

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?
- **5 REPORTS ARE AVAILABLE**

Low Sensitivity

High Sensitivity

- 1. Number of Authorized Users
- 2. Denial of Access
- 2. Adoption
- 3. Reporting Registration

HOW TO ACCESS ERS

- Prior to accessing ERS, you must be registered for the service. See your local registration agent for ٠ 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.

3. Click Enterprise Reporting Service.

2. Enter your user name and password; click Log In.



Log in to eHealthOn	tario.ca	
Please log in with your user	name and password.	-
Your User Name:	firstname.lastname@oneid.on.ca	
Your Password:	••••••	1
	LOG IN	

www.ebealthon	tarre.cd		The Parta Net Health Care Profess
STARCH STARCH			My Profile Sign
Adobe Connect User Group			
ConnectingGTA	eHealthOntario.ca is a secure p health applications, important m	vital that offers community health care providers convient access to ever and collaboration tools more about the portal	News and Updates
Drug Profile Viewer (DPv) information	Need an account? Contact us to applications.	get a ONE ID account and gain access to secure communities and	NEW ONE © ID Registration Reference Guide 11-Oct-201
eHealthOntario Training	a partie		new Registration Reference
The Exchange (HSIE)	My eliealth Apps		new guide contains informatio
Mental Health and Addictions			 on how to activate your new firstname.lastname@oneid.or
Ontario Laboratories Information Systems (OLIS) Info			ONE ID Authentication 09-0
ONE Mail			enhancement is being
Public Health Events	Enterprise Reporting		into the portal. This enhancem
Seniors Health Research Transfer Network (SHRTN)	Information	External Links 🗗	will help el-lealth Ontario preve traudulent access to users' accounts (sad.more)
eHealth Training and Support Centre	OhER ID Registration Reference Guide Supported Browsers	Public Health Ostario Ministry of Health (MOHLTC)	

(over)

Need help? For 24/7 support, call the eHealth Ontario Service Desk at 1 866 250 1554.

1. Audit

Available only when there is activity to report

2. Accreditation: are the people in your organization

adhering to the practices recommended by

3. Quality improvement initiatives: how often are

people in your organization using DPV to gather the best possible medication history for their

Accreditation Canada?

patients?



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.

*Notice to En	Home Page	~		
Notice to El	Low Sensitivity Cont			anian will no longer be oble to concer reports via their
Effective Feb old usernam High Sensitivity Con FIRSTNAME			names in the format names in the format nave not yet activated your new username, please	
contact the el	Health Ontario ONE ID Migration \$	Support lir	ne at 1-86	-250-1554, select "Option 4.
Reporting	g			

if you chose Low Sensitivity Reports . . .

2. Click a folder to display the report groups.

	Low Sensitivity Cont	~						
Low S	Low Sensitivity - Cognos Navigator							
Cogno	s : Public Folders : NonSensitive :	ODB : ID Number 🖸						
	Name 0		Actions					
	AD Hoc Reports Group		More					
	DPV Application		More					
	Reporting Registration Reports		More					

Notes:

Ad Hoc Reports Group \rightarrow special request reports DPV Application \rightarrow DPV usage reports Reporting Registration Reports \rightarrow ERS usage reports

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

	📓 Low Sensitivity Cont 👻	
	ensitivity - Cognos Navigator	
Coono	s : Public Folders : NonSensitive : ODB : ID Number : DPV Applicatio	n 🖸
	Name 0	Actions
	Hospital Adoption Detail Report	More
	Number of Authorized DPV Users Detailed (7)	More

4. Click the report you want.

	Low Sensitivity Cont 🗸	
Low S	ensitivity - Cognos Navigator	S ? 🞽 🗖
Coqno	s : Public Folders : NonSensitive : ODB : ODB : DPV Registrat	ion Reports : Number of Authorized DPV
Users	→	
		Entries: 1 - 10 🗲 🗹 🗭 🗎
	Name 🔺	Actions
	DPVSYS REGISTRATION AUTHORIZED 201107.pdf	😭 🕞 More
	DPVSYS REGISTRATION AUTHORIZED 201108.pdf	😭 🗓 More
	DPVSYS REGISTRATION AUTHORIZED 201109.pdf	😭 🗓 More
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	DPVSYS REGISTRATION AUTHORIZED 201201.pdf	🖆 🐚 More
	DPVSYS REGISTRATION AUTHORIZED 201202.pdf	😭 💽 More
	DPVSYS REGISTRATION AUTHORIZED 201203.pdf	🚰 🐚 More
	DPVSYS REGISTRATION AUTHORIZED 201204.pdf	😭 🕞 More

5. The report opens in the appropriate application.

- if you chose High Sensitivity Reports . . .
- 2. Click a folder to display the report groups.

	High Sensitivity Con	-	
Sensi	tive Cognos Navigator		
Cogno	os : Public Folders : Sensitive	: <u>ODB</u> :	ID Number ⊡
	Name 0		Actions
	Ad Hoc Reports Group 🖃		More
	DPV Audit Reports 🗊		More

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.

	📔 High Sensitivity Con 💗	
Sensit		
Cogno	s : Public Folders : Sensitive : ODB :	ID Number : DPV Audit Reports 🖻
	Name 0	Actions
	Denial of Access Detail Report -	More
	Hospital Audit Trail Report	More

4. Click the report you want.



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

) have previously created for this token and the number displayed on the token \ensuremath{n}
and have not previously created a PRV for it, or the PRV has been reset by the the PRV field blank.
n about the completion of this screen.
oneid on ca
Leave this field blank if a PfN needs to be created for this loken.
(<u>erm</u>)

6. The report opens in the appropriate application. Need help? For 24/7 support, call the eHealth Ontario Service Desk at 1 866 250 1554.



ERS TIPS & TRICKS

	Low Sensi	tivity Cont	V					
Low Sens	itivity - Cognos	Navigator					S ? 📝 🗖	
Cognos :	Public Folders :	NonSensitiv	e: ODB for review :	: DPV Appl	ication : Hospital Adoption Detail Repo	rt 🖻		
						Entries: 1 - 10		Navigation buttons
N	ame 🛋	Sort	Desc	ription	Modified 😂	Actions		
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	PV ADOPTION	DETAIL	20120501.pdf		February 19, 2013 2:06:05 AM	😭 🛅 More		
	PV ADOPTION	DETAIL	20120601.pdf		February 19, 2013 2:06:06 AM	😭 🛅 More		
	PV ADOPTION	DETAIL	20120701.pdf		February 19, 2013 2:06:06 AM	😭 🚺 More		
	PV ADOPTION	DETAIL	20120801.pdf		February 19, 2013 2:06:06 AM	😭 順 More		
	PV ADOPTION	DETAIL	20120901.pdf		February 19, 2013 2:06:07 AM	😭 🔟 More		
	PV ADOPTION	DETAIL	20121001.pdf		February 19, 2013 2:06:07 AM	😭 📭 More		
	PV ADOPTION	DETAIL	20121101.pdf		February 19, 2013 2:06:07 AM	More		
	PV ADOPTION	DETAIL	20121201.pdf		February 19, 2013 2:06:08 AM	More		
	PV ADOPTION	DETAIL	20130101.pdf		February 19, 2013 2:06:09 AM	😭 🚛 More		
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Search: N	Name field 🔻							
enter ke	y words here		Search					
Advanced	18							

- 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

eHealth Ontaric

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:

- a. click once on the spreadsheet application (Excel in this example)
- b. click the "Always use the selected program to open this kind of file" box so that XHT files always open in your spreadsheet application
- c. click OK