

How to Generate an Approver Access Report

This tool, found in the **tools menu**, allows only users who have “Approver” status to see the Approver’s access report. **The Approver Report** lists all individuals associated to that organization. The *Approver* is then able to drill down to determine individual access reports.

The screenshot displays the 'APPROVER ACCESS REPORT' interface for the 'pharmaceutical information program'. At the top, it shows the user 'Helen Engel @ PIP.ER' and options for 'HELP' and 'LOGOUT'. The reporting period is set from '2011-Jan-01' to '2011-Jun-28', with a 'REFRESH' button. Below this is a table with three columns: 'USER NAME', 'ACCESS COUNT', and 'LAST ACCESSED'. The table lists various users and their access counts. At the bottom of the table are 'PRINT' and 'BACK' buttons. The Saskatchewan Health logo is visible in the bottom left corner.

USER NAME	ACCESS COUNT	LAST ACCESSED
Ast, Dean (PHARM)	1	2011-Apr-11 08:30:05
Bedo, Timothy (UNLIC)	47	2011-May-19 13:44:42
Bodnarchuk, Charlene (RN)	0	
Brar, Sunny (UNLIC)	0	
Burgess, Janice (PHARM)	0	
Burnett, Krista (UNLIC)	0	
Cameron, Mark (MD)	5	2011-Jun-23 11:18:18
Campbell, Ryan (UNLIC)	0	
canor, aaa (UNLIC)	0	
Canor, Adam (UNLIC)	0	
Church, Davin (UNLIC)	0	
Dennan, Shannon (RN)	0	
Engel, Helen (UNLIC)	167	2011-Apr-04 11:00:32
Eriksen, Jeanne (UNLIC)	0	
Erdendson, Maureen (UNLIC)	48	2011-Jun-27 15:47:30
facci, maciea (UNLIC)	0	

1. Using the Reporting period **from** and **to** menu, indicate the dates you would like reflected in the report. I.E. **from** 2012-Jun-27 **to** 2013-Jun-27.
2. Click **Refresh** to have the report reflect the dates.
3. Click **Individual’s Name** to view the details of each access.
4. Click **Print** to print a copy of the report.
5. Click **Back** to return the user to the previous screen.