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

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

- AVBS AHS Authorized Approver Admins
- AVBS AHS Authorized Approvers / Managers working in AHS zones, Health Link, and Public Health facilities
- 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 the [AVBS Provider Support Team 1-844-705-265](#) 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)

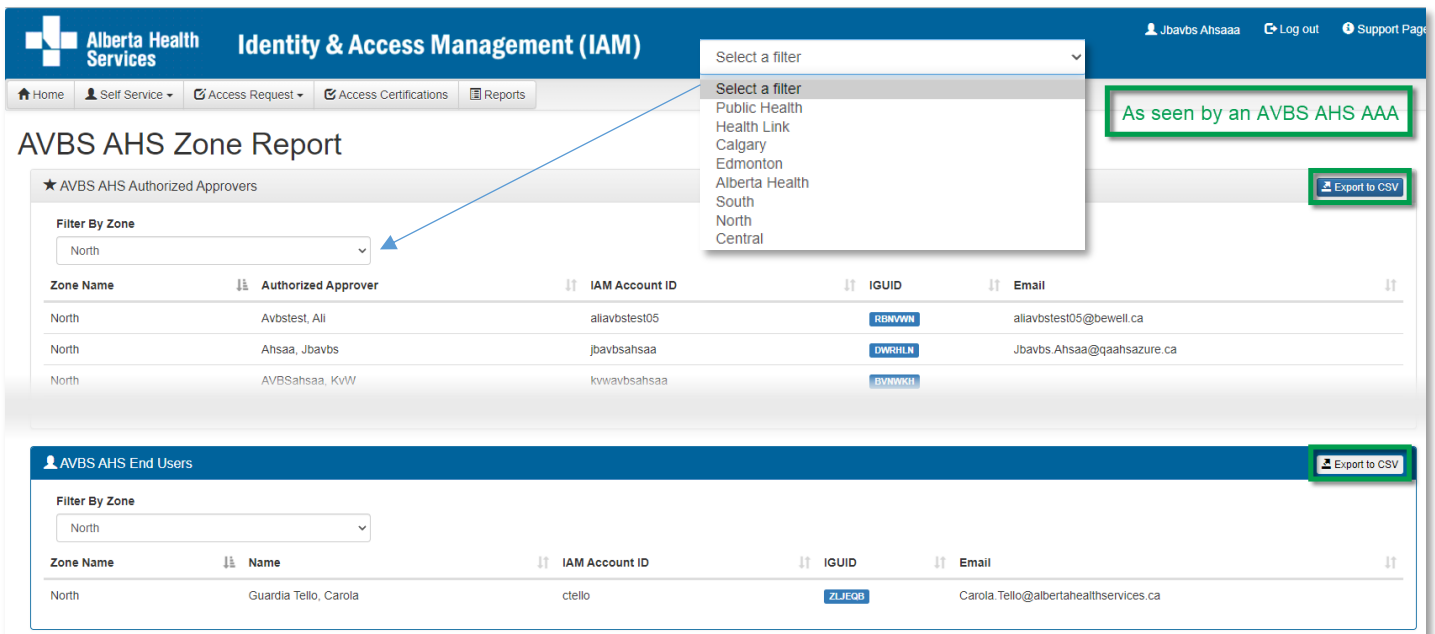
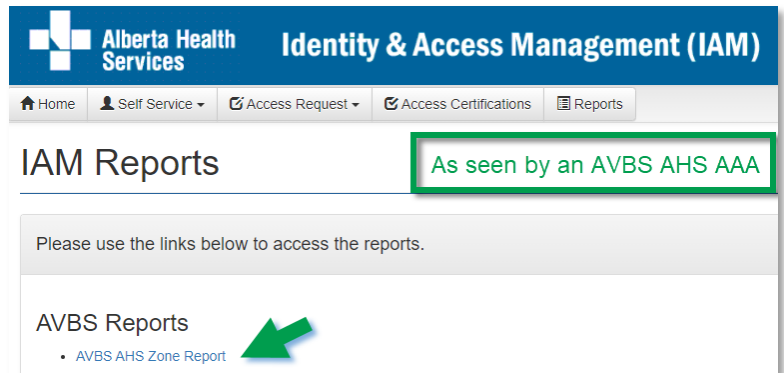
In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [AVBS AHS Zone Report](#)

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



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

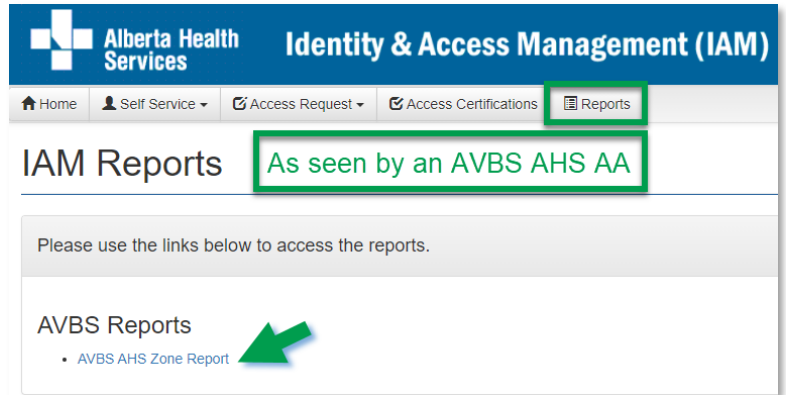
In the menu ribbon, CLICK [Reports](#)

The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [AVBS AHS Zone Report](#)

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




Alberta Health Services Identity & Access Management (IAM)

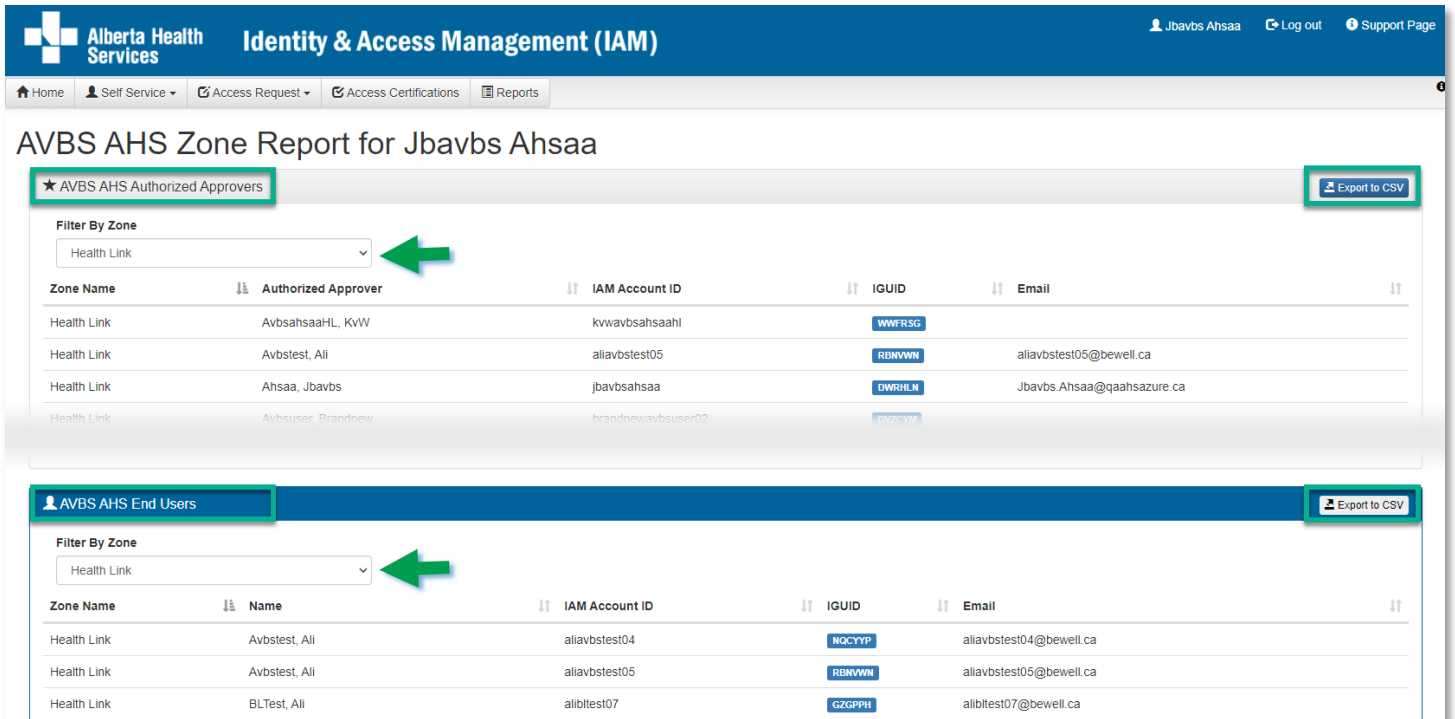
Home Self Service Access Request Access Certifications **Reports**

IAM Reports As seen by an AVBS AHS AA

Please use the links below to access the reports.

AVBS Reports

- [AVBS AHS Zone Report](#) 




Alberta Health Services Identity & Access Management (IAM)

Home Self Service Access Request Access Certifications Reports


AVBS AHS Zone Report for Jbavbs Ahsaa

★ AVBS AHS Authorized Approvers Export to CSV

Filter By Zone: Health Link 

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

👤 AVBS AHS End Users Export to CSV

Filter By Zone: Health Link 

Zone Name	Name	IAM Account ID	IGUID	Email
Health Link	Avbstest, Ali	aliavbstest04	NQCYP	aliavbstest04@bewell.ca
Health Link	Avbstest, Ali	aliavbstest05	RBNVWN	aliavbstest05@bewell.ca
Health Link	BLTest, Ali	alibtest07	GZGPH	alibtest07@bewell.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 [AVBS AA Admin Report](#)

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


Two panes appear:

[Generate Report for A Specific Clinic](#)

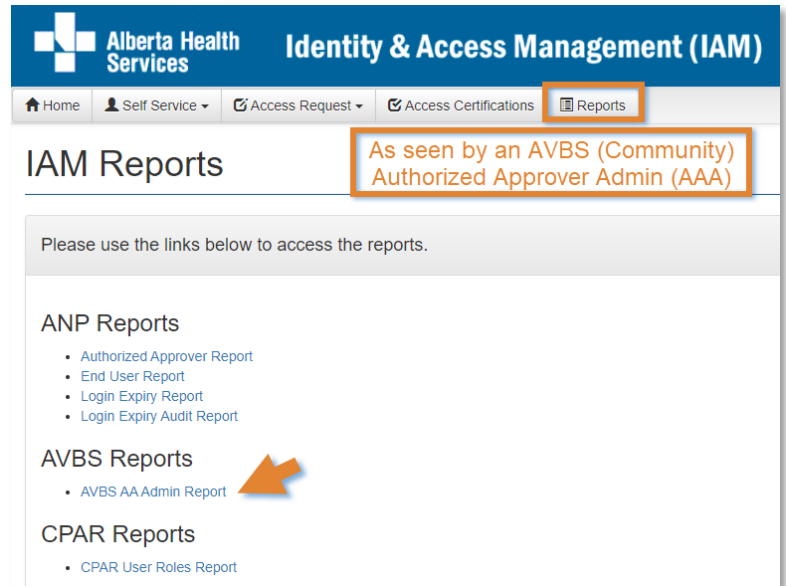
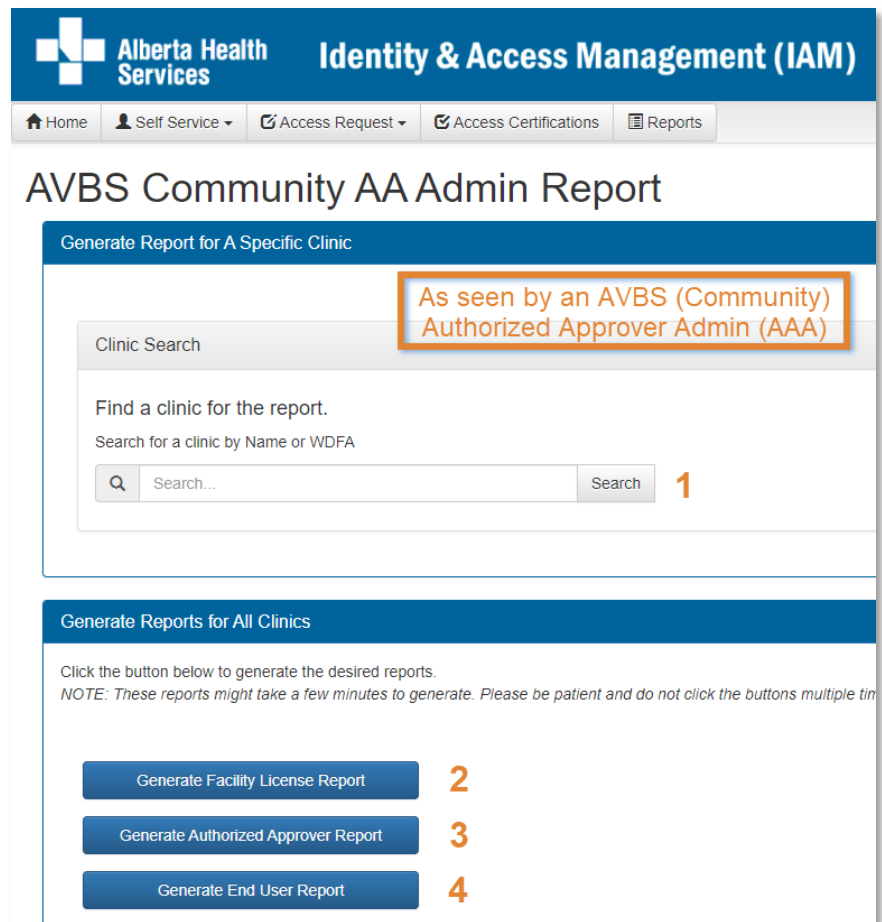
[Generate Reports for All Clinics](#)

You can:

1. [Generate Report for a Specific Facility](#)
to see further data for that facility. Search by name or W DFA code. This is recommended.

 While you can leave the search field blank and generate the three reports listed below, be aware these often generate high data loads and can impact performance.

2. [Generate Facility License Report](#)
to see the licenses available for all facilities you manage.
3. [Generate Authorized Approver Report](#)
to see all Authorized Approvers you manage.
4. [Generate End User Report](#)
to see all end-users approved by the Authorized Approvers you manage.

1. Generate a list of facilities you manage

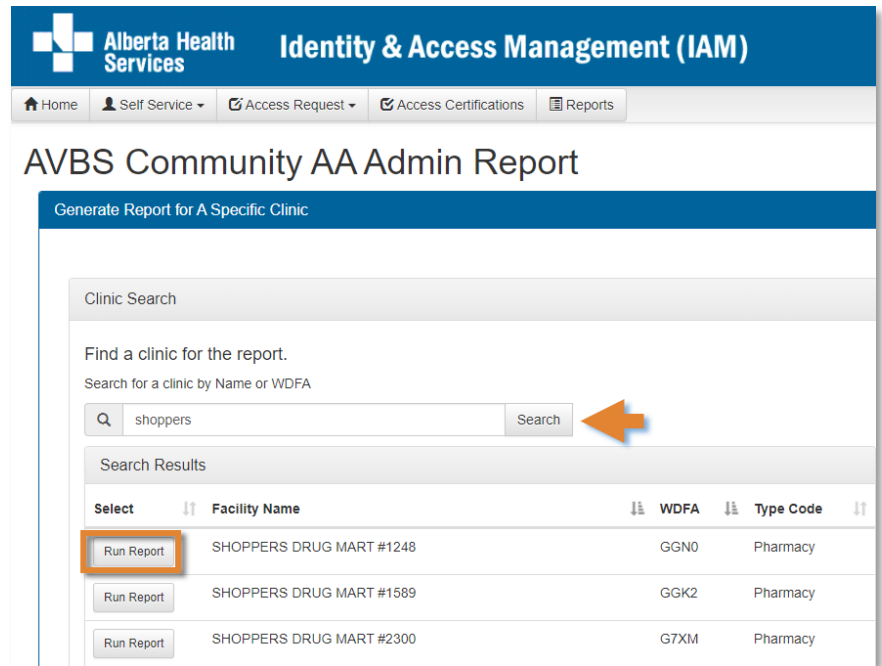
ENTER a facility name or W DFA code

CLICK [Search](#)

The [AVBS Community AA Admin Report](#) appears

CLICK [Run Report](#) for the facility you want more information about

The [AVBS Community Facility Report](#) for the facility appears



AVBS Community AA Admin Report

Generate Report for A Specific Clinic

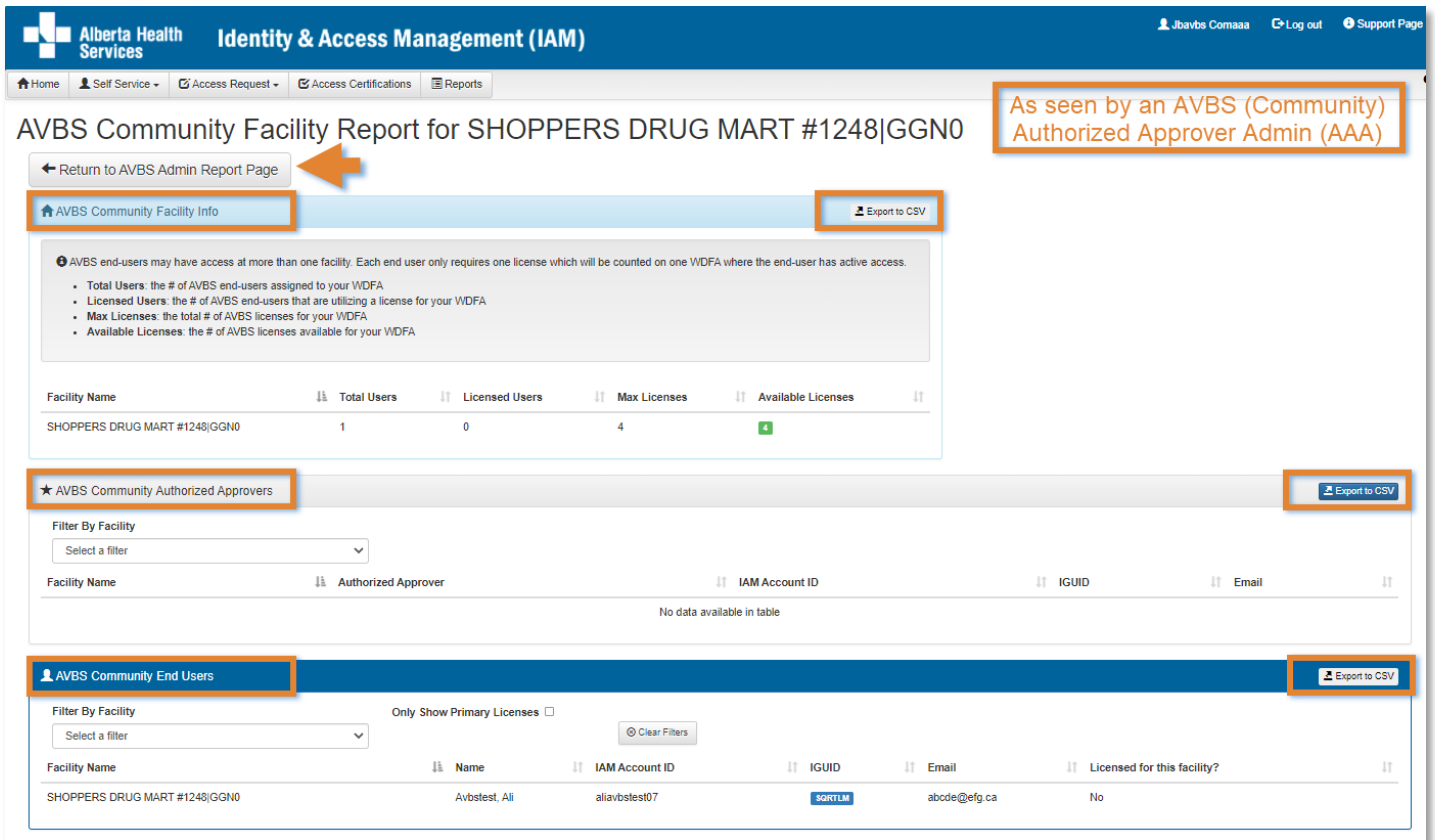
Clinic Search

Find a clinic for the report.
Search for a clinic by Name or W DFA

Search: shoppers [Search]

Search Results

Select	Facility Name	W DFA	Type Code
Run Report	SHOPPERS DRUG MART #1248	GGN0	Pharmacy
Run Report	SHOPPERS DRUG MART #1589	GGK2	Pharmacy
Run Report	SHOPPERS DRUG MART #2300	G7XM	Pharmacy



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

Return to AVBS Admin Report Page

AVBS Community Facility Info [Export to CSV]

AVBS end-users may have access at more than one facility. Each end user only requires one license which will be counted on one W DFA where the end-user has active access.

- Total Users: the # of AVBS end-users assigned to your W DFA
- Licensed Users: the # of AVBS end-users that are utilizing a license for your W DFA
- Max Licenses: the total # of AVBS licenses for your W DFA
- Available Licenses: the # of AVBS licenses available for your W DFA

Facility Name	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #1248 GGN0	1	0	4	4

★ AVBS Community Authorized Approvers [Export to CSV]

Filter By Facility: Select a filter

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

AVBS Community End Users [Export to CSV]

Filter By Facility: Select a filter

Only Show Primary Licenses

Clear Filters

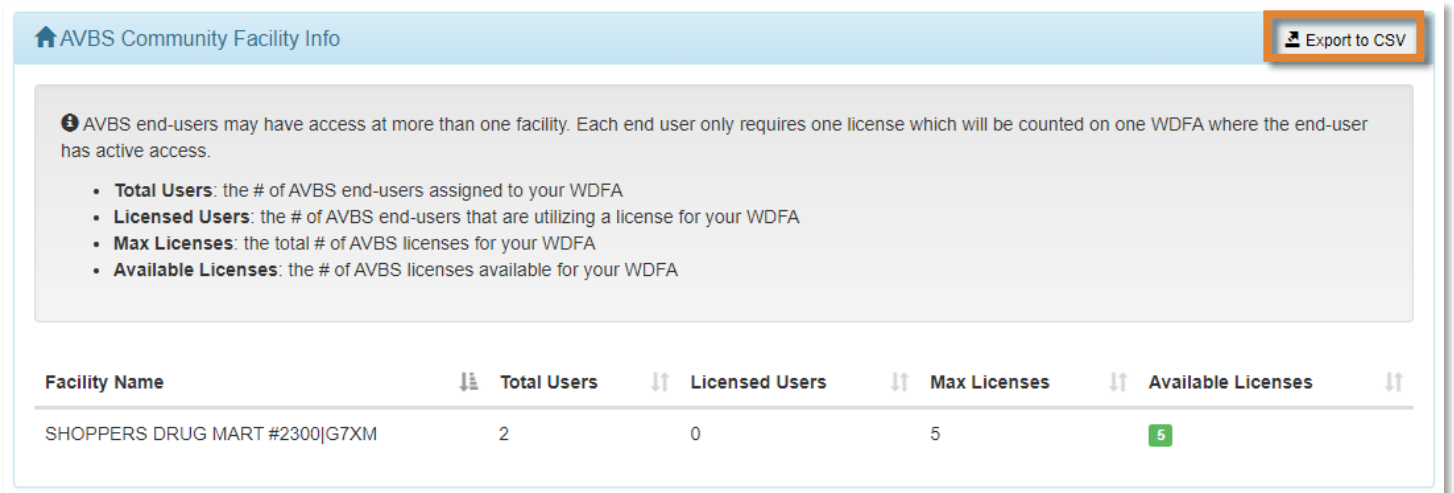
Facility Name	Name	IAM Account ID	IGUID	Email	Licensed for this facility?
SHOPPERS DRUG MART #1248 GGN0	Avbstest, Ali	allavbstest07	50RTLM	abcde@efg.ca	No

As seen by an AVBS (Community) Authorized Approver Admin (AAA)

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

- 1a AVBS Community Facility Info
- 1b AVBS Community Authorized Approvers
- 1c AVBS Community End Users

1a. AVBS Community Facility Info



AVBS end-users may have access at more than one facility. Each end user only requires one license which will be counted on one W DFA where the end-user has active access.

- Total Users:** the # of AVBS end-users assigned to your W DFA
- Licensed Users:** the # of AVBS end-users that are utilizing a license for your W DFA
- Max Licenses:** the total # of AVBS licenses for your W DFA
- Available Licenses:** the # of AVBS licenses available for your W DFA

Facility Name	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #2300 G7XM	2	0	5	5

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.

Available Licenses Legend

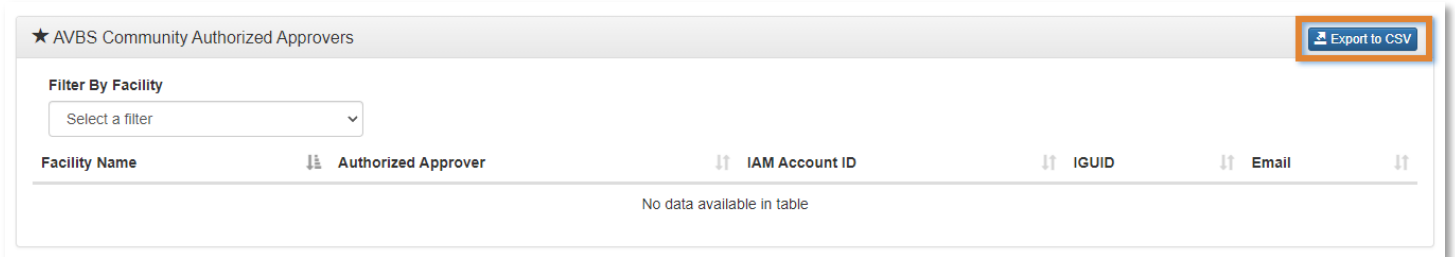
Green = access licenses available

Yellow = no licenses are available

Red = all access licenses used

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.

1b. AVBS Community Authorized Approvers



★ AVBS Community Authorized Approvers [Export to CSV](#)

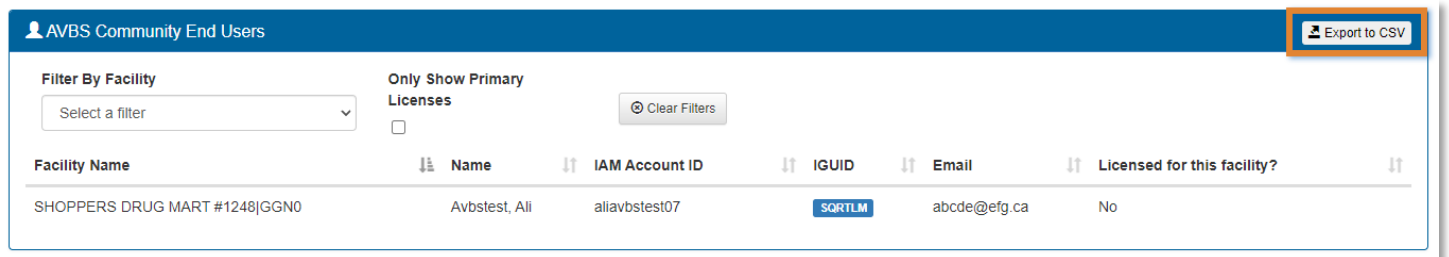
Filter By Facility

Facility Name	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.

1c. AVBS Community End Users



👤 AVBS Community End Users [Export to CSV](#)

Filter By Facility

Only Show Primary Licenses [Clear Filters](#)

Facility Name	Name	IAM Account ID	IGUID	Email	Licensed for this facility?
SHOPPERS DRUG MART #1248 GGN0	Avbstest, All	aliavbstest07	SQRTLM	abcde@efg.ca	No

You can [Filter By Facility](#)

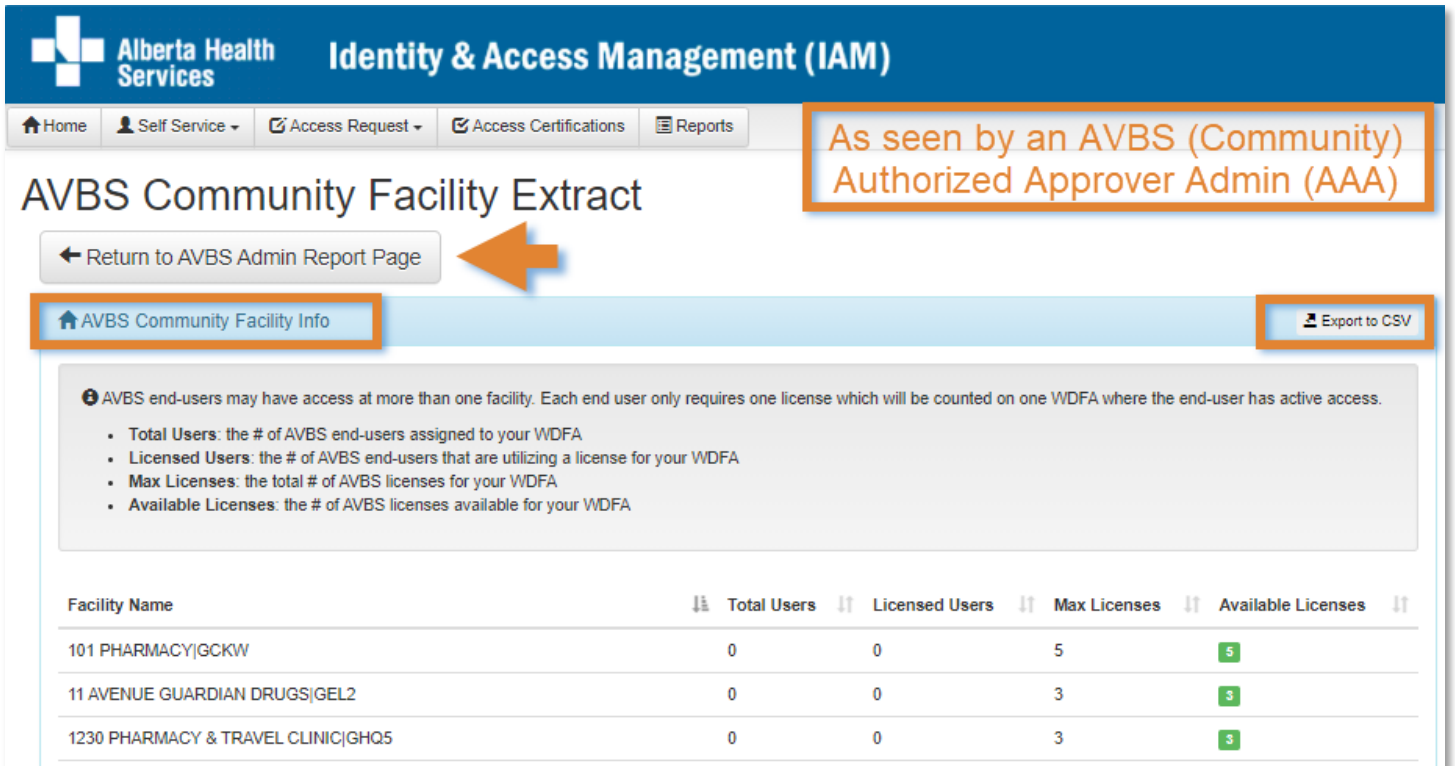
You can filter by [Only Show Primary Licenses](#)

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.

2. Generate Facility License Report

CLICK [Generate Facility License Report](#) to see the licenses available for all facilities you 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.



Alberta Health Services Identity & Access Management (IAM)

Home | Self Service | Access Request | Access Certifications | Reports

AVBS Community Facility Extract

As seen by an AVBS (Community) Authorized Approver Admin (AAA)

Return to AVBS Admin Report Page

AVBS Community Facility Info | Export to CSV

AVBS end-users may have access at more than one facility. Each end user only requires one license which will be counted on one W DFA where the end-user has active access.

- Total Users: the # of AVBS end-users assigned to your W DFA
- Licensed Users: the # of AVBS end-users that are utilizing a license for your W DFA
- Max Licenses: the total # of AVBS licenses for your W DFA
- Available Licenses: the # of AVBS licenses available for your W DFA

Facility Name	Total Users	Licensed Users	Max Licenses	Available Licenses
101 PHARMACY GCKW	0	0	5	5
11 AVENUE GUARDIAN DRUGS GEL2	0	0	3	3
1230 PHARMACY & TRAVEL CLINIC GHQ5	0	0	3	3

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.

Available Licenses Legend

Green = access licenses available

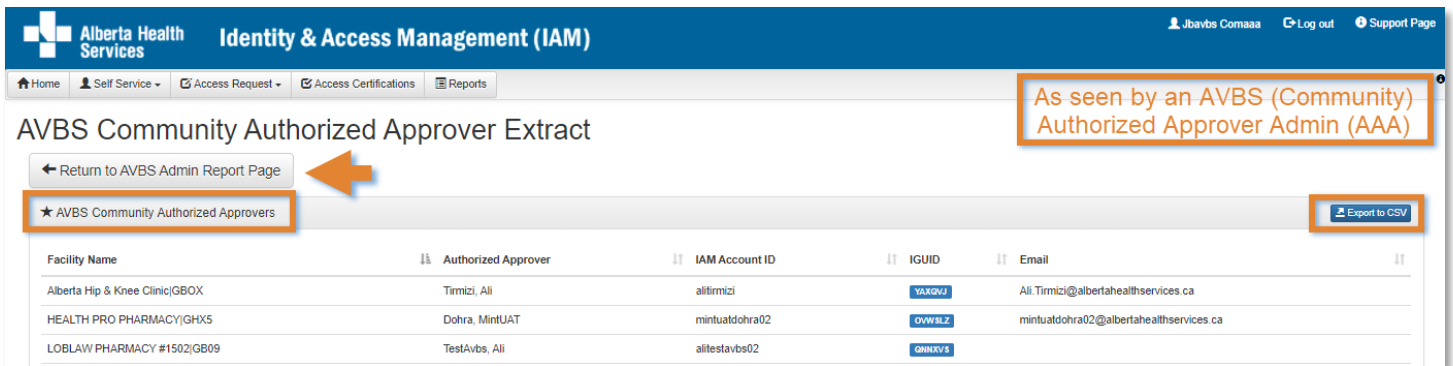
Yellow = no licenses are available

Red = all access licenses used

3. Generate Authorized Approver Report

CLICK [Generate Authorized Approver Report](#) to see all Authorized Approvers you 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.



As seen by an AVBS (Community) Authorized Approver Admin (AAA)

Return to AVBS Admin Report Page

★ AVBS Community Authorized Approvers

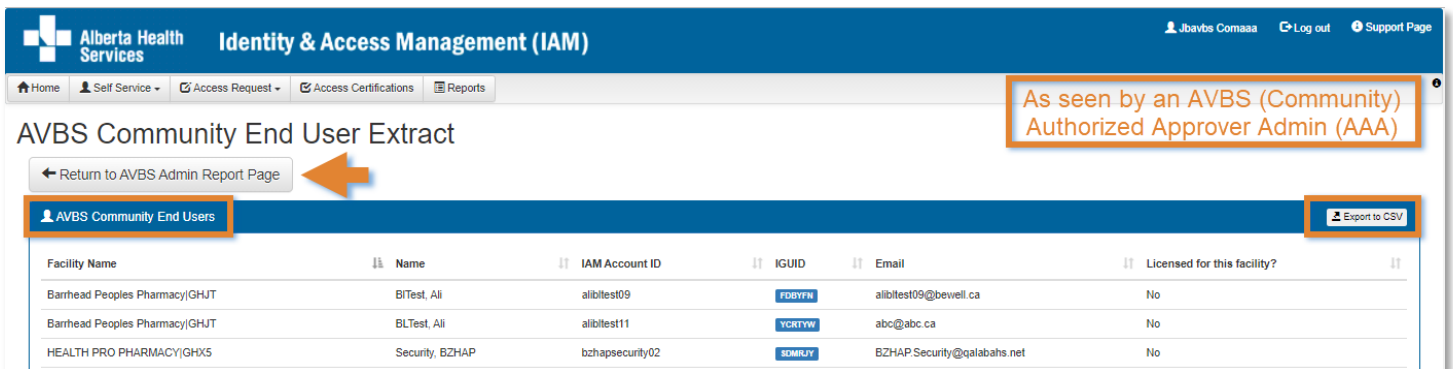
Export to CSV

Facility Name	Authorized Approver	IAM Account ID	IGUID	Email
Alberta Hip & Knee Clinic/GBOX	Tirmizi, Ali	alifirmizi	YAXGVJ	Ali.Tirmizi@albertahealthservices.ca
HEALTH PRO PHARMACY/GHX5	Dohra, MintUAT	mintuatdohra02	QWVSLZ	mintualdohra02@albertahealthservices.ca
LOBLAW PHARMACY #1502/GB09	TestAvbs, Ali	alifestavbs02	QMKXYS	

4. Generate End User Report

CLICK [Generate End User Report](#) to see all end-users approved by the Authorized Approvers you 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.



As seen by an AVBS (Community) Authorized Approver Admin (AAA)

Return to AVBS Admin Report Page

AVBS Community End Users

Export to CSV

Facility Name	Name	IAM Account ID	IGUID	Email	Licensed for this facility?
Barrhead Peoples Pharmacy/GHJT	BITest, Ali	alibitest09	FD8YFM	alibitest09@bevell.ca	No
Barrhead Peoples Pharmacy/GHJT	BLTest, Ali	alibitest11	YCRTYW	abc@abc.ca	No
HEALTH PRO PHARMACY/GHX5	Security, BZHAP	bzhapsecurity02	SOMRLY	BZHAP.Security@qalabahs.net	No

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

Complete 


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

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

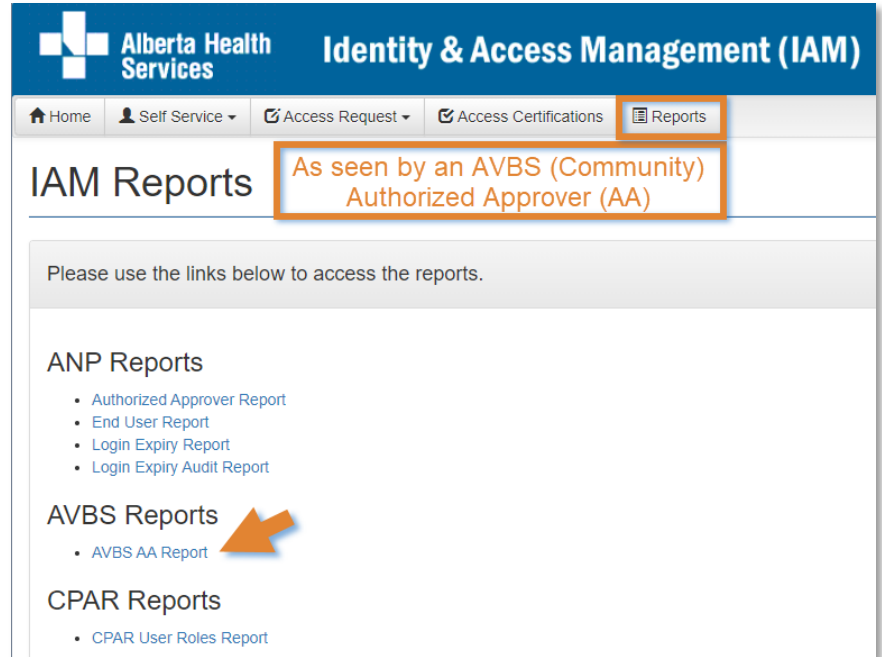
The **IAM Reports** screen appears

Under [AVBS Reports](#)

CLICK [AVBS AA Report](#)

 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.



Identity & Access Management (IAM)

Home | Self Service | Access Request | Access Certifications | **Reports**

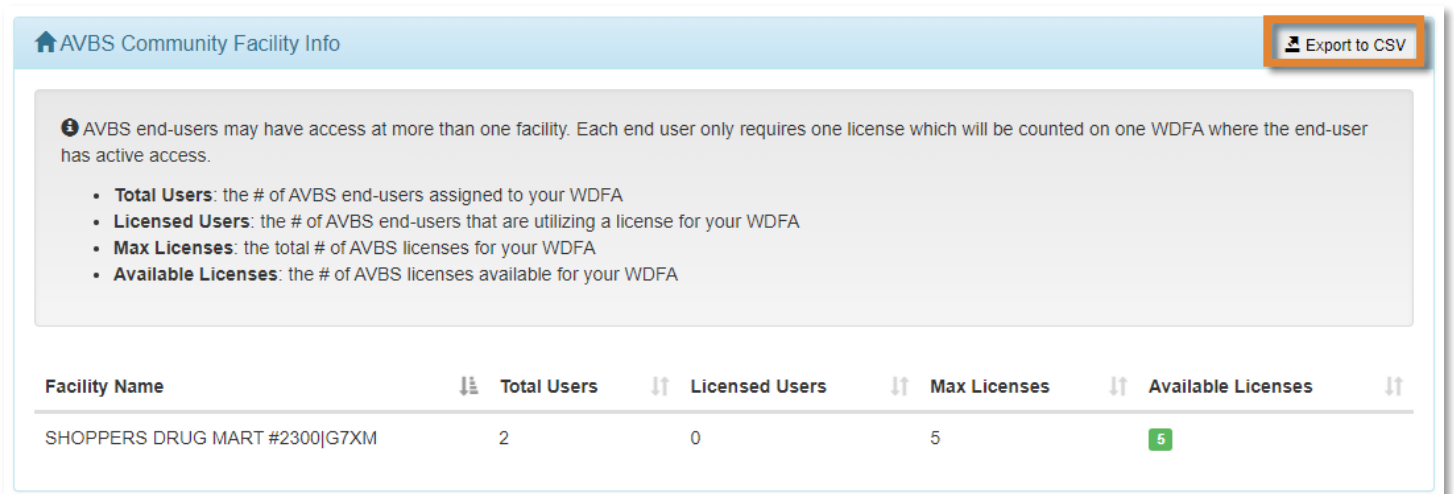
IAM Reports

As seen by an AVBS (Community) Authorized Approver (AA)


Please use the links below to access the reports.

- ANP Reports**
 - Authorized Approver Report
 - End User Report
 - Login Expiry Report
 - Login Expiry Audit Report
- AVBS Reports**
 - AVBS AA Report
- CPAR Reports**
 - CPAR User Roles Report

Pane: AVBS Community Facility Info



AVBS Community Facility Info Export to CSV

 AVBS end-users may have access at more than one facility. Each end user only requires one license which will be counted on one W DFA where the end-user has active access.

- Total Users:** the # of AVBS end-users assigned to your W DFA
- Licensed Users:** the # of AVBS end-users that are utilizing a license for your W DFA
- Max Licenses:** the total # of AVBS licenses for your W DFA
- Available Licenses:** the # of AVBS licenses available for your W DFA

Facility Name	Total Users	Licensed Users	Max Licenses	Available Licenses
SHOPPERS DRUG MART #2300 G7XM	2	0	5	5

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.

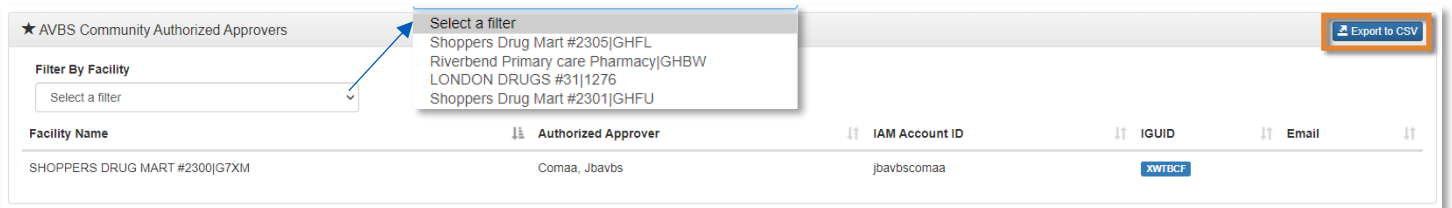
Available Licenses Legend

Green = access licenses available

Yellow = no licenses are available

Red = all access licenses used

Pane: AVBS Community Authorized Approvers



Facility Name	Authorized Approver	IAM Account ID	IGUID	Email
SHOPPERS DRUG MART #2300 G7XM	Comaa, Jbavbs	jbavbscomaa	XWTBCF	

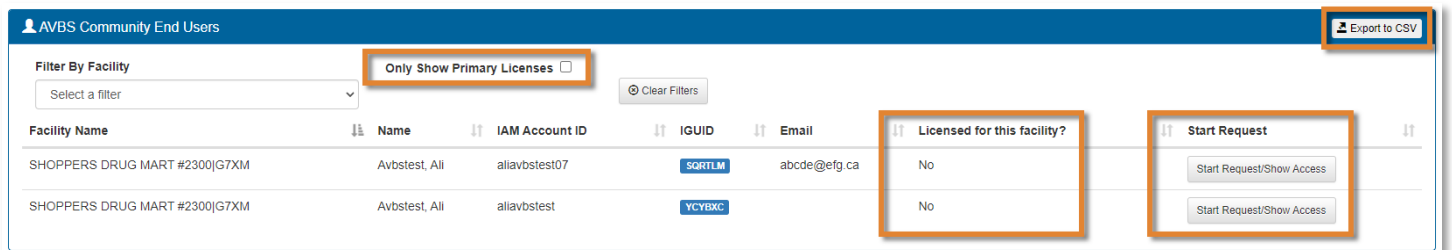
Lists the AVBS Community Site Reps / AAs facilities (W DFA codes) you manage. Each facility can have more than on Site Rep / AA.

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.

Pane: AVBS Community End Users



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

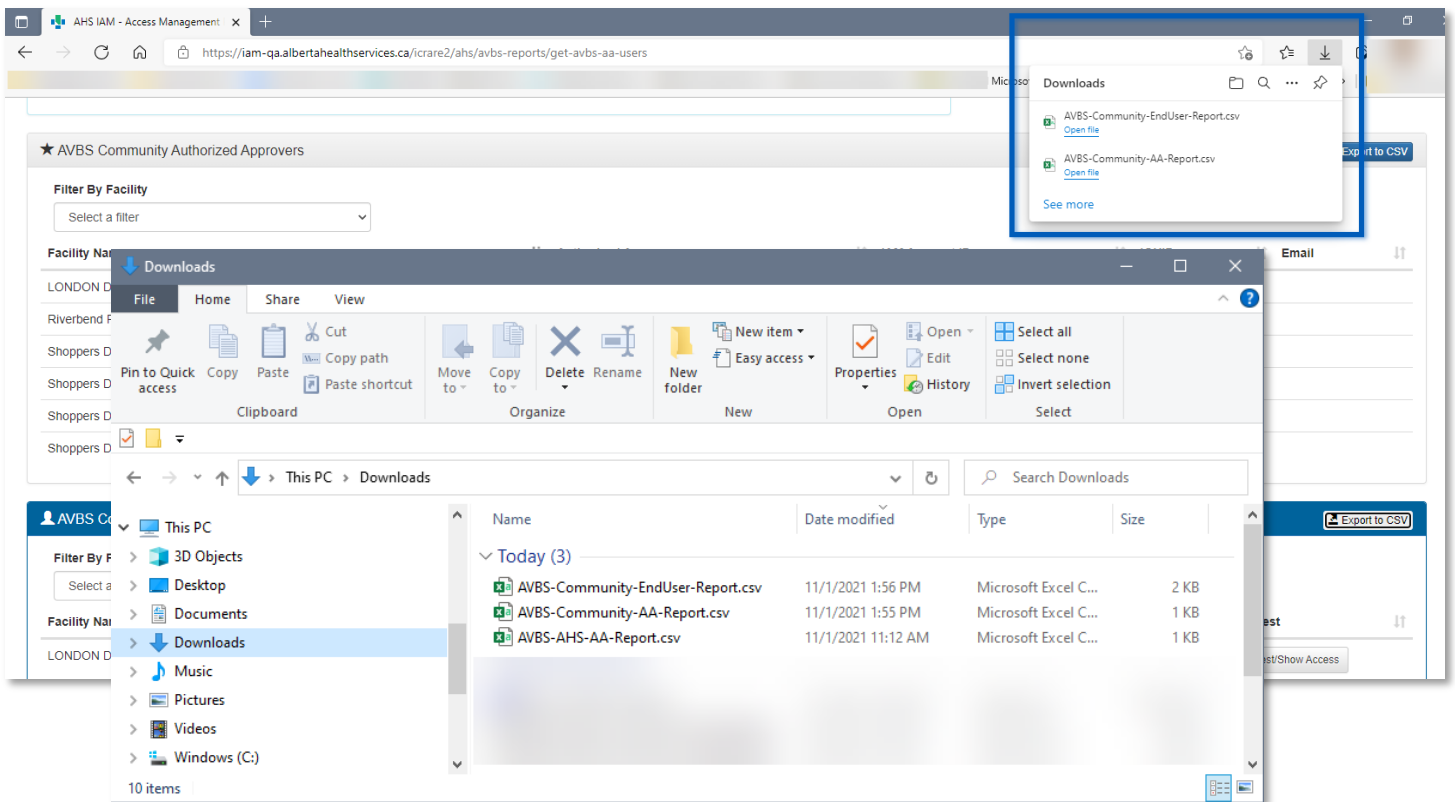
Export to CSV

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

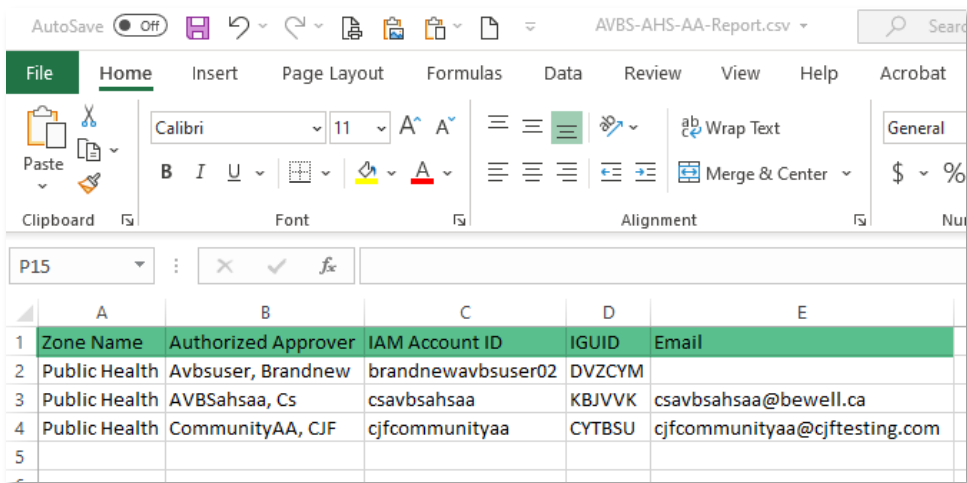
Once in Excel, you can filter the data as needed.

CLICK [Export to CSV](#)

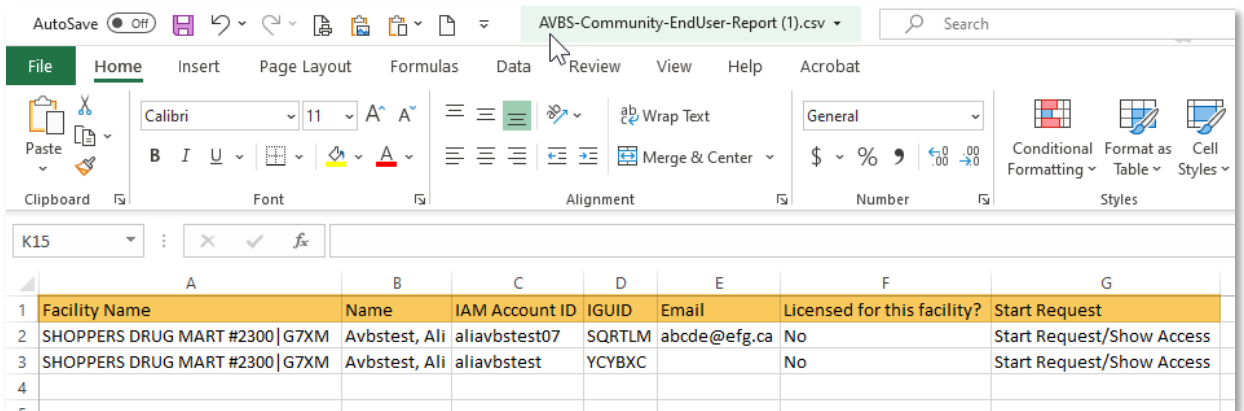
To open the spreadsheet, look for it in your web browser's download area or your computer's Downloads folder.



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 / 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 