

Dear Colleagues,

As mentioned at the time of its initial launch, we are committed to improving the functionality of PCWIS to meet the needs of stakeholders and service users.

It is with great pleasure that we can announce that as of 08/12/2025 new functionality will be available to all Primary Care Contractor users of the system.

## 1. Updating / Modifying Data

When the PCWIS Community Portal was first introduced, several mandatory fields that were not editable. These were largely data fields that would not typically change over time. However, it has become apparent that this needs to change where the data that had been migrated and prefilled is incomplete or inaccurate. Therefore, we are pleased to announce that a change has been implemented that will release the restriction on these fields.

## STAFF DETAILS

The screenshot displays two side-by-side form panels. The left panel, titled 'Personal Details', contains fields for Salutation (Mr.), NI Number (NX123456A), First Name (Timmy), Last Name (Tester), Known As, Birthdate (1 Apr 1990), and an Active status toggle (checked). The right panel, titled 'Demographics and Education', contains fields for Gender (Male), Ethnicity (Other White background), Independent Prescriber (No), and Training Number. Below these panels is a 'Staff Roles' section with an 'Add New Role' button. Both panels have a 'Save' button at the bottom right.

When you next navigate to a staff members Personal Details, the Demographics & Education and Staff Role screen, all data fields will become “editable” by simply clicking on a field. Any missing, incomplete or incorrect data can now be updated.

Once data is changed in a field it will only update the system database after the “**Save**” button is selected. If you refresh your browser or navigate to a different screen in PCWIS without first saving, all changes will be lost, and the fields will revert to their original values.

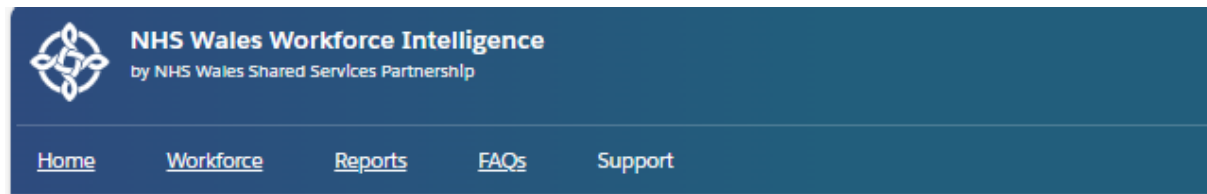
Equally if you unintentionally edit a field, provided you have not clicked “Save,” the original field values will be restored by refreshing your browser or navigating to back to the “Staff Overview” Screen.

Of course, any data that has been changed and you have chosen to select “Save” these are permanent changes and any accidental changes will need to be corrected by re-entering the details and saving once you have satisfied these are correct.

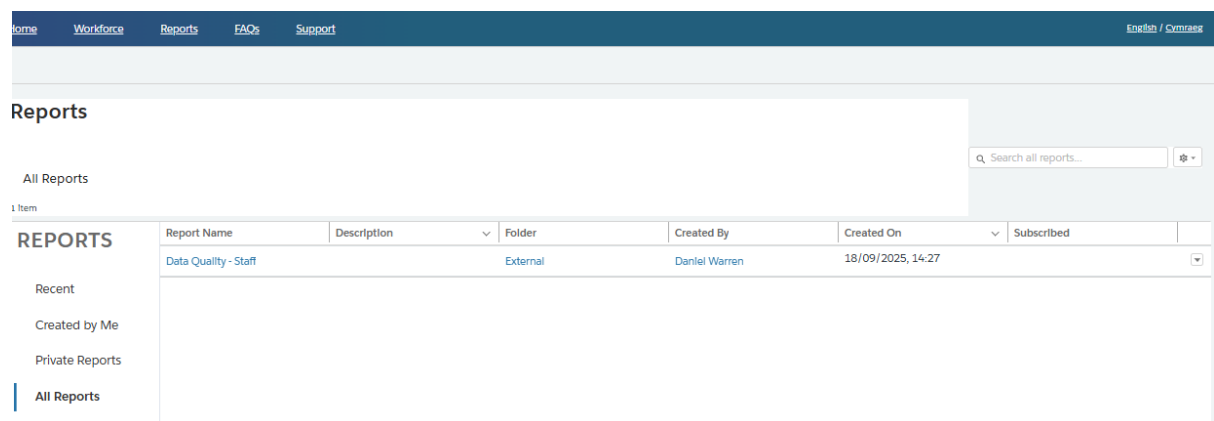
**To ensure complete data quality we would ask all Contractors to please review all data fields for accuracy and make changes as appropriate.** Your cooperation in this regard will be greatly appreciated.

## 2. Reports

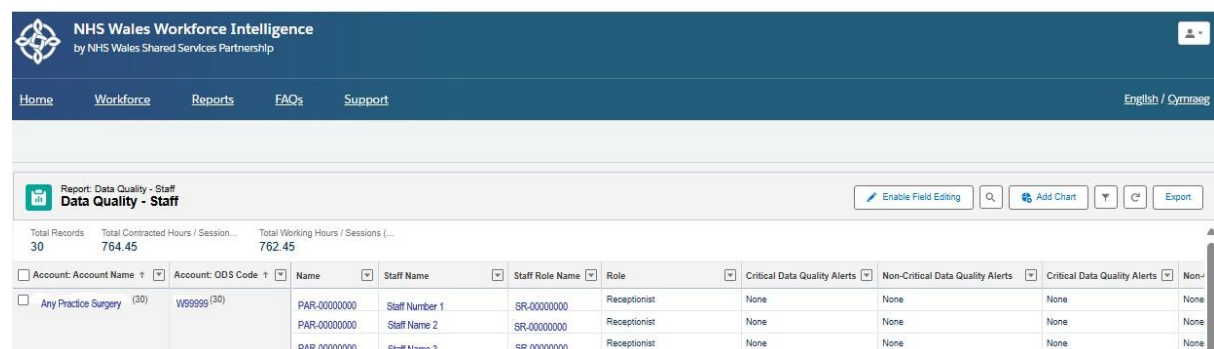
Located on the Banner Menu you will now see an option to select **“Reports.”**



On selecting this in the PCWIS Portal you will open a new menu under the heading called **“Reports.”** By navigating to and clicking on **“All Reports”** will trigger the screen to display the **“Data Quality – Staff”** report that has been available for you to access. *(NB: the other options such “Created by me,” and “Private Reports” will not return any results at this time)*



By selecting **“Data Quality- Staff”** a breakdown of all your Practices’ staff is displayed in a table and an indicates if any of these have either Critical or Non Critical data quality alerts against them and provides additional information such as **“Role”**, **“Date Joined”**, **“Staff Group”**, **“Contracted Hours/ Sessions”** and **“Working Hours / Sessions”**



To define the time parameters for report this can be set by selecting the **“filter”** wizard



Once selected the filter is made visible and can be modified by clicking on the **“created date”** box and either choosing on any of the pre-defined options from the date **“Range”** box or selecting **“Customize”** which then displays a date picker and **“Apply”** or **“Refresh”**

Field Editing Enabled

Search Add Chart Filters Export

| Field      | Value |
|------------|-------|
| Department | None  |
| Specialist | None  |

Filters

Show Me  
All person account relationships


Created Date  
All Time

Range  
Custom

Start Date  
Pick a date

End Date  
Pick a date

Cancel Apply

The report that is generated can be downloaded as either a XLSX or CSV by selecting the “Export” box  and the choosing the format you want as either a “**Formatted Report**” or “**Details only**” export. Simply then select “**Export**” to start the creation of the file that will be saved in your “Downloads” folder. The naming convention of the download will either be “**Data Quality – Staff – CCYY-MM-DD-HH-MM-SS**” or “**Report<unique-id no>**”

We will be pleased to get any feedback on this report and suggestions of any new Reports that will be helpful in the management of workforce data.

This can be provided by contacting the Product Support via:

[nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)