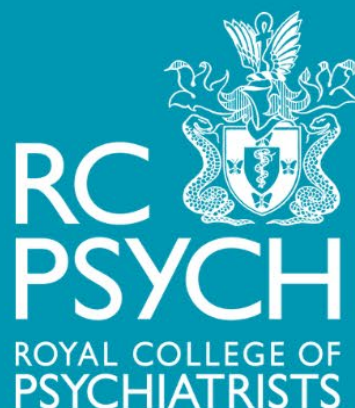


# EIP Routine Audit

## CaseCapture Guidance

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National Clinical Audit of Psychosis  
**2025**



**NCAP**  
NATIONAL  
CLINICAL AUDIT  
OF PSYCHOSIS

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## 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](mailto: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'

The screenshot shows the 'Request password reset' form. It has a title 'Request password reset' and a question 'Need to reset your password?'. Below this is an 'Email address' input field. A blue button labeled 'Email password reset link' is circled in black. Below the button, there is a paragraph of text: 'Type in your email address we contacted you on/your colleague added you under. Click 'Email reset password link'. When you receive the email, click the link and follow the onscreen instructions to set your password. Go back to the login screen and log in with your username and password.' At the bottom, there is a 'Notes:' section with three bullet points: 'If you do not receive your email check your spam email folder.', 'If your email is not in your spam email folder, try resetting your password again as you might have entered some of the details incorrectly.', and 'If you have forgotten your email address, or are continuing to have issues, please contact the study provider.'

- 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

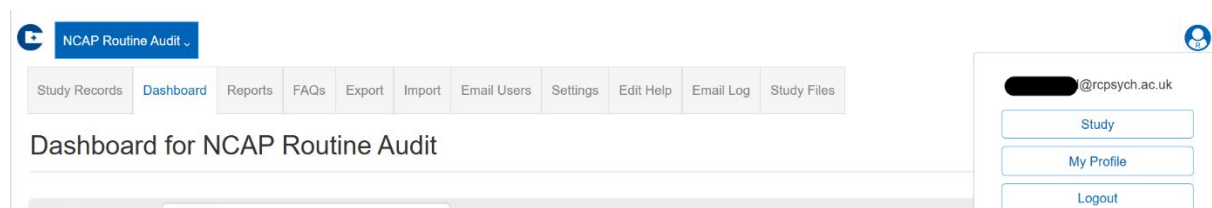
## Landing Page

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).

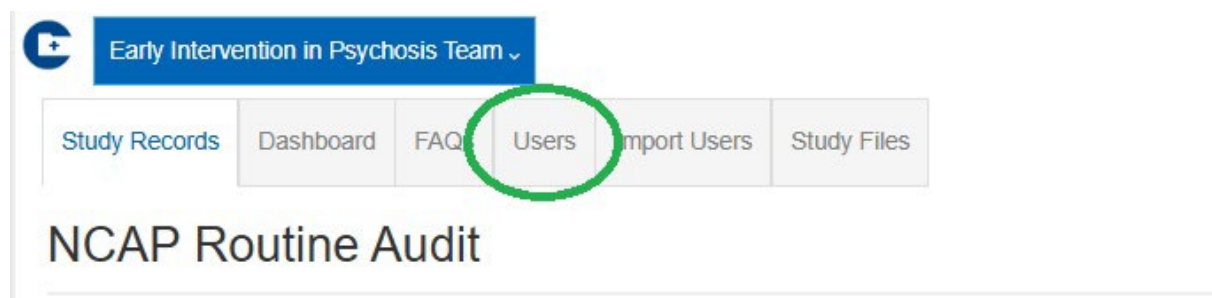
If you hover over the icon on the top right side of the landing page, it shows your username, with links to: Study, My profile, and a link to Logout of the site.



## 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.

## Users of NCAP Routine Audit at Early Intervention in Psychosis Team

Search:

Email of user to add:

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.

### Users of NCAP Routine Audit at Early Intervention in Psychosis Team

Search:

Email of user to add:

Email	Full Name	Roles
		Writer, Reader <input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Admin, Writer, Reader <input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Writer, Reader <input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Writer, Reader <input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Writer, Reader, Exporter <input type="button" value="Edit"/> <input type="button" value="Delete"/>
		Writer, Reader <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page size: 10 7 items in 1 pages

## 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.

## Export NCAP Routine Audit data for Early Intervention in Psychosis Team

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](http://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

Select the date field you want to compare against

Created Date Time

From date: 11/12/2024 To date: 11/12/2025

### 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.**

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](mailto:NCAP@rcpsych.ac.uk).