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# WNWRS User Guidance

Wales National Workforce Reporting System  
(WNWRS)

Access and Support



Version 2

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CYMRU  
NHS  
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Partneriaeth Cydwasaethau  
Shared Services Partnership

If you have any queries please do not hesitate to contact us::

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You can visit our Website at: <http://www.nwssp.wales.nhs.uk>

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## About the WNWRS

The Wales National Workforce Reporting System (WNWRS) is made up of two modules:

1) The data entry module of the WNWRS is where contractors can add their workforce information, to fulfil their requirements for the Minimum Data Set (MDS) - key features include:

- Validation to aid user input
- Input of all staff records on one page, decreasing the requirement to navigate through screens
- Function for transferring a staff record to new Practice

2) The reporting module contains a suite of reports containing published, non-identifiable, workforce data supplied by contractors. Functionality of the module includes:

- Ability to tailor reports to the user requirements, based on staff group, staff role, age, gender, etc.
- Reports available at Contractor, Cluster, Health Board and Wales level
- Ability for individual Contractors to download their own data in different formats
- Downloadable charts and supporting data
- Data quality reports to quickly, and easily, identify practices with data quality issues

## How to Get Access to the WNWRS

Any new requests for access to the WNWRS should be addressed to [NWSSP.PrimarycareWNWRS@wales.nhs.uk](mailto:NWSSP.PrimarycareWNWRS@wales.nhs.uk), quoting 'WNWRS Access Request' in the subject field of the email. Please also include the organisation you work for, so that the correct permissions can be granted.

## Access Permissions

All users will be granted access to the Reporting Module upon registering for the WNWRS.

**Primary Care Contractors** – users from Contractors, who are required to enter and maintain their workforce data in the WNWRS, will also be granted access to the Data Entry module, but will only be able to access information relating to the organisation(s) which they are responsible for.

**NHS Organisations** – users from other organisations will only have access to the Reporting Module, as this is based on published and non-identifiable data. However, Health Board users can request access to a test practice.

## Logging into the WNWRS

Every time you visit the WNWRS ([www.nwrs.wales.nhs.uk](http://www.nwrs.wales.nhs.uk)), you will be required to enter your password. Please note that your log-in will eventually time-out, for security reasons, in which case you will need to log-out and log back in again.

If you forget your password, please click “*Forgot password*” which is located at the bottom right of the Registered User Login section of the login page. Then enter your email address

in the Username field and click the button to Send Reset Password Link. An automated email containing a link to reset your password will be sent to your address. If you don't receive an email, please check your junk folder first and then contact [NWSSP.PrimarycareWNWRS@wales.nhs.uk](mailto:NWSSP.PrimarycareWNWRS@wales.nhs.uk), if you still cannot find the email.

On entering your registered credentials for the first time, your internet browser may prompt you to save your password. It is recommended that you do **not** select this option due to the confidential nature of the data and information contained, which could be accessed by other users.

On logging into the tool, if you have access to the WNWRS Data Entry module, you will be presented with the Staff Overview for your area of responsibility. If you have multiple areas of responsibility, you can move between the organisations by using the drop-down menu at the top right of the Staff Overview page.

If you do not see the Staff Overview page when you log in to the WNWRS, but you should have access to the Data Entry module, please contact [NWSSP.PrimarycareWNWRS@wales.nhs.uk](mailto:NWSSP.PrimarycareWNWRS@wales.nhs.uk), quoting 'WNWRS Access Issue' in the subject field of the email.

## WNWRS Webpage / Contact Us

Please visit the dedicated [WNWRS information webpage](#), which includes guidance documents and further information about the tool.

If you are experiencing difficulties with the WNWRS, please contact the team:

Email: [NWSSP.PrimarycareWNWRS@wales.nhs.uk](mailto:NWSSP.PrimarycareWNWRS@wales.nhs.uk)

Telephone: 01792 860544

## Resources and Help

On the Resources and Help page you will find a link to this user guidance, as well as links to previous publications.

Further help and guidance may be added periodically.