
AHS Identity & Access Management (AHS IAM) Alberta Vaccine Booking System (AVBS) Reports User Guide

This guide supports these AVBS roles in the **community**, **Alberta Health**, and **Alberta Health Services**:

- AVBS AHS Authorized Approver Admins
- AVBS AHS Authorized Approvers / Managers working in AHS zones and Health Link
- AVBS (Community) Authorized Approver Admins
- AVBS Site Representatives / Authorized Approvers working in community (W DFA code) facilities

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Prerequisite to AHS IAM Access


To use the AHS Identity & Access Management (AHS IAM) system, you must have completed your AHS IAM Security Profile. If you have not created your Security Profile, please use the [AHS IAM Security Profile User Guide](#) linked here and always available on the [AHS IAM Support Page](#) under [Learning](#).

Prerequisite to Managing AVBS Reports in AHS IAM

AVBS Authorized Approver Admins, Site Representatives, Authorized Approvers, and Managers must have been set up to act in that capacity by AVBS Administrators. [AVBS AHS Authorized Approvers / Admins must have the correct Delegation of Human Resources Authority \(DOHRA\)](#). More information is available on the [AHS IAM Support Page](#) under [Authorized Approvers](#).

Questions can be directed to [eHealth Services Provider Support](#) 1-855-643-8649 or the [AHS IT Service Desk](#) 1-877-311-4300.

Log into AHS IAM

ENTER the AHS IAM URL into your internet web browser  <https://iam.albertahealthservices.ca>

If prompted, ENTER your RSA SecurID token username and passcode into the AHS remote login screen.

ENTER your [Username](#) and [Password](#)

CLICK  [Log in](#)

Generate Reports

In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen will appear and will look different depending on your role.

Instructions follow for each of these four (4) AVBS roles:

[AVBS AHS Authorized Approver Admins \(AAAs\)](#)

[AVBS AHS Authorized Approvers \(AAs\) / Managers](#)

[AVBS \(Community\) Authorized Approver Admins \(AAAs\)](#)

[AVBS \(Community\) Site Representatives / Authorized Approvers \(AAs\)](#)

AVBS AHS Authorized Approver Admins (AAAs)

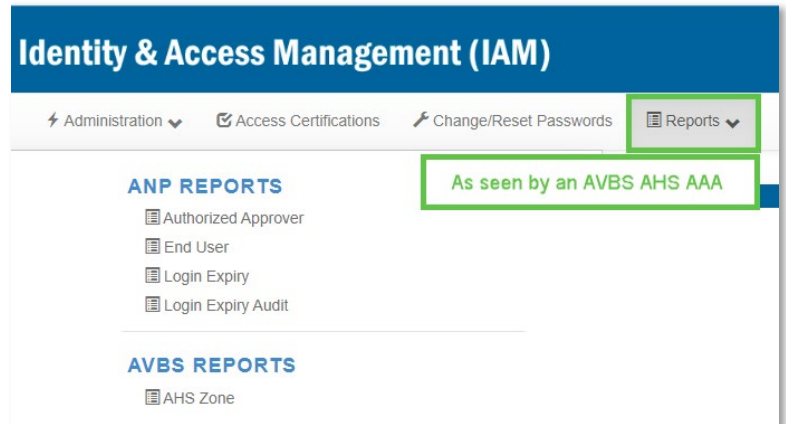
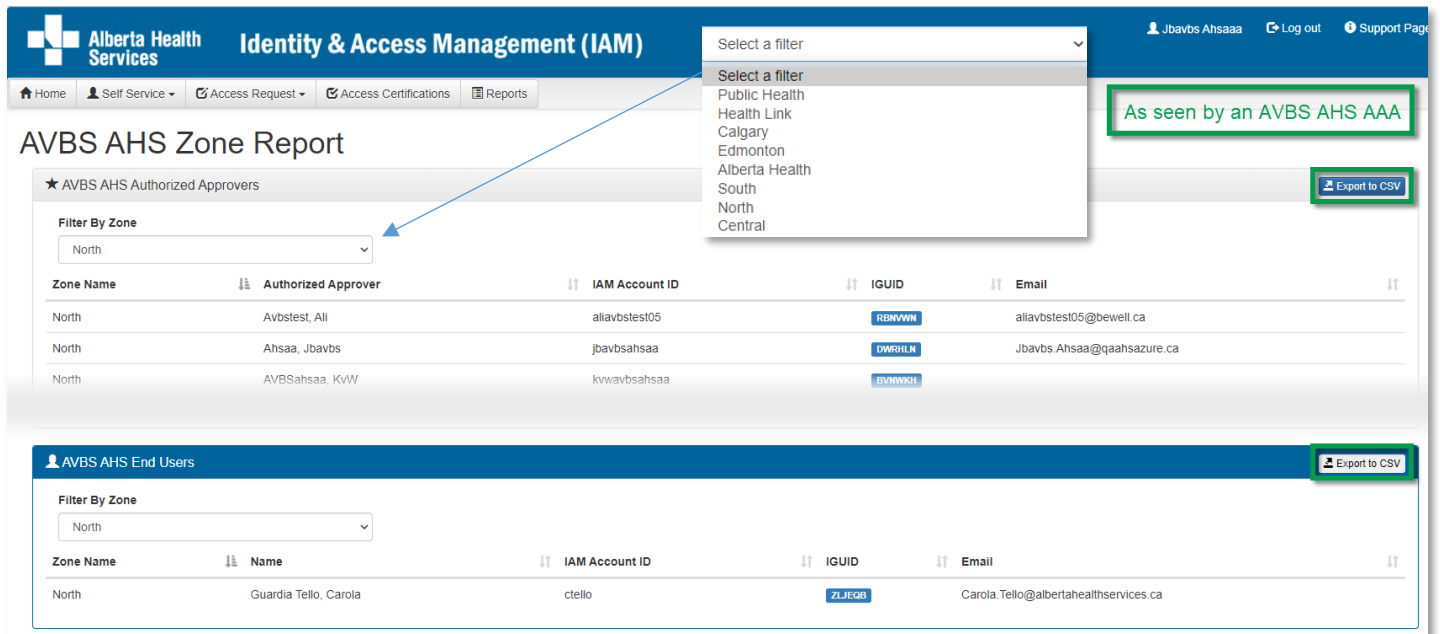
In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [AVBS AHS Zone](#)

- AVBS AHS AAAs, you will only see information for the zone(s) and Authorized Approvers you manage.

AVBS AHS Zone Report

★ AVBS AHS Authorized Approvers

Filter By Zone: North

Zone Name	Authorized Approver	IAM Account ID	IGUID	Email
North	Avbstest, All	aliavbstest05	RBMVWN	aliavbstest05@bewarell.ca
North	Ahsaa, Jbavbs	jbavbsahsaa	DWRHLN	Jbavbs.Ahsaa@qaahsazure.ca
North	AVBSahsaa, KkW	kwwavbsahsaa	EDVWKG1	

Export to CSV

AVBS AHS End Users

Filter By Zone: North

Zone Name	Name	IAM Account ID	IGUID	Email
North	Guardia Tello, Carola	ctello	ZLJEQB	Carola.Tello@albertahealthservices.ca

Export to CSV

Two panes appear – you may need to scroll up / down to see them:

[AVBS Authorized Approvers](#)

[AVBS AHS End Users](#)

You can [Filter by Zone](#)

You can [Export to CSV](#)

CSV files are used to export content to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

CLICK [Home](#) or [Log out](#)

Complete 


AVBS AHS Authorized Approvers (AAs) / Managers

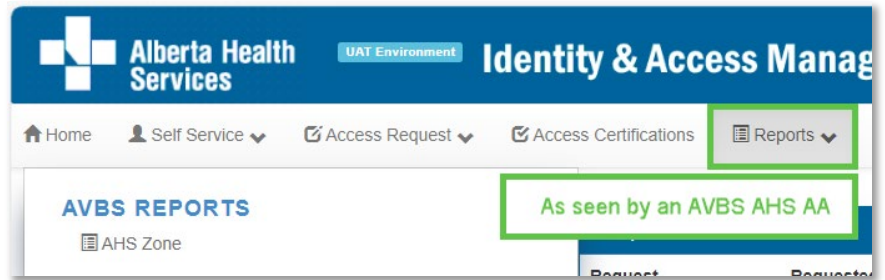
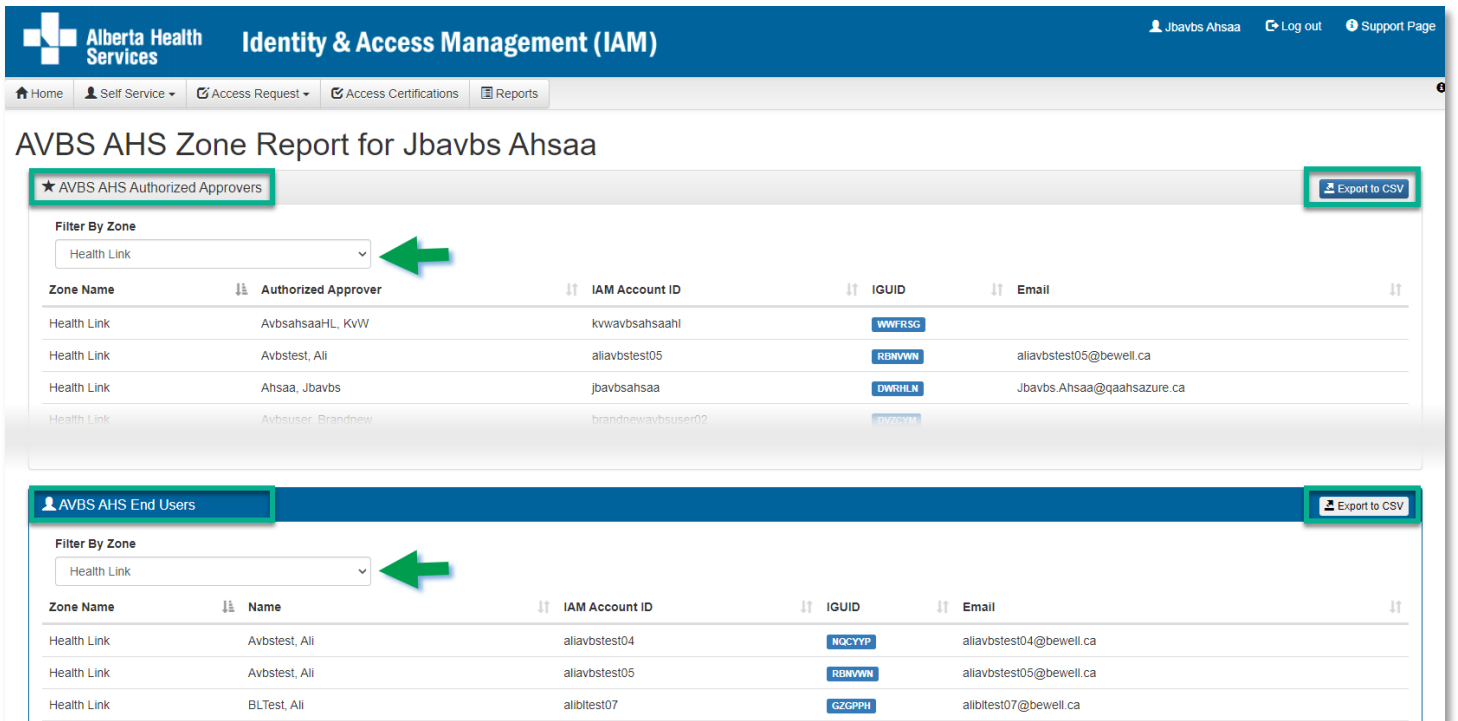
In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [AVBS AHS Zone](#)

 AVBS AHS AAs / Managers, you will only see information for the zone(s) and end-users you manage.

AVBS AHS Authorized Approvers

Zone Name	Authorized Approver	IAM Account ID	IGUID	Email
Health Link	AvbsahsaHL, KWW	kwwavbsahsaahl	WWFRSG	
Health Link	Avbstest, Ali	aliavbstest05	RBNVWN	aliavbstest05@bewarell.ca
Health Link	Ahsaa, Jbavbs	jbavbsahsaa	DWRHLN	Jbavbs.Ahsaa@qaahsazure.ca
Health Link	Avbuser, Brandnew	brandnewavbuser02		

AVBS AHS End Users

Zone Name	Name	IAM Account ID	IGUID	Email
Health Link	Avbstest, Ali	aliavbstest04	NQCYP	aliavbstest04@bewarell.ca
Health Link	Avbstest, Ali	aliavbstest05	RBNVWN	aliavbstest05@bewarell.ca
Health Link	BLTest, Ali	alibitest07	GZGPH	alibitest07@bewarell.ca

Two panes appear – you may need to scroll up / down to see them:

[AVBS AHS Authorized Approvers](#)

[AVBS AHS End Users](#)

You can [Filter by Zone](#)

You can [Export to CSV](#)

CSV files are used to export content to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

CLICK  [Home](#) or [Log out](#)

Complete 


AVBS (Community) Authorized Approver Admins (AAAs)

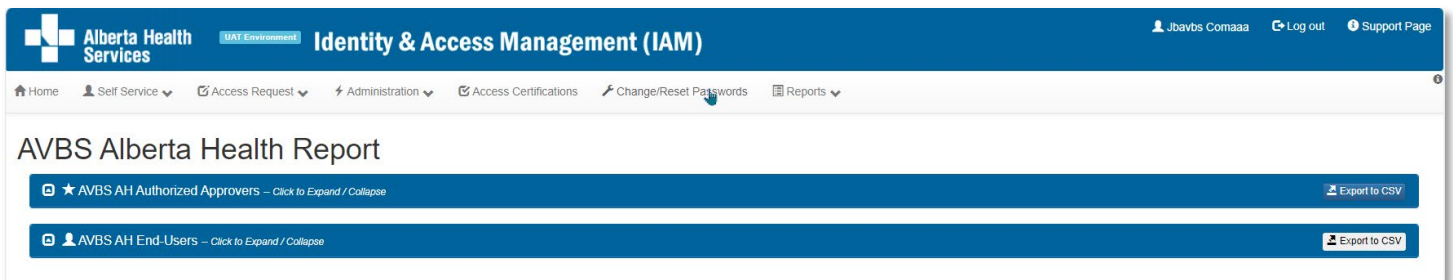
In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS REPORTS](#)

CLICK [Alberta Health](#)

 You will only see information for the AVBS AH Authorized Approvers and End-Users you manage.



EXPAND **AVBS AH Authorized Approvers**

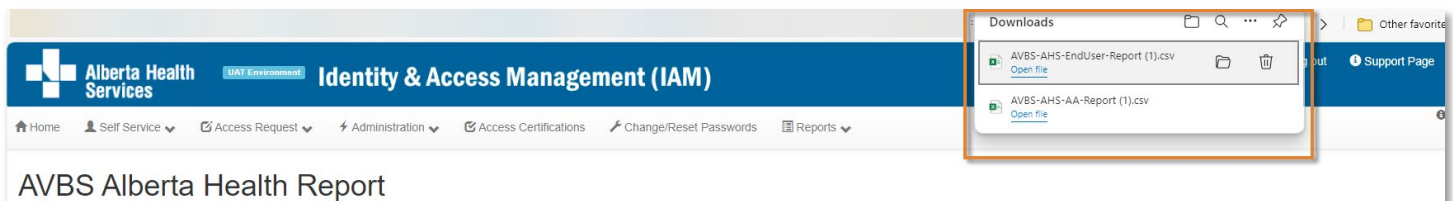
OR

EXPAND **AVBS AH End-Users**


FILTER as applies

CLICK **Export to CSV** to generate an MS® Excel spreadsheet


The spreadsheet will automatically be sent to your computer's Downloads folder

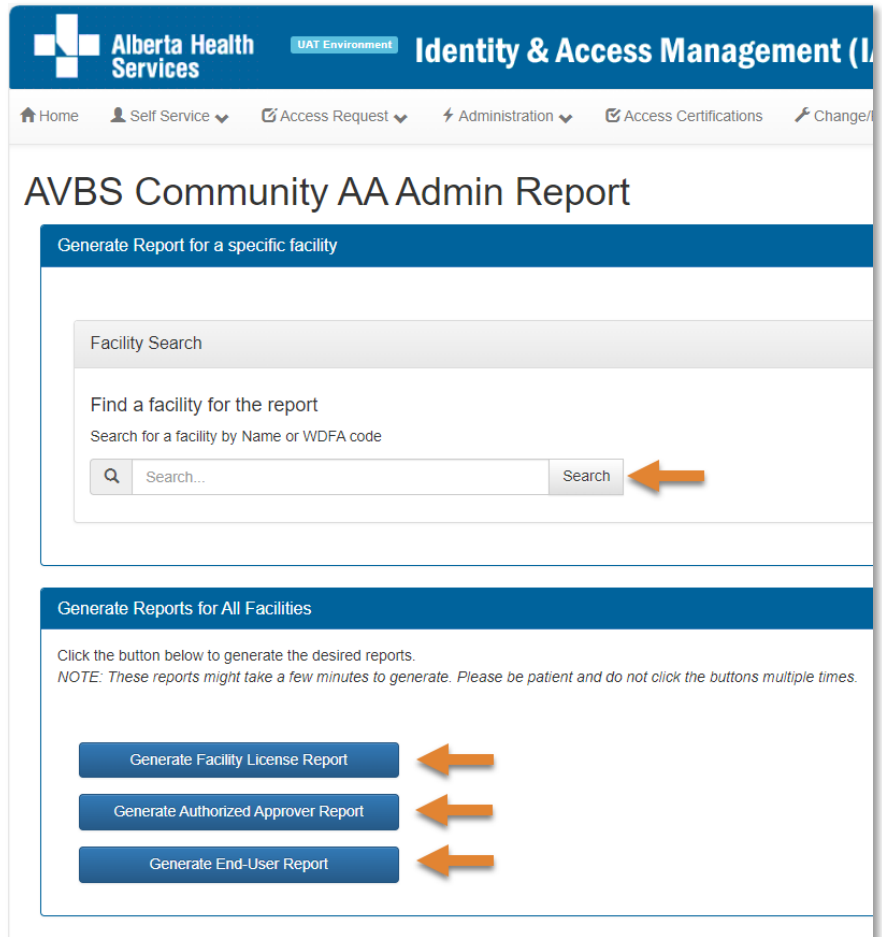


CLICK **Community Admin**

 You will only see information for the facility(ies), Site Reps / Authorized Approvers you manage.

You can generate reports for all or some Facilities, Authorized Approvers, or End-Users OR individual reports for all or some of these.

 It is recommended you be as specific as possible in your searches. Broad search criteria demand large amounts of data and can affect system performance.

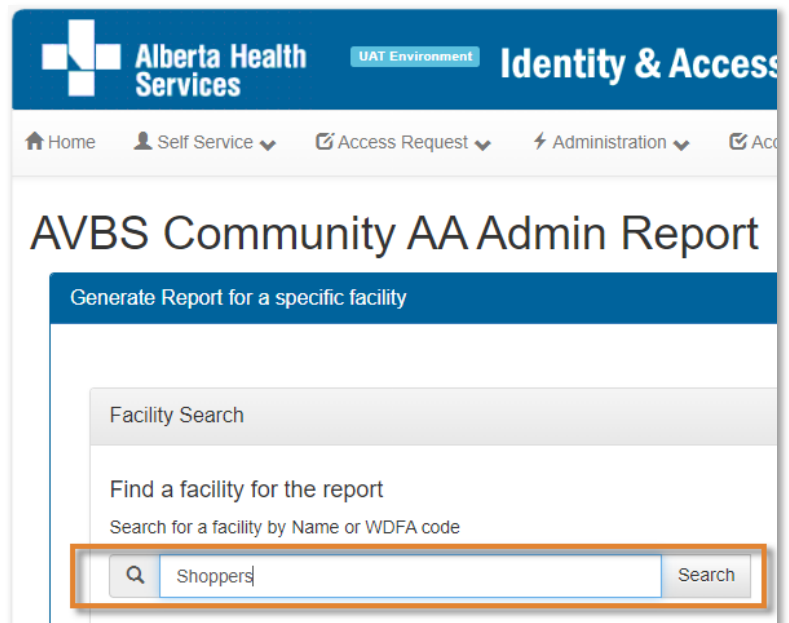


Generate Report for a specific facility

SEARCH for a specific facility / W DFA code

Click **Run Report**

The report appears in three panes: **AVBS Community Facility Info**, **AVBS Community Authorized Approvers**, and **AVBS Community End-users** for that facility / W DFA code.



AVBS Community Facility Report for SHOPPERS DRUG MART #1248|GGN0

[← Return to AVBS Admin Report Page](#)

AVBS Community Facility Info
 Export to CSV

i AVBS (Community) Authorized Approvers / Admins will only see information about the facilities, Authorized Approvers, and end-users they manage.

An AVBS end-user is given only one (1) license even if they access AVBS at more than one facility. The license is only counted at one of an end-user's facilities (W DFA code).

- Total Users:** the number of AVBS end-users accessing AVBS at a facility / W DFA you manage
- Licensed Users:** the number of AVBS end-users that are using a license at a facility / W DFA you manage
- Max Licenses:** the number of AVBS licenses available for a facility / W DFA you manage
- Available Licenses:** the number of AVBS access licenses remaining for a facility / W DFA you manage

Available Licenses Legend

Green = number of licenses available for a facility / W DFA

Yellow = no licenses are available - all licenses are in use at a facility / W DFA

Red = number of licenses over the limit for a facility / W DFA

Facility Name	W DFA	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #1248 GGN0	GGN0	1	0	7	7

AVBS Community Authorized Approvers
 Export to CSV

Filter By Facility

Select a filter

Facility Name	W DFA	Authorized Approver	IAM Account ID	IGUID	Email
No data available in table					

AVBS Community End-Users
 Export to CSV

i

Only Show Primary Licenses

Filter results to show end-user primary licenses for facilities (W DFA) you manage.

Licensed for this facility?

Yes: end-user is using a license at this facility (W DFA)

No: end-user is using a license but not at this facility (W DFA)

Filter By Facility **Only Show Primary Licenses**

Select a filter Clear Filters

Facility Name	W DFA	Role	Name	IAM Account ID	IGUID	Email	Licensed for this facility?
SHOPPERS DRUG MART #1248 GGN0	GGN0	BCH ImmsBC Admin	Avbstest, Ali	aliavbstest07	SORTLM	abcde@efg.ca	No

AVBS Community Facility Info

🏠 AVBS Community Facility Info
📄 Export to CSV

ⓘ AVBS (Community) Authorized Approvers / Admins will only see information about the facilities, Authorized Approvers, and end-users they manage.

An AVBS end-user is given only one (1) license even if they access AVBS at more than one facility. The license is only counted at one of an end-user's facilities (W DFA code).

- **Total Users:** the number of AVBS end-users accessing AVBS at a facility / W DFA you manage
- **Licensed Users:** the number of AVBS end-users that are using a license at a facility / W DFA you manage
- **Max Licenses:** the number of AVBS licenses available for a facility / W DFA you manage
- **Available Licenses:** the number of AVBS access licenses remaining for a facility / W DFA you manage

Available Licenses Legend

Green = number of licenses available for a facility / W DFA

Yellow = no licenses are available - all licenses are in use at a facility / W DFA

Red = number of licenses over the limit for a facility / W DFA

Facility Name	⬆️ W DFA	⬆️ Total Users	⬆️ Licensed Users	⬆️ Max Licenses	⬆️ Available Licenses
SHOPPERS DRUG MART #1248 GGN0	GGN0	1	0	7	7

REVIEW the total number of users, licensed users, maximum number of licenses available, and the number of licenses still available. There are a finite number of access licenses available at each facility.

Please note that an AVBS end-user only uses one (1) AVBS access license even if they have access at more than one facility. The license is only counted at one facility. This could mean that an end-user is using a license from a different facility that you may or may not manage.

You can CLICK [Export to CSV](#) to send the data to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

AVBS Community Authorized Approvers



★ AVBS Community Authorized Approvers Export to CSV

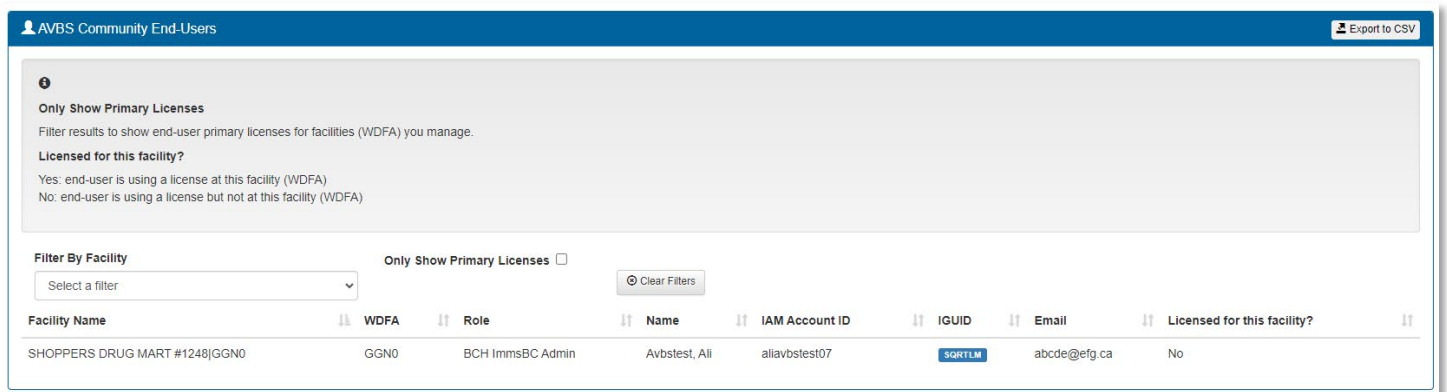
Filter By Facility
Select a filter

Facility Name	W DFA	Authorized Approver	IAM Account ID	IGUID	Email
No data available in table					

You can [Filter By Facility](#)

You can **CLICK** [Export to CSV](#) to send the data to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

AVBS Community End-Users



👤 AVBS Community End-Users Export to CSV

ⓘ

Only Show Primary Licenses
Filter results to show end-user primary licenses for facilities (W DFA) you manage.

Licensed for this facility?
Yes: end-user is using a license at this facility (W DFA)
No: end-user is using a license but not at this facility (W DFA)

Filter By Facility
Select a filter

Only Show Primary Licenses Clear Filters

Facility Name	W DFA	Role	Name	IAM Account ID	IGUID	Email	Licensed for this facility?
SHOPPERS DRUG MART #1248 GGN0	GGN0	BCH ImmsBC Admin	Avbstest, All	allavbstest07	SORTLM	abcde@efg.ca	No

You can [Filter By Facility](#)

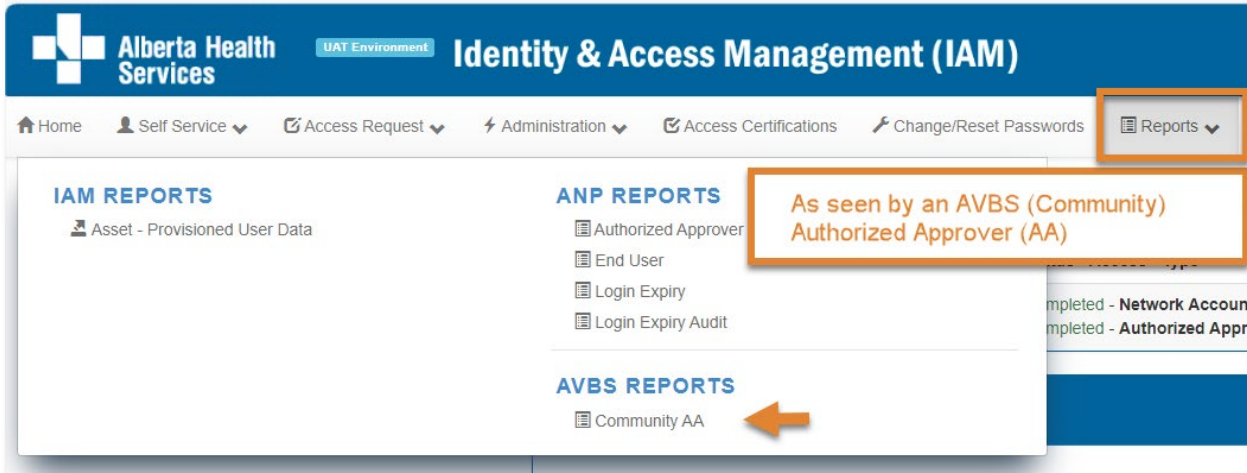
You can filter by [Only Show Primary Licenses](#)

You can **CLICK** [Export to CSV](#) to send the data to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

CLICK [Home](#) or [Log out](#)

Complete 

AVBS (Community) Site Representatives / Authorized Approvers (AAs)




In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [Community AA](#)

 AVBS (Community) Site Reps / AAs, you will only see information for the facility(ies) and end-users you manage.

Three panes appear showing information for facilities (W DFA codes) you manage. Each pane is explained below.

AVBS Community Facility Report for Jbavbs Comaa

AVBS Community Facility Info Export to CSV

AVBS (Community) Authorized Approvers / Admins will only see information about the facilities, Authorized Approvers, and end-users they manage.
 An AVBS end-user is given only one (1) license even if they access AVBS at more than one facility. The license is only counted at one of an end-user's facilities (W DFA code).

- Total Users:** the number of AVBS end-users accessing AVBS at a facility / W DFA you manage
- Licensed Users:** the number of AVBS end-users that are using a license at a facility / W DFA you manage
- Max Licenses:** the number of AVBS licenses available for a facility / W DFA you manage
- Available Licenses:** the number of AVBS access licenses remaining for a facility / W DFA you manage

Available Licenses Legend

Green = number of licenses available for a facility / W DFA
Yellow = no licenses are available - all licenses are in use at a facility / W DFA
Red = number of licenses over the limit for a facility / W DFA

Facility Name	W DFA	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #2300 G7XM	G7XM	4	2	8	6

AVBS Community Authorized Approvers Export to CSV

Filter By Facility
 Select a filter

Facility Name	W DFA	Authorized Approver	IAM Account ID	IGUID	Email
SHOPPERS DRUG MART #2300 G7XM	G7XM	AVBScomaa, Cs	csavbscomaa	GMJPDY	
SHOPPERS DRUG MART #2300 G7XM	G7XM	Comaa, Jbavbs	jbavbscomaa	XWTBCF	

AVBS Community End-Users Export to CSV

Only Show Primary Licenses
 Filter results to show end-user primary licenses for facilities (W DFA) you manage.

Licensed for this facility?
 Yes: end-user is using a license at this facility (W DFA)
 No: end-user is using a license but not at this facility (W DFA)

Filter By Facility
 Select a filter

Only Show Primary Licenses

Clear Filters

Facility Name	W DFA	Role	Name	IAM Account ID	IGUID	Email	Licensed for this facility?	Start Request
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH Clerk	Demo, Cs	csdemo	WXPCRN	chanin@me.com	Yes	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH ImmsBC Admin	Avbstest, Ali	aliavbstest07	SQRTLM	abcde@efg.ca	No	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH ImmsBC Admin	Avbstest, Ali	aliavbstest	YCYBXC		No	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH Clerk	ComDemo, Cs	cscomdemo	DVJHSY	chanin@me.com	Yes	Start Request/Show Access

AVBS Community Facility Info

AVBS Community Facility Report for Jbavbs Comaa

🏠 AVBS Community Facility Info
📄 Export to CSV

ⓘ AVBS (Community) Authorized Approvers / Admins will only see information about the facilities, Authorized Approvers, and end-users they manage.

An AVBS end-user is given only one (1) license even if they access AVBS at more than one facility. The license is only counted at one of an end-user's facilities (W DFA code).

- **Total Users:** the number of AVBS end-users accessing AVBS at a facility / W DFA you manage
- **Licensed Users:** the number of AVBS end-users that are using a license at a facility / W DFA you manage
- **Max Licenses:** the number of AVBS licenses available for a facility / W DFA you manage
- **Available Licenses:** the number of AVBS access licenses remaining for a facility / W DFA you manage

Available Licenses Legend

Green = number of licenses available for a facility / W DFA

Yellow = no licenses are available - all licenses are in use at a facility / W DFA

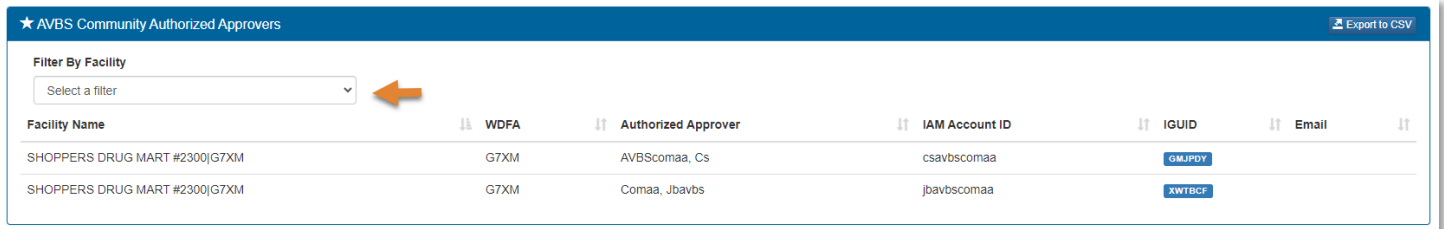
Red = number of licenses over the limit for a facility / W DFA

Facility Name	W DFA	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #2300 G7XM	G7XM	4	2	8	6

This pane lists each facility (W DFA code) you manage: the total number of users, licensed users, maximum number of licenses available, and the number of licenses still available. There are a finite number of access licenses available at each facility. Use the tools on this screen to manage access licenses efficiently.

Please note that an AVBS end-user only uses one (1) AVBS access license even if they have access at more than one facility. The license is only counted at one facility. This could mean that an end-user you manage is using a license from a facility that you do not manage. You may use all [Available Licenses](#) listed for each facility you manage.

AVBS Community Authorized Approvers



★ AVBS Community Authorized Approvers Export to CSV

Filter By Facility ←

Select a filter

Facility Name	W DFA	Authorized Approver	IAM Account ID	IGUID	Email
SHOPPERS DRUG MART #2300 G7XM	G7XM	AVBScomaa, Cs	csavbscomaa	GMJPDY	
SHOPPERS DRUG MART #2300 G7XM	G7XM	Comaa, Jbavbs	jbavbscomaa	XWTBCF	

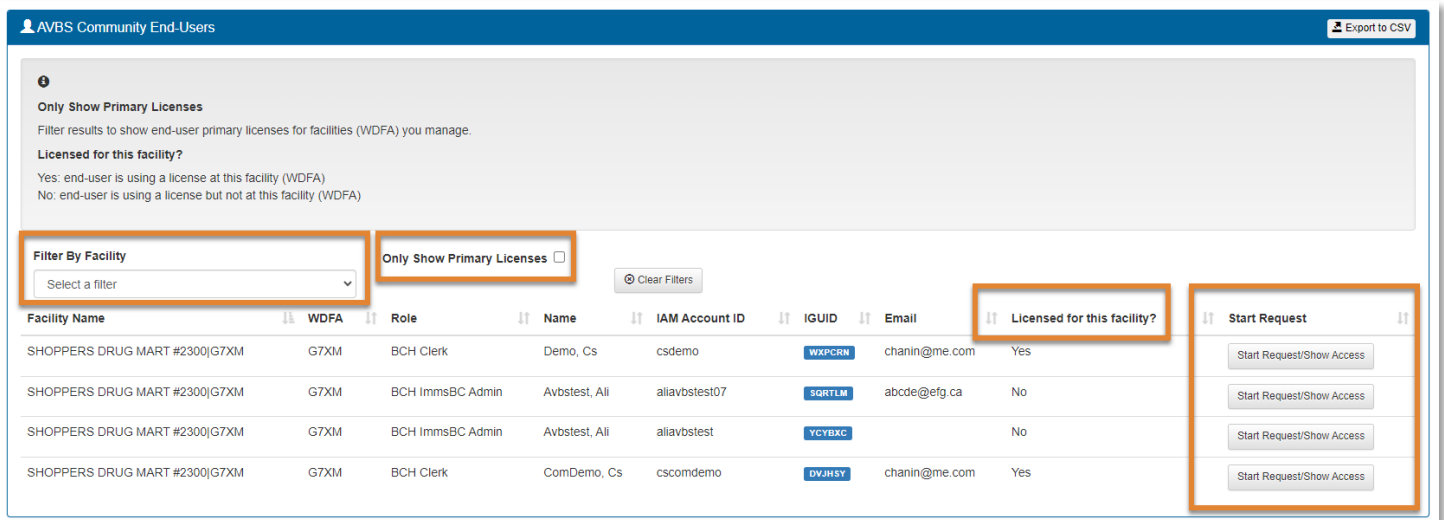
Lists the AVBS Community Site Reps / AAs facilities (W DFA codes) you manage. Each facility can have more than one Site Rep / AA.

You can [Filter by Facility](#)

You can [Export to CSV](#)

CSV files are used to export content to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

AVBS Community End-Users



AVBS Community End-Users Export to CSV

Only Show Primary Licenses
Filter results to show end-user primary licenses for facilities (W DFA) you manage.

Licensed for this facility?
Yes: end-user is using a license at this facility (W DFA)
No: end-user is using a license but not at this facility (W DFA)

Filter By Facility Only Show Primary Licenses Clear Filters

Select a filter

Facility Name	W DFA	Role	Name	IAM Account ID	IGUID	Email	Licensed for this facility?	Start Request
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH Clerk	Demo, Cs	csdemo	WXPGRN	chanin@me.com	Yes	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH ImmsBC Admin	Avbstest, Ali	allavbstest07	SGRTLM	abcde@efg.ca	No	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH ImmsBC Admin	Avbstest, Ali	allavbstest	YCYBXC		No	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	G7XM	BCH Clerk	ComDemo, Cs	cscocomdemo	DVJHSY	chanin@me.com	Yes	Start Request/Show Access

Lists the AVBS end-users at facilities (W DFA codes) you manage.

You can [Filter by Facility](#)

You can [Export to CSV](#)

CSV files are used to export content to a spreadsheet application like Excel. See instructions and samples at [Export to CSV](#) in this guide.

Only Show Primary Licenses

CHECK this box to see who is using an access license at a facility (W DFA code) you manage.

Licenses for this facility? Yes or No

Yes, means the end-user is using an access license at a facility (W DFA code) you manage.

No, means the end-user is using an access license at a different facility that you may or may not manage.

Start Request

CLICK [Start Request](#) / [Show Access](#) to view or modify the end-user's access.

The **Complete Access Request** screen opens with the end-user's AVBS access information displayed.

If you need help making modifications to the end-user's AVBS access, go to [Modify or Remove AVBS Access](#) in this guide.

CLICK [Home](#) or [Log out](#)

Complete 

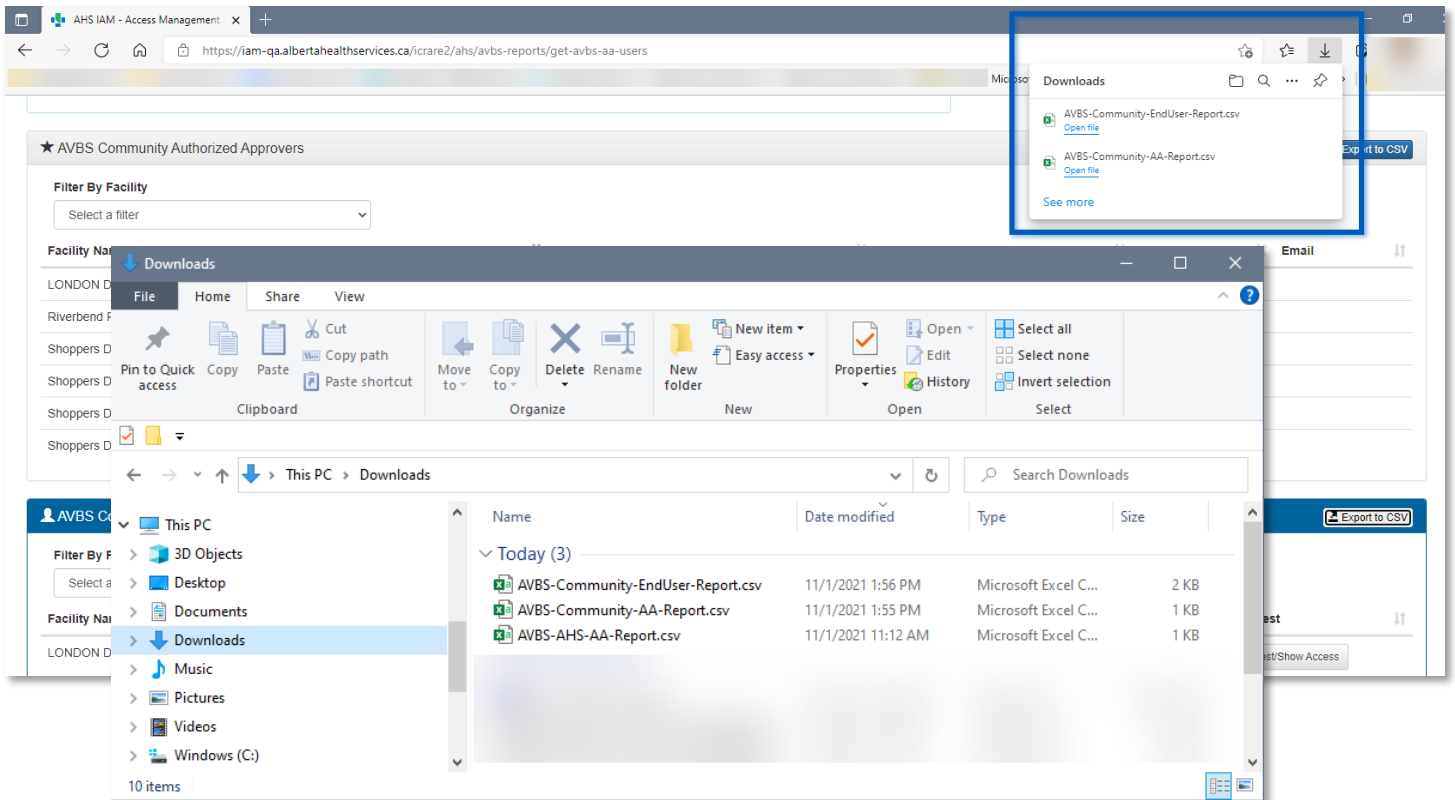
Export to CSV

CSV files are used to export content to a spreadsheet application like Excel. See samples below

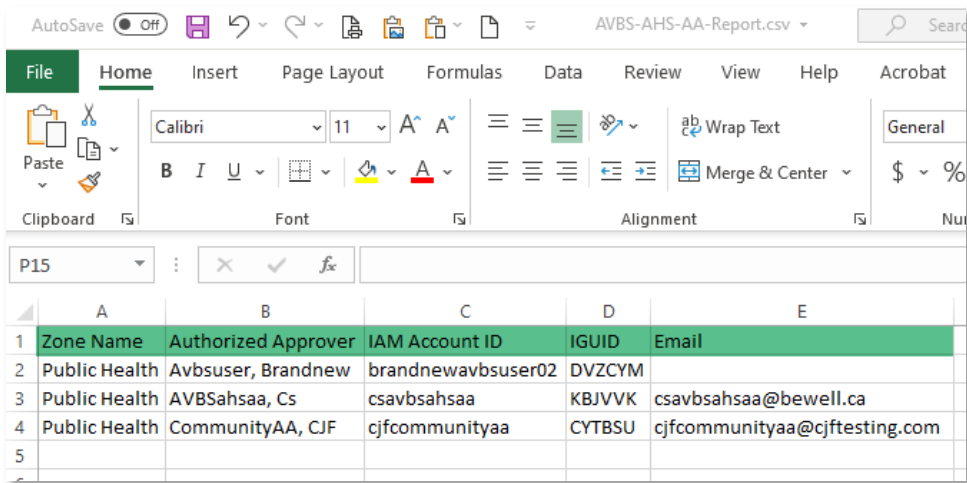
Once in Excel, you can filter the data as needed.

CLICK [Export to CSV](#)

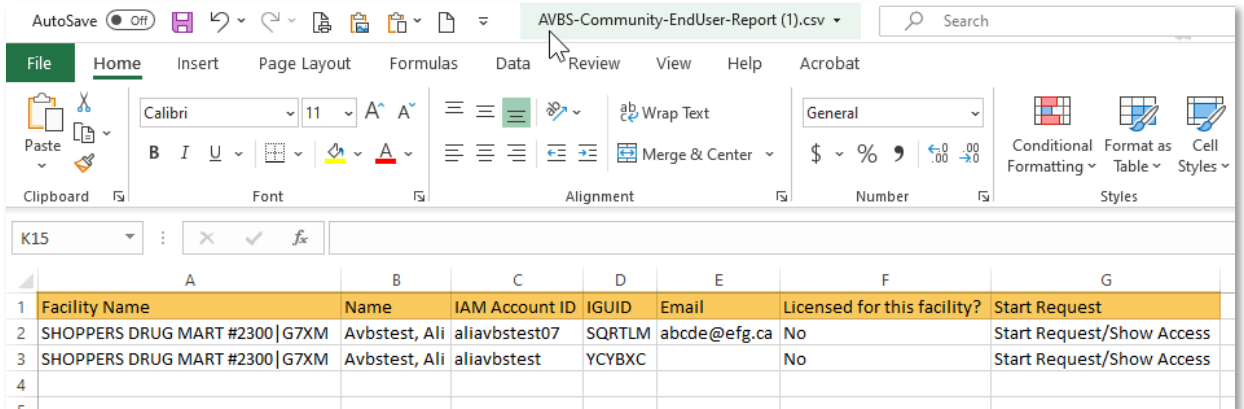
To open the spreadsheet, look for it in your web browser's download area or your computer's Downloads folder.



Export to CSV - Samples



Zone Name	Authorized Approver	IAM Account ID	IGUID	Email
Public Health	Avbsuser, Brandnew	brandnewavbsuser02	DVZCYM	
Public Health	AVBSahsaa, Cs	csavbsahsaa	KBJVVK	csavbsahsaa@bewell.ca
Public Health	CommunityAA, CJF	cjfcommunityaa	CYTBSU	cjfcommunityaa@cjftesting.com



Facility Name	Name	IAM Account ID	IGUID	Email	Licensed for this facility?	Start Request
SHOPPERS DRUG MART #2300 G7XM	Avbstest, Ali	aliavbstest07	SQRTLM	abcde@efg.ca	No	Start Request/Show Access
SHOPPERS DRUG MART #2300 G7XM	Avbstest, Ali	aliavbstest	YCYBXC		No	Start Request/Show Access

Complete 

Modify or Remove AVBS access

! AVBS end-user access (new, modify, remove) can only be performed by:

AVBS AHS Authorized Approvers (AAs)

AVBS (Community) Authorized Approvers (AAs)

For a specific end-user, CLICK [Start Request/Show Access](#)

An AVBS [Complete Access Request – Modify](#) for the selected end-user opens in a new browser window

MODIFY / REMOVE the access as needed

For help, refer to the [AVBS Site Rep / AA User Guide](#)

REQUEST [Remote Access Required](#) as needed

CLICK [Submit Request](#)

CLICK [Home](#) or [Log out](#)

Complete 