AHS IAM QUICK REFERENCE FOR COMMUNITY NETCARE ACCESS ADMINISTRATORS:
(6) Retrieving the ANP End User Report

This document outlines how to retrieve the ANP End User report.

Log In:

- Log into **AHS IAM** at https://iam.albertahealthservices.ca/
- Refer to the **Log In** section in **Quick Reference 2 – AHS IAM Setting up a New Alberta Netcare User** for the detailed procedure.

Retrieving the ANP End User Report:

- Select the *Reports* tab at the top of the **AHS IAM Home Page***.*
- Click on *End User Report.*
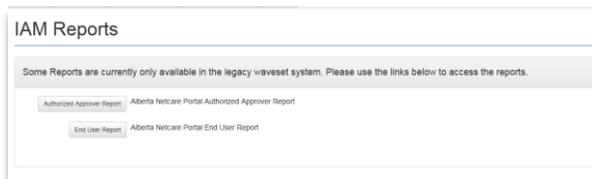
- Click on *By Facility List*, which will display the search bar.

- Select your site's WDFA code from the drop down list.
- Click the **blue** *Generate* button.

- The **Alberta Netcare Portal End User Report** displays on the page listing all the users at the selected facility.
- Click the *View* button beside an individual user's AHS IAM Account ID to view additional details for each user at the facility.

- Scroll down to review the **ANP Role, ANP Sunset Date**, **PIN/PD User ID and permissions information** for the specific end user.

- Click *Cancel* to return to the previous page or click on *Home* to go back to the **AHS IAM Home Page.**