

Enterprise Reporting System (ERS)

The Enterprise Reporting System (ERS) enables registered users to access and view statistical reports, such as the adoption report for the Drug Profile Viewer System, through the eHealthOntario.ca portal.

Using the ERS can help your organization with:

1. Privacy and security practices: does usage within your organization comply with the Ministry of Health and Long Term Care’s privacy and security requirements?

2. Accreditation: are the people in your organization adhering to the practices recommended by Accreditation Canada?
3. Quality improvement initiatives: how often are people in your organization using DPV to gather the best possible medication history for their patients?

5 REPORTS ARE AVAILABLE

Low Sensitivity

1. Number of Authorized Users
2. Adoption
3. Reporting Registration

High Sensitivity

1. Audit
2. Denial of Access

} Available only when there is activity to report

HOW TO ACCESS ERS

- Prior to accessing ERS, you must be registered for the service. See your local registration agent for assistance.
- To access High Sensitivity reports, you also require an RSA Token. This is provided to you when you are registered into the service. See your local registration agent for assistance.

Follow these steps to access your ERS reports:

1. In your internet browser, go to www.ehealthontario.ca; click **Login**.
2. Enter your user name and password; click **Log In**.
3. Click **Enterprise Reporting Service**.

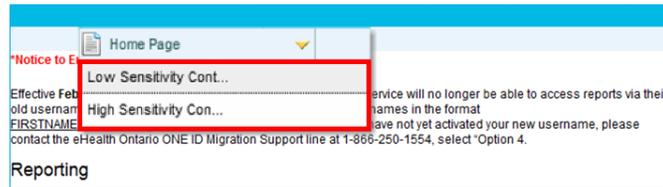


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HOW TO NAVIGATE WITHIN ERS

After logging in to the eHealth Ontario portal and clicking Enterprise Reporting System, follow the steps below to navigate to your low or high sensitivity reports.

1. Click the Home Page tab to display the report types; select either **Low** or **High Sensitivity**.



if you chose Low Sensitivity Reports . . .

2. Click a folder to display the report groups.



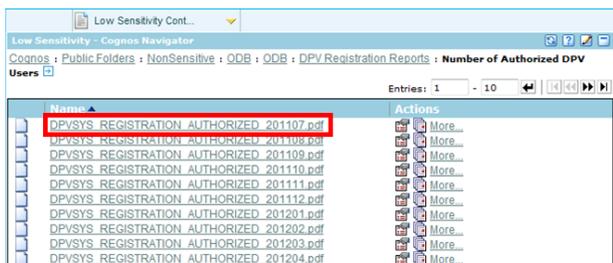
Notes:

AD Hoc Reports Group → special request reports
 DPV Application → DPV usage reports
 Reporting Registration Reports → ERS usage reports

3. Click a folder to display all available instances of that report.



4. Click the report you want.



5. The report opens in the appropriate application.

if you chose High Sensitivity Reports . . .

2. Click a folder to display the report groups.



Notes:

AD Hoc Reports Group → special request reports
 DPV Audit Reports → DPV Audit and Denial of Access reports

3. Click a folder to display all available instances of that report.



4. Click the report you want.

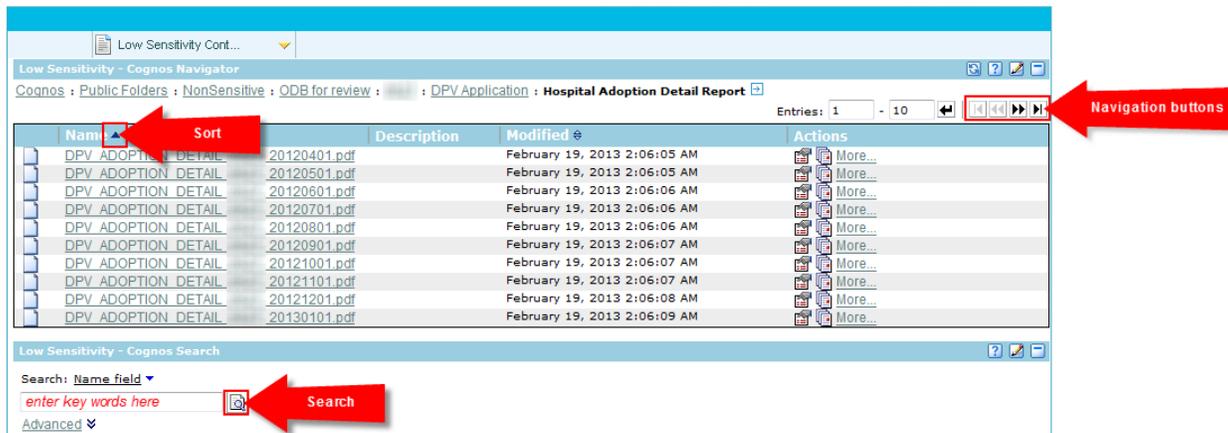


5. The RSA Token Challenge screen displays. Enter your PIN and the current token code; click **Confirm**.



6. The report opens in the appropriate application.

ERS TIPS & TRICKS



The screenshot shows the Cognos Navigator interface with the following elements highlighted:

- Sort:** A red arrow points to the 'Name' column header in the report list.
- Navigation buttons:** A red arrow points to the navigation icons (back, forward, etc.) in the top right of the report list.
- Search:** A red arrow points to the search button in the search bar at the bottom.

Name	Description	Modified	Actions
DPV ADOPTION DETAIL 20120401.pdf	20120401.pdf	February 19, 2013 2:06:05 AM	More...
DPV ADOPTION DETAIL 20120501.pdf	20120501.pdf	February 19, 2013 2:06:05 AM	More...
DPV ADOPTION DETAIL 20120601.pdf	20120601.pdf	February 19, 2013 2:06:06 AM	More...
DPV ADOPTION DETAIL 20120701.pdf	20120701.pdf	February 19, 2013 2:06:06 AM	More...
DPV ADOPTION DETAIL 20120801.pdf	20120801.pdf	February 19, 2013 2:06:06 AM	More...
DPV ADOPTION DETAIL 20120901.pdf	20120901.pdf	February 19, 2013 2:06:07 AM	More...
DPV ADOPTION DETAIL 20121001.pdf	20121001.pdf	February 19, 2013 2:06:07 AM	More...
DPV ADOPTION DETAIL 20121101.pdf	20121101.pdf	February 19, 2013 2:06:07 AM	More...
DPV ADOPTION DETAIL 20121201.pdf	20121201.pdf	February 19, 2013 2:06:08 AM	More...
DPV ADOPTION DETAIL 20130101.pdf	20130101.pdf	February 19, 2013 2:06:09 AM	More...

1. Navigating in a List of Reports

- report names include the year and month they report on
- reports are listed in chronological order – oldest to newest
- click **Sort** to resort the reports into reverse chronological order OR
- click the **Navigation buttons** to move to the next or last page of reports

2. Searching

You can search for reports instead of navigating through the folder structure. To search for a report:

1. Enter a key word or phrase in the Search box and click **Search**.
2. All reports containing the text searched for display. Click a report to open it.

3. Saving Reports

The most recent 13 reports are saved for you within each report type folder. If you want to keep older reports, it's a good idea to save your reports after download.

4. Time Out

Because ERS times out after 60 seconds of inactivity, it's a good idea to download all of your reports at once.

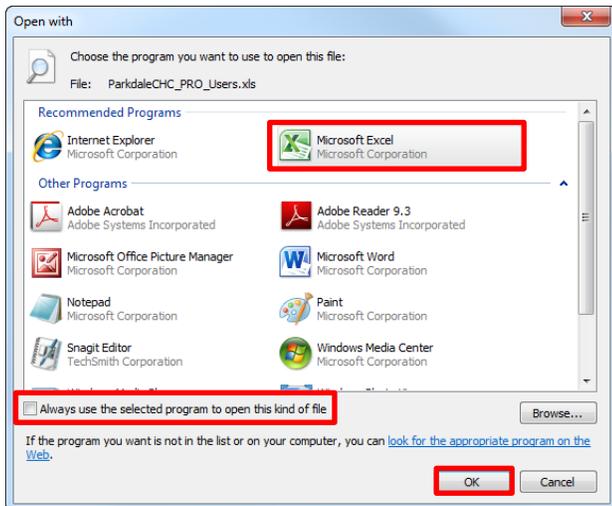
5. Signing Out

When you have downloaded all of your reports:

- close all report windows
- in the eHealth Portal, click **Sign Out**

6. Associating Spreadsheet Reports to Excel

The High Sensitivity Audit Report is in XHT (spreadsheet) format. If you have never opened a file of this format before, your computer may display the following dialog box the first time you open an Audit Report.



Follow these steps to associate the report with your spreadsheet application:

- click once on the spreadsheet application (Excel in this example)
- click the “Always use the selected program to open this kind of file” box so that XHT files always open in your spreadsheet application
- click **OK**