
Province of Ontario AODA

User Guide

November 13, 2019

parklane
S Y S T E M S



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Overview

Ontario is the first province and one of the first jurisdictions in the world to enact specific legislation establishing a goal and time-frame for accessibility. It is also the first jurisdiction to legislate accessibility reporting and to establish standards so people with disabilities can participate more actively in their communities.

The Accessibility for Ontarians with Disabilities Act (AODA) is a 2005 law that sets out a process for developing and enforcing accessibility standards. Persons with disabilities and industry representatives work together with the government to develop the standards

Accessibility standards are laws that government, businesses, non-profits and public sector organizations must follow to become more accessible.

They help organizations identify and remove barriers to improve accessibility for people with disabilities.

Parklane System

When it comes to the health and safety of your employees, their data and the record of your due diligence—you need a system you can trust; one that keeps information organized, safe and all in one place.

Parklane's modular system allows you to choose from a variety of comprehensive, user-friendly modules that you can customize so your system is just right for your business.

It is because of years of dedication to our clients that you can be confident Parklane software will not only work for your business, but is easy to use and understand.

Parklane was developed as a comprehensive health and safety software system that is easy to use and makes sense to the user.

Our modular system allows you to use only what you need and is diverse enough that it is utilized in a wide range of industries. Since 1987, Parklane Systems has partnered with hundreds of organizations to provide a cost effective software solution that supports the documentation and efficient management of employee health, safety and wellness.

Parklane's table driven system empowers you to decide how you wish the Parklane system to collect, manage and track your data. Therefore, no matter what line of business, Parklane can be tailored to suit you. Not only is what you capture flexible, but how you report. We have multiple reporting options from built-in reports to spreadsheets with pre-built pivot tables and graphs and customizable exports.

Parklane System Features:

Incident Reporting/Claims

Incident and claim management including costs, types, causes, corrections, trends, electronic WSIB/WCB filing, electronic costs and hundreds of built in reports and graphs.

Disability Management

Manage your non-occupational claims including statistics, costs, days lost, STD & LTD tracking.

Recall

Record training requirements, immunizations & more. Report on compliance, & send mass due/overdue notices.

Work Accommodation

Organize your early and safe returns to work. Manage modified work cases, restrictions, assignments, customize RTW phases and report on program efficacy.

Risk Assessment

Reduce risk and track you workplace hazards & controls. Know which are outstanding, customize automated email notifications, and even manage your H&S policies.

SIMON

Outbreak preparedness: Prevent, track and manage outbreaks; mobile flu clinics, online self reporting of infectious illness.

Chart

Electronically detail visits to H&S department and monitor departmental activity.

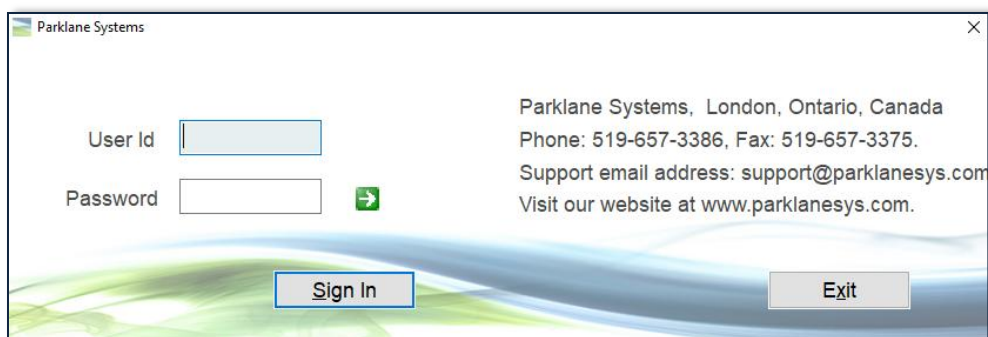
Attendance and Absence

Monitor/track absences, occurrences and build custom support programs.

Getting Started - AODA

Parklane System AODA Selection

When the Parklane System is first selected the user will enter their User ID and Password.

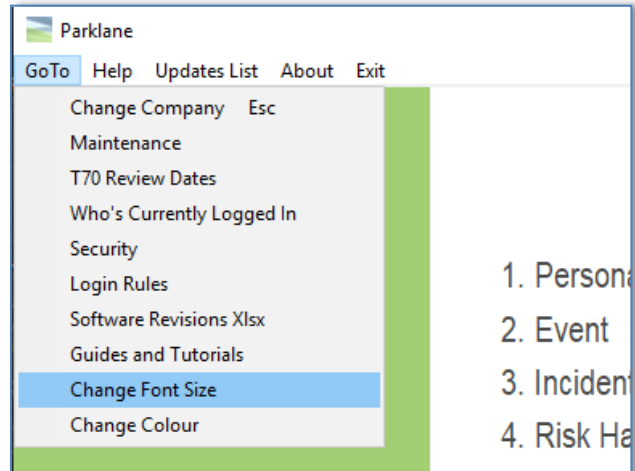


The image shows a login window titled "Parklane Systems". It contains two input fields: "User Id" and "Password". To the right of the "Password" field is a green arrow button. Below the input fields is a "Sign In" button. To the right of the input fields, there is contact information: "Parklane Systems, London, Ontario, Canada", "Phone: 519-657-3386, Fax: 519-657-3375.", "Support email address: support@parklanesys.com", and "Visit our website at www.parklanesys.com.". There is also an "Exit" button in the bottom right corner. The window has a decorative blue and green wavy background at the bottom.

This will open Parklane's main menu panel.



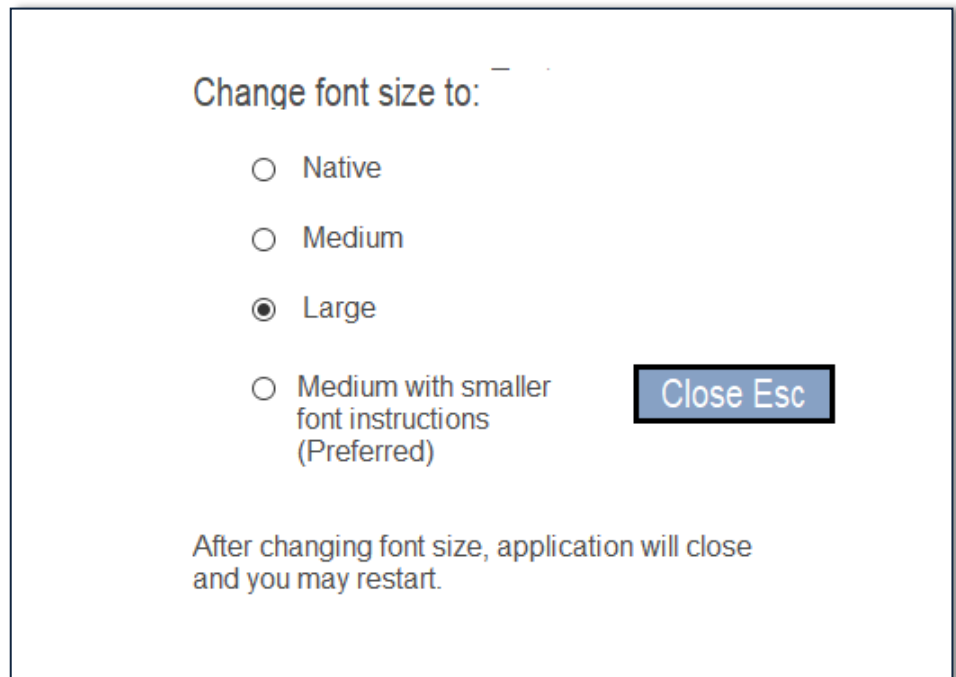
The AODA options for changing the font size and to change the program colours can be selected from the **GoTo** drop down menu on the Parklane main menu panel.



Fonts

The user has the option of native, medium, large or medium with small font instructions. The medium with smaller font instructions is the preferred option, but individual preference is encouraged as well.

After changing the font size, select **Close Esc** and the Parklane application will close and you may restart.



The user will now have access to the font size of their selection.

a] First Name

Last Name

Department F6

Status

Position

Position Date

Union

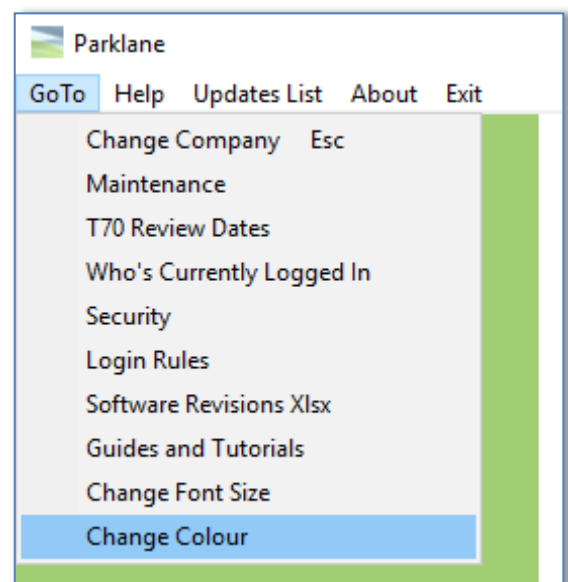
Hire Date ☐ Rehire


Termination Date

Colour

The AODA options for changing the program colours can be selected from the **GoTo** drop down menu on the Parklane main menu panel.

Selection of the **Change Colour** option will open the Customize Colours panel where the individual foreground and backgrounds can be altered.





CT46 Customize Colours

Field waiting input	Foreground	Background	Reset	<input type="checkbox"/>	
Text in on white background	Foreground	Background	Reset	<input type="checkbox"/>	
Text on grey background	Foreground	Background	Reset	<input type="checkbox"/>	Foreground for "Text on grey background" is also used for "Menus, Sidebars, Title bars"
Buttons, title bars	Foreground	Background	Reset	<input type="checkbox"/>	
Home Menu Sidebar	Foreground	Background	Reset	<input type="checkbox"/>	
Menus, Sidebars, Title bars	Foreground	Background	Reset	<input type="checkbox"/>	
Instructions on white background	Foreground	Background	Reset	<input type="checkbox"/>	Please restart system to activate changes to entire colour set.
Instructions on grey background	Foreground	Background	Reset	<input type="checkbox"/>	
Result from table selection	Foreground	Background	Reset	<input type="checkbox"/>	
Warning Messages	Foreground	Background	Reset	<input type="checkbox"/>	
Accent Colour	Foreground	Background	Reset	<input type="checkbox"/>	Close F12

Color

Basic colors:

Custom colors:

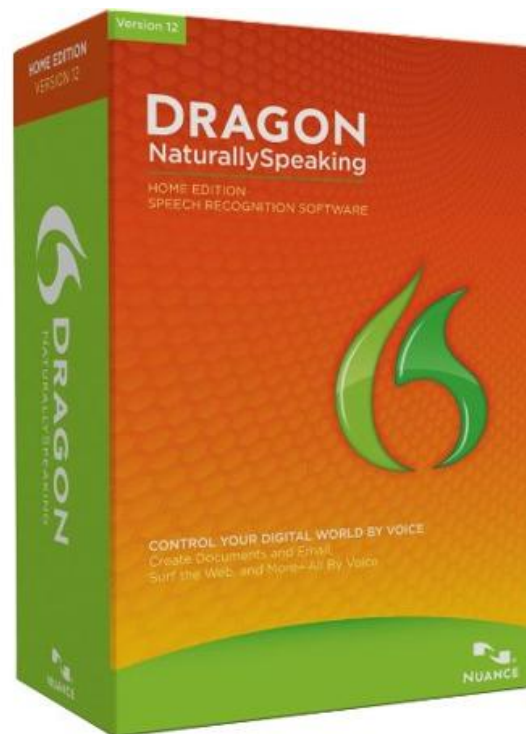
Define Custom Colors >>

OK
Cancel

Voice Recognition

Dragon Software

Parklane has tested and recommends the Dragon (Home or Premium Edition) speech recognition software from Nuance Communications.



For your convenience a video overview of the Dragon software and its use with the Parklane System is available on the Parklane website at the following URL.

www.parklanesys.com/assets/dragon/dragon.html

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Access the Parklane web site for more details about Parklane products

www.parklanesys.com