RCEM QIP Portal User Guide

rcem.casecapture.com

1. Getting Started

    I.   Your First Login

    II.   Finding your Way Around

    III. Resetting your Password

2. Managing User Accounts

    I.   Adding User Accounts

    II.   Updating User Access

3. Submitting Data

    I.   Before you Begin…

    II.   Entering Clinical Data

    III. Entering Organisational Data

Your First Login

After your account is created, you will receive an email from noreply@casecapture.com containing the instructions to complete your first login and set your password

No email received?
Click on the below icons to contact the Quality Team.

noreply@casecapture.com <noreply
To:

Welcome to CaseCapture, you have been set

Please set your password by clicking the follo

If you don't set your password in 15 minutes f
1. Go to this link rcem-uat.casecapture.cc
2. Click the login button
3. Click 'Forgotten your password?' and f

Finding your Way Around

- You will find a drop-down menu in the top right corner of the website

  - Use this menu to navigate between the different QIPs you are participating in and, if you work at multiple EDs, which hospital/s you are working with

- You will find a circle user icon in the top left corner of the website

  - Use this menu to go to your profile or log out

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My studies

Resetting your Password

Please use the [reset password service](#) to reset then create a new password for your account

No email received?
Click on the below icons to contact the Quality Team.

Reset Password

Enter your new password

Password Rules

- Passwords must be at least 8 characters
- must have at least one digit ('0'-'9')
- must have at least one uppercase ('A'-'Z')
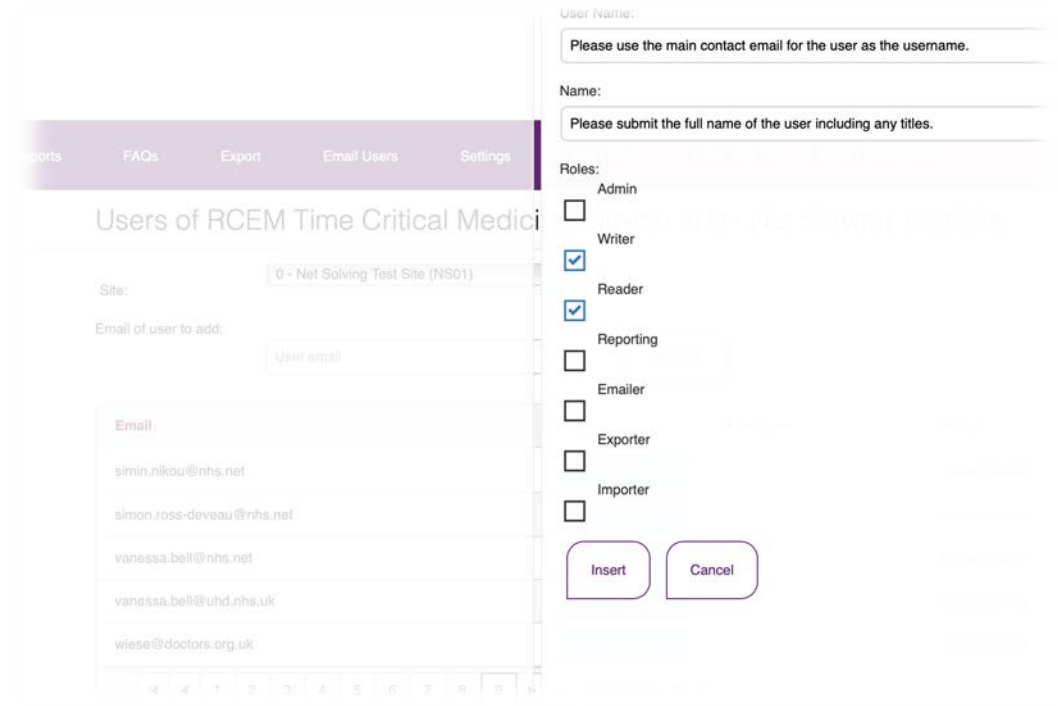- must have at least one symbol (!"£$%^&*_+-=,.<>/?'@#~[]{})

Email

Password

Confirm password

Reset

Adding User Accounts

- Only local QIP administrators can add local user accounts for data protection purposes – the RCEM Quality Team cannot add accounts or manage access on your behalf

- On this portal, users are added to each QIP and ED they are participating in – if a user is participating in multiple QIPs and/or across multiple EDs, ensure they are added to each QIP and ED they will be participating in

- Types of account permissions:

    Admin – Allows users to create/manage other local accounts

    Writer – Allows users to submit and edit data

    Reader – Allows users to view results/data

Adding User Accounts – Cont.

- The local QIP admin will select the relevant QIP and then select *User* from the top bar menu, leading to the *User Management* page for the QIP

- Using the *Add User* field, they will enter the new user's email address, select *Add User* and complete the form that opens

- Once completed, the QIP Admin will select *insert,* and the user will receive an email from noreply@casecapture.com confirming they now have access to the QIP

No email received?
Click on the below icons to contact
the Quality Team.

Updating User Access

- Only local QIP administrators can update local user accounts for data protection purposes – the RCEM Quality Team cannot manage access on your behalf

- QIP admin will select the edit icon ✏ to update or change user access

- QIP admin will select the delete icon 🗑 to remove user access

Roles		
Writer,Reader	✏	🗑

Before you Begin…

- For each record, its status is shown by the colour of the record/section, including if mandatory data is missing

  - Once a case is complete, you should lock the record
  - If a case is incomplete or has errors, <u>it is not yet submitted</u> and <u>does not count towards the QIP</u>

- To search for a record, you can select the *Show search* button and search the existing records

- To unlock/delete a record, the QIP Admins must contact RCEM by email with the case number
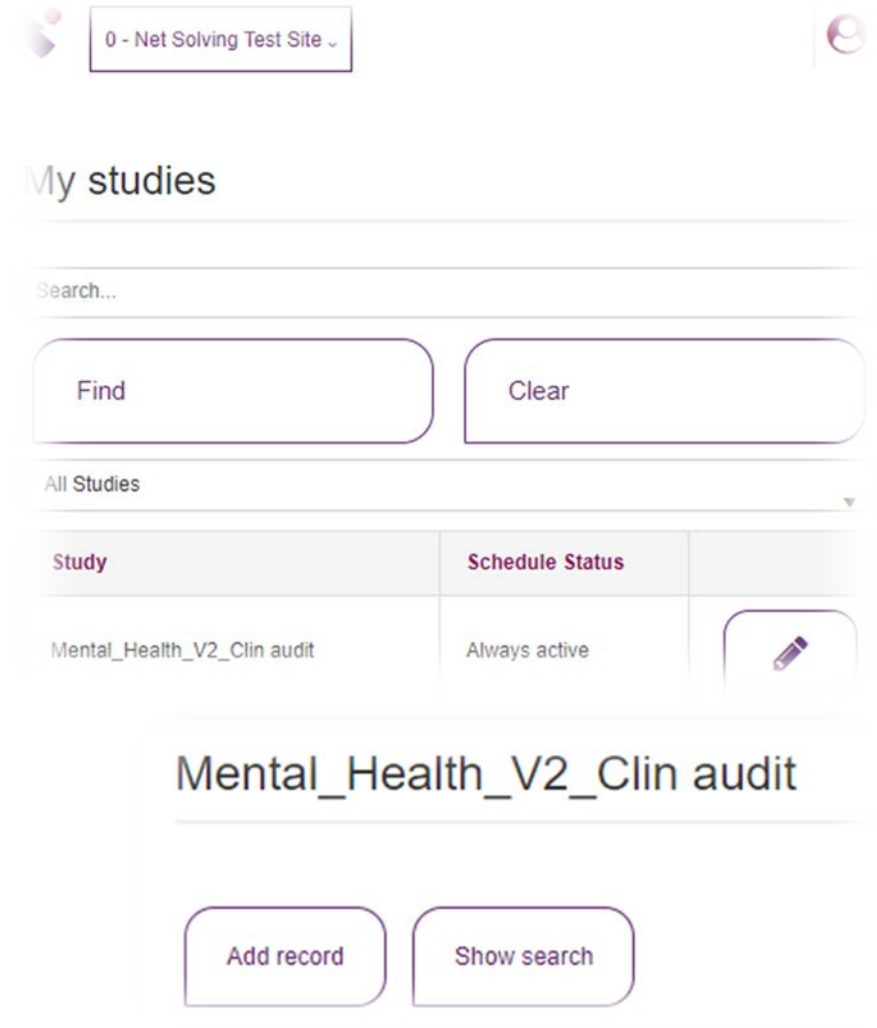
Entering Clinical Records

- Select the QIP you will be submitting clinical records for - either through the *My Studies* page and selecting the edit icon 🖉 or by using the top right drop-down menu

  - If you have access to multiple EDs, ensure the correct ED is showing in the top right drop-down menu before continuing

- To create a new record, select *Add record*

- To view/edit an existing record, select the edit icon 🖉

- To lock a complete record, select *Lock record* or the lock icon

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My studies

Search...

Find   Clear

All Studies

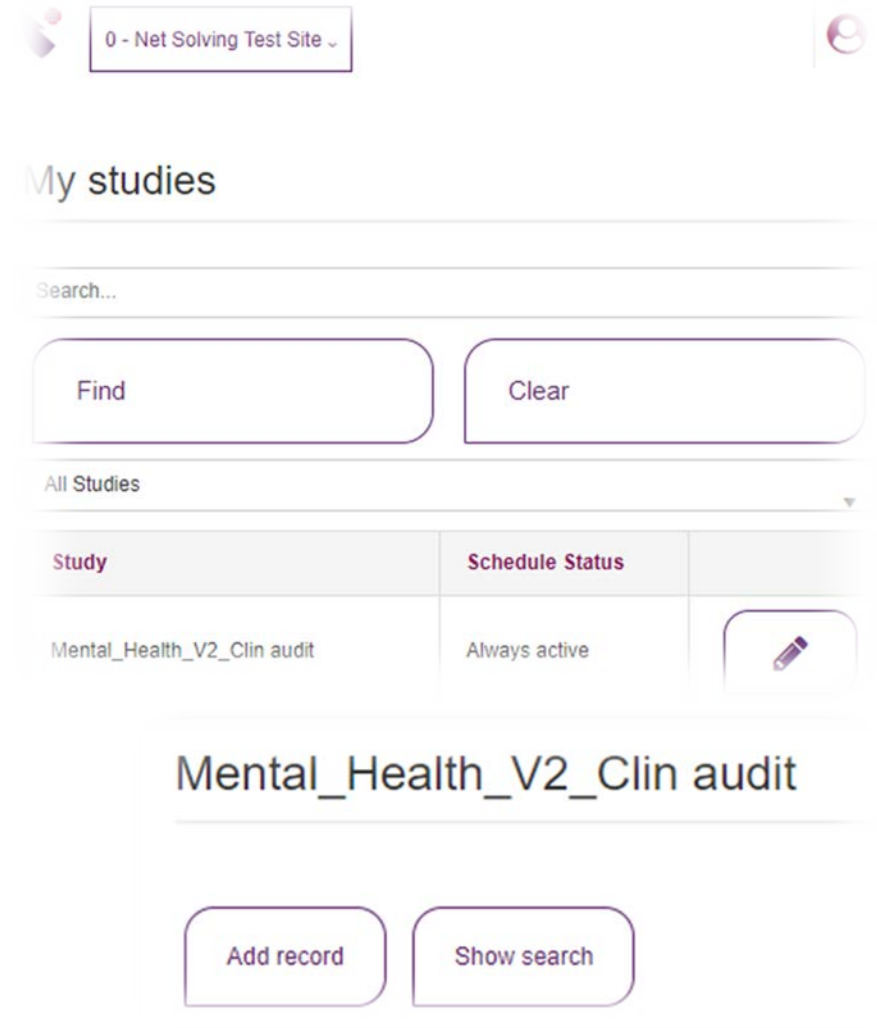| Study	Schedule Status	
Mental_Health_V2_Clin audit	Always active	🖉

Mental_Health_V2_Clin audit

Add record   Show search

Entering Organisational Data

- Select the QIP you will be submitting clinical records for - either through the *My Studies* page and selecting the edit icon ✏️ or by using the top right drop-down menu

  - If you have access to multiple EDs, ensure the correct ED is showing in the top right drop-down menu before continuing

- To create a new record, select *Add record*

- To view/edit an existing record, select the edit icon ✏️

- To lock a complete record, select *Lock record* or the lock icon 🔒

Need help?

rcem.casecapture.com

- Please call us at **020 7404 1999** and one of our team will be happy to assist you

- Alternatively, please email us at rcemqip@rcem.ac.uk to get in touch with the Quality Team