



PERSONAL SUPPORT WORKER
REGISTRY OF ONTARIO

IT System Training

Reporting and Metrics

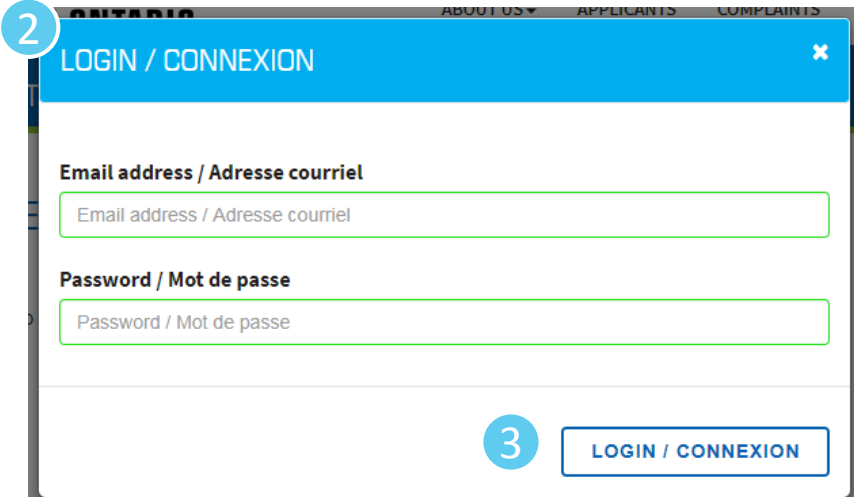
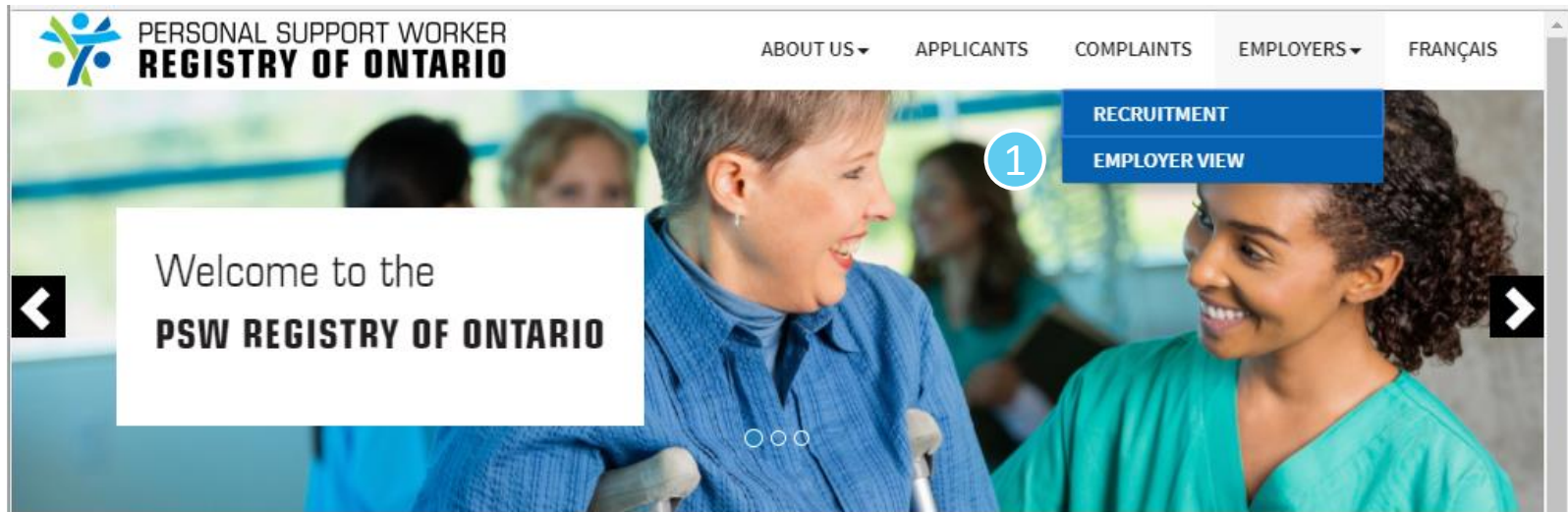
Reporting and Metrics

- Various reports can be extracted from either the Admin view of the website or the Admin Portal, these reports include:

Report	Report Types
A) Reports via the website	<ol style="list-style-type: none">1. Admin Listing2. Complaints3. Admin View of Registrants
B) Reports via the Admin Portal	<ol style="list-style-type: none">1. Report Builder2. Master List3. Dashboard4. Form audit report5. Profile page audit report
C) Other reports	<ol style="list-style-type: none">1. Website Metrics

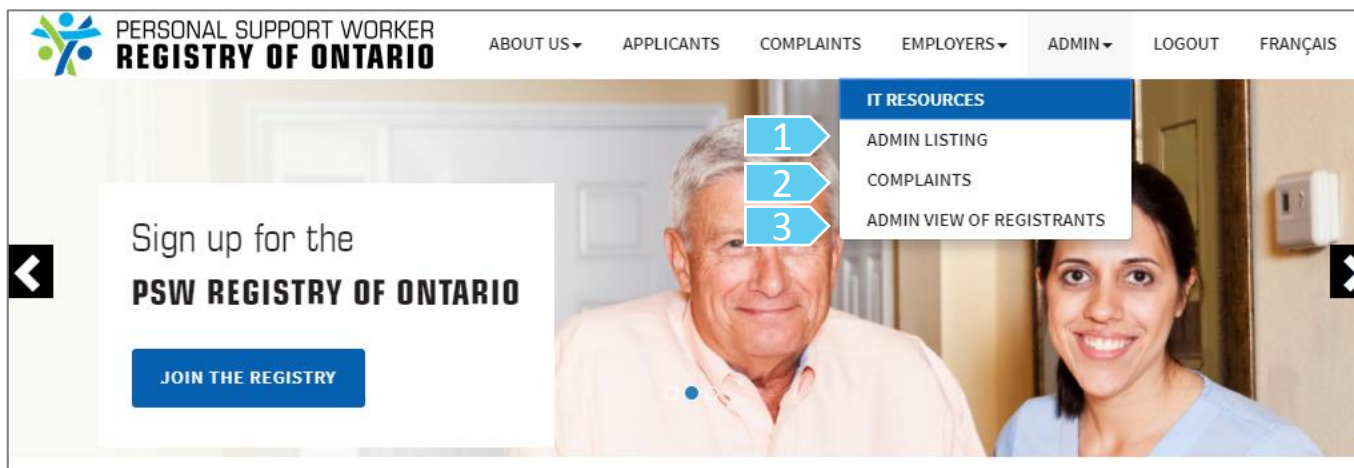
A) Reports via the website

How to access the Admin View of the website



1. To login to the Admin View of the Registry, visit www.psw-on.ca and navigate to the “Employer View” webpage
2. A pop-up box will appear, enter your Email and Password
3. Click “Login / Connexion”
 - A Disclaimer pop-up will appear, click “ok”

A) Reports via the website



Report Type	Information Contained	Purpose
1. Admin Listing	Real-time listing of all Administrators who can access the Admin Portal and the website's Registry Views and Admin webpage	The "Admin Listing" is a convenient source for checking which Administrators have access to the IT System and ensuring that only approved Administrators have access.
2. Complaints	Daily downloadable report that contains all submitted complaints forms for a certain day (Daily Reports are grouped by complaint type, i.e. either public or employer complaints)	The "Complaints" reports contains all submitted complaints for a specific day, and is used for triaging to the relevant Administrators and/or to external organizations.
3. Admin View of Registrants	Mapping table of PSWs Unique Identifiers to their Registrant IDs. The table also includes PSWs first name, last name, and email.	The "Admin View of Registrants" is used by Administrators to identify PSWs that an Employer is requesting to contact for purposes of filling a job vacancy.



B) Reports via the Admin Portal

How to access the Admin Portal

1

PERSONAL SUPPORT WORKER
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Admin Login

2 Please enter your e-mail address and password to login.

E-mail Address

Remember my e-mail address on this computer

Password

[I forgot my password](#)

3 LOGIN

1. To login to the Admin Portal, visit <https://dados.uhnresearch.ca/pswregistry/servlet/Controller?cmd=logout>
2. Enter your Email and Password
3. Click "Login"

B) Reports via the Admin Portal

Part 1 of 2



Report Type	Information Contained	Purpose
1. Report Builder	Downloadable excel file of the responses inputted within the different forms, and also includes data fields from the profile page.	The “Report Builder” can be used to determine how certain questions have been completed on the different forms.
2. Master List	All PSW applicants/registrants within the IT System and their various statuses.	The “Master List” is used to determine the number of applicants currently being processed, and the number of approved, rejected and terminated applicants.
3. Dashboard	Online report generator that includes current statuses of forms, and an applicants application and registry viewing statuses. This dashboard can be exported to excel.	The “Dashboard” generator is used during the processing of applicants to determine what step in the application process an applicant is at, and to facilitate daily hand offs between Tier 1 and Tier 2 Administrators.

B) Reports via the Admin Portal

Part 2 of 2

2

Report Type	Information Contained	Purpose
4. Form audit trail	Historical log of all changes made to a PSWs form.	The “Form audit trail” can be used to determine how responses to form questions have changed over time, as well as who has made these changes.
5. Profile page audit	Historical log of all changes made to a PSWs profile page (i.e. application status, registry viewing status etc.)	The “Profile Page Audit” can be used to determine how an applicants/registrants statuses have changed over time, as well as who has made these changes.

C) Other Reports

- **Website metrics reports**, which include information regarding number of visits to the website, are generated and reported by the IT Support Team.
- To request a website metrics report, please contact the support email at pswr_support@uhn.ca