

NHSScotland Workforce Projections 2019/20 - Online Web Platform Summary Guide

Contents

Entering data	1
IMPORTANT NOTE:	2
Validation error checks.....	2
Validation error reports	2
Submitting data	3
Reports	3
Exporting reports to local systems.....	4
Support.....	4

All supporting materials, including a more detailed guide to completing the on-line projections return, can be found on the <http://www.gov.scot/Topics/Health/NHS-Workforce/Workforce-Projections> Web Page. This condensed version summarises how to log on and submit your workforce projections data on-line. It is recommended that you read and understand the detailed guidance document before you attempt to complete and submit your projections data.

Entering data

To enter your projections data, log into the web platform by entering your username and password which has already been provided to you.

Refer to the **Data entry format** and **Notes on multiple users** sections in the **Detailed Guidance Document**.

Log in - <https://procxed.scotxed.net/NHSBWP>

Upon successful log in, you will be presented with a table similar to the one shown below

Collection Name	Organisation	Status	End Date	Locked By	Action
NHS Board Workforce Projections Test	NHS Lothian	InProgress	2016-12-31		Edit Overview

By clicking on **'Edit'** you will be able to manually enter data via the main data entry table using the drop down menu. Work your way through the Job Family staff group data fields entering the NHS Board baseline, and projected Whole Time Equivalent (wte) **to 3.d.p.**, for the years requested under each of the Job Family groups.

STAFF GROUPS

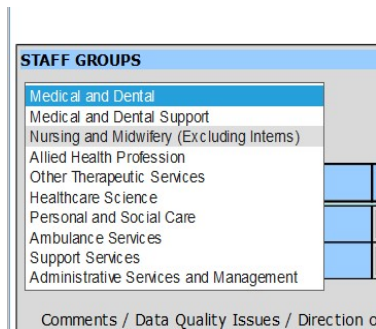
Medical and Dental

MEDICAL AND DENTAL

All Medical and Dental HCHS Staff	National Statistics	NHS Board	Year 1 Projection	Year 2 Projection	Year 3 Projection
Medical					
Dental					

Comments / Data Quality Issues / Direction of Travel / Service and Speciality Issues

Clear validation errors Fill all blank cells with zeros



You should use the '**Comments / Data Quality Issues / Direction of Travel / Service and Speciality Issues**' box to provide meaningful narrative to support your data submission.

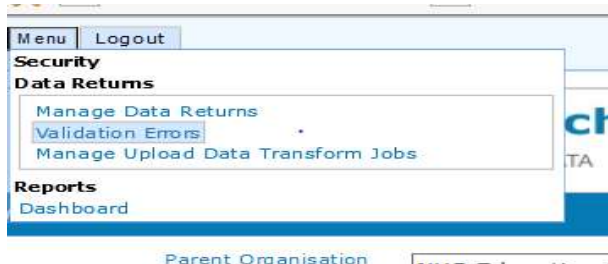
IMPORTANT NOTE: It is important that you save your work at regular intervals. The system doesn't auto-save your work and will time you out after approximately 10 minutes of inactivity, when all unsaved data will be lost and irretrievable.

Validation error checks

Non-fatal error checks i.e. these errors will not stop you submitting your return to us, are built in throughout the data entry form, and will flag a warning to alert you of possible errors. You should review and address all the validation errors based on the description. A full list of the system enabled validation checks can be seen in **Annex 1** of the **Detailed Guidance Document**.

Validation error reports

To access, click on the '**Menu**' button at the top left hand side, click on '**Data Returns**', and then select '**Validation Errors**':



Choose to '**edit**' an error and this will take you straight to the data point in question, drawing a red box around the field. Because you are in **edit** mode, you can update the value and then save.

It is recommended that you also now go back to enter/amend the data at source. **Remember that each time you submit via ProcXed, data from any previous submission will be overwritten.**

Submitting data

Once you are satisfied that all departments have entered their data and addressed any validation errors, you are ready to **'Save and Submit'**.

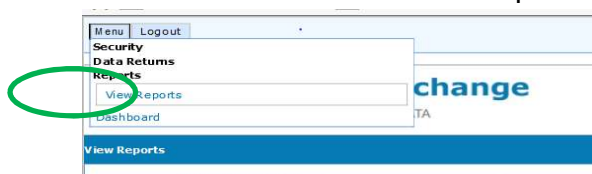
When you press the button to submit, a warning message will appear at the top of your screen saying that once the data have been submitted, you will no longer have the ability to edit. To proceed with submission, press **'Save and Submit'** again to confirm.

Reports

As well as the validation checks, there is a selection of reports which you can run **at any time**. These will also help assure you of data quality, and can be saved to your local system for future reference.

Note all reports can only be accessed by authorised staff. You will only be able to see your own Boards' data, and you will not be able to see any other Health Boards'.

Click on the Menu button at the top left hand side, and select **'View Reports'**.



There are currently four automated reports which can help validate your data:

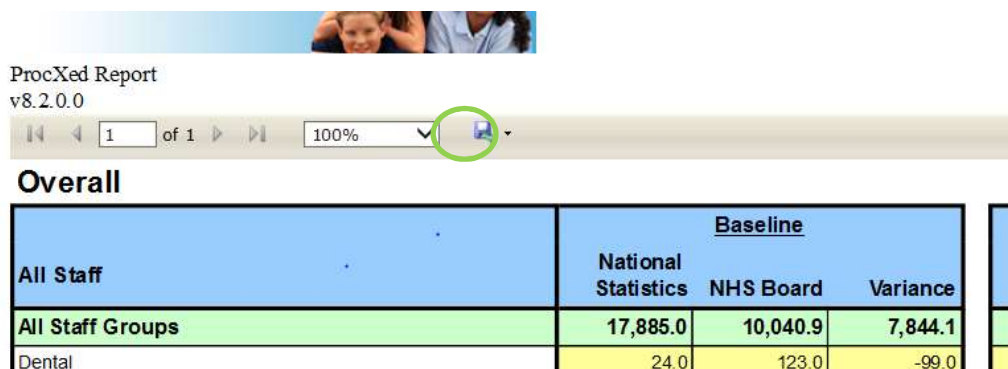
Report title	Overview
Narrative report	All narrative comments provided by individual Health Boards
National statistics report	Matrix of <u>single</u> Health Board National Statistics data
Print Report	Master spread-sheet of <u>single</u> Health Board's projection data
Publication preview report	Projection table for <u>single</u> Health Board to be published in August. And Chart based on <u>single</u> Health Board data.

See the relevant section in the **Detailed Guidance Document** for more information.

Exporting reports to local systems

All reports can be exported and saved locally as Excel, PDF, or Word.

Note that reports can take up to five minutes to load, so please be patient.



ProcXed Report
v8.2.0.0

1 of 1 100%

Overall

All Staff	Baseline		
	National Statistics	NHS Board	Variance
All Staff Groups	17,885.0	10,040.9	7,844.1
Dental	24.0	123.0	-99.0

Support

Please do not hesitate to get in touch with us should you encounter any difficulties.

In the first instance, please email wpf@gov.scot

Or if you need to speak to a member of staff:

Data queries	Policy queries
0131 244 2414	0131 244 7350
0131 244 7551	0131 244 3325
0131 244 4182	0131 244 4823