing value - VerificationAgencies.xml.txt	24/12/2015 11:48 AM	Hastings User 1

 Bulk Upload Result
Result-0913 Printable View

[← Back to List](#) [Risk Based Measures \[1\]](#) | [Notes & Attachments \[2\]](#)

Bulk Upload Result Detail

Bulk Upload Result #	Result-0913	Owner	Hastings User 1
Status	Finished with Warnings	Start Time	15/01/2016 7:34 AM
Status Flag		End Time	15/01/2016 7:34 AM
Report Link	Click Here		

Statistics

RBM Success Count	1	Site Success Count	1
RBM Failure Count		Site Failure Count	
RBM Warning Count	1		

Description


Error Message


Warning Message: **Risk Based Measure Warnings**
HDC026006:

- Warning: the upload file indicates a change to "Registration Date". This change couldn't be applied as "Registration Date" can't be changed after initial registration.

Created By: [Hastings User 1](#), 15/01/2016 7:34 AM Last Modified By: [Hastings User 1](#), 15/01/2016 7:34 AM

Custom Links: [Errors Help](#)

 **Risk Based Measures**

Action	Registration Number	Registration Type	Registration Date	Expiry Date	Legal Name	Trading Name	Status	Last Modified Date	Status Flag
Edit Del	HDC026006	Template FCP	24/12/2015	14/01/2017	Pikachu 14/01/16 12:00 a.m.	Pooh Pooh Simpson Great	Registered	15/01/2016	

Notes & Attachments [New Note](#) [Attach File](#) [View All](#)

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Warnings.bt	15/01/2016 7:34 AM	Hastings User 1
Edit View Del	Attachment	026006 1.1 New RBM with single valid VA.xml.txt	15/01/2016 7:34 AM	Hastings User 1