EIP Routine Audit

CaseCapture Guidance

National Clinical Audit of Psychosis

2025

RC PSYCH
ROYAL COLLEGE OF PSYCHIATRISTS

NCAP
NATIONAL CLINICAL AUDIT OF PSYCHOSIS

Overview 3
Logging In 3
Landing Page 4
Adding Users 4
Exporting Data 5

Overview

The guidance will explain how to sign in and activate your CaseCapture account, add users, and export your data. CaseCapture is the website where the NCAP Routine Dashboard can be accessed.

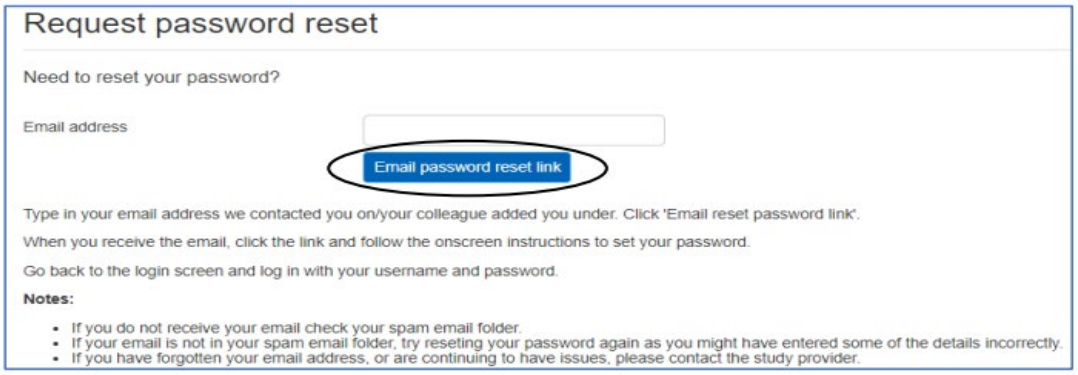
If anything is unclear or not working, don't hesitate to get in touch with us and let us know at NCAP@rcpsych.ac.uk.

Logging In

When you are first added to CaseCapture, you will receive a welcome email explaining how to log in. This email will contain your username and the link you need to reset your password.

- Click the login button.
- Click 'Forgotten your password?'
- Type in your email address

Click 'Email password reset link'



- You will be sent an email with a reset password link. Click the link
- Enter your email address
- Enter a password, making sure to follow the password rules shown
- Click Reset.
- Accept the terms of agreement.
- You have now set your password, and should be redirected to your organisation's study records page

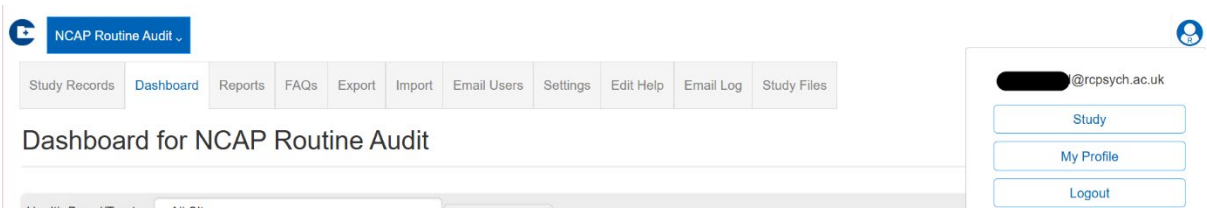
Landing Page

When you log in, you will be on the record management page for the NCAP Routine Audit 2025.

You may wish to bookmark the page for ease of access.

At the top-left side of the page, there are several tabs, including: Study Records, Dashboard, users and import users (please note these may vary slightly depending on your user permissions).

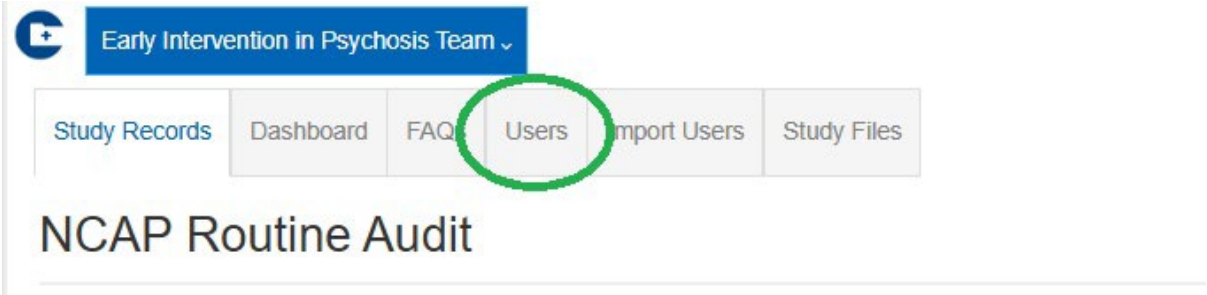
If you hover over the icon on the top right side of the landing page, it shows your username, with links to: Study, My profile, and a link to Logout of the site.



Adding Users

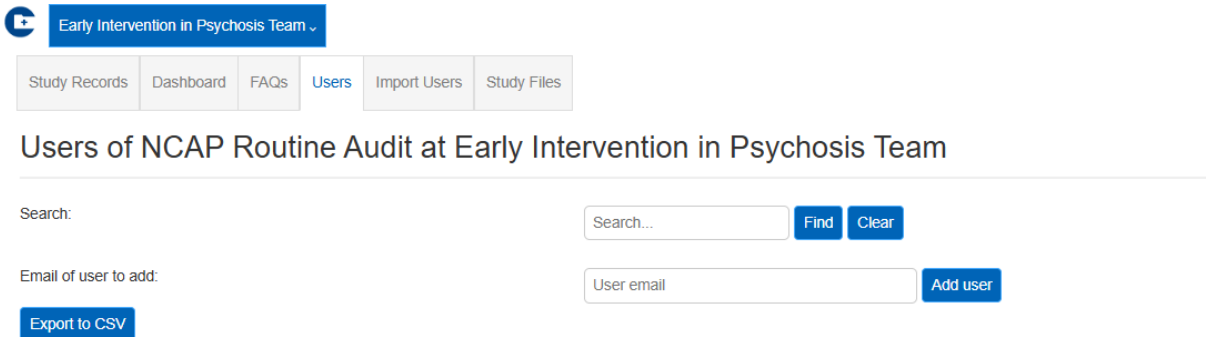
If you have been set up as a site admin, you will be able to manage the users with access to your team's results. To manage users, click the 'Users' button on the study toolbar to get to the user management page. Please note if you do not have admin access, this tab does not appear.

This page is where you can view user details, add, edit, and delete users.



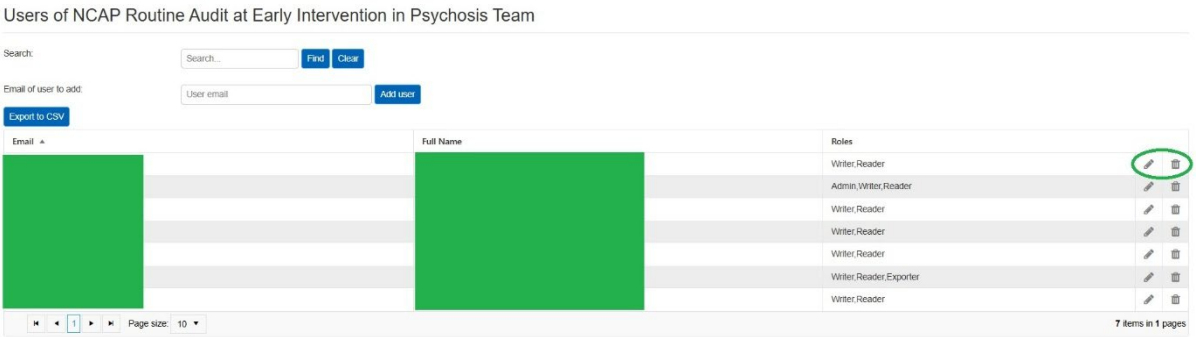
To add a user:

1. Type the email of the user
2. Click the Add user button
3. Amend the name shown in the Name box, if required
4. Select the permissions for the user and click insert. Writer and Reader status are selected as the default.



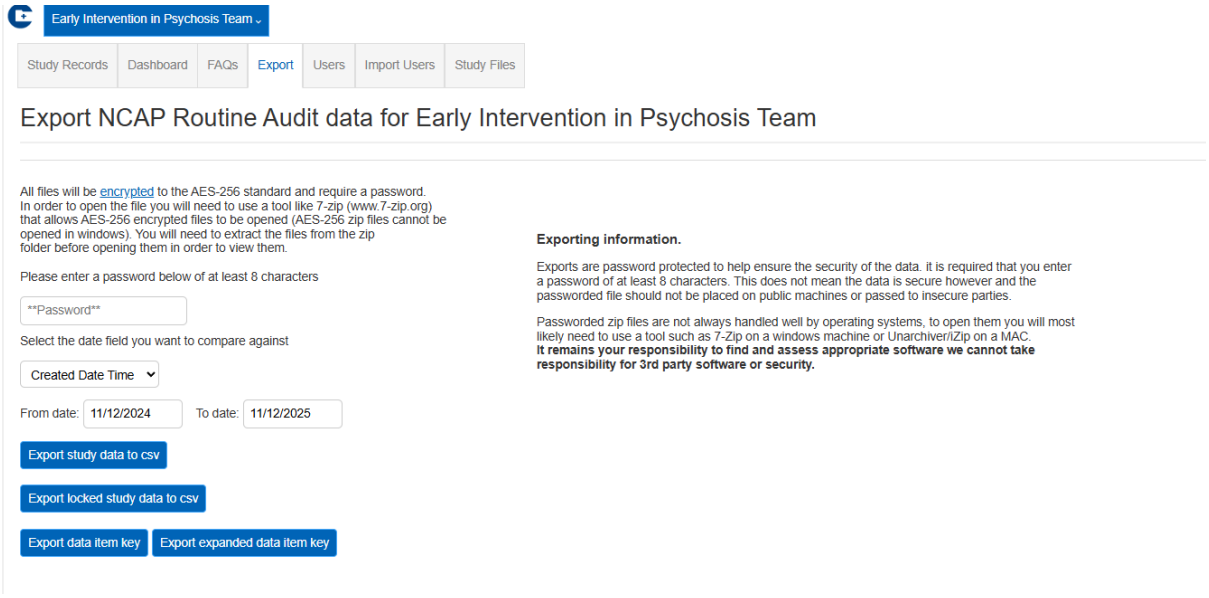
To edit a user, click the edit button (pencil icon) next to a user, select the permissions you want to change and click update.

To remove a user from a study, you will need to click the delete button (bin icon) next to the user.



Exporting Data

To export data, navigate to the 'Export' tab along the top of the page. Please note that this tab only appears if you have been given export access.



Enter a password to protect your exported data. Where the webpage prompts you to 'select the date field you want to compare against', please select 'Month' from the dropdown menu, then indicate the date range. The date range should include the date of data extraction you would like to view. For example, if you are interested in exporting data from the England July 2025 data drop, set the date range to 01/07/2025 through 31/07/2025.

Once you have entered your date range, select 'export locked study data to csv', and your data will download.

Please note that you will need an encryption app, such as 7-zip, to open your downloaded data. Once the data has downloaded to your device, please save the file locally to your documents, then navigate to the file through your encryption app.

Should you have any difficulties or questions, please contact the NCAP team at NCAP@rcpsych.ac.uk.