

RCEM

Royal College
of Emergency
Medicine

RCEM QIP Portal User Guide

rcem.casecapture.com



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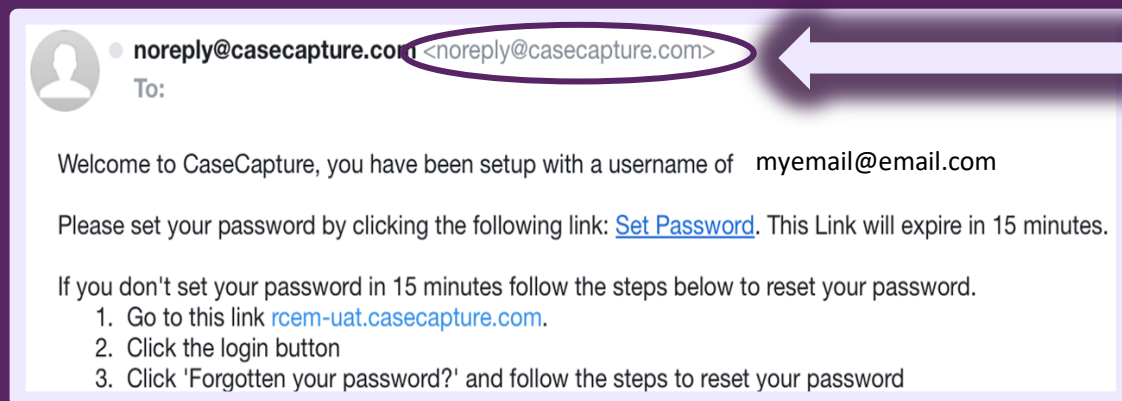


Need Help?



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.



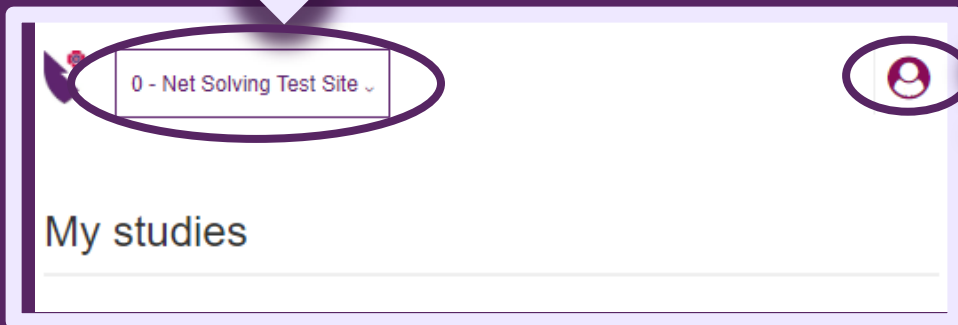
No email received?
Checked your
junk/spam?
Click on the icons
below to contact the
Quality Team.

[Home](#)[Getting Started](#)[Managing User Accounts](#)[Submitting Data](#)

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.



Need Help?



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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?
Checked your
junk/spam?
Click on the icons
below to contact the
Quality Team.

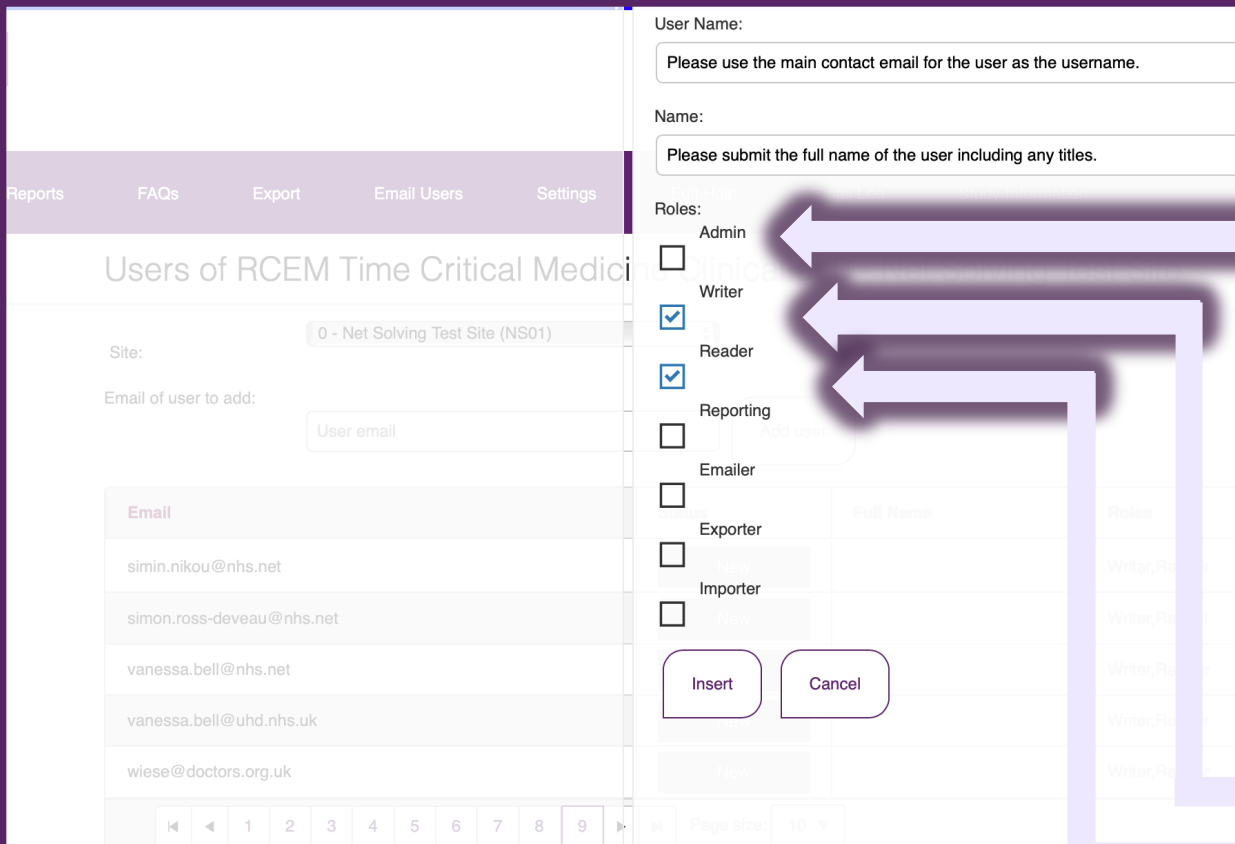


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User Name:
Please use the main contact email for the user as the username.

Name:
Please submit the full name of the user including any titles.

Roles:

- ☐ Admin
- ☒ Writer
- ☒ Reader
- ☐ Reporting
- ☐ Emailer
- ☐ Exporter
- ☐ Importer

Insert Cancel

Site: 0 - Net Solving Test Site (NS01)

Email of user to add: User email

Email

- simin.nikou@nhs.net
- simon.ross-deveau@nhs.net
- vanessa.bell@nhs.net
- vanessa.bell@uhd.nhs.uk
- wiese@doctors.org.uk

Page size: 10

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.



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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: ? Add user



Site Users

Site Users Import

Find Site Users

Study Admins

Users Online

Email	Status	Full Name	Roles	
	✓		Writer,Reader,Emailer	 
<div> ◀ ◀ 1 ▶ ▶ </div> <div> Page size: 10 ▼ </div>				

1 items in 1 pages

Export to CSV





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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?



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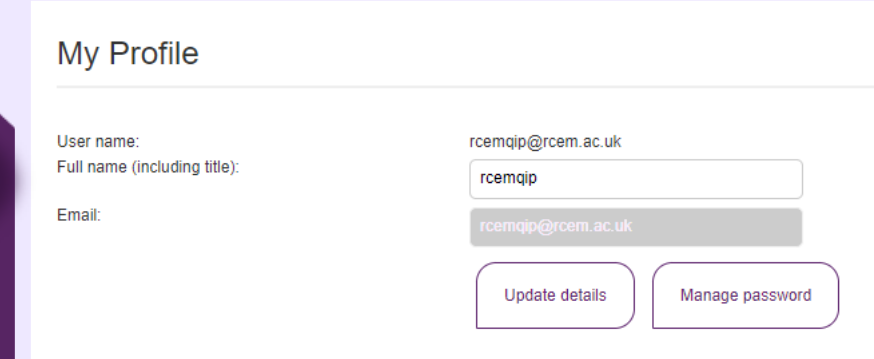
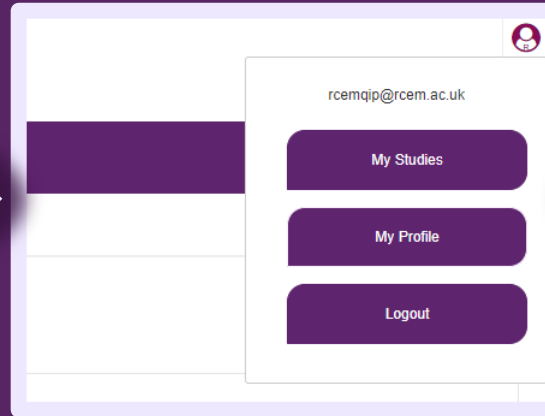
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Name Changes

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

A screenshot of the 'My Profile' page. It has a title 'My Profile' at the top. Below the title, there are three fields: 'User name:' with the value 'rcemqip@rcem.ac.uk', 'Full name (including title):' with the value 'rcemqip', and 'Email:' with the value 'rcemqip@rcem.ac.uk'. At the bottom right, there are two buttons: 'Update details' and 'Manage password'.

Email Changes

1. 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, it is not yet submitted and does not count towards the QIP.
- 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

<div> <div>Complete</div> <div>Incomplete</div> <div>Errors</div> <div>Not saved</div> </div>	
Assessment and observation - Include/Exclude whole section	Parallel Assessment tab - Include/Exclude whole section






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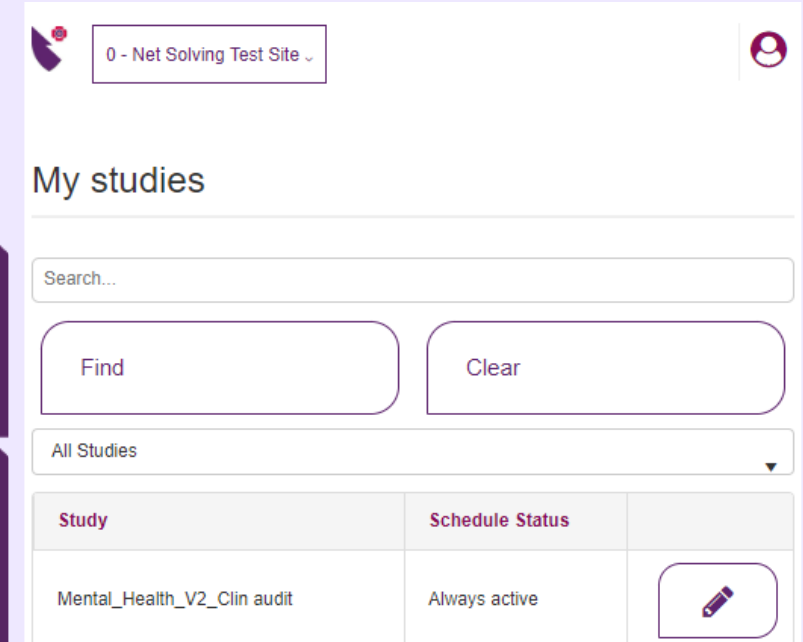
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Entering Clinical Records

- 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. 




0 - Net Solving Test Site

My studies

Search...

Find Clear

All Studies




Study	Schedule Status	
Mental_Health_V2_Clin audit	Always active	

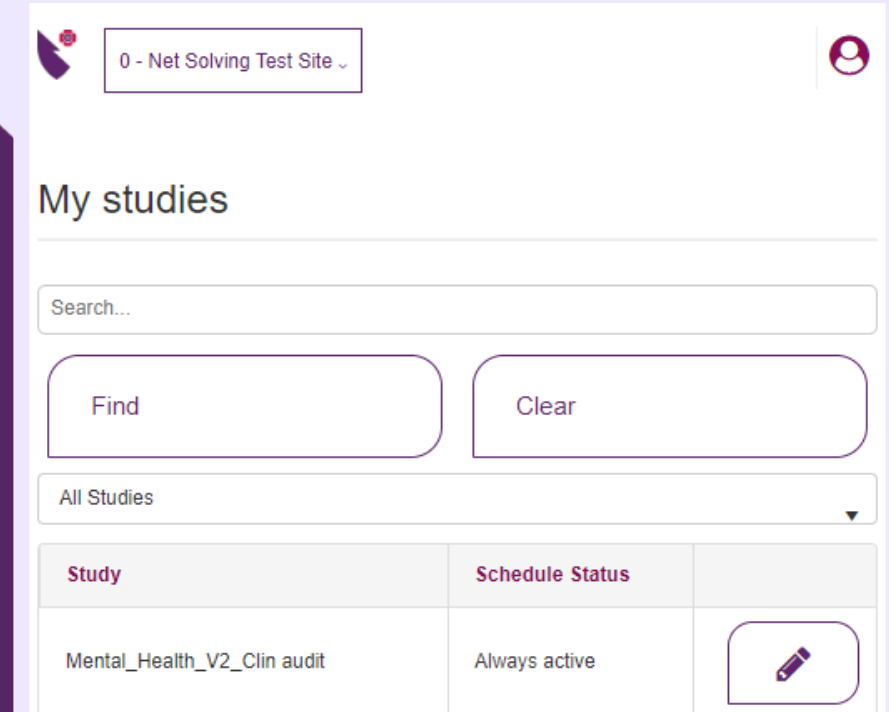
Mental_Health_V2_Clin audit

Add record

Show search

Entering Organisational Data

- 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. 




0 - Net Solving Test Site

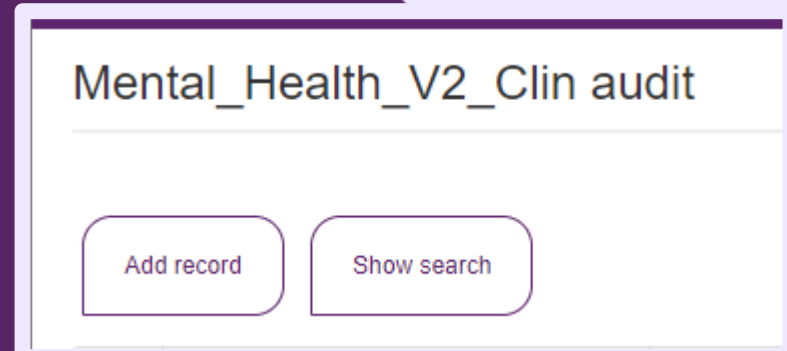
My studies

Search...

Find Clear

All Studies

Study	Schedule Status	
Mental_Health_V2_Clin audit	Always active	



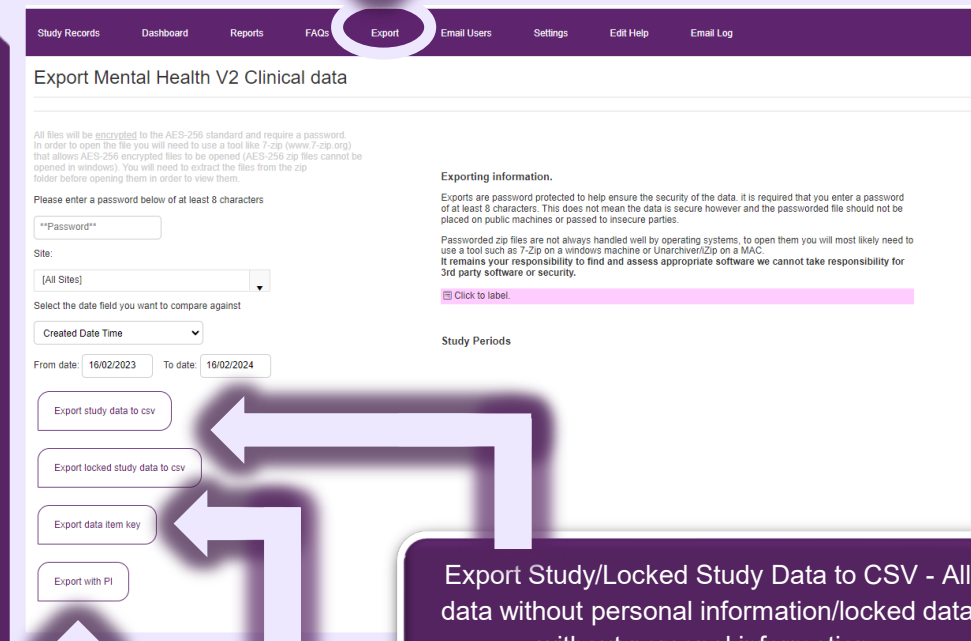
Mental_Health_V2_Clin audit

Add record Show search



Exporting Data

- I. Only users with export access can export their site's raw data.
- II. To do this, go to the top menu bar and select the export tab.
- III. All files will be encrypted and require a password.
- IV. To open the file, you will need to use a tool like 7-zip (www.7-zip.org) that allows encrypted files to be opened.
- V. Once you have selected your site and date, you can then download the data by clicking one of the export options.



Study Records Dashboard Reports FAQs **Export** Email Users Settings Edit Help Email Log

Export Mental Health V2 Clinical data

All files will be encrypted to the AES-256 standard and require a password. In order to open the file you will need to use a tool like 7-zip (www.7-zip.org) that allows AES-256 encrypted files to be opened (AES-256 zip files cannot be opened in windows). You will need to extract the files from the zip folder before opening them in order to view them.

Please enter a password below of at least 8 characters

Site: [All Sites]

Select the date field you want to compare against

Created Date Time

From date: 16/02/2023 To date: 16/02/2024

Export study data to csv

Export locked study data to csv

Export data item key

Export with PI

Exporting information.

Exports are password protected to help ensure the security of the data. It is required that you enter a password of at least 8 characters. This does not mean the data is secure however and the passworded file should not be placed on public machines or passed to insecure parties.

Passworded zip files are not always handled well by operating systems, to open them you will most likely need to use a tool such as 7-Zip on a windows machine or Unarchiver/Zip on a MAC. It remains your responsibility to find and assess appropriate software we cannot take responsibility for 3rd party software or security.

[Click to label.](#)

Study Periods

Export Study/Locked Study Data to CSV - All data without personal information/locked data without personal information.

Export Data Item Key - Supplements the data exports by showing which standards or questions matched the data.

Export with Dates Visible - Provides you an extract with date/time information (such as arrival time) alongside the data.

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...



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