



ADAM

Authority Delegation And Management

ADAM Training

Participant Guide

Version 3.0
Winter 2006

Topic 1: Help Guide Welcome

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Welcome to ADAM

Welcome to the **Authority Delegation and Management (ADAM)** Help Guide. This guide has been constructed to assist users in understanding how to effectively use the ADAM web-based application.

The ADAM Application is a web-based interface which enables the granting and managing of application access for the Ministry of Forests and Range (MoFR). If you would like to learn more about ADAM, visit [What is ADAM?](#)

If you already understand the intent of the ADAM Application and would like to get started with this guide, visit [How do I use this guide?](#)

If you aren't sure if this guide is for you visit [Who should use this guide?](#)

How Do I Use This Guide?

You can access this guide by clicking the **Help** icon in the upper right corner of any web page (form) you are on in ADAM. When you click this icon, a separate browser window will open on top of the ADAM window. The browser window will display information about the page you are currently on in ADAM.

What if I want to explore this guide?

If you want to explore the guide for other information, simply click the **Show** link in the upper left corner on the Online Help Guide. This will display the **Table of Contents** for the entire guide. Think of each small **book** in the Table of Contents as a chapter of the guide. Click on the book to display the corresponding contents. Click on a **page** within the book to see the contents.

What type of information is available in this guide?

Each page of the guide includes details on the corresponding web application page, including:

- its intended use;
- its results;
- how to navigate to the page in the future; and
- what steps to perform to complete business tasks.

There is also a mock-up of each page to help you understand the various fields on that page. You will notice that each field is a hyperlink.

- Clicking a hyperlink will display a pop-up that includes **what** the field is and **why it is important** in the application.

Who Should Use this Guide?

If you are an ADAM User, you will find this guide helpful. You can visit chapters (books) and pages of the guide which are useful to you. It is highly recommended that all ADAM Users read the pages in the **Help Guide Welcome** and **Understanding ADAM** chapters.

The functions and features you can access in ADAM are directly related to your role in ADAM. Therefore, be sure to pay close attention to the Understanding Roles in ADAM help page to understand how roles work.

Below is a handy reference of which additional chapters might be useful to you according to your role:

If you are an...	Chapter...	Visit...
ADAM Administrator		
	Application Administrators	About Application Administrators to learn more
	Search & Information Display	About Searching to learn more
Application Administrator		
	Delegations	About Delegations to learn more
	Agreements	About Agreements to learn more
	Search & Information Display	About Searching to learn more
Authorization Grantor		
	Authorizations	About Authorizations to learn more
	Agreements	About Agreements to learn more
	Search & Information Display	About Searching to learn more
End User		
	Agreements	About Agreements to learn more
Help Desk User		
	Help Desk Users	About Help Desk Users to learn more
	Authorizations	About Authorizations to learn more

If you are an...	Chapter...	Visit...
	Delegations	About Delegations to learn more
	Agreements	About Agreements to learn more
	Search & Information Display	About Searching to learn more

Topic 2: Understanding ADAM

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What is ADAM?

ADAM is a web based interface which enables the granting and managing of application access for web-based (Web-ADE) applications within the Ministry of Forests and Range.

Over the past few years, the ministry has adopted an Electronic Forest Management Initiative. An outcome of this initiative has been the transition of computer based applications to the web. This has made performing various business functions both efficient and convenient for ministry staff and clients. Examples of these web applications include FTA, RESULTS, SPAR, HBS, ECAS, etc.

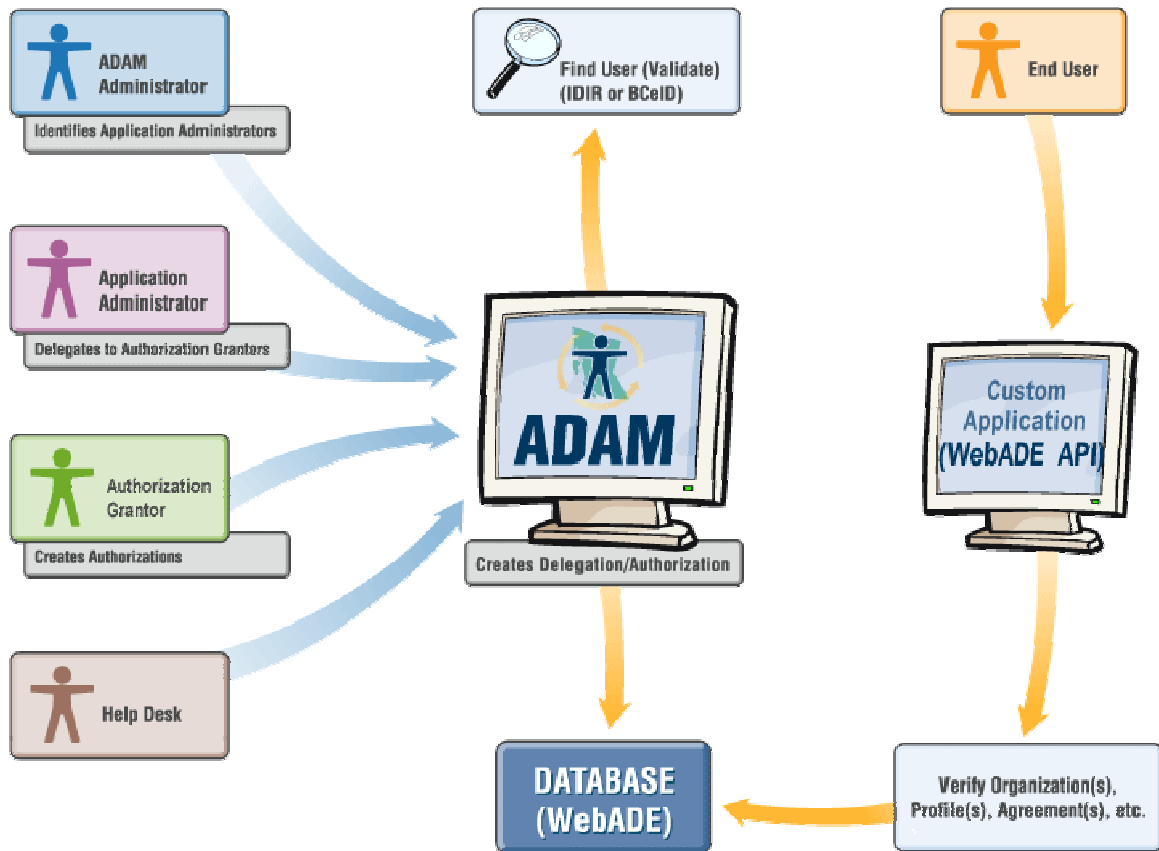
ADAM has been created to manage the authorizations for various users within each of these web-based applications. Authorization includes items such as:

- What functions and features does a user have access to in the application.
- Is the user able to enter, update, and delete information or can the user only view information.
- Should the user be able to access only a certain organization's data within the application.



ADAM does **not** manage *authentication*. Authentication is the process of allowing the user to enter the application web site. This is performed via authenticating sources such as IDIR accounts and BCeID User IDs. Note: These IDs are issued by CITS.

ADAM is responsible for setting *authorizations*. Authorizations are the functions and features a user can perform in the application. The Web Application is responsible for implementing the Authorization (i.e. asking the right questions). ADAM is the management tool of the authorization.



How Do I Access ADAM?

Who uses ADAM?

ADAM is accessible to select individuals whose job function includes:

- Designating individuals as Application Administrators;
- The management of Delegations and/or Authorizations for one (or more) MoFR application(s); and/or,
- Helping other users (i.e. Help Desk Role).

Within ADAM, a user may have one of the roles as outlined in the Understanding Roles in ADAM page. Any End User of an application may also access ADAM to view his/her authorizations. The Scenario Flow Chart may help you better understand these functions.

Can I access all pages in ADAM?

You will only be able to access pages which are applicable to your role in ADAM. Pages which you cannot access will not appear in your left navigation bar in ADAM. If you are able to navigate to a page you do not have access to (i.e. via a URL provided to you by a co-worker), you will receive an error message advising you of this.

Step #1: Do you have an IDIR or BCeID User ID?

To obtain access to ADAM, you will need a current **IDIR User ID** (for government staff) or **BCeID User ID** (for non-government organizations).

If you are a new company (you do **not** have a BCeID), navigate to <http://www.for.gov.bc.ca/his/efm/> and select the link titled "If your company does not have a BCeID, please see BCeID Registration Process".

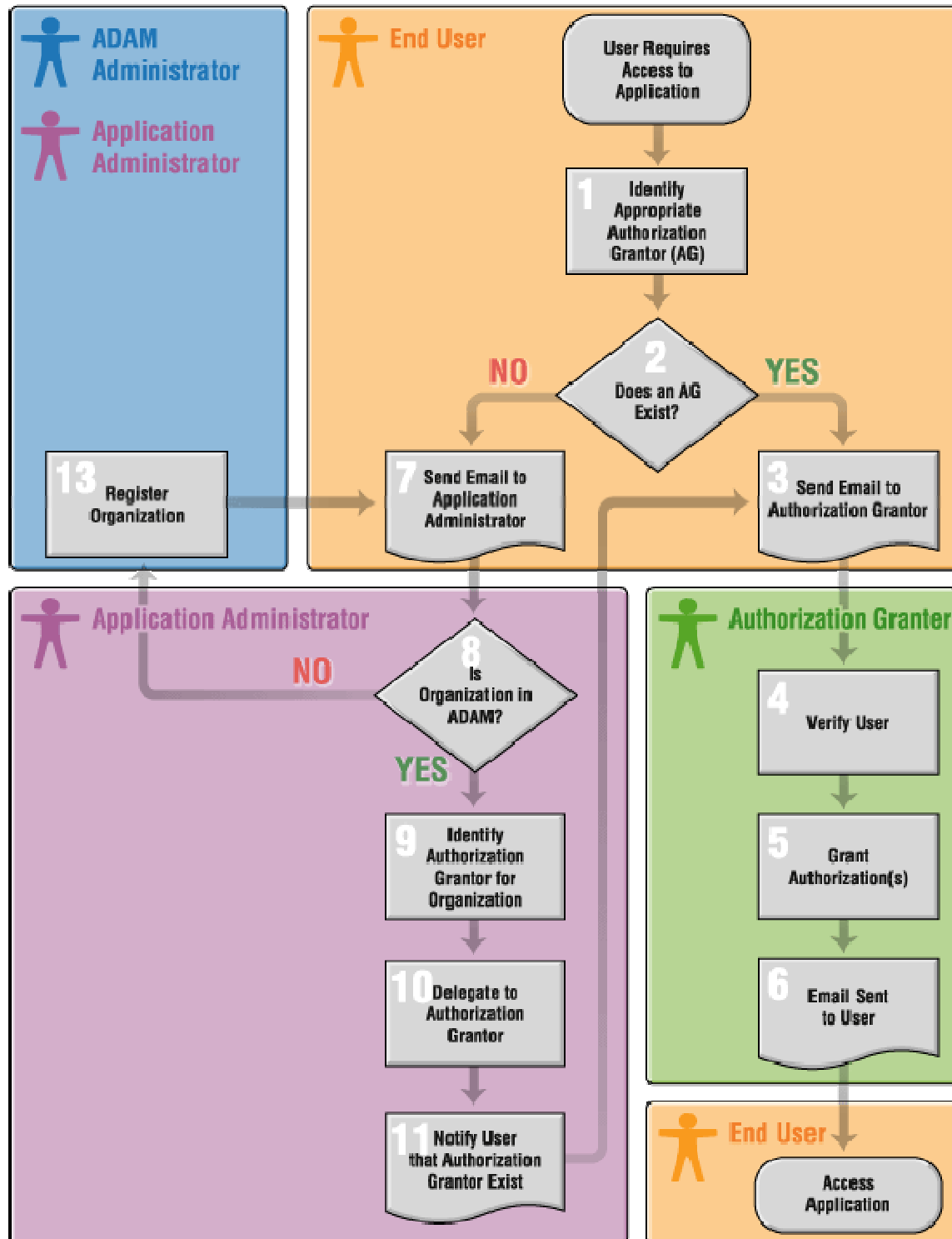
Step #2: Set Up your BCeID User ID to work in ADAM

If you have a BCeID User ID you need to take special action if you wish to be the recipient of a Delegation and/or Authorization. To learn more, read BCeID Special Action.

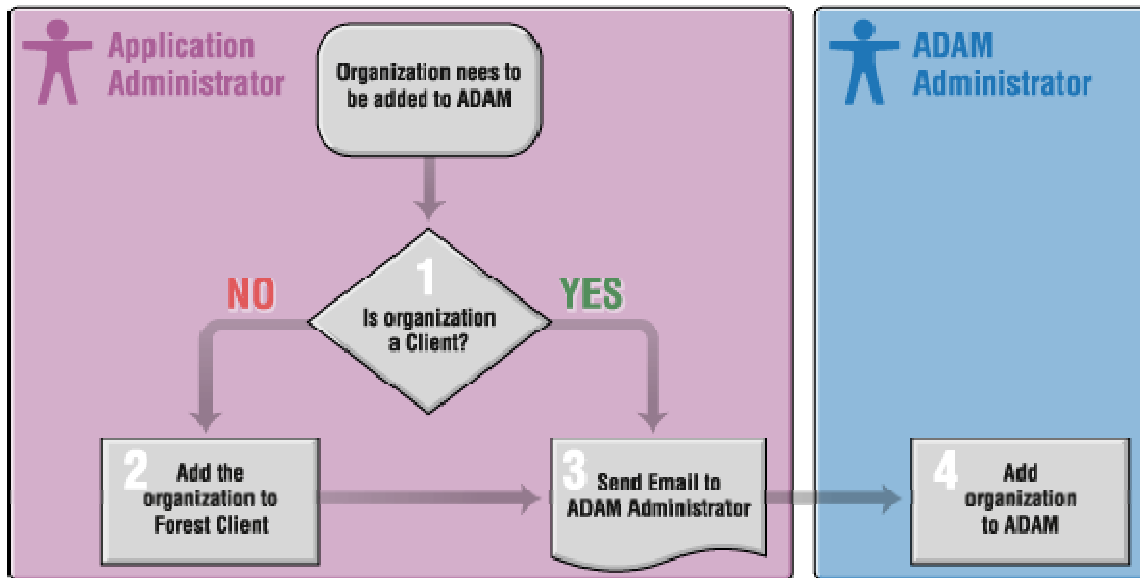
Additional Steps

Application Administrators will need to perform additional steps in ADAM. These steps will vary depending on whether or not the appropriate **Authorization Grantors** have been previously determined in ADAM. For a flow chart explaining these steps, visit the User Access Request page.

User Access Process



Organizational Access Process



Understanding the Home Page

- Use:** The **Home Page** is the first page you will see once you log on to ADAM. It has been designed so that you can quickly navigate to various functions and features customized for you. Think of the **Home Page** as being divided into these sections:
- **ADAM Functions** - The left navigation pane provides you with links to the various functions and features which you have access to in ADAM. Note that the links that are available to you may differ than those available to a co-worker. This is because ADAM provides links based on the level of authorization associated with your User ID.
 - **ADAM Notifications** - The middle section of the page consists of various notifications which have been created just for you. For example, ADAM will use this section of the page to notify you of: Delegation E-Agreements which you need to accept, Authorizations which are expiring, etc. These notifications should serve as helpful prompts to you. Keep in mind that your notifications will differ from those of your co-workers. Notifications only display when there is something important ADAM needs to alert you of.
 - **Government Web Tools** - ADAM has been created to match the standard government web design. This means functions such as searching are available.
- Results:** You can navigate to various functions of ADAM.
- Access the page:** This is the first page you will see when you log on to ADAM.
- How to:** This is a **view only** page which means you cannot modify or delete data on this page. You may only read data. Use the links provided to navigate to another page in ADAM.

Below is a screen print which shows a sample **ADAM Homepage**. Click on various areas of the screen print to learn more.



Search

Advanced Search 

Main Index 
Contact Us 
Help 

B.C. Home

Ministry of Forests & Range

ADAM - Authority Delegation And Management

 Authorizations
[My Authorizations](#)
[New Authorization](#)
[Manage Auths](#)

 Delegations
[My Delegations](#)

 Agreements
[My Agreements](#)
[Manage Acceptance](#)

Exit this e-service 


ADAM Authority Delegation And Management

Welcome to the Authority Delegation And Management e-Service. This tool provides the ability to manage access control to Ministry applications via a simple easy-to-use Web interface.

ADAM Messages

 **NOTICE - You have an unaccepted user agreement "Delegation".**

You will not be able to perform certain functions until this agreement is accepted. [Click here to visit the "My Agreements" screen.](#)

 **WARNING - You have a delegation to profile "IAPP_DATA_ENTRY" that expires in 7 days.**

Once this delegation expires you will no longer be able to authorize this profile in ADAM. [Click here to visit the "My Delegations" screen.](#)

 **NOTICE - You have an authorization to profile "IAPP_ADMINISTRATOR" that expires in 21 days.**

Once this authorization expires you will no longer be able to access the application using this profile. [Click here to visit the "My Authorizations" screen.](#)

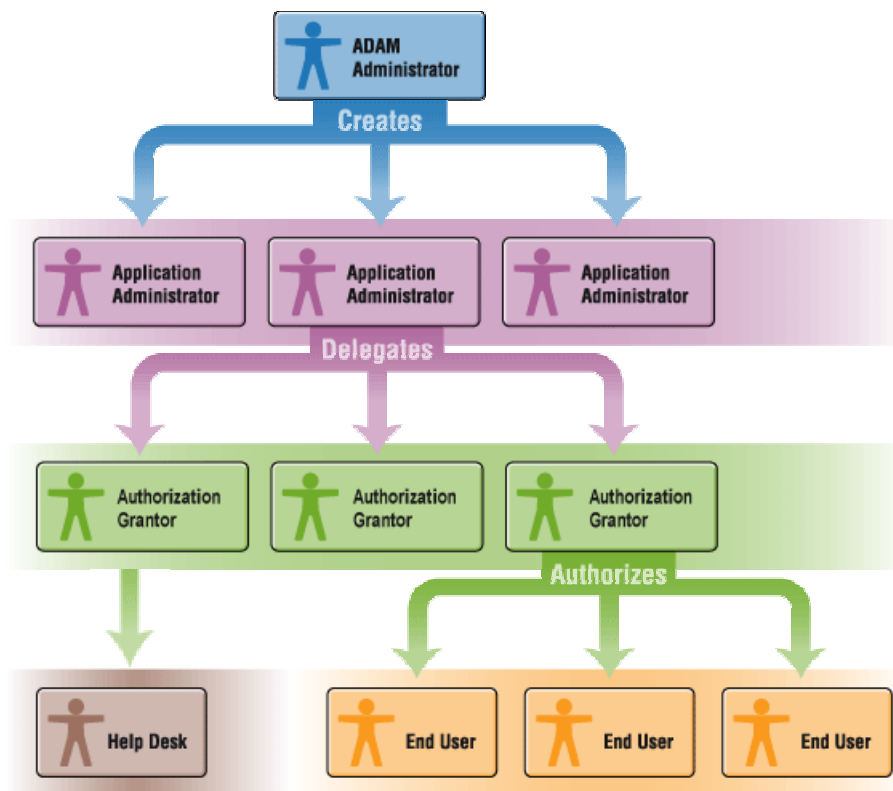
 **Getting Started**
[What is ADAM?](#)
[How do I access ADAM?](#)
[Roles in ADAM](#)
[Understanding this Page](#)
[Demonstration of ADAM](#)

 **Related Links**
[Support Contacts](#)

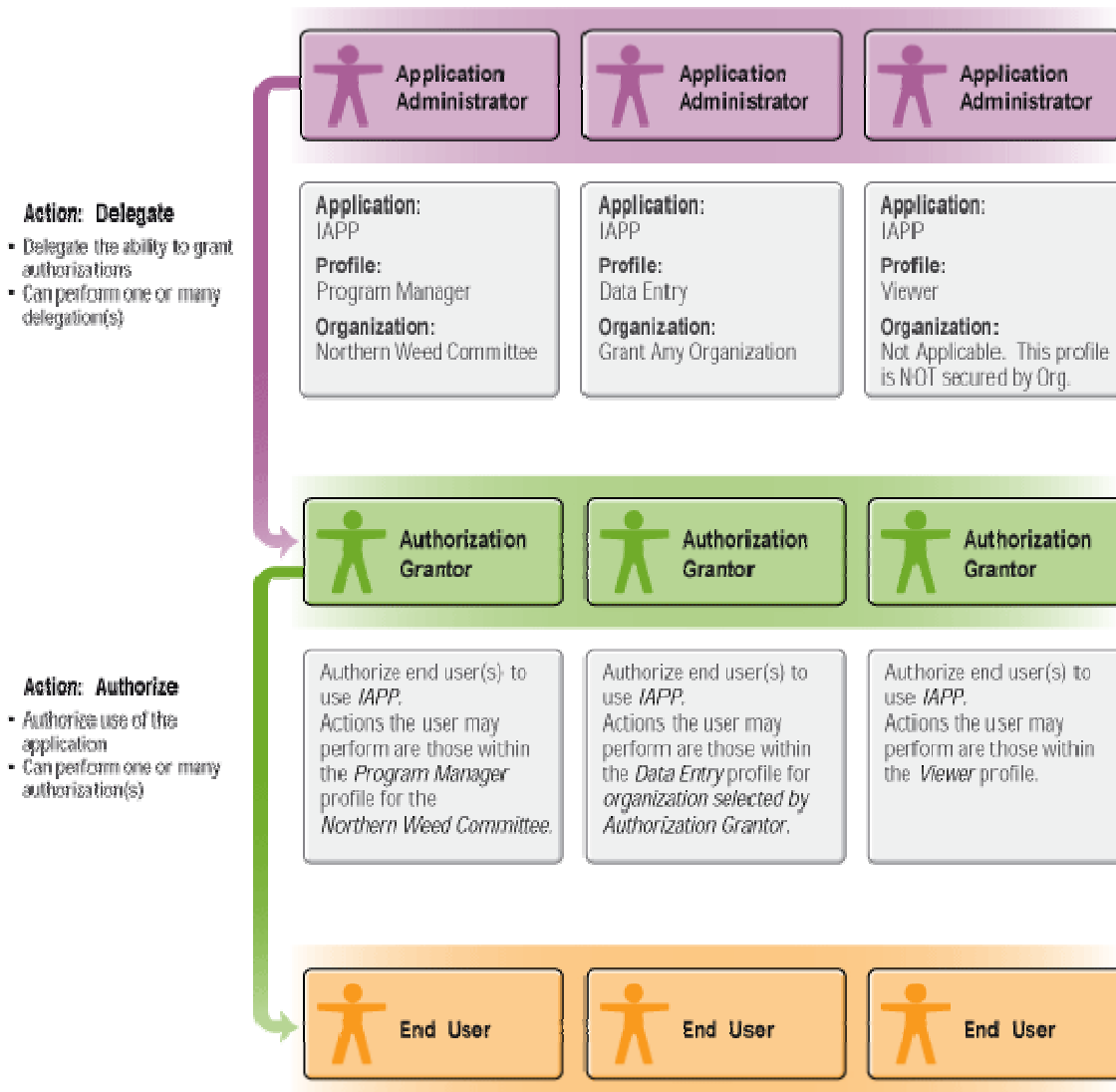
Understanding Roles in ADAM

ADAM is **Role Specific**. Any task or function that you may perform in ADAM is dependent upon the role you have. The following graphic denotes these roles.

An ADAM User may have more than one of the roles. However, a User who has a higher level role (e.g. Application Administrator) does not automatically have the lower level roles (e.g. Authorization Grantor, End User, and/or Help Desk).

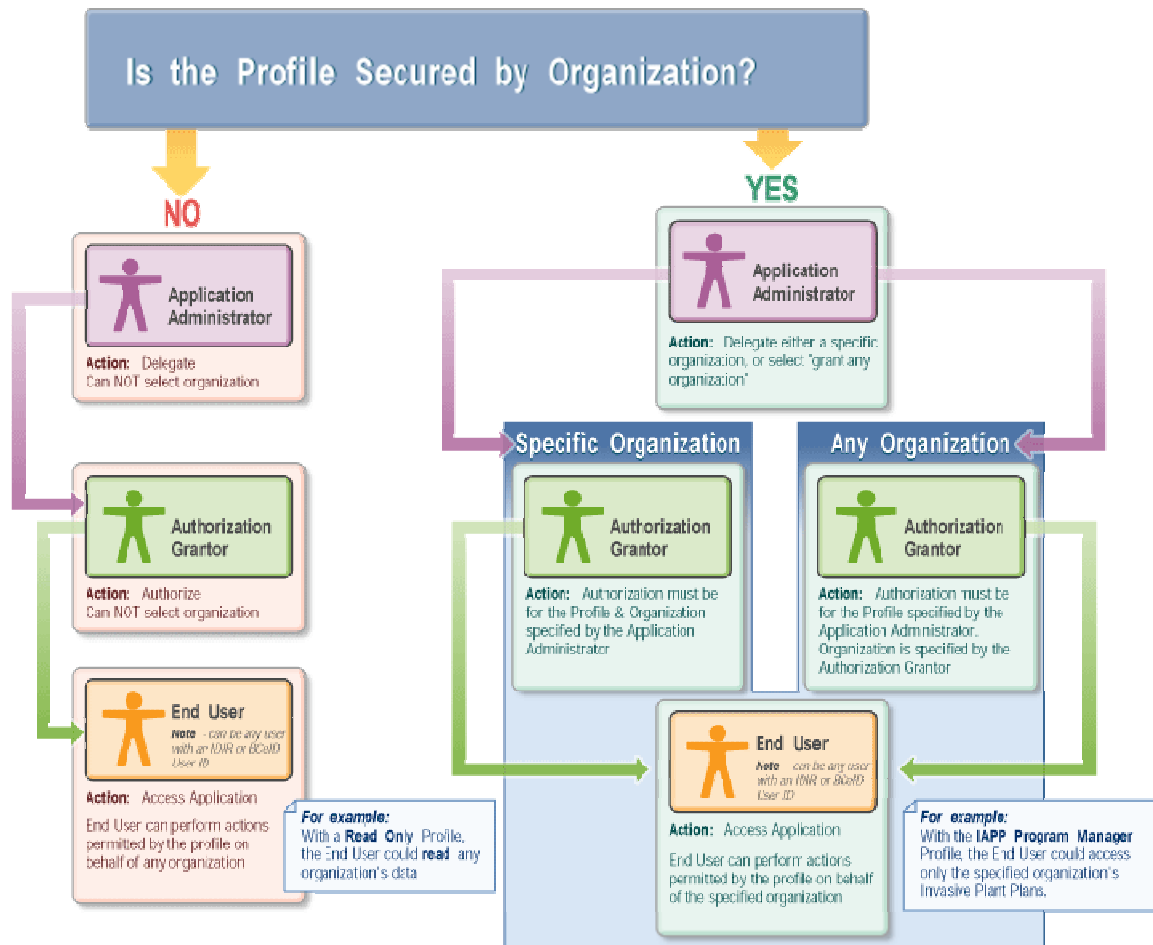


Scenario Flow Chart



Understanding the Profile and Organization Link

Profiles in ADAM may be **secured** or **not secured** by Organization. The following image depicts this process.



Demonstrations of ADAM

If you would like to watch a demonstration of ADAM, click the corresponding **Show Me** icon below. If you are having trouble playing the demonstration, please visit the Demo Tips page for additional information.



Add a Delegation

You can watch a demonstration of adding a new **Delegation** to ADAM by clicking the **Show Me** icon to the left.



Add a Batch Delegation

You can watch a demonstration of adding a **Batch Delegation** to ADAM by clicking the **Show Me** icon to the left.



Add an Authorization

You can watch a demonstration of adding a new **Authorization** to ADAM by clicking the **Show Me** icon to the left.



Add a Batch Authorization

You can watch a demonstration of adding a new **Batch Authorization** to ADAM by clicking the **Show Me** icon to the left.



End User

You can watch a demonstration of an **End User** in ADAM by clicking the **Show Me** icon to the left.

Topic 3: Application Admin

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About Application Administrators

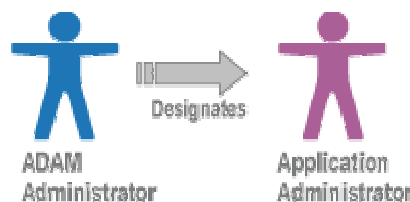
What is a designation for an Application Administrator?

A designation is the action of creating a user who is an Application Administrator. An Application Administrator is able to grant delegations in ADAM.

Confused about the roles in ADAM? The Understanding Roles in ADAM help page will help you to better understand these.

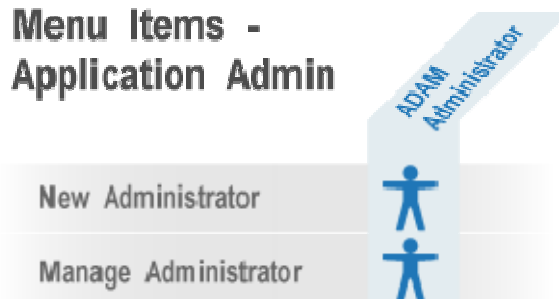
Who can create an Application Administrator?

Only the ADAM Administrator may designate a user as an Application Administrator in ADAM.



The following matrix describes the pages in ADAM that the ADAM Administrator has access to. Note that the Application Administrator does not have access to these pages.

Menu Items - Application Admin



Why create Application Administrators?

Designating users as Application Administrators allows other individuals to hold, and share, the responsibility for creating appropriate delegations in ADAM.

For example...

A new application, Invasive Alien Plant Program, is launched at the MoFR. The ADAM Administrator needs an Application Administrator to take control of creating delegations to those individuals who can authorize end user access to the application. The ADAM Administrator feels confident that Jill Smith can take on this role. Therefore, the ADAM Administrator logs onto ADAM and designates the following:

- Designate User - JSMITH
- As Administrator For - INVASIVE ALIEN PLANT PROGRAM
- Primary Administrator - YES
- Effective - IMMEDIATELY
- Expires - NEVER EXPIRES
- ENABLED - YES

New Administrator

Use: As an **ADAM Administrator**, you can use this page to add a new **Application Administrator** to ADAM. You are able to designate:

- a user;
- the application the user is the administrator for;
- whether or not the user is the primary administrator for the application;
- the dates of administration for the application; and
- whether or not the designation is enabled.

Results: A new designation (**Application Administrator**) is created.

Access the page:

To access this page:

- Select **New Administrator** from the left navigation bar.

If the **New Administrator** link is **NOT** visible in your left navigation bar then you are not authorized to designate **Application Administrators** in ADAM. You must have the **ADAM Administrator** authority in ADAM to add designations.

How to: Follow these steps to use this page:

- 1 Click the **New Administrator** link.
- 2 Use the **Designate User** field to enter the User ID of the user you wish to designate as an Application Administrator. The User ID must be preceded by the domain (e.g. idir\jsmith). If you use the **Find User** button, the domain will be automatically entered for you.
Note: If you are having trouble finding a BCeID User, read this tip: BCeID Special Action.
- 3 Select the application the user will be the Application Administrator for using the **As Administrator For** field.
- 4 Specify whether this user is the Primary Administrator for the application by selecting the checkbox next to the **Primary Administrator** field.
- 5 Enter the date you wish the designation to come into effect using the **Effective** field.
 - If you would like the designation to come into effect immediately, check the **Immediately** checkbox and do not enter an Effective Date.
- 6 Enter the date you wish the designation to become void using the **Expires** field.
 - If you would like the designation to remain active indefinitely, select the **Never Expires** checkbox and do not enter an Expiry Date.
- 7 Click the **Enabled** checkbox to activate the designation.
- 8 Enter any applicable notes in the **Comments** field.



Click the **Create Application Administrator** button.

- You will receive an Application Administrator Processing Status page with the details of this designation.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 520 - New Application Administrator

Application Administrators are responsible for delegating application access administration.

Create a New Application Administrator

Designate
User

Find User...

As
Administrator
for



Primary
Administrator

☐

Effective

☐

Immediately

OR



Expires

☐

Never Expires

OR



Enabled

☐

Comment

Create Application Administrator

Manage Application Administrators

Use: As an **ADAM Administrator**, you can use this page to manage existing **Application Administrators** in ADAM.

Results: This page acts like a search page. It allows you to search for existing designations. The designations display in the bottom portion of the page. From here, you will be allowed to update the designations. You may update any designation which contains an **Edit** button.

There can be more than one ADAM Administrator. Therefore, it is possible that you will be able to update designations which you did not create.

Access the page:

To access this page:

- Select **Manage Administrators** from the left navigation bar.

If the **Manage Administrators** page is **NOT** visible in your left navigation bar then you are not authorized to manage administrators in ADAM. You must have the **ADAM Administrator** authority in ADAM to manage designations.

How to: Follow these steps to use this page:

- 1 Click the **Manage Administrators** link.
- 2 Using the Search for Application Administrator portion of the page, enter the criteria you wish to find designations for.
 - **Note:** If you wish to examine all designations, you may leave the **User** field blank and set the **Application** field to **Any**.
 - If you wish to examine deleted Application Administrators, click the **Show Deleted** check box on.
- 3 Click the **Search** button.
- 4 Examine the designations in the bottom portion of the page.
 - Click the **Edit** button to navigate to the View/Update Application Administrator page. On this page you can modify the designation.
 - Click a **User ID** to navigate to the User Information page for that user.
 - Use the **Export Results to Excel** button to export all search results into an Excel Spreadsheet.
 - Note: Results are sorted by Application Acronym and then User ID.



Search Tips

On this page, you may enter partial values into the **User** field. When you complete the search, results will show all those records which begin with the partial entries you make in this field.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 530 - Manage Application Administrators

Application Administrators are responsible for delegating the ability to grant authorizations.

Search for Application Administrator	
User	<input type="text"/>
Application:	<input type="text"/> 
Show Deleted?	☐
<input type="button" value="Search"/>	

[Find
User...](#)

Results 1 - 2 of 2

Result Page: 1

Action	User	Application	Active?
<input type="button" value="Edit"/>	IDIR\JSMITH	IAPP - Invasive Alien Plant Program	Yes
<input type="button" value="Edit"/>	IDIR\FFLINSTONE	MAX - Maximum Business and Performance Planning System	Yes

Associated Pages - Application Admin

Application Administrator Processing Status

- Use:** This page is used to display the results of a designation for a new Application Administrator.
- Results:** This page allows you to view the details of the designation.
- Access the page:** This page is displayed automatically once:
- the **Create Application Administrator** button is clicked on the New Administrator page
 - or the **Update** button is clicked on the View/Update Application Administrator page.
- How to:** There is only one action you may perform on this page. You may click the **OK** button. If you are confirming the:
- addition of a designation, you will be navigated directly to the New Administrator page.
 - modification of a designation, you will be navigated directly to the Manage Application Administrators page.

Below is a screen print which shows a sample designation created in ADAM. Notice the following:

- The designation was created by user = ADMADMIN;
- The designation was for user = APPADMIN;
- This user is now an Application Administrator for the MAX - Maximum Business and Performance Planning System;
- This user is the Primary Administrator;
- The designation is effective as of Nov. 20 2006 and does not expire; and,
- The designation is enabled.

ADAM550 - Application Administrator Processing Status

The following changes were made to an Application Administrator:

Status:	Operation Completed Successfully
Action:	Create
Action Date:	2006-11-20
Action By:	IDIR\ADMADMIN
Designate User:	IDIR\APPADMIN
as Application Administrator for:	MAX - Maximum Business and Performance Planning System
Primary Administrator:	Yes
Effective:	2006-11-20
Expires:	Never Expires
Enabled:	Yes
Comment:	User APPADMIN is a primary administrator for MAX.

View/Update Application Administrator

Use: This page is used to view and/or modify an existing designation for an Application Administrator.

Results: This page allows you to view, edit, or delete an existing designation. In addition, you may view the history of a designation.

You may modify the following details of a designation:

- Primary Administrator Indicator
- Effective Date
- Expiry Date
- Enabled Checkbox
- Comments

Access the page:

To access this page:

- Navigate to the **Manage Administrators** page and search for the Application Administrator you wish to update.
- Click the **Edit** button next to the Application Administrator you wish to update. If there is only a **View** button next to an Application Administrator, then you may view details of the designation but you will **not** be able to modify the designation.
- You will be navigated to this page (View/Update Application Administrator).
- Note: Please visit the [Manage Administrators](#) help topic for additional information.

How to: Follow these steps to use this page to manage Application Administrators:

1

Verify that you are updating the correct designation by examining the **Designate User** and **As Application Administrator For** fields.

- Clicking on the User ID in the Designate User field will navigate you to the [User Information](#) page.

2

Edit those fields which you wish to modify.

3

Click the **Update** button.



Do **not** click the **Delete** button, unless you wish to delete this Application Administrator. Once you click this button, you will receive a warning message. Click the **OK** button to confirm the deletion. The [Application Administrator Processing Status](#) page will now display reviewing your deletion.

- You should use the **Enabled** checkbox (remove the tick) if you wish to just temporarily disable the Application Administrator designation.
- Once you have deleted an Application Administrator, you will still be able to see it on the [Manage Application Administrators](#) page (for historical purposes only).

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 560 - View/Update Application Administrator

Application Administrators are responsible for delegating the ability to grant authorizations.

View/Update Application Administrator

Designate
User

IDIR\APPADMIN

[View History](#)

As
Application
Administrator
for

MAX - Maximum Business and Performance
Planning System

Primary
Administrator



Effective



Immediately

OR

2006-11-09



Expires



Never Expires

OR



Enabled



Comment

[Back](#)

[Update](#)

[Delete](#)

Application Admin History

Use: This page is used to display the history of a designation for an Application Administrator.

Results: This page allows you to review the history of a specific designation. This page shows details of the designation as well as the date and time of the following actions:

- the **creation** of the designation.
- the **update** of the designation.
- the **deletion** of the designation.

Access the page: This page is displayed automatically once the **View History** link is clicked on the View/Update Application Administrator page.

How to: The top portion of the page displays rows of data corresponding to the actions which have been taken on the designation. The bottom portion of the page is dynamic. It changes based on the row you have selected in the top portion of the page.

1

Select a row in the top portion of the page by clicking anywhere on the data for that row. The row will be highlighted in yellow.

2

Notice that the bottom portion of the page - the **Application Admin History** - now changes to display the details of the row selected.



For example, if you click the row when the action is:

- **Create**, then you will be able to see the designation details at the time the Application Administrator was created in ADAM. (I.e. the expiry date was set to Never Expires.)
- **Update**, then you will be able to see the designation details for that update. (I.e. the update changed the expiry date to 2006-12-31.)

Below is a screen print which shows a sample **Application Admin History** page in ADAM.

ADAM570 - Application Admin History

Results 1 - 2 of 2.

Result Page: 1

Change Date	Action	Comments
2006-11-20 14:47:02	Update	Expiry Date has been changed.
2006-11-20 13:38:40	Create	User APPADMIN is a primary administrator for MAX.

Application Admin History

Action: Update

Action Date: 2006-11-20 14:47:02

Action By: IDIR\ADMADMIN

Designated To: APPADMIN

Designated By: ADMADMIN

as Application Administrator for: MAX - Maximum Business and Performance Planning System

Primary Administrator: Yes

Effective: 2006-11-20

Expires: 2006-12-31

Enabled: Yes

Comment: Expiry Date has been changed.

Topic 4: Delegations

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About Delegations

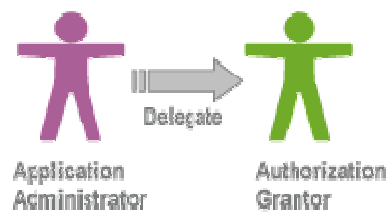
What is a delegation?

A delegation is the action of providing another user, or yourself, with the ability to authorize End Users to perform specific functions within an application for a given organization.

Confused about delegations? The Scenario Flow Chart may help you better understand these.

Who can perform a delegation?

You must have a status of **Application Administrator** in ADAM in order to perform a delegation. The individual receiving the delegation will become an **Authorization Grantor** in ADAM.



The following matrix describes the pages in ADAM that an Application Administrator has access to:

Menu Items - Delegations

	Application Administrator	Authorization Grantor
My Delegation		
New Delegation		
Manage Delegation		

Menu Items - Authorizations

	Application Administrator	Authorization Grantor
My Authorizations		
New Authorizations		
Manage Authorizations		

Why delegate?

Delegating allows other individuals to hold, and share, the responsibility for establishing appropriate End User access to an application.

For example...

Jill Smith is an Application Administrator in ADAM for the Invasive Alien Plants Program (IAPP). This is a relatively new application managed by the Ministry of Forests and Range. Jill has many tasks to deal with so she decides she will delegate the task of establishing appropriate end user access to the IAPP.

To complicate matters, Jill knows that the "Northern Weed Committee" requires access to their data in the application right away. She knows they will need to complete functions available to the profile of "Biological Agent Manager". Jill is confident Jack Black can handle the task of setting up the End Users.

Jill logs on to ADAM as an Application Administrator for IAPP. She completes the following new delegation for Jack:

- Allow User - JBLACK
- To Authorize Profile - IAPP_BIOLOGICAL_MANAGER
- For Organization - NORTHERN WEED COMMITTEE
- Effective date - IMMEDIATELY
- Expiry date - NEVER EXPIRES
- Enabled - YES

Delegation Demonstrations



Add a Delegation

You can watch a demonstration of adding a new **Delegation** to ADAM by clicking the **Show Me** icon to the left.



Add a Batch Delegation

You can watch a demonstration of adding a **Batch Delegation** to ADAM by clicking the **Show Me** icon to the left.

My Delegations

Use: This page is used to view delegations which have been created for you in the ADAM Application.
Data will display on this page if an **Application Administrator** has delegated you as an **Authorization Grantor**.
Visit [About Delegations](#) to learn more.

Results: This page displays all of your delegations.

Access the page: To access this page:

- Select **My Delegations** from the left navigation bar. If you do not see **My Delegations** in the left navigation bar, then you do not have any delegations.
- If you require delegations, you should discuss this with your Application Administrator.

How to: This is a **view only** page which means you cannot modify or delete data on this page. You may only read data.

① Click the **My Delegations** link.

② View the data.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 210 - My Delegations

You have been delegated the ability to create Authorizations for these Profiles and Organizations.

Results 1 - 1 of 1.

Results Page: 1

<u>Delegated To</u>	<u>Delegated Profile</u>	<u>For Organization</u>	<u>Active?</u>
JBLACK	IAPP_PROGRAM_MANAGER	00011111 - Northern Weed Committee	Yes

New Delegation

Use:

As an **Application Administrator**, you can use this page to add a new **Delegation** to ADAM. A delegation allows you to delegate another user (or yourself) as an **Authorization Grantor** in ADAM.

Your delegation will specify the:

- user;
- organization; and
- profile.

Results:

A new delegation (**Authorization Grantor**) is created. The **Authorization Grantor** will receive an email detailing the delegation.

- Note: The Authorization Grantor's email address must be contained in his/her BCeID or IDIR User ID profile. This is NOT entered in ADAM.

Access the page:

To access this page:

- Select **New Delegations** from the left navigation bar.

If the **New Delegations** link is **NOT** visible in your left navigation bar then you are not authorized to add delegations in ADAM. You must have the **Application Administrator** authority in ADAM to add delegations.

How to:

Follow these steps to use this page:

- 1 Click the **New Delegations** link.
- 2 Enter the User ID of the user you wish to add a delegation for in the **Allow User** field. If you wish to type in the User ID manually, you must enter the User ID preceded by the domain (e.g. idir\jsmith). If you use the **Find User** button to select the user, the domain will automatically be entered.
Note: If you are having trouble finding a BCeID User, read this tip: BCeID Special Action.
- 3 Select the profile for this delegation using the **To Authorize Profile** field.
 - **Note:** Your selection in this field will affect your selections in the **For Any Organization** and **For Organization** fields.
- 4 Specify the organization for this delegation. You may either:
 - Enter a specific organization in the **For Organization** field; or,
 - Select **For Any Organization** to allow all organizations.

If you are unable to access one or both of these fields, it is due to the profile you have selected in Step #3. The profile selected may not be secured by organization.
- 5 Enter the date you wish the delegation to come into effect using the **Effective** field.
 - If you would like the delegation to come into effect immediately, check the **Immediately** checkbox and do not enter an Effective Date.

- 6 Enter the date you wish the delegation to become void using the **Expires** field.
 - If you would like the delegation to remain active indefinitely, select the **Never Expires** checkbox and do not enter an Expiry Date.
- 7 Click the **Enabled** checkbox to activate the delegation.
- 8 If you require an agreement for this delegation, click the **Agreement Required** checkbox.
 - A field titled **Electronic Agreement** will automatically display as active once this checkbox is ticked.
- 9 Use the **Electronic Agreement** drop list to select the agreement to apply to this delegation.
- 10 Enter any applicable notes in the **Comments** field.
- 11 Click the **Create Delegation** button.
 - You will receive a Delegation Processing Status page with the details of this delegation.

**Warning: Delegations to BCeID User IDs**

At this time, ADAM will **not** allow you to create a Delegation for a BCeID User ID.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 220 - Create a New Delegation

Create a New Delegation

Switch to Batch Mode

Allow User

[Find User...](#)

To Authorize Profile

For Any Organization

☐

For Organization

[Find Org...](#)

Effective

☐ Immediately

OR

Expires

☐ Never Expires

OR

Enabled

☐

Agreement Required

☐

Electronic Agreement

Comment

Create Delegation

New Delegation - Batch Mode

Use: As an **Application Administrator**, you can use this page to add a **Batch Delegation** to ADAM. Adding a batch delegation is similar to adding a single delegation, except, it allows for multiple delegations to be added simultaneously.

A delegation allows you to delegate another user (or yourself) as an **Authorization Grantor** in ADAM.

Your delegation will specify the:

- user;
- organization; and
- profile.

Note: When adding a batch delegation do not mix profiles which are secured by organization with those that are not secured by organization. See the Batch Delegation Profile tip.

Results: A new **Batch Delegation** is created in ADAM. The **Authorization Grantors** will each receive an email detailing the delegation.

- Note: Each Authorization Grantor's email address must be contained in his/her BCeID or IDIR User ID profile. This is NOT entered in ADAM.

Access the page:

To access this page:

- Select **New Delegations** from the left navigation bar.
- Click **Switch to Batch Mode**.

If the **New Delegations** link is **NOT** visible in your left navigation bar then you are not authorized to add delegations in ADAM. You must have the **Application Administrator** authority in ADAM to add delegations.

How to:

The steps below outline how to use this page if you wish to enter the Batch Delegation. Alternatively, you may upload a file containing the Batch Delegation data using the **Bulk Load Delegations** section of this page.

- To bulk load delegations, use the **Browse** button to locate the file and then click the **Submit** button. The file must match the specifications.

① Click the **New Delegations** link.

② Click the **Switch to Batch Mode** link.

Switch to Batch Mode

③ Enter the User ID(s) of the user(s) you wish to add a delegation(s) for in the **Allow User(s)** field. You must click the **Find** button and locate users using the **User Search**. Then you may add each user. Visit the [User Search - Batch](#) help page for additional assistance.

- Once you return to the **Create a New Delegation (Batch Mode)** page, you will notice that each user is highlighted in blue. If you wish to:
 - De-select a user (the row is highlighted blue), click on the row

of data containing that user. The row will no longer be highlighted.

- Select a user (the row is not highlighted), click on the row of data containing that user. The row will become highlighted.
- You can select multiple users by holding the **Ctrl** key on your keyboard while clicking each row.

Note: If you are having trouble finding a BCeID User, read this tip: "BCeID Special Action".

- 4 Select the profile(s) for this delegation using the **To Grant Profile(s)** field. (You can select and de-select each/multiple rows using the same method explained in Step #3.).
- 5 Specify the organization(s) for this delegation using the Organization Search. Visit the [Organization Search - Batch](#) help page for additional assistance. You may either:
 - Enter specific organization(s) in the **For Organization(s)** field by using the search function (i.e. Find link). (You can select and de-select each/multiple rows using the same method explained in Step #3.); or,
 - Select **For Any Organization** to allow all organizations.

Note that if you are going to select a profile that is not secured by organization, do not enter data into either the **For Organization** or the **For Any Organization** fields; otherwise, you will be unable to add this delegation.
- 6 Enter the date you wish the delegation(s) to come into effect using the **Effective** field.
 - If you would like the delegation(s) to come into effect immediately, check the **Immediately** checkbox and do not enter an Effective Date.
- 7 Enter the date you wish the delegation(s) to become void using the **Expires** field.
 - If you would like the delegation(s) to remain active indefinitely, select the **Never Expires** checkbox and do not enter an Expiry Date.
- 8 Click the **Enabled** checkbox to activate the delegation(s).
- 9 If you require an agreement for this delegation(s), ensure the **Agreement Required** checkbox is ticked.
 - A field titled **Electronic Agreement** will automatically display as active once this checkbox is ticked. Use this field to select the **Electronic Agreement** you require.
- 10 Enter any applicable notes in the **Comment** field.
- 11 Click the **Add Delegations** button.
 - You will receive a [Delegation Processing Confirmation](#) page with the details of this delegation(s) for you to confirm.



Warning: Delegations to BCeID User IDs

At this time, please do **not** create a delegation with the **For Any Organization** option selected for a BCeID User ID.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 240 - Create a New Delegation (Batch Mode)**Create a New Delegation**[Switch to Simple Mode](#)Allow User(s):
(Select Multiple)[Find...](#)To Grant Profile(s)
(Select Multiple)

For Any
Organization☐For
Organization(s)
(Select
Multiple)[Find...](#)

Effective

☐ ImmediatelyOR 

Expires

☐ Never ExpiresOR 

Enabled

☐Agreement
Required☐Electronic
Agreement 

Comment

Bulk Load DelegationsUpload
Delegations:

Manage Delegations

Use: As an **Application Administrator**, you can use this page to manage existing **Delegations** in ADAM. Other users may use this page to view delegations in ADAM.

Results: This page acts like a search page. It allows you to search for existing delegations. The delegations display in the bottom portion of the page. From here, you will be allowed to update the delegation. You may view and update any delegation which is associated with the application and profiles you are an Application Administrator for. These will contain an **Edit** button.

Delegations which contain a **View** button can be examined but cannot be modified. For example,

- An ADAM Help User will be able to view all delegations.
- An ADAM Administrator will be able to view all delegations, for applications, which he/she is **not** an Application Administrator for.
- All delegations which have been deleted may only be viewed.

There can be more than one Application Administrator for a specific application. Therefore, it is possible that you will be able to update delegations which you did not create.

Access the page:

To access this page:

- Select **Manage Delegations** from the left navigation bar.

If the **Manage Delegations** page is **NOT** visible in your left navigation bar then you are not authorized to manage delegations in ADAM. You must have the **Application Administrator** authority in ADAM to manage delegations.

How to: Follow these steps to use this page:

- 1 Click the **Manage Delegations** link.
- 2 Using the Search for Delegations portion of the page, enter the criteria you wish to find delegations for.
 - **Note:** If you wish to examine all delegations that you have access to, you may leave all fields blank.
 - Remember, a profile is the type of role a user can have within an application. This determines the functionality a user can perform. Often a profile also affects the data that the user has access to.
- 3 Click the **Search** button.



Examine the delegations in the bottom portion of the page.

- Click the **Edit** or **View** button to navigate to the View/Update Delegation page. On this page you can view/modify the delegation.
- Click a **User ID** to navigate to the User Information page for that user.
- Use the **Export Results to Excel** button to export all search results into an Excel Spreadsheet.
- Note: Results are sorted by Profile Name and then User ID.



Search Tips

On this page, you may enter partial values into the following fields:

- **Delegated to User** - search results will show all those records which begin with the partial entries you make in this field.
- **For Organization** - search results will show all those records which contain the partial entries you make in this field.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 230 - Manage Delegations

Delegations you have assigned or have access to view and/or modify.

Search for Delegations

Delegated to User

Find...

Application:

▼

Delegated Profile

▼

Find...

For Organization

Find...

Show Deleted?

☐

Search

Export Results to Excel

Delegations

Results 1 - 2 of 2

Result Page: 1

Action	Delegated To	Delegated Profile	For Organization	Active?
Edit	IDIR\FFLINSTONE	IAPP_BIOLOGICAL_AGENT_MANAGER	00022222-Southern Weed Committee	Yes
Edit	IDIR\JSMITH	IAPP_BIOLOGICAL_AGENT_MANAGER	00011111 - Northern Weed Committee	Yes

Associated Pages - Delegations

Delegation Process Confirmation - Batch

Use: This page is used to confirm a **Batch Delegation** in ADAM.

Results: This page allows you to complete the batch delegation. The page shows any delegations which were not approved as well as those which were approved.

Access the page: This page displays when you click the **Add Delegations** button on the batch delegation page.

How to: Follow these steps to use this page to confirm the addition of the batch delegations:

1 Review the batch delegations. Pay close attention to the **Approved?** column. If this column contains:

- Yes, then the corresponding delegation has been approved.
- No, then the corresponding delegation has **NOT** been approved and will not be added to ADAM.

2 Examine the last column. This column contains a check mark for each approved delegation. If you do not wish to add a delegation, click the box (to remove the tick).

3 Click the **Continue** button to add all delegations which are approved and contain a tick in the last column.



If the delegation is **not** approved by ADAM, you can roll your mouse over (or click on) the **No** text (in the Approved column) and an explanation is displayed.

The following are examples of unapproved delegations:

- Your batch delegation includes delegations for profiles which are secured by organization and those which are not secured by organization.
- The delegation you are attempting to create already exists in ADAM.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 280 - Delegation Process Confirmation					
The following delegations will be created:					
User	Profile	For Organization	Agreement	Approved?	
MPOPPINS	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes	☒
BBUNNY	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes	☒
RRIDINGHOOD	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes	☒
		<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>		

Delegation Processing Status Batch

Use: This page is used to display the results of a **Batch Delegation** in ADAM.

Results: This page allows you to examine the details of the batch delegation.

Access the page: You may access this page by clicking the **Complete** button on the Delegation Process Confirmation-Batch page.

How to: There are two actions you may perform on this page.

- You may click the **User Name** to navigate to the User Information page.
- You may click the **OK** button to navigate directly to the Manage Delegations page.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 290 - Delegation Processing Status				
The following delegations were created/updated:				
User	Profile	For Organization	Agreement	Success?
MPOPPINS	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes
BBUNNY	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes
RRIDINGHOOD	IAPP_DATA_ENTRY	Northern Weed Committee	Delegation	Yes
<input type="button" value="OK"/>				

Delegation Processing Status

- Use:** This page is used to display the results of a delegation.
- Results:** This page allows you to view the details of the delegation.
- Access the page:** This page is displayed automatically once:
- the Create Delegation button is clicked on the [New Delegation](#) page
 - or the Update Delegation button is clicked on the Update Delegation page.
- How to:** There is only one action you may perform on this page. You may click the **OK** button. If you are confirming the:
- addition of a delegation, you will be navigated directly to the [Create a New Delegation](#) page.
 - modification of a delegation, you will be navigated directly to the [Manage Delegations](#) page.

Below is a screen print which shows a sample delegation created in ADAM. Notice the following:

- The delegation was created by user = APPADMIN;
- The delegation was for user = APPAUTHG. This user is now an Authorization Grantor;
- The organization is Ministry of Environment;
- The profile is IAPP_DATA_ENTRY;
- The delegation is effective from Nov 09 2006 to Nov 09 2007;
- The delegation is enabled; and,
- The delegation requires APPAUTHG to accept a Delegation Agreement.

ADAM250 - Delegation Processing Status**Status:** Operation Completed Successfully**Action:** Create**Action Date:** 2006-11-09**Action By:** IDIR\APPADMIN**Delegate To:** IDIR\APPAUTHG**Delegated By:** IDIR\APPADMIN**For Organization:** 00045091 - MINISTRY OF ENVIRONMENT**Authorization Profile:** IAPP_DATA_ENTRY**Effective:** 2006-11-09**Expires:** 2007-11-09**Enabled:** Yes**Agreement Required:** Delegation**Comment:** APPAUTHG can now grant authorizations.

OK

View/Update Delegation

Use: This page is used to modify an existing delegation.

Results: This page allows you to view, edit, or delete an existing delegation. In addition, you may view the history of a delegation.

You may modify the following details of a delegation:

- Effective Date
- Expiry Date
- Delegation Enabled Checkbox
- Comments

Access the page:

To access this page:

- Navigate to the **Manage Delegations** page and search for the delegation you wish to update.
- Click the **Edit** button next to the delegation you wish to update. If there is only a **View** button next to a delegation, then you may view details of the delegation but you will **not** be able to modify the delegation. You are not authorized to update this delegation in ADAM.
- You will be navigated to this page (View/Update Delegation).
- Note: Please visit the [Manage Delegations](#) help topic for additional information.

How to: Follow these steps to use this page to update a delegation:

-  1 Verify that you are updating the correct delegation by examining the **Delegate To** and **Delegated By** fields.
-  2 Edit those fields which you wish to modify.
-  3 Click the **Update** button.

 Do **not** click the **Delete** button, unless you wish to delete the delegation. Once you click this button, you will receive a warning message. Click the **OK** button to confirm the deletion. The [Processing Status](#) page will now display reviewing your deletion.

- You should use the **Enabled** checkbox (remove the tick) if you wish to just temporarily disable the delegation.
- Once you have deleted a delegation, you will still be able to see it on the Manage Delegations page (for historical purposes only).

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 260 - View/Update Delegation**View/Update Delegation**

Delegated To IDIR\APPAUTHG

[View History](#)

Delegated By IDIR\APPADMIN

For Any Organization

For Organization 00045091 - MINISTRY OF ENVIRONMENT

Authorization Profile IAPP_DATA_ENTRY

Effective ☐ Immediately OR 

Expires ☒ Never Expires OR 

Enabled ☒

Comment

Back

Update

Delete

Delegation History

Use: This page is used to display the history of a delegation.

Results: This page allows you to review the history of a specific delegation. This page shows details of the delegation as well as the date and time of the following actions:

- the **creation** of the delegation
- the **update** of the delegation
- the **deletion** of the delegation

Access the page: This page is displayed automatically once the **View History** link is clicked on the Update Delegation page.

How to: The top portion of the page displays rows of data corresponding to the actions which have been taken on the delegation. The bottom portion of the page is dynamic. It changes based on the row you have selected in the top portion of the page.

1

Select a row in the top portion of the page by clicking anywhere on the data for that row. The row will be highlighted in yellow.

2

Notice that the bottom portion of the page - the **Delegation History** - now changes to display the details of the row selected.



For example, if you click the row when the action is:

- **Create**, then you will be able to see the delegation details at the time of creation. (I.e. the expiry date was set to Never Expires.)
- **Update**, then you will be able to see the delegation details for that update. (I.e. the update changed the expiry date to 2006-12-09.)

Below is a screen print which shows a sample **Delegation History** page in ADAM.

ADAM270 - Delegation History**Results 1 - 2 of 2.****Result Page:** 1

Change Date	Action	Comments
2006-11-10 11:45:37	Update	Expiry Date has been changed.
2006-11-09 15:26:31	Create	

Delegation History**Action:** Update**Action Date:** 2006-11-10 11:45:37**Action By:** [APPADMIN](#)**Delegate To:** [APPAUTHG](#)**Delegated By:** [APPADMIN](#)**For Organization:** 00084551 - PUBLIC WORKS CANADA**Authorization Profile:** IAPP_BIO_AGENT_MANAGER**Effective:** 2006-11-09**Expires:** 2006-12-09**Enabled:** Yes**Comment:** Expiry Date has been changed.

Topic 5: Authorizations

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About Authorizations

What is an authorization?

An Authorization is the action of providing another user, or yourself, with the ability to perform specific functions within an application for a given organization or all organizations.

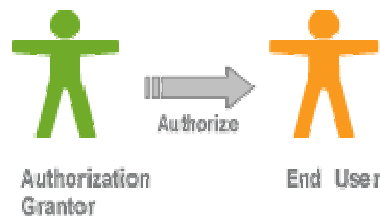
Confused about authorizations? The Scenario Flow Chart may help you better understand these.

Who can perform an authorization?

You must have a status of **Authorization Grantor** in ADAM in order to add an authorization. The individual receiving the authorization will become an End User of the authorized application. This user will also be able to view his/her authorization using the [My Authorizations](#) page in ADAM.

You may have been delegated the ability to manage authorizations for one or more applications; however, your ability to add authorizations for an application may be limited by:

- the organization you represent; and/or,
- the roles within the application you are allowed to grant (i.e. view vs. modify).



The following matrix describes the pages in ADAM that an Authorization Grantor has access to:

Menu Items - Authorizations	Application Administrator	Authorization Grantor	End User
My Authorizations			
New Authorizations			
Manage Authorizations			

Application Access	Application Administrator	Authorization Grantor	End User
Access Application - For example: IAPP			

Why authorize?

Authorizations allow other individuals to access the application. Without these, the End Users will be unable to access the application.

For example...

For example, Jack Black is an **Authorization Grantor** for the **Invasive Alien Plants Program Application**. He works with the **Northern Weed Committee** and, therefore, has the ability to grant authorizations for this organization. In addition, he may only grant authorizations which are for the **IAPP Biological Manager** profile.

Jack knows that Clark Griswold requires this authorization right away. Therefore, Jack grants the following authorization to Clark:

- Grant User - CGRISWOLD
- Access to Profile - IAP_BIOLOGICAL_MANAGER
- For Organization - Northern Weed Committee
- Effective date - IMMEDIATELY
- Expiry date - NEVER EXPIRES
- Enabled - YES

Authorization Demonstrations



Add an Authorization

You can watch a demonstration of adding a new **Authorization** to ADAM by clicking the **Show Me** icon to the left.



Add a Batch Authorization

You can watch a demonstration of adding a new **Batch Authorization** to ADAM by clicking the **Show Me** icon to the left.



End User

You can watch a demonstration of an **End User** in ADAM by clicking the **Show Me** icon to the left.

My Authorizations

Use: This page is used to view authorizations which have been created for you in the ADAM Application. An Authorization allows you to access e-services (i.e. other applications).

Results: This page displays all of your authorizations.

Access the page: To access this page:

- Select **My Authorizations** from the left navigation bar.

How to: This is a **view only** page which means you cannot modify or delete data on this page. You may only read data. There are two sections on this page:

- **Authorizations granted directly to me** - authorizations listed in this section are ones which were granted specifically to you.
- **Authorizations granted through group membership** - you received authorizations displayed here because you are a member of a group. Each member of that group received this authorization.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 110 - My Authorizations

Authorizations enable a user to access one or more e-services.

Authorizations Granted Directly to Me

Results 1 - 2 of 2.

Results Page: 1

Authorized Profile	For Organization	Active?
ADAM_APPADMIN		Yes

IAPP_BIO_AGENT_MANAGER	00001798 - Greater Vancouver Water District	Yes
------------------------	---	-----

Authorizations Granted Through Group Membership

Authorized Profile	For Organization	Via Group
ADAM_USER	Northern Weed Committee	Public Users
ADAM_USER	Southern Weed Committee	User Group_South

New Authorization

Use: This page is used to add a new authorization to ADAM. An authorization allows you to authorize an **End User** (or yourself) to access and perform specific tasks/functions in a specified application for a specified organization.

An Authorization specifies a:

- User;
- Profile; and,
- Organization.

Note: A profile includes the application.

Results: A new authorization (**End User**) is created. The **End User** will receive an email detailing the authorization.

- Note: The End User's email address must be contained in his/her BCeID or IDIR User ID profile. This is NOT entered in ADAM.

Access the page:

To access this page:

- Select **New Authorization** from the left navigation bar.

If the **New Authorization** link is **NOT** visible in your left navigation bar then you are not authorized to add an authorization in ADAM. You must have the **Authorization Grantor** authority in ADAM to add authorizations.

How to:

Follow these steps to use this page:

1

Click the **New Authorization** link.

2

Enter the User ID of the user you wish to add an authorization for in the **Authorize User** field. The User ID must be preceded by the domain (e.g. idir\jsmith). If you use the **Find User** button, the domain will be automatically entered for you.

Note: If you are having trouble finding a BCeID User, read this tip: BCeID Special Action.

3

Select the profile for this authorization using the **Access to Profile** field.

4

Specify the organization for this authorization using the **For Organization** field. This is the organization that the user will access the application on behalf of. Be sure you select an organization which is currently effective. See the Organization Information page if you are uncertain.

- If you are unable to access this field, it is due to the profile you have selected. The profile selected may not be secured by organization. For example, a **viewer** or **read only** profile is often not secured by organization because this profile is often meant to allow an End User to see data for all organizations in an application.
- If you are able to access this field, but the organization you require is **not** listed (or the field is blank), be sure you have accepted all required **Delegation Agreements**.

- 5 Enter the date you wish the authorization to come into effect using the **Effective** field.
 - If you would like the authorization to come into effect immediately, check the **Immediately** checkbox and do not enter an Effective Date.
- 6 Enter the date you wish the authorization to become void using the **Expires** field.
 - If you would like the authorization to remain active indefinitely, select the **Never Expires** checkbox and do not enter an Expiry Date.
- 7 Click the **Enabled** checkbox to activate the authorization.
- 8 Enter any applicable notes in the **Comment** field.
- 9 Click the **Add Authorization** button.
 - You will receive an Authorization Processing Status page with the details of this authorization.



Group Authorizations

If you have been delegated the ability to create Group Authorizations, you will notice that this page contains a **Grant Type** field. You must select the radio button next to **Group** if you wish to create a group authorization.

The **Grant Group** field displays. Use this field to select the user group you wish to create the authorization for. Once the authorization has been completed, all members of this group will have this authorization.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 120 - Create a New Authorization

Create a New Authorization

Switch to Batch Mode

Authorize User

Find User...

Access To Profile

For Organization

Find...

Effective

☐ Immediately
 or

Expires

☐ Never Expires
 or

Enabled

☐

Comment

Add Authorization

New Authorization - Batch Mode

Use: As an **Authorization Grantor**, you can use this page to add a **Batch Authorization** to ADAM. Adding a batch authorization is similar to adding a single authorization, except, it allows for multiple authorizations to be added simultaneously.

An authorization allows you to authorize an **End User** (or yourself) to access and perform specific tasks/functions in a specified application for a specified organization.

An Authorization specifies a:

- User;
- Profile; and,
- Organization.

Note: A profile includes the application.

Note: When adding a Batch Authorization do not mix profiles which are secured by organization with those that are not secured by organization. See the Batch Authorization Profile tip.

Results: A new **Batch Authorization** is created in ADAM. The **End Users** will each receive an email detailing the authorization.

- Note: Each End User's email address must be contained in his/her BCeID or IDIR User ID profile. This is NOT entered in ADAM.

Access the page:

To access this page:

- Select **New Authorization** from the left navigation bar.
- Click **Switch to Batch Mode**.

If the **New Authorization** link is **NOT** visible in your left navigation bar then you are not authorized to add authorizations in ADAM. You must have the **Authorization Grantor** authority in ADAM to add authorizations.

How to:

The steps below outline how to use this page if you wish to enter the Batch Authorization. Alternatively, you may upload a file containing the Batch Authorization data using the **Bulk Load Authorizations** section of this page.

- To bulk load authorizations, use the **Browse** button to locate the file and then click the **Submit** button. The file must match the specifications.

1 Click the **New Authorization** link.

2 Click the **Switch to Batch Mode** link.

Switch to Batch Mode

3 Enter the User ID(s) of the user(s) you wish to add an authorization(s) for in the **Grant User(s)** field. You must click the **Find User** link and locate users using the **User Search**. Then you may add each user. Visit the [User Search - Batch](#) help page for additional assistance.

- Once you return to the **Create a New Authorization (Batch Mode)**

page, you will notice that each user is highlighted in blue. If you wish to:

- De-select a user (the row is highlighted blue), click on the row of data containing that user. The row will no longer be highlighted.
- Select a user (the row is not highlighted), click on the row of data containing that user. The row will become highlighted.
- You can select multiple users by holding the **"Ctrl"** key on your keyboard while clicking each row.

Note: If you are having trouble finding a BCeID User, read this tip: [BCeID Special Action](#).

- 4 Select the profile(s) for this authorization using the **Access to Profile(s)** field.

(You can select and de-select each/multiple rows using the same method explained in Step #3.)

- 5 Specify the organization(s) for this authorization using the **For Organization(s)** field. Be sure you select an organization(s) which is currently effective. See the [Organization Information](#) page if you are uncertain.

- If you are able to access this field, but the organization you require is **not** listed, be sure you have accepted all required **Delegation Agreements**.
- If you have selected a profile (in Step #4) which is not secured by organization, you must leave this field blank.

(You can select and de-select each/multiple rows using the same method explained in Step #3.)

- 6 Enter the date you wish the authorization(s) to come into effect using the **Effective** field.

- If you would like the authorization(s) to come into effect immediately, check the **Immediately** checkbox and do not enter an Effective Date.

- 7 Enter the date you wish the authorization(s) to become void using the **Expires** field.

- If you would like the authorization(s) to remain active indefinitely, select the **Never Expires** checkbox and do not enter an Expiry Date.

- 8 Click the **Enabled** checkbox to activate the authorization(s).

- 9 Enter any applicable notes in the **Comment** field.

- 10 Click the **Add Authorizations** button.

- You will receive an [Authorization Process Confirmation](#) page with the details of this authorization(s) for you to confirm.



Group Authorizations

If you have been delegated the ability to create Group Authorizations, you will notice that this page contains a **Grant Group(s): (Select Multiple)** field.

You may use this field to select one or multiple groups. (You can select and de-select each/multiple rows using the same method explained in Step #3.)

Once the batch authorization has been completed successfully, all members of the selected group will have this authorization.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 140 - Create a New Authorization (Batch Mode)

Create a New Authorization		Switch to Simple Mode
Grant User(s): (Select Multiple)		<u>Find...</u>
Access To Profile(s): (Select Multiple)	IAPP_ADMINISTRATOR IAPP_DATA_ENTRY IAPP_PROGRAM_MANAGER	
For Organization(s): (Select Multiple)	00096425 - MINISTRY OF AGRICULTURE AND FOOD DSC - SUNSHINE COAST FOREST DISTRICT HET - ECONOMICS AND TRADE BRANCH	<u>Find...</u>
Effective:	☐ Immediately	OR <input type="text"/> 
Expires:	☐ Never Expires	OR <input type="text"/> 
Enabled	☐	
Comment	<input type="text"/>	
<input type="button" value="Add Authorizations"/>		

Bulk Load Authorizations

Upload Authorizations:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Submit"/>		

Manage Authorizations

Use: As an **Authorization Grantor**, you can use this page to manage existing **End Users** in ADAM. Other users may use this page to view authorizations in ADAM.

Results: This page acts like a search page. It allows you to search for existing authorizations. The authorizations display in the bottom portion of the page. From here, you will be allowed to view and update the authorizations which match your abilities/delegation as an Authorization Grantor. These will contain an **Edit** button rather than a **View** button.

Authorizations which contain a **View** button can be examined but cannot be modified. For example,

- An ADAM Help User will be able to view all authorizations.
- An ADAM Administrator will be able to view all authorizations.
- An Application Administrator will be able to view all authorizations for which he/she does not have a matching delegation.
- All authorizations which have been deleted may only be viewed.

If there is more than one Authorization Grantor with the same abilities/delegation, then both are able to view and update the authorizations.

Access the page:

To access this page:

- Select **Manage Authorizations** from the left navigation bar.

If the **Manage Authorizations** page is **NOT** visible in your left navigation bar then you are not authorized to manage authorizations in ADAM. You must have the **Authorization Grantor** authority in ADAM to manage authorizations.

How to:

Follow these steps to use this page:

1

Click the **Manage Authorizations** link.

2

Using the Authorization Query portion of the page, enter the criteria you wish to find authorizations for.

- **Note:** If you wish to examine all authorizations that you have access to, you may leave all fields blank.
- Remember, a profile is the type of role a user can have within an application. This determines the functionality a user can perform. Often a profile also affects the data that the user has access to.

3

Click the **Search** button.

4

Examine the authorizations in the bottom portion of the page.

- Click the **Edit** or **View** button to navigate to the [View/Update Authorizations](#) page. On this page you can view/modify the authorization.
- Click a **User ID** to navigate to the [User Information](#) page for that user.

- Note: Results are sorted by Profile Name and then User ID.



Group Authorizations

If you have the ability to grant authorizations to groups, you will notice the following additional fields on this page:

- Grant Type
- Grant Group



Search Tips

On this page, you may enter partial values into the following fields (if the fields are displayed as text boxes):

- **Authorized User** - search results will show all those records which begin with the partial entries you make in this field.
- **Authorization Profile** - search results will show all those records which contain the partial entries you make in this field.
- **For Organization** - search results will show all those records which contain the partial entries you make in this field.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 130 - Manage Authorizations

Authorization Query

Authorized User [Find User...](#)

Application ▼

Authorization Profile ▼ [Find...](#)

For Organization ▼ [Find...](#)

Show Deleted? ☐

Search

Export Results to Excel

Results 1 - 2 of 2.

Result Page: 1

Action	Authorized	Profile	For Organization	Active?
Edit	IDIRIBREBEL	IAPP_BIOLOGICAL_AGENT_MANAGER	DCR - CAMPBELL RIVER FOREST DISTRICT	Yes
View	IDIRIBUNNY	IAPP_PROGRAM_MANAGER	00012345 - MINISTRY OF AGRICULTURE AND FOOD	Yes

Associated Pages - Authorizations

Authorization Process Confirmation - Batch

Use: This page is used to confirm a Batch Authorization in ADAM.

Results: This page allows you to complete the Batch Authorization. The page shows any authorizations which were not approved as well as those which were approved.

Access the page: This page displays when you click the **Add Authorizations** button on the Batch Authorization page.

How to: Follow these steps to use this page to confirm the addition of the batch authorization:

- 1 Review the Batch Authorization. Pay close attention to the **Approved?** column. If this column contains:
 - Yes, then the corresponding Authorization has been approved.
 - No, then the corresponding Authorization has **NOT** been approved and will not be added to ADAM.
- 2 Examine the last column. This column contains a check mark for each approved Authorization. If you do not wish to add an authorization, click the box (to remove the tick).
- 3 Click the **Complete** button to add all authorizations which are approved and contain a tick in the first column.



If the authorization is **not** approved by ADAM, you can roll your mouse over the "No" in the Approved column (or click on the word "No") and an explanation is displayed.

The following are examples of unapproved authorizations:

- Your batch authorization includes authorizations for profiles which are secured by organization and those which are not secured by organization.
- The authorization you are attempting to create already exists in ADAM.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 180 - Authorization Process Confirmation

The following authorizations will be created:

Authorized User	Profile	For Organization	Approved?
IHULK	IAPP_DATA_ENTRY	Northern Weed Committee	Yes ☒
CKENT	IAPP_DATA_ENTRY	Northern Weed Committee	Yes ☒

Cancel

Complete

Authorization Processing Status Batch

- Use:** This page is used to display the results of a Batch Authorization in ADAM.
- Results:** This page allows you to examine the details of the Batch Authorization.
- Access the page:** This page displays when you click the **Complete** button on the [Authorization Process Confirmation](#) page.
- How to:** There are two actions you may perform on this page.
- You may click the **Authorized User** name to navigate to the [User Information](#) page.
 - You may click the **OK** button to navigate directly to the [Manage Authorizations](#) page.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 190 - Authorization Processing Status			
The following authorizations were created/updated:			
Authorized User	Profile	For Organization	Success?
MPOPPINS	IAPP_DATA_ENTRY	Northern Weed Committee	Yes
BBUNNY	IAPP_DATA_ENTRY	Northern Weed Committee	Yes
RRIDINGHOOD	IAPP_DATA_ENTRY	Northern Weed Committee	Yes
<input type="button" value="OK"/>			

Authorization Processing Status

- Use:** This page is used to display the results of an Authorization.
- Results:** This page allows you to examine details of the Authorization.
- Access the page:** This page is displayed automatically once:
- the Add Authorization button is clicked on the [New Authorization](#) page; or,
 - the Update button is clicked on the [View/Update Authorization](#) page.
- How to:** There is only one action you may perform on this page. You may click the **OK** button. If you are confirming the:
- addition of an authorization, you will be navigated directly to the [Create a New Authorization](#) page.
 - modification of an authorization, you will be navigated directly to the [Manage Authorizations](#) page.

Below is a screen print which shows a sample authorization created in ADAM. Notice the following:

- The authorization was created by user = APPAUTHG;
- The authorization was for user = APPUSER. This user is now an End User;
- The organization is the Ministry of Environment;
- The profile is IAPP_DATA_ENTRY;
- The authorization is effective from Nov 14 2006 to Nov 14 2007; and,
- The authorization is enabled.

ADAM150 - Authorization Processing Status

The following authorizations were created/updated:

Status: Operation Completed Successfully

Action: Create

Action Date: 2006-11-14

Action By: IDIR\APPAUTHG

Authorized To: IDIR\APPUSER

Authorized By: IDIR\APPAUTHG

Organization: 00045091 - MINISTRY OF ENVIRONMENT

Authorization Profile: IAPP_DATA_ENTRY

Effective: 2006-11-14

Expires: 2007-11-14

Enabled: Yes

Comment: APPUSER can now access IAPP as a Data Entry User for MoE

OK

View/Update Authorization

Use: This page is used to view or modify an existing authorization.

Results: This page allows you to view, edit, or delete an existing authorization. In addition, you may view the history of an authorization.

You may modify the following details of an Authorization:

- Effective Date
- Expiry Date
- Enabled Checkbox
- Comments

Access the page:

To access this page:

- Navigate to the **Manage Authorizations** page and search for the Authorization you wish to update.
- Click the **Edit** button next to the Authorization you wish to update. If there is only a **View** button next to an authorization, then you may view details of the authorization but you will **not** be able to modify the authorization. You are not authorized to update this authorization in ADAM.
- You will be navigated to this page (View/Update Authorization).
- Note: Please visit the [Manage Authorizations](#) help topic for additional information.

How to: Follow these steps to use this page to update an authorization:

1

Verify that you are updating the correct Authorization by examining the **Authorized To** and **Authorized By** fields.

2

Edit those fields which you wish to modify.

3

Click the **Update** button.



Do **not** click the **Delete** button, unless you wish to delete the authorization. Once you click this button, you will receive a warning message. Click the **OK** button to confirm the deletion. The [Processing Status](#) page will now display reviewing your deletion.

- You should use the Enabled checkbox (remove the tick) if you wish to just temporarily disable the authorization.
- Once you have deleted an authorization, you will still be able to see it on the [Manage Authorizations](#) page (for historical purposes only).

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 160 - View/Update Authorization

View/Update Authorization

Authorized To IDIR\JSMITH

[View History](#)

Authorized By IDIR\AMCDONALD

Organization 00096425 - MINISTRY OF AGRICULTURE AND FOOD

Authorization Profile IAPP_BIOLOGICAL_AGENT_MANAGER

Effective ☒ Immediately

OR

Expires ☒ Never Expires

OR

Enabled ☒

Comment:

Back

Update

Delete

Authorization History

Use: Use this page to display the history of an authorization.

Results: Data shown allows you to review the history of a specific authorization. Details of the authorization as well as the date and time of the following actions are displayed:

- the **creation** of the authorization;
- the **update** of the authorization; and
- the **deletion** of the authorization.

Access the page: This page is displayed automatically once the **View History** link is clicked on the View/Update Authorization page.

How to: The top portion of the page displays rows of data corresponding to the actions which have been applied to the authorization. The bottom portion of the page is dynamic. It changes based on the row you have selected in the top portion of the page.

1

Select a row in the top portion of the page by clicking on the **Change Date** data for that row. The row will be highlighted in yellow.

2

Notice that the bottom portion of the page - the **Authorization History** - now changes to display the details of the row selected.



For example, if you click the row when the action is:

- **Create**, then you will be able to see the details of the authorization at the time of creation. (I.e. the initial expiry date would display.)
- **Update**, then you will be able to see the details of that authorization for that update. (I.e. the update changed the expiry date to 2007-01-31.)

Below is a screen print which shows a sample **Authorization History** page in ADAM.

ADAM170 - Authorization History

Results 1 - 2 of 2.

Result Page: 1

Change Date	Action	Comments
2006-11-14 11:33:21	Update	Updated authorization to expire at end of Jan 2007.
2006-11-14 11:32:25	Create	APPUSER can access IAPP as a Data Viewer for UNBC

Authorization History
<p>Action: Update</p> <p>Action Date: 2006-11-14 11:33:21</p> <p>Action By: APPAUTHG</p> <p>Authorized To: APPUSER</p> <p>Authorized By: APPAUTHG</p> <p>Organization: 00048329 - UNIVERSITY OF NORTHERN BC</p> <p>Authorization Profile: IAPP_VIEWER</p> <p>Effective: 2006-11-14</p> <p>Expires: 2007-01-31</p> <p>Enabled: Yes</p> <p>Comment: Updated authorization to expire at end of Jan 2007.</p>

Topic 6: Agreements

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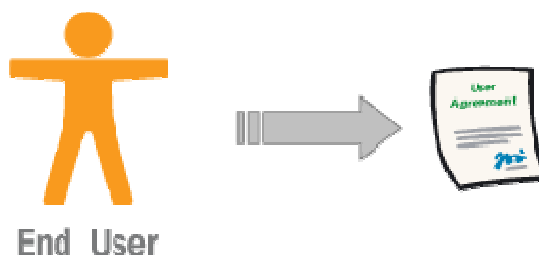
About Agreements

What is an agreement?

An Electronic Agreement is an agreement that a user must accept prior to being able to use an application.

There are two types of agreements you should be aware of:

- **User Agreement** - any user accessing a MoFR Web-ADE Application, **must** agree to a User Agreement. This agreement will be displayed the first time the user tries to log on to a MoFR Web-ADE Application. To learn more visit the About User Agreements page.
- At this time all User Agreements are **Global** for MoFR. This means you only need to accept the agreement once for all Web-ADE Applications which you have access to. ADAM does allow User Agreements to be **Application Specific**, but MoFR has decided not to use this function at this time.



- **Delegation Agreement** - ADAM Users who have been delegated as **Authorization Grantors** **may** need to agree to a Delegation Agreement prior to performing **authorizations** in ADAM. The agreement ensures that the user understands his/her responsibilities as an Authorization Grantor. To learn more visit the About Delegation Agreements page.
 - It is up to the discretion of the **Application Administrator** (who creates the delegation) to determine whether or not he/she requires the **Authorization Grantor** to agree to a **Delegation Agreement**. It is strongly recommended that consultants doing business on behalf of industry clients be required to accept a delegation agreement for each organization on whose behalf they do business.

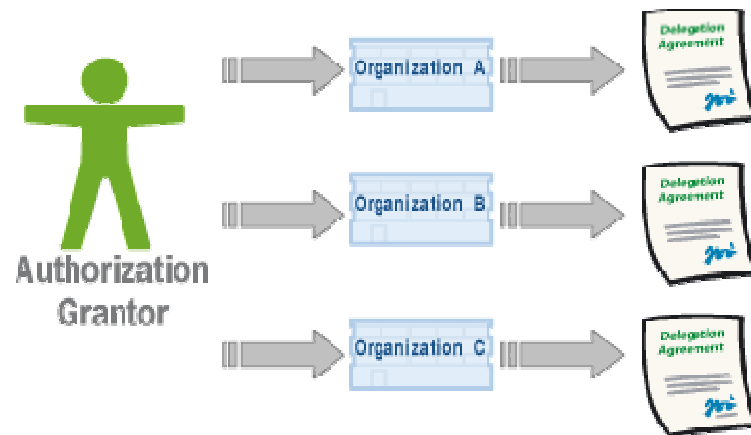


Agreements & Organizations

If you have been delegated as an **Authorization Grantor** for a **single** organization, then a single agreement is required.

However, if you have been delegated as an **Authorization Grantor** for **multiple** organizations, then an agreement for each organization is required.

Therefore, you may find it helpful to think of **Delegation Agreements** as **Organization Agreements**.



How do I know if I need to accept an Agreement?

You will be prompted with a **User Agreement** pop-up window the first time you log on to any MoFR Web-ADE Application.

An email is sent to notify you that you must accept the **Delegation Agreement**. This email is sent to the email address associated with your IDIR or BCeID account.

Where do I accept an agreement?

You will be prompted with a **User Agreement** pop-up window the first time you log on to any MoFR Web-ADE Application. You may accept the agreement from the pop-up window.

You must use ADAM to accept the **Delegation Agreement**.

Who can accept an agreement?

The agreement must be accepted by the user it is assigned to.

What happens if an agreement is NOT accepted?

If an agreement is NOT accepted, the user will be unable to perform tasks associated with the agreement.

My Agreements

Use: This page is used to review your E-Agreements. From this page, you can accept **Delegation Agreements** in ADAM.

Results: All of your Electronic Agreements are displayed.

Access the page: You may access this page by clicking the **My Agreements** link from the left navigation.

How to: Follow these steps to use this page:

- 1 Review the summary of your agreements. Pay close attention to the **Accepted?** column.
 - If a date appears in this column, then you have accepted the corresponding agreement (on that row).
 - If a date does not appear in this column, then you need to accept the corresponding agreement (on that row). The word **unaccepted** will be displayed and highlighted in red. If you do not accept the agreement, the corresponding delegation/authorization will not be accessible to you.
- 2 You can examine the details of a specific agreement by clicking on the **Agreement Name**. You are navigated to the **Electronic Agreement Acceptance** page.
 - Visit the [Electronic Agreement Acceptance](#) help page for additional assistance with this page.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 310 - My Electronic Agreements

Electronic Agreements are used to verify your acceptance of e-services Terms of Use. Please read all agreements carefully before accepting.

Results 1 - 2 of 2.

Results Page: 1

Agreement Name	Type	For Organization	Accepted?
IAPP Delegation Agreement	ORG	Bedrock Inc.	2005-12-07
MAX Delegation Agreement	ORG	ACME	2006-01-01

Manage Acceptance

Use: This page is used to search for and review Electronic Agreements in ADAM. From this page, you can select the Delegation Agreement you wish to accept (provided the agreement is assigned to you).

Results: Electronic Agreements are displayed based on the search criteria entered. Agreements displayed include both those which have and have not been accepted.

Access the page: You may access this page by clicking the **Manage Acceptance** link from the left navigation. This page can be accessed by all users except for an End User.

How to: Follow these steps to use this page:

- 1 Enter your search criteria using the following:
 - User ID
 - Organization
 - Electronic Agreement
- 2 Click the **Search** button to perform the search.
- 3 All agreements, matching your search criteria, are displayed in the bottom portion of the page.
 - Both agreements which have and have **NOT** been accepted are displayed.
- 4 You may click:
 - A **User Name** to examine additional details about a user. The User Information page is displayed.
 - An **Agreement Name** to examine additional details about the agreement. The Electronic Agreement Acceptance page is displayed.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 340 - Manage Agreements Acceptance

Query By User

User

Find User...

Organization

Electronic Agreement

Search

Results 1 - 2 of 2.

Results Page: 1

User	Agreement	For Organization	Accepted
IDIR\FFLINTSTONE	IAPP Delegation Agreement	Bedrock Inc.	2005-12-10
IDIR\MMOUSE	FTA Delegation Agreement	Bedrock Inc.	2005-12-02

Electronic Agreement Acceptance

Use: This page is used to review the text of a single Delegation Agreement and/or accept that Electronic Agreement in ADAM.

Results: A single Electronic Agreement is reviewed and/or accepted.
If the agreement has already been accepted, you will notice:

- An **Acceptance Date** displays to the right of the Agreement Name; and,
- The **I Agree** button does **NOT** display.

Access the page: You may access this page by clicking on an Agreement's Name from the My Agreements page or Manage Acceptance page.

How to: Follow these steps to use this page:

- 1 Review the agreement. If the agreement has already been accepted, you may click the **Back** button to return to the previous page.
- 2 If the agreement has **not** been accepted, you may click the **I Agree** button to accept the agreement.



To learn more...

- Visit the About Delegation Agreements page to learn more about Organization Agreements.
- Visit the About User Agreements page to learn more about User Agreements.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 370 - Electronic Agreement Acceptance

Delegation

The Agreement Text will appear here.

I Agree

Back

Topic 7: Help Desk Users

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About Help Desk Users

What is a Help Desk User?

A Help Desk User is an individual who has been given Help Role access to ADAM. Usually, these individuals work helping others understand:

- their access to ADAM.
- their access to other MoFR Systems.
- how to perform tasks or functions within a specific system.

For a review of all roles in ADAM, visit the Understanding Roles in ADAM help page.

What ADAM Pages can a Help Desk User access?

A Help Desk User needs to see various data in ADAM, but he/she does not need to modify this data. Therefore, Help Desk Users have Read Only access to the following pages:

- [Manage Authorizations](#)
- [Manage Delegations](#)
- [Manage Acceptance](#)

Help Desk Users also have access to the following pages pertaining to their own access in ADAM:

- [My Authorizations](#)
- [My Agreements](#)

The following table explains how these pages are helpful to the Help Desk Role.

Page	How is this page helpful?
Manage Authorizations	<p>Search for authorizations for any IDIR or BCeID User. This allows you to help a user determine:</p> <ul style="list-style-type: none"> • If he/she has an authorization for a specific application. • If the authorization is for the correct profile. • If the authorization is for the correct organization or is not secured by organization. • Whether or not the authorization is active. Furthermore, if the authorization is not active, you can determine why this is so.
Manage Delegations	<p>Search for delegations for any IDIR or BCeID User. This allows you to help a user determine:</p> <ul style="list-style-type: none"> • If he/she has a delegation for a specific application. • If the delegation is for the correct profile. • If the delegation is for a specific organization, any organization, or not secured by organization. • Whether or not the delegation is active. Furthermore, if the delegation is not active, you can determine why this is so.
Manage Acceptance	<p>Search for agreements pertaining to any IDIR or BCeID User.</p> <ul style="list-style-type: none"> • If a user is having trouble performing an action in ADAM or gaining access to a specific application it may be because he/she has not accepted an agreement. Use this page to check the status of the agreement.
My Authorizations	Review your own authorization as a Help Desk User in ADAM.
My Agreements	Review your own agreements as a Help Desk User in ADAM.

Topic 8: Search & Information Display

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About Searching

Why Search?

Searching allows you to find a specific user, organization, or profile.

User Searches

You may have noticed that there are two user searches. These are very similar in nature. The only exception is that the batch search allows you to easily search and add multiple users to Batch Delegations & Authorizations.

Organizational Searches

There are also two organizational searches. One is used for Batch Delegations.

Profile Search

There is only one profile search. This is helpful if you need to find a specific profile in ADAM.

What are the User Information & Organizational Information pages for?

User Information

This page allows you to find out additional details about a specific user. For example, you can learn whether the person is an employee of MoFR or not, his/her contact information, etc.

Organizational Information

This page is useful if you need to find out an organization's client number or full name. In addition, it includes a description of the organization.



The **Client Number** is displayed in ADAM from the **CLIENT Application**. This number does not include the location code. The CLIENT Application is another web-based application managed by the MoFR.

The **Organization ID** displayed in ADAM is a unique ID for the organization. This ID is created and used in the ADAM Application.

User Search

Use: This page is used to find a user in ADAM. The criteria entered is queried against the BCeID and IDIR directories (authentication systems) to check for a match.

Results: This page allows you to search for a user using various data you may have. You may search by:

- User ID
- First Name
- Last Name
- User Type (IDIR or BCeID)

You may also search using a combination of the above.

Access the page: You may access this page by clicking the **Find User** link. This link appears on many pages in ADAM. For example, you can find this link on the [Create a New Delegation](#) page.

How to: Follow these steps to use this page to find a user:

- 1 Enter/select the **User ID**, **First Name**, **Last Name** and/or **User Type**. You may enter one, some, or all of these fields.
- 2 Click the **Search for User** button.
- 3 The results of the search are displayed below the search field. Click on the **User ID** or **Name** to select the user. You will automatically be returned to the previous page.
 - Note: Results are sorted by User ID.



Using Wildcards

This search page is unique in that the **First Name** and **Last Name** fields are **wildcarded** at the end. This is helpful if you do not know the full text you wish to enter into a field.

For example, if you are searching for a user, and you are unsure if his name is "Dave" or "David" you could simply enter "Dav" in the **First Name** field.

Your search would return all first names which started with "Dav". However, you could **not** enter just "av". This would return all first names starting with "av" rather than all first names which contained "av".

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 610 - User Search

User ID

First Name

Last Name

User Type

Search for User

Results 1 - 1 of 1

Result Page: 1

User Search - Batch

Use: This page is used to find a user in ADAM when you are in batch mode.

Results: This page allows you to search for a user using various data you may have. You may search by:

- User ID
- First Name
- Last Name
- User Type (i.e. IDIR or BCeID)

You may also search using a combination of the above.

Access the page: You may access this page by clicking the **Find** link. For example, this link appears on the Create a New Delegation - Batch Mode page.

How to: Follow these steps to use this page to find a user:

- 1 Enter/select the **User ID**, **First Name**, **Last Name** and/or **User Type**. You may enter one, some, or all of these fields.
- 2 Click the **Search for User** button.
- 3 The results of the search are displayed below the search fields. To select a user, you should click the checkbox (a tick appears) in the last column of the row. To select multiple users, click the checkbox next to each user you wish to add.
 - Note: Results are sorted by User ID.
- 4 Next, click the **Add Selected** button.
- 5 You may now use the search fields to search for additional users by following Steps #1 - #4 again. Continue to repeat these steps until you have selected each user you wish to add to the batch process.
- 6 Once you have finished adding all users, click the **Exit** button. You will be returned to the previous page with all users populating the **Allow User(s)** field.

Using Wildcards

This search page is unique in that the **First Name** and **Last Name** fields are **wildcarded** at the end. This is helpful if you do not know the full text you wish to enter into a field.

For example, if you are searching for a user, and you are unsure if his name is "Dave" or "David" you could simply enter "Dav" in the **First Name** field.

Your search would return all first names which started with "Dav". However, you could **not** enter just "av". This would return all first names starting with "av" rather than all first names which contained "av".

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 620 - User Search

User ID

First Name

Last Name

User Type

Search for User

Results 1 - 1 of 1

Result Page: 1

ID	Name	Phone No.	Email
	FFLINTSTONE Fred Flintstone	250-123-1234	fflintstone@gov.ca 

Add Selected

Exit

User Information

Use: This page is used to display details of a user.

Results: This page allows you to review a user's contact information. The page will differ slightly depending on whether the user has an IDIR or BCeID.

Access the page: This page is displayed automatically once the **User ID** is clicked on various pages. For example, the [Update Delegation](#) page, [Update Authorization](#) page, [Manage Delegations](#) page, [Manage Authorizations](#) page, and [Manage Agreements Acceptance](#) page.

How to: There is only one action you may perform on this page. You may click the **Close** button to close the page and return to the previous page.



Note that the **Expires** field is set in the Authentication System (the BCeID or IDIR directory). This date can **not** be changed in ADAM.

Below is a screen print which shows sample **User Information** pages in ADAM. The IDIR User Information page will display the email address and phone number if it is available.

This is a sample IDIR User Information Page

ADAM710 - User Information

User Id: IDIR\APPUSER

User Name: Vicki Baleshta

Display Name: Baleshta, Vicki (APPUSER)

Source Directory: IDIR

Is Employee: No

Email Address:

Phone Number:

Expires: Never Expires

Close

This is a sample BCeID User Information Page**ADAM710 - User Information****User Id:** BCEID\BCUSER**User Name:** Vicki (BCUSER) Baleshta**Display Name:** Vicki (BCUSER) Baleshta**Source Directory:** BCEID**Business Legal Name:** Ministry of Forests (Production Test)**Email Address:** vicki.baleshta@gov.bc.ca**Phone Number:** 2503878445**Expires:** Never Expires[Close](#)

Organization Search

- Use:** This page is used to find an organization in ADAM. The page searches for BC Government and Non Government Clients and Organizational Units.
- Results:** This page allows you to search for an organization using various data you may have.
You may search using either:
- Organization Name; or,
 - Organization Type.
- You may also search using both fields.
- Access the page:** You may access this page by clicking the **Find** or **Find Org** link next to the **For Organization...** field. This link appears on many pages. For an example see the [Create a New Delegation](#) page.
- How to:** Follow these steps to use this page to find an organization:

- 1 Enter the **Organization Name** (optional) and select the **Organization Type**.
- 2 Click the **Search for Organization** button.
- 3 The results of the search are displayed below the search field. Click on the **Organization Name** or **Description** to select the organization. You will automatically be returned to the previous page.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 650 - Organization Search

Organization Name

Organization Type

▼

Search For Organization

Results 1 - 1 of 1

Result Page: 1

	Organization Name	Description
	00011111 - Northern Weed Committee	Dawson Creek, BC

Organizational Search - Batch

- Use:** This page is used to find an organization in ADAM when you are in batch mode.
- Results:** This page allows you to search for an organization using various data you may have. You may search using Organization Name (optional) and Organization Type.
- Access the page:** You may access this page by clicking the **Find** link next to the **For Organization(s)** field. For example, this link appears on the Create a New Delegation - Batch page.
- How to:** Follow these steps to use this page to find an organization:
- 1 Enter the **Organization Name** (optional) and select the **Organization Type**.
 - 2 Click the **Search for Organization** button.
 - 3 The results of the search are displayed below the search field.
 - Click on the **check box** (a tick appears) corresponding to the row which contains the organization you wish to select.
 - If you wish to select multiple organizations, you may click multiple check boxes.
 - 4 Once you have selected the check box next to each organization you wish to add, click the **Add Selected** button. This button is at the very bottom of the organization list, so you may need to scroll through the page to find it.
 - 5 Once you have completed adding all organizations you require, click the **Exit** button.
 - 6 The **Organization Search - Batch** page will close and you will be returned to the previous page. All organizations selected will be displayed in the appropriate field.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 660 - Organization Search

Organization Name

Organization Type

▼

Search For Organization

Results 1 - 2 of 2

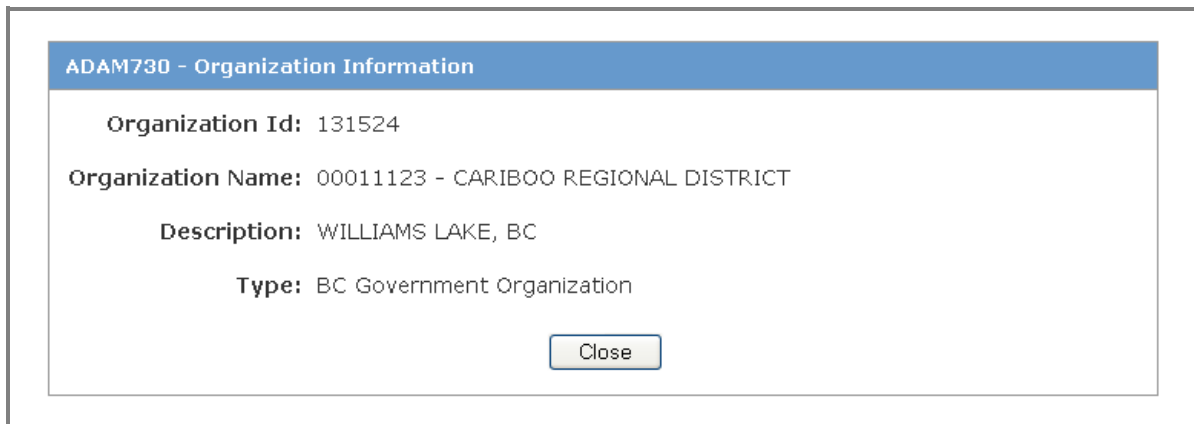
Result Page: 1

Organization Name		Description	
	00011111 - Northern Weed Committee	Dawson Creek, BC	☒
	00022222 - Southern Weed Committee	Victoria, BC	☒
<input type="button" value="Add Selected"/>		<input type="button" value="Exit"/>	

Organization Information

- Use:** This page is used to display details of an organization.
- Results:** This page allows you to review an Organization's ID, Name, Description, & Type.
- Access the page:** This page is displayed automatically once the organization is clicked on various pages in ADAM. For an example see the [View/Update Delegation](#) page or [View/Update Authorization](#) page.
- How to:** There is only one action you may perform on this page. You may click the **Close** button to close the page and return to the previous page.

Below is a screen print which shows a sample **Organization Information** page in ADAM.



ADAM730 - Organization Information

Organization Id: 131524

Organization Name: 00011123 - CARIBOO REGIONAL DISTRICT

Description: WILLIAMS LAKE, BC

Type: BC Government Organization

Close

Profile Search

Use: This page is used to find a profile in ADAM.

Results: This page allows you to search for a profile using various data you may have. You may search using either:

- Profile Name; or,
- Application.

You may also search using both fields.

Access the page: You may access this page by clicking the **Find** link next to the **Authorization Profile** field found on many pages in ADAM. For an example see the [Manage Authorizations](#) page.

How to: Follow these steps to use this page to find a profile:

- 1 Enter the **Profile Name** (Optional) and select the **Application**.
- 2 Click the **Search for Profile** button.
- 3 The results of the search are displayed below the search field. Click on the **Application, Profile Name, or Description** to select the profile. You will automatically be returned to the previous page.

In this mock-up form, click on the underlined name of a field or a button. A pop-up window appears with explanations and information on codes.

ADAM 670 - Profile Search	
Profile Name	<input type="text"/>
Application	<input type="text"/> ▼
<input type="button" value="Search for Profile"/>	

Results 1 - 5 of 5

Result Page: 1

Application	Profile Name	Description
IAPP	IAPP_ADMINISTRATOR	IAPP Administrator
IAPP	IAPP_BIOLOGICAL_AGENT_MANAGER	IAPP Biological Agent Manager
IAPP	IAPP_DATA_ENTRY	IAPP Data Entry
IAPP	IAPP_PROGRAM_MANAGER	IAPP Program Manager
IAPP	IAPP_VIEWER	IAPP Viewer