RCEM QIP Portal User Guide

rcem.casecapture.com

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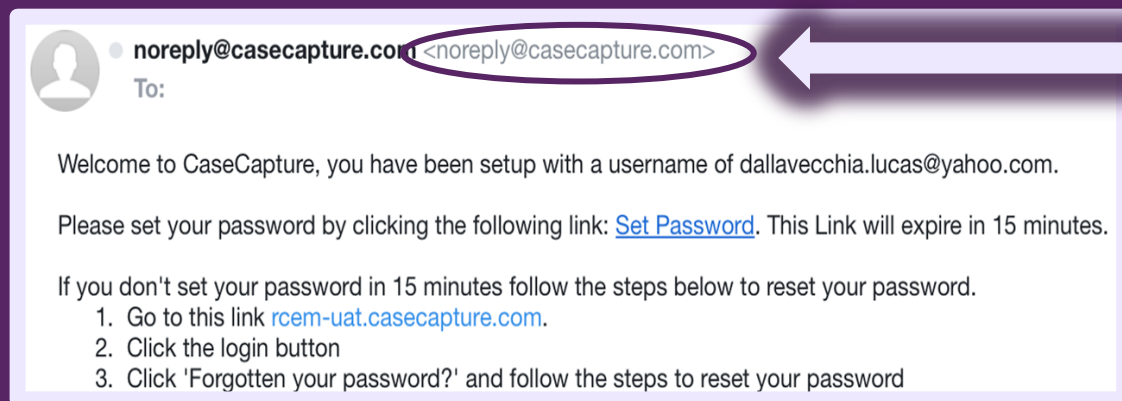
IV. Exporting Data

Need Help?

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.

noreply@casecapture.com <noreply@casecapture.com>

To:

Welcome to CaseCapture, you have been setup with a username of dallavecchia.lucas@yahoo.com.

Please set your password by clicking the following link: Set Password. This Link will expire in 15 minutes.

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

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

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Finding your Way Around

I. 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.

II. 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.

0 - Net Solving Test Site

My studies
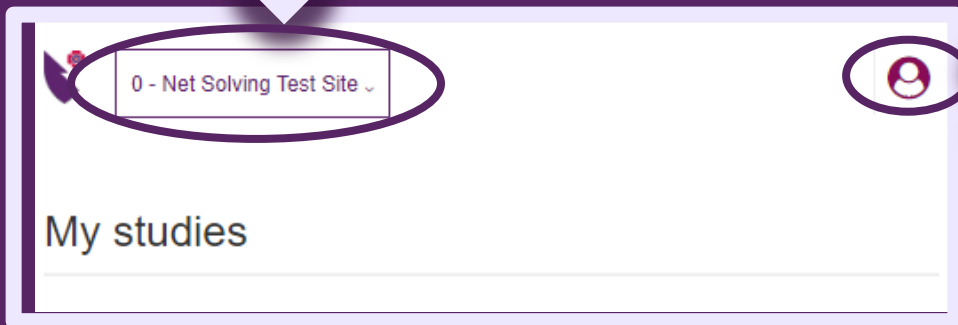
Need Help?

Home   Getting Started   Managing User Accounts   Submitting Data

Resetting your Password

Please use the reset password service to reset then create a new password for your account.

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

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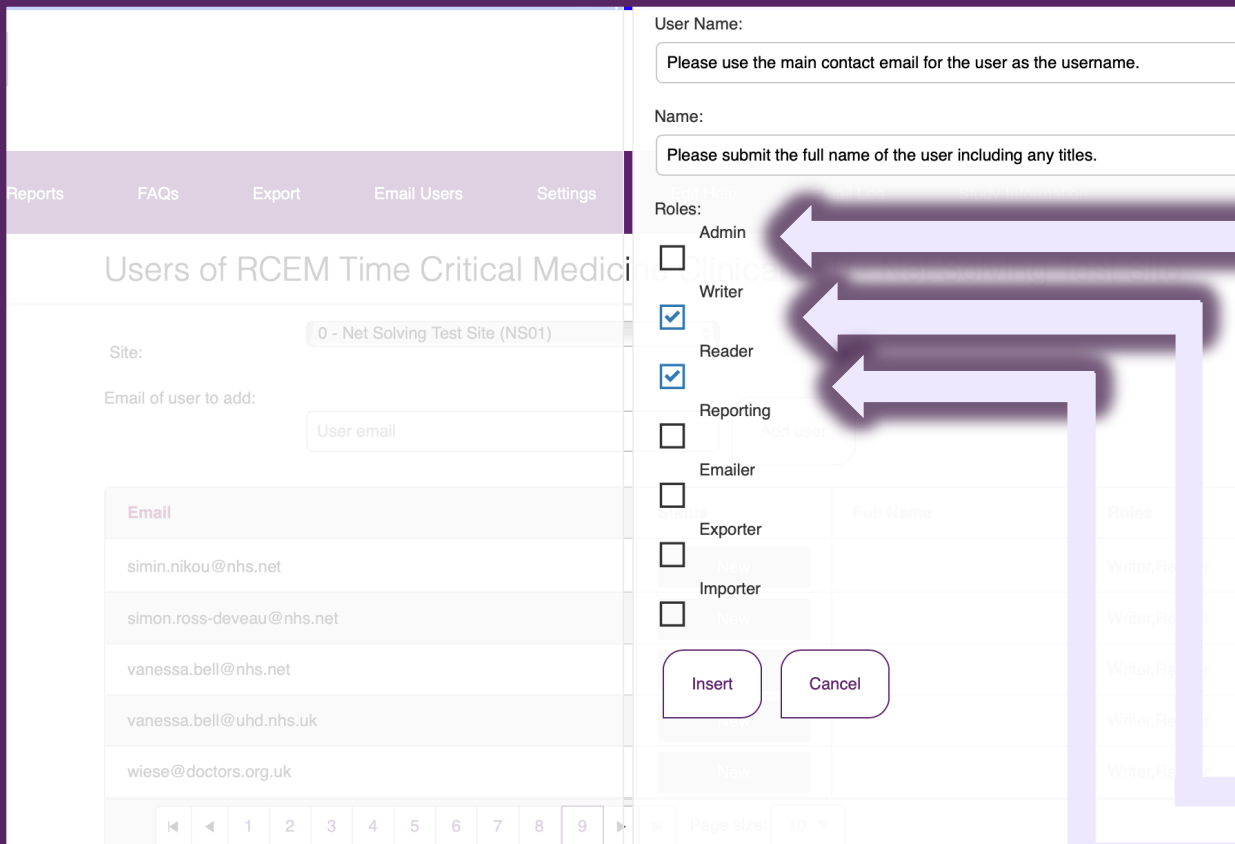
Adding User Accounts

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.

I. 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.

II. 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.

Home

Getting Started

Managing User Accounts

Submitting Data

Adding User Accounts – Cont.

I. 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.

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

III. 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.

Users

Users of RCEM Time Critical Medicine Clinical at RCEM Trust

Back to Settings...

Site: ❓ RCEM Trust (RCEM01) ▾

Email of user to add: ❓

Site Users

User email   Add user

Site Users Import

Email	Status	Full Name	Roles		
	✓		Writer,Reader,Emailer	✏️	🗑️

Find Site Users

|◀ ◀ 1 ▶ ▶| Page size: 10 ▾   1 items in 1 pages

Study Admins

Export to CSV

Users Online

Updating User Access

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

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

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

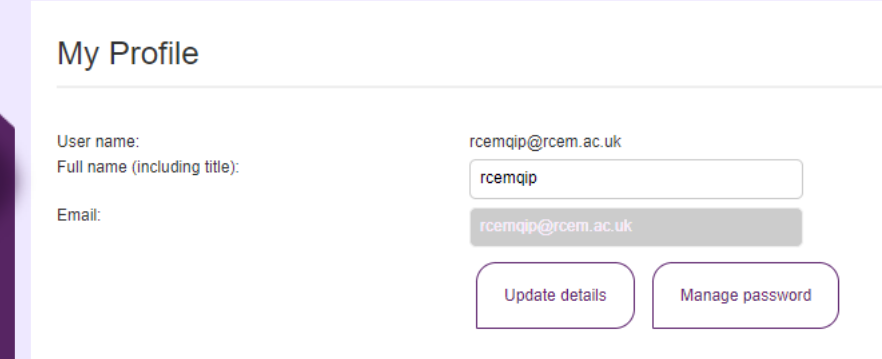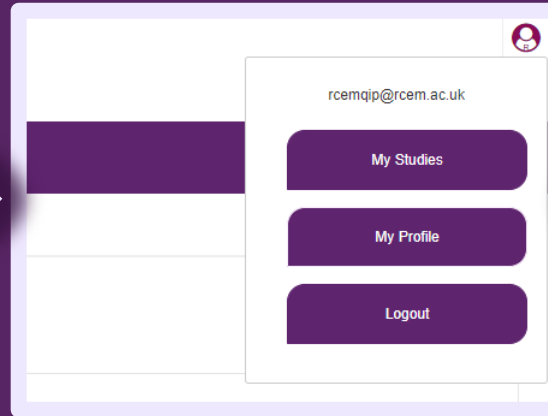**Roles**

Writer,Reader

Need Help?

Name Changes

I. Users can change their name by logging in and going to the *My Profile* section in the top right-hand corner.

rcemqip@rcem.ac.uk

My Studies

My Profile

Logout

My Profile

User name: rcemqip@rcem.ac.uk
Full name (including title):   rcemqip
Email: rcemqip@rcem.ac.uk

Update details   Manage password

Email Changes

I. Users email addresses cannot be changed on the portal. If your email changes, you will need to contact one of your QIP leads to create a new account for you.

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Before you Begin…

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

    I. Once a case is complete, you should lock the record.

    II. If a case is incomplete or has errors, <u>it is not yet submitted</u> and <u>does not count towards the QIP.</u>

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

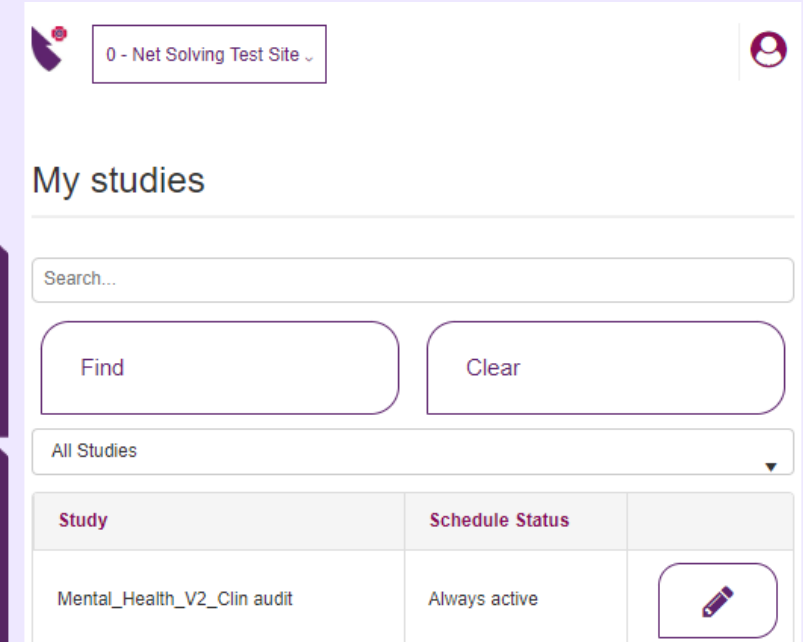III. To unlock/delete a record, the QIP Admins must contact RCEM by email with the case number.

Reference			Record Status
000	✏️	🗑️	Complete 🔓
000	✏️	🗑️	LOCKED 🔒
123456789	✏️	🗑️	Incomplete
000	✏️	🗑️	Errors

🟩 Complete 🟧 Incomplete 🟥 Errors 🟦 Not saved

Assessment and observation - Include/Exclude whole section	Parallel Assessment tab - Include/Exclude whole section

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Entering Clinical Records

I. 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.

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

II. To create a new record, select *Add record.*

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

IV. To lock a complete record, select *Lock record* or the lock icon. 🔒
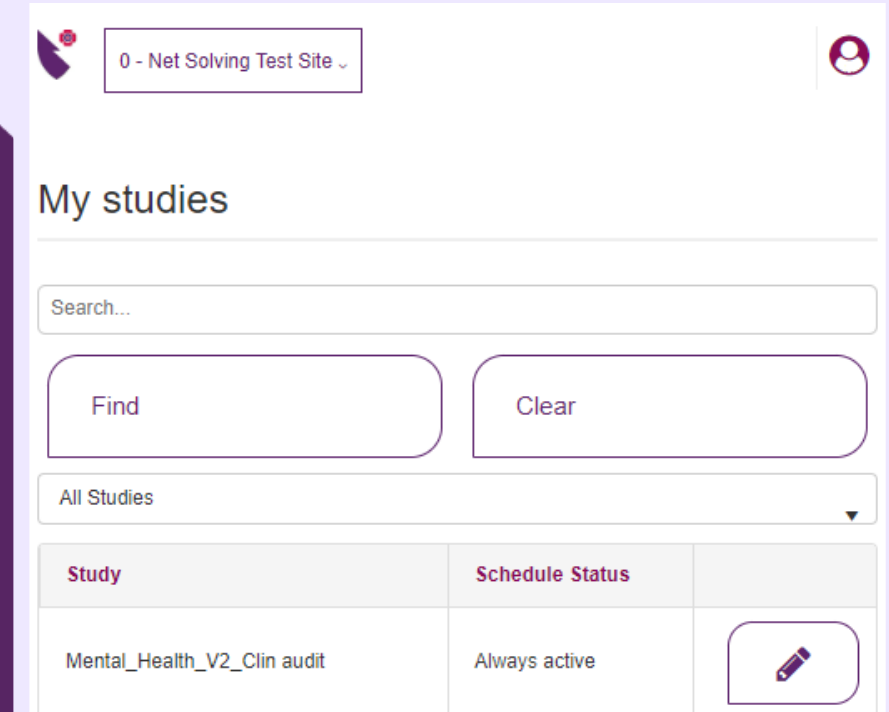
Entering Organisational Data

I. 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.
  I. If you have access to multiple EDs, ensure the correct ED is showing in the top right drop-down menu before continuing.
II. To create a new record, select *Add record.*
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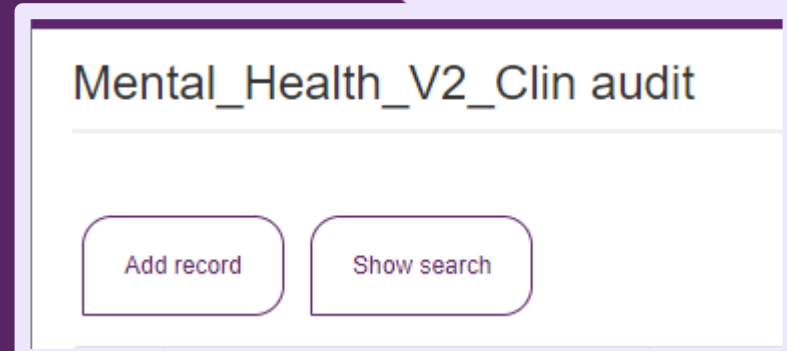IV. To lock a complete record, select *Lock record* or the lock icon. 🔒

Exporting Data

I. Only users with admin access can export their sites raw data.

II. To do this, go to the top menu bar and select the export tab.

III. We strongly advise not to share any raw data via email or to anyone outside

IV. for data protection, we strongly advise not sharing raw data by email or with those

outside of your organisation.

Need Help?

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.

Your thoughts and feedback...