



# Wales National Workforce and Reporting System Quick Start Guidance

## Accessing the Wales National Workforce and Reporting System (WNWRS)

WNWRS can be accessed through your Internet Browser using the URL below:

[www.nwrs.wales.nhs.uk](http://www.nwrs.wales.nhs.uk)

**Top Tip:** Copy and Paste website address into your Search Bar

You may also need to ask your IT administration to 'Whitelist' the URL (add to safe site) as your local VPN or Firewall may block access.

## Registering

NWSSP encourage pharmacies to use an NHS email to register for the WNWRS. This email is the most secure via the Cymru domain. In exceptional circumstances, where use of an NHS is not possible NWSSP will approve the use of another domain.

To register, click **Register** at the top of the screen and enter your Name, Email Address and confirm Terms & Conditions, then click **Create Account**.

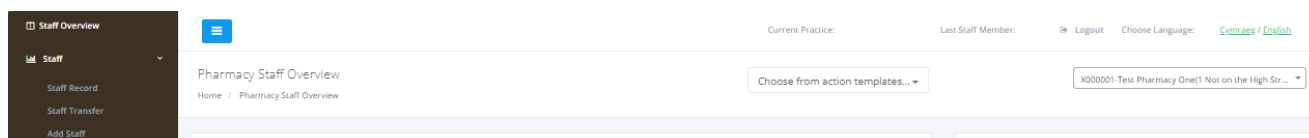
Providing the email address your pharmacy registers with was submitted as the pharmacy lead on the data template and is in the approved domain list. Your request will be automatically approved. Alternatively, your registration will be added to an approval list. The NWSSP Business Support Team will assign the correct access permissions for data entry and reporting.

An email will be sent to you asking to Reset your Password, you now have access to the system and can Log In using your Email and Password.

## Data Entry/Quality Review

Once logged into the system you will be presented with the **Staff Overview** page for your Pharmacy. (The illustration below holds dummy pharmacy data).

Click the individual records once to see an overview of the Staff Details or Double Click to enter the full record



## Data Entry - Staff Overview

### 1. Navigation Menu

- [Update Staff Details](#)
- [Add Staff](#)
- [Add Vacancies](#)
- [Resources and Help Pages](#)
- [Access Reporting Module](#)

### 2. Pharmacy Staff Table

- List of your staff as identified in your data template

### 3. Pharmacy Staff Detail

- Single Click on any Staff Member in the Pharmacy Staff Table and an overview of their details appear here along with any Alerts identifying missing details

## Update Staff Details

Double Click on the person name and this will open their full Staff Record

Enter the relevant details in all fields missing data or where working pattern or role has changed or staff have left.

Pharmacy Staff Record  
Home / Pharmacy Staff Overview / Pharmacy Staff Record

Choose from action templates...

#### Basic Information

Forename: Joe

Other Names: Enter Other Names

Surname: Bloggs

Date of Birth: 01/01/1980

Save DOB: As Exact Date

Staff Group: Registrant

Staff Role: Pharmacist

Primary Organisation: X000001

NI Number: Enter NI Number

#### Demographics and Education

Registration Number: 1234567

Training Number:

Gender: Male

Ethnicity: White British

AWPD Accreditation(s):  
 Smoking Cessation (NRT) Level 2  
 Smoking Cessation Level 3 - Help me Quit (Wales)

Qualifications

Welsh Language

#### Contract

Contract Type: Permanent

Record Hours As: Hours

Contracted Hours (per week): 37.5

Working Hours (per week):

Previous Sector: GP Practice

Date Joined: 01/09/2024

Date of Leaving: Enter Date of Leaving

Reason for Leaving: Choose from below...

Role Moved To: Choose from below...

#### Absences

Start Date	End Date	Absence Category
04/11/2024	04/11/2024	Sickness

Add New Leave

Refresh Table

There is no requirement to Save or Submit as the system updates in real time you will see a tick appear next to the field where you have entered or amended an entry in the record this confirms the change as above next to 'Save DOB'. [Return to Menu](#)

## Add New Staff Details

From the **Staff Overview** page click the **Add Staff** Button



Enter Staff Details as per Updating Staff above. [Return to Menu](#)

## Locum Capture

The WNWRS allows capture of Locums in two formats. If you have a regular Locum and sufficient information to create a staff record, please follow the steps [above](#).

If you wish to capture Locums in an anonymised format. You can record Locum information in the 'Locum Overview' area using Headcount **and** Hours in the rolling calendar.

Select the month you want to record, enter the required information and click off the cell. A tick will appear to show your information has been saved.

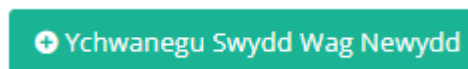
There is no requirement to capture Locum information until January 2025.

ODS Code	Hours/Headcount	December 2...	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2...	October 2024	November 2...	Changes S...
X000002	Headcount												2	
X000002	Hours												75	✓

## Add Vacancies

Select **Vacancy Overview** from the Navigation Menu

Click **Add Vacancy** Button



Enter required information as detailed below and select **Add Vacancy**

**Add New Vacancy**

To add a vacancy, you must know the Start date, Staff Group and Role.  
Enter these details below and click on 'Add Vacancy'

Organisation: X000001-Test Pharmacy One(1 Not on the Higl

Vacancy Start: Enter Start Date as dd/mm/yyyy

Staff Group: Choose from below...

Staff Role: Choose a Staff Group first...

Close Add Vacancy

Once created you can Double Click the Vacancy to add in additional details.

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GIG  
CYMRU  
NHS  
WALES

Partneriaeth  
Cydwasaethau  
Gwasanaethau Cyflogaeth  
Shared Services  
Partnership  
Employment Services

## **Resources and Help**

[Find Guidance Documents and Contact Details for Primary and Community Care Sustainability on our website.](#)

[Return to Menu](#)

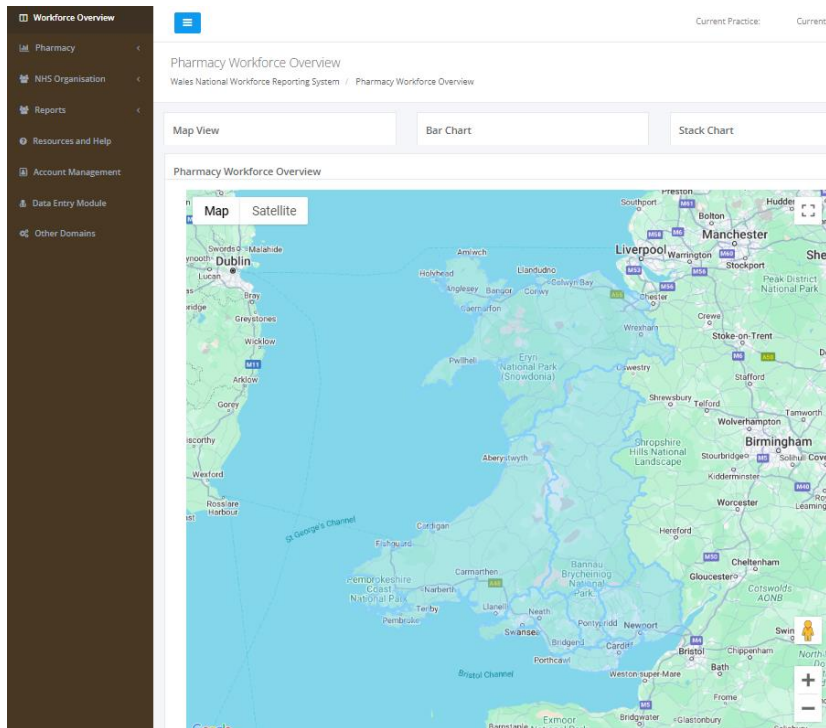
### **Access Reporting Module**

[Find out more on the Community Pharmacy Reporting Module.](#)

You will be able to explore non-identifiable data for all Pharmacies by Wales/Health Board/Cluster level.

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## Reporting Module – Non- identifiable data



### 1. Navigation Menu

- a. Select to view **Pharmacy** or **NHS Organisation**
- b. **Reports**
  - i. Excel Reports for Pharmacies or wider Cluster/Health Board/All Wales

### Pharmacy

Contains Pharmacy specific reports including Age Demographics, Job Roles by Head count and Full Time Equivalent (FTE)

### NHS Organisation

Contains Wales/Health Board/Cluster non- identifiable reports including Age Demographics, Job Roles by Head count and Full Time Equivalent (FTE)



Where you see the three lines the report can be downloaded in a number of different formats for further analysis.

**NWSSP are here to support with all aspects of the WNWRS do not hesitate**

**to contact us if you require assistance.**