

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 (WDFA 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 <u>AHS IAM Security Profile User</u> <u>Guide</u> linked here and always available on the <u>AHS IAM Support Page</u> 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 <u>AHS IAM Support Page</u> 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 오 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 DLog in

Generate Reports

In the menu ribbon, CLICK Reports

The IAM Reports screen will appears 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.



Alberta Heal	lth Identity & Assess May	nodomont (IAM)		L Jbavbs Ahs	saaa 🛛 🔂 Log out 🚯 Support Pag
Services	in Identity & Access Mai	agement (IAW)	elect a filter	~	
Home Self Service - VBS AHS 2 * AVBS AHS Authorize Filter By Zone	& Access Request - & Access Certifications Zone Report ed Approvers	E Reports F	elect a filter ublic Health lealth Link :algary dmonton Jberta Health Joerta Health Jorth :entral	As seen by	/ an AVBS AHS AAA
Zone Name	Li Authorized Approver	IAM Account ID		li Email	lt.
North	Ahsaa, Jbavbs	jbavbsahsaa	DWRHLN	Jbavbs.Ahsaa@qaahsazure.ca	
North	AVBSahsaa, KvW	kvwavbsahsaa	BVNWKH		
AVBS AHS End Use	rs v				Export to CSV
Zone Name	11 Name	IAM Account ID	IGUID	11 Email	ţţ.
North	Guardia Tello, Carola	ctello	ZLJEQB	Carola.Tello@albertahealthservices.ca	

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 <u>Export to CSV</u> in this guide.

CLICK **f** Home or Log out





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 👤 Jbavbs Ahsaa 🛛 🕒 Log out Support Page Identity & Access Management (IAM) ♠ Home L Self Service - O Access Request - O Access Certifications I Reports AVBS AHS Zone Report for Jbavbs Ahsaa ★ AVBS AHS Authorized Approvers Export to CSV Filter By Zone Health Link L Authorized Approver IT IGUID 11 Email 1 IAM Account ID Zone Name Health Link AvbsahsaaHL, KvW kvwavbsahsaah Health Link Avbstest, Ali aliavbstest05 aliavbstest05@bewell.ca Health Link Ahsaa, Jbavbs ibavbsahsaa Jbavbs.Ahsaa@gaahsazure.ca AVBS AHS End Users Export to CSV Filter By Zone Health Link ↓ Name Zone Name 1 IAM Account ID IT IGUID 11 Email Health Link Avbstest, Ali aliavbstest04@bewell.ca aliavbstest04 NQCYYP Health Link Avbstest Al aliavbstest05 aliavbstest05@bewell.ca RBNVWN Health Link BLTest, Ali alibitest07@bewell.ca alibltest07 GZGPPH

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



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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 WDFA 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.
- Generate Authorized Approver Report to see all Authorized Approvers you manage.
- Generate End User Report to see all end-users approved by the Authorized Approvers you manage.





Clinic Search	Authorized Approver Admin (AAA)
Find a clinic for the report. Search for a clinic by Name or WDFA	
Q Search	Search 1
Generate Reports for All Clinics	
Click the button below to generate the desired rep NOTE: These reports might take a few minutes to	ports. o generate. Please be patient and do not click the buttons multiple tin
Generate Facility License Report	2
Generate Authorized Approver Report	3
Generate End User Report	4



Generate a list of facilities you manage 1.

ENTER a facility name or WDFA 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

	Alberta He Services	^{alth} Identit	y & Access Ma	anagemei	nt (IAN	1)	
A Home	Self Service	Access Request -	C Access Certifications	Reports			
AVB	S Com	munity AA	Admin Rep	ort			
Gene	erate Report for A	A Specific Clinic					
(Clinic Search						
F	Find a clinic for Search for a clinic t	the report. Ny Name or WDFA					
(Q shoppers		Sea	arch			
	Search Results	3					
	Select 1	Facility Name		$\uparrow \overline{r}$	WDFA 4	Type Code	J↑
	Run Report	SHOPPERS DRUG MAR	RT #1248		GGN0	Pharmacy	
	Run Report	SHOPPERS DRUG MAR	RT #1589		GGK2	Pharmacy	

SHOPPERS DRUG MART #2300

Alberta Health Identity	& Access Management (IAM)	Lubavbs Comaaa C>Log out Support Page
Home LSelf Service - CAccess Request -	E Access Certifications E Reports	
AVBS Community Fac	lity Report for SHOPPERS DRUG MART #1248 GGN0	As seen by an AVBS (Community) Authorized Approver Admin (AAA)
AVBS Community Facility Info	Export to CSV	
 AVBS end-users may have access at more that Total Users: the # of AVBS end-users assis Licensed Users: the # of AVBS end-users Max Licenses: the # of AVBS license Available Licenses: the # of AVBS license 	n one facility. Each end user only requires one license which will be counted on one WDFA where the end-user has active access, ined to your WDFA that are utilizing a license for your WDFA for your WDFA available for your WDFA	
Facility Name	1 Total Users 1 Licensed Users 1 Max Licenses 1 Available Licenses	
SHOPPERS DRUG MART #1248 GGN0	1 0 4 🖪	
★ AVBS Community Authorized Approvers		Z Export to CSV
Filter By Facility		
Select a filter	~	
Facility Name	1 Authorized Approver	11 IGUID 11 Email 11
	No data available in table	
AVBS Community End Users		Z Export to CSV
Filter By Facility	Only Show Primary Licenses	
Select a filter	♥ Clear Filters	
Facility Name	1 Name 1 IAM Account ID 1 IGUID 1 Email	Licensed for this facility?
SHOPPERS DRUG MART #1248 GGN0	Avbstest, Ali aliavbstest07 sarrum abode@et	īg.ca No

Run Report

G7XM

Pharmacy



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 mo has active access.	ore than one facility. Each	n end user only requires one	license which will be coun	ted on one WDFA where the end-us	er
 Total Users: the # of AVBS end-users 	s assigned to your WDF				
 Licensed Users: the # of AVBS end- Max Licenses: the total # of AVBS lic Available Licenses: the # of AVBS li 	users that are utilizing a censes for your WDFA censes available for you	IICENSE TOR YOUR WDFA			
Licensed Users: the # of AVBS end- Max Licenses: the total # of AVBS lic Available Licenses: the # of AVBS li acility Name	users that are utilizing a censes for your WDFA censes available for your	r WDFA	1 Max Licenses	1 Available Licenses	

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 Author	orized Approvers			Z ∎	xport to CSV
Filter By Facility					
Select a filter	~				
Facility Name	1 Authorized Approver	11 IAM Account ID	.↓↑ IGUID	↓† Email	J1
		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 Select a filter	~	Only Sh License	ow Primary s		Clear Filters							
Facility Name		↓ <u>±</u>	Name	Ĵ↑	IAM Account ID	.↓↑	IGUID	↓î	Email	Ĵ↑	Licensed for this facility?	11
SHOPPERS DRUG MART #1248 GGN0			Avbstest, Ali		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 Identity & Access Mana	gement	(IAM)			
Home Lef Service - CAccess Request - CAccess Certifications	Reports	As seen b	y an AVB	S (Community)	٦
AVBS Community Facility Extract		Authorize	d Approve	er Admin (AAA)	
← Return to AVBS Admin Report Page					
AVBS Community Facility Info				Export to CS	/
 AVBS end-users may have access at more than one facility. Each end user only Total Users: the # of AVBS end-users assigned to your WDFA Licensed Users: the # of AVBS end-users that are utilizing a license for you Max Licenses: the total # of AVBS licenses for your WDFA Available Licenses: the # of AVBS licenses available for your WDFA 	requires one lic r WDFA	ense which will be counted	on one WDFA where	the end-user has active access.	
Facility Name	↓ Total Use	rs 🕼 Licensed Users	Max License	es 🕴 Available Licenses 🔱	1
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.

Alberta Health Identity a	& Access Management (IAM)			💄 Jbavbs Comaaa 🕞 Log out 🛛 Support Page
Home	S Access Certifications ■ Reports Orized Approver Extract			As seen by an AVBS (Community) Authorized Approver Admin (AAA)
AVBS Community Authorized Approvers	-			Z Export to CSV
Alberta Hip & Knee Clinic/GBOX	1% Authonized Approver	alitirmizi	ti iGUID t	Ali Timizi@albertahealthservices ca
HEALTH PRO PHARMACY GHX5	Dohra, MintUAT	mintuatdohra02	OVWSLZ	mintuatdohra02@albertahealthservices.ca
LOBLAW PHARMACY #1502 GB09	TestAvbs, Ali	alitestavbs02	QNNXV\$	

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.

Alberta Health Identity &	& Access Management	(IAM)			Log out € Log out	Support Page
Home L Self Service - @ Access Request - @ AVBS Community End • Return to AVBS Admin Report Page L AVBS Community End Users	¥Access Certifications ■Reports User Extract			[As seen by an AVBS (Comm Authorized Approver Admin	AAA)
Facility Name	Ji Name	11 IAM Account ID	↓† IGUID	1 Email	Licensed for this facility?	11
Barrhead Peoples Pharmacy GHJT	BITest, Ali	alibitest09	FDBYFN	alibitest09@bewell.ca	No	
Barrhead Peoples Pharmacy GHJT	BLTest, Ali	alibitest11	YCRTYW	abc@abc.ca	No	
HEALTH PRO PHARMACY GHX5	Security, BZHAP	bzhapsecurity02	SDMRJY	BZHAP.Security@qalabahs.ne	et No	

CLICK A Home or Log out





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 (WDFA codes) you manage. Each pane is explained below.

Alberta Health Services	Identit	y & Access Ma	nagem	ent (IAM
A Home ▲ Self Service - C	Áccess Request 🗸	C Access Certifications	Reports	
IAM Reports	As seen by Author	an AVBS (Com rized Approver (A	munity) A)	
Please use the links below	w to access the r	eports.		
ANP Reports				
 Authorized Approver Repo End User Report Login Expiry Report Login Expiry Audit Report 	rt			
AVBS Reports • AVBS AA Report	•			
CPAR Reports CPAR User Roles Report 				

Pane: 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 WDFA where the end-user has active access.								
 Total Users: the # of AVBS end-users assigned to your WDFA Licensed Users: the # of AVBS end-users that are utilizing a license for your WDFA Max Licenses: the total # of AVBS licenses for your WDFA Available Licenses: the # of AVBS licenses available for your WDFA 								
 Licensed Users: the # of AVBS end- Max Licenses: the total # of AVBS lic Available Licenses: the # of AVBS li 	censes for your WDFA censes available for you	r WDFA						
Licensed Users: the # of AVBS end- Max Licenses: the total # of AVBS lik Available Licenses: the # of AVBS li acility Name	the third are utilizing a consess for your WDFA consess available for you	r WDFA	1 Max Licenses	1 Available Licenses				

This pane lists each facility (WDFA 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

* AVBS Community Authorized Approvers	Select a filter Shoppers Drug Mart #2305IGHFL			∠ Exp	port to CSV
Filter By Facility	Riverbend Primary care Pharmacy GHBW				_
Select a filter	Shoppers Drug Mart #2301 GHFU				
Facility Name	La Authorized Approver	1 IAM Account ID	↓† IGUID	↓† Email	.↓†
SHOPPERS DRUG MART #2300 G7XM	Comaa, Jbavbs	jbavbscomaa	XWTBCF		

Lists the AVBS Community Site Reps / AAs facilities (WDFA 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 <u>Export to CSV</u> in this guide.

Pane: AVBS Community End Users

AVBS Community End Users ZExport to C							
Filter By Facility	Only Show	/ Primary Licenses 🗆					
Select a filter	~		Clear Filters				
Facility Name	↓≟ Name	↓↑ IAM Account ID	IGUID	↓† Email	↓↑ Licensed for this facility?	11 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	

Lists the AVBS end-users at facilities (WDFA 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 <u>Export to CSV</u> in this guide.

Only Show Primary Licenses

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

Licenses for this facility? Yes or No

Yes, means the end-user is using an access license at a facility (WDFA 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 <u>Modify or</u> <u>Remove AVBS Access</u> in this guide.

CLICK **f** 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

ļ	AutoSave 💽 Off) 🗄 9~ C~ 🖪	🔁 🛱 × 🎦 🤝	AVBS-A	AHS-AA-Report.csv 👻	, O Seard		
Fi	ile Home	Insert Page Layo	out Formulas	Data Re	view View Help	Acrobat		
[Calibri 🗸 11	- A^ A ≡ ≡	≡ ∛``	ev Wrap Text	General		
Pa	aste ∽ 🗳 🛛 I	B I <u>U</u> ~	<u>≫</u> ~ <u>A</u> ~ ≡ ≡	≡ = →	🗄 Merge & Center	~ \$~%		
CI	ipboard 🕞	Font	Г	Alig	Inment	rs Nu		
P1	P15 \checkmark : $\times \checkmark f_x$							
	А	В	С	D	E			
1	Zone Name	Authorized Approver	IAM Account ID	IGUID	Email			
2	Public Health	Avbsuser, Brandnew	brandnewavbsuser(DVZCYM				
3	Public Health	AVBSahsaa, Cs	csavbsahsaa	KBJVVK	csavbsahsaa@bewell	.ca		
4	Public Health	CommunityAA, CJF	cjfcommunityaa	CYTBSU	cjfcommunityaa@cjft	esting.com		
5								
-								

Å	AutoSave 💽 off) 📙 ''' > C' > 🔓 🛱 ''' > O = AVBS-Community-EndUser-Report (1).csv -								
Fi	le Home Insert Page Layo	ut Formula	is Data Re	eview	View Help	Acrobat			
[Calibri ~ 11	~ A^ A ~	≡ ≡ ≥ ≫~~	ab c₽ W	'rap Text	General ~			
Pa	ste □_ B I U ~ ⊡ ~ <	<u>×</u> <u>A</u> ~	= = = = =	•= 🔁 M	erge & Center 👻	\$ ~ % 9 500 →	Conditional Format as Cell Formatting ~ Table ~ Styles ~		
CI	pboard 🖂 Font	اتا	Ali	gnment	F	Number 🗔	Styles		
К1	K15 • : × ✓ fx								
	A	В	С	D	E	F	G		
1	Facility Name	Name	IAM Account ID	IGUID	Email	Licensed for this facility?	Start Request		
2	SHOPPERS DRUG MART #2300 G7XM	Avbstest, Ali	aliavbstest07	SQRTLM	abcde@efg.ca	No	Start Request/Show Access		
3	SHOPPERS DRUG MART #2300 G7XM	Avbstest, Ali	aliavbstest	YCYBXC		No	Start Request/Show Access		
4									
4	310FFER3 0106 MART #2500 077M	Avustest, All	anavostest	TETBAC		NO	Start Nequesty Show Attess		





Modify / Remove AVBS access

O 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 **f** Home or Log out

