

Guidance for online data submission (Formic)

Introduction	2
How to access the data collection form online.....	3
Navigational tools	4
Skipping pages	4
Completion errors.....	4
How to enter doses.....	5
How to access a partially completed form.....	5
How to access a previously submitted form for editing	6
Saving your form as a PDF.....	6
Downloading submitted data	7
Support and guidance from the POMH team	7
POMH contact information.....	7

Introduction

About this guidance

This guidance is provided to assist your Trust/organisation in submitting data online for POMH quality improvement programmes (QIPs).

Timeline

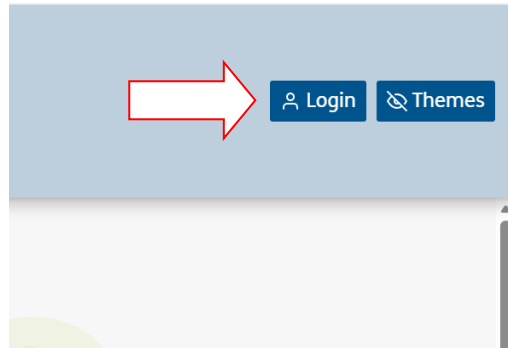
Typically, you will have two months to collect and enter data for each QIP. The timeline will be on the first page of the data collection tool.

Quick tips:

- The POMH lead for your Trust/organisation holds the username and password to access the online data entry form. Please contact them in the first instance if you do not know your login details. The login password is case-sensitive.
- Partially complete forms can be saved and completed later. You can also amend any forms already submitted, as long as you do so within the data entry period. To amend submitted forms, you must keep a record of the **receipt number** provided.
- The *team code* format is the *three*-digit code used to identify clinical teams. If you do not know your organisation or team code, please contact the local POMH lead for your organization (the POMH central team does not know your team codes).
- We kindly advise you use browsers such as Google Chrome or Microsoft Edge for online data entry on Formic. *Please **avoid using Internet Explorer** and any other unsupported browsers.*

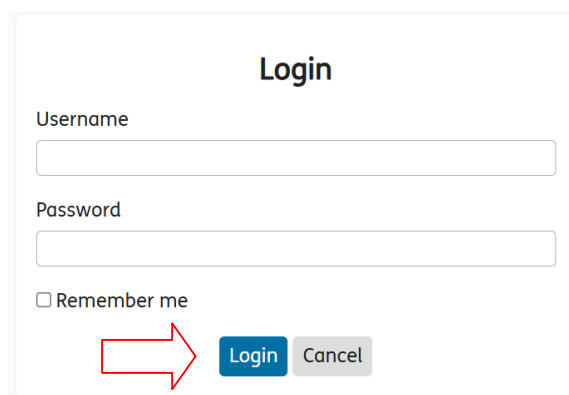
How to access the data collection form online

The following link will take you to the online data collection form: <http://rcop.formic.com>
Click 'Login' on the right-hand side of the screen.

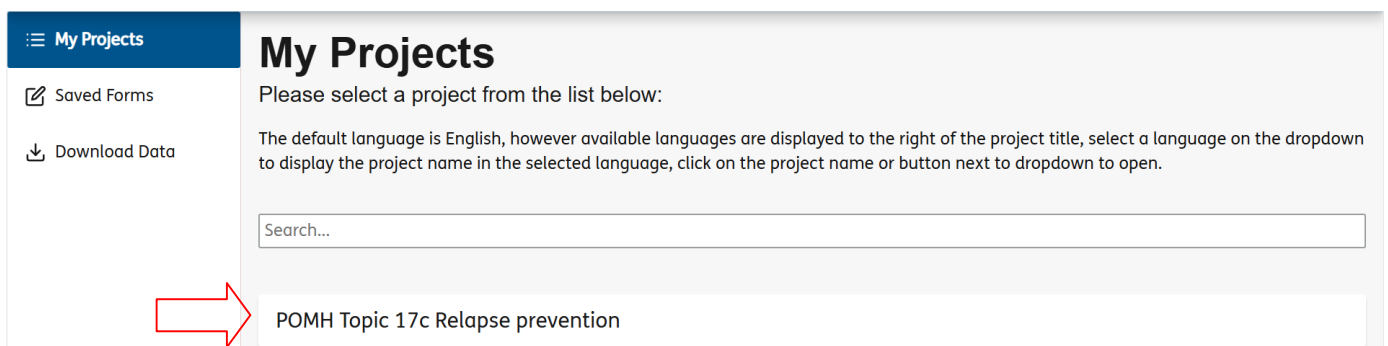


This leads you to the Login page where you need to enter your username and password. These details have been emailed to the POMH lead for your Trust/organisation.

Enter your username and password (passwords are case-sensitive) then click the 'Login' button located below.

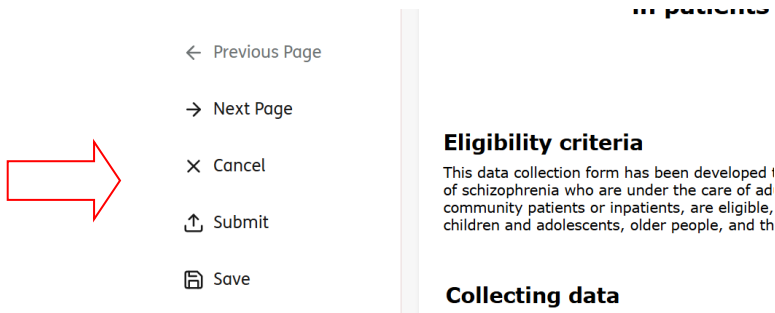
A screenshot of a login form titled 'Login'. It contains two input fields: 'Username' and 'Password'. Below the fields is a checkbox labeled 'Remember me'. At the bottom, there are two buttons: a blue 'Login' button and a grey 'Cancel' button. A red arrow points from the left towards the 'Login' button.

Once logged in, the Projects page lists the audit topics that are open for data entry. Each listed topic is a link. Click the link to go to the relevant online data collection form.

A screenshot of a web application's 'My Projects' page. The page has a dark blue header with 'My Projects' and a sidebar with 'Saved Forms' and 'Download Data'. The main content area is titled 'My Projects' and contains the text 'Please select a project from the list below:'. Below this is a search bar and a list of projects. The first project is 'POMH Topic 17c Relapse prevention', which is highlighted with a white background. A red arrow points from the left towards this project link.

Navigational tools

Links to help you navigate through the form are available on the left-hand side of the screen.



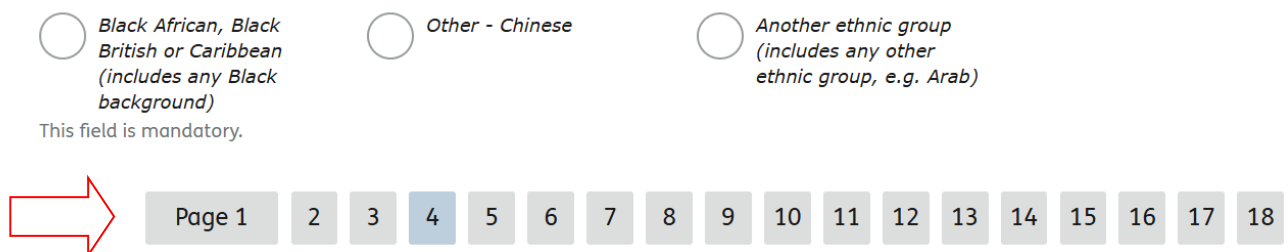
The navigational tool includes the options to go to the 'Previous page', 'Next page' or to 'Cancel', 'Submit' and 'Save' your data.

Please note:

- 'Cancel' takes you back to the 'Projects' page.
- 'Save' enables you to save a partially completed form for completion later.

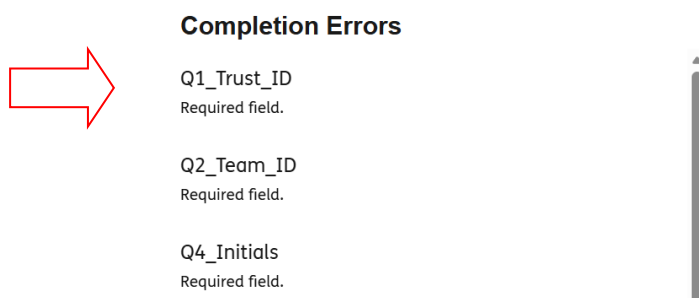
Skipping pages

You can jump to specific pages if you need to double-check responses, or to make corrections to a saved form (during the data entry period). Click the required page number shown in the bar at the bottom of each audit form. The page you are currently on will be in blue.




Completion errors


If any data are missing or responses have been entered incorrectly, the errors will appear in the 'Completion Errors' box on the left-hand side of the screen when you attempt to submit the form. Details include the page where the error(s) occur, and what the error for that particular question is. You will not be able to submit your form if completion errors are outstanding. You can click the error in the box to return to the question and make your correction.



How to enter doses

If applicable, please enter the total dose (TDS) prescribed per day, e.g.:

Haloperidol: 1.5mg x3 a day =4.5mg 


Amisulpride:
total oral daily dose, mg
  Amisulpride: 600mg x 2 a day =1200mg

How to access a partially completed form

A receipt number will be generated for each form you save for completion later. Make a note of this receipt number in order to easily identify and return to a saved form for future editing, if needed.

Saved

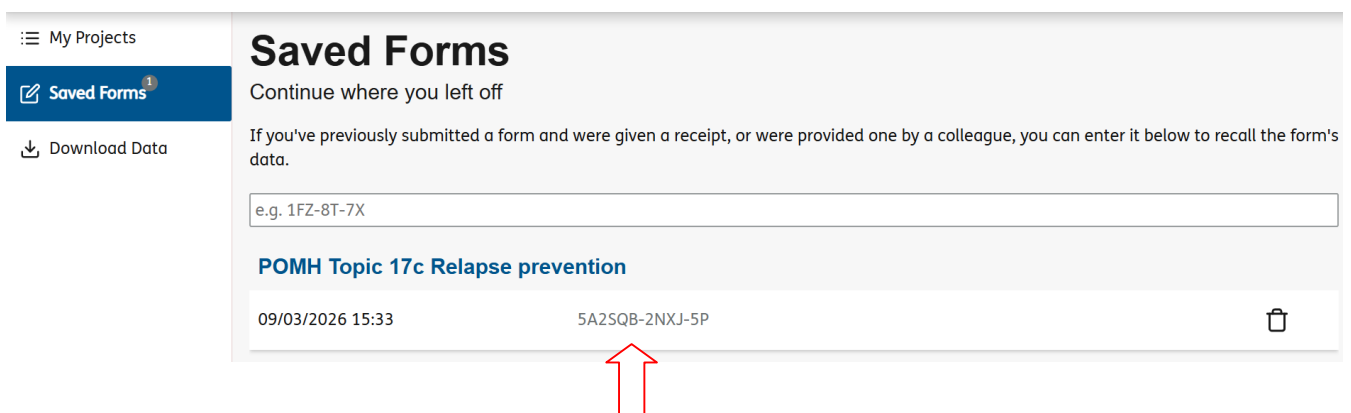
Your responses for this form have been temporarily saved. To complete this form you will need to reload it using the supplied receipt and select Submit.


You can use the following receipt to recall this particular form at a later date. 5A2SQB-2NXJ-5P 

[Continue](#) [Download PDF](#)

You can access either a partially completed form or a form that has been submitted (during the data entry period only). To access an incomplete, saved form, navigate back to the My Projects page and click on the tab "Saved Forms". A list of saved forms will appear showing the topic, date and time it was last saved.

To access the form, click on the link:

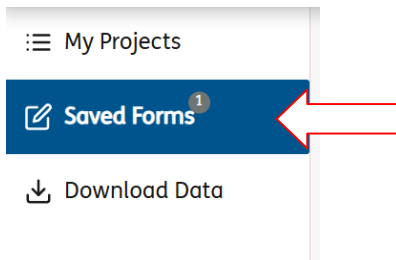


Date/Time	Receipt Number	Actions
09/03/2026 15:33	5A2SQB-2NXJ-5P	

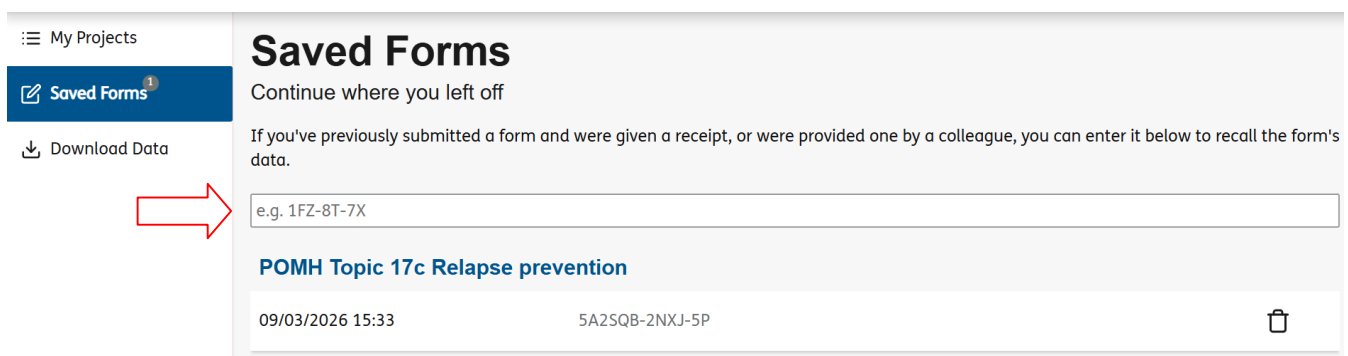
After submission you will be taken to the 'Complete' page which will display a thank you message.

How to access a previously submitted form for editing

To access a previously submitted form for editing, return to the 'My Projects' page and click 'Saved Forms'.



Enter the receipt ID of the form that you would like to edit and press the Enter key.



This will take you back to the beginning of your submitted form for editing and submitting. You will be able to return to and edit previously submitted forms until the end of the data collection period.

Saving your form as a PDF

On the 'Complete' page you can save your submitted form as a PDF. The option to 'Download PDF' is located below the receipt ID. Clicking on 'Continue' will take you back to the Projects page where you can submit data for another patient.

Complete

Thank you for completing this form. Your data has now been submitted.

You can use the following receipt to recall this particular form at a later date. **399SC-2GQ9-8E**

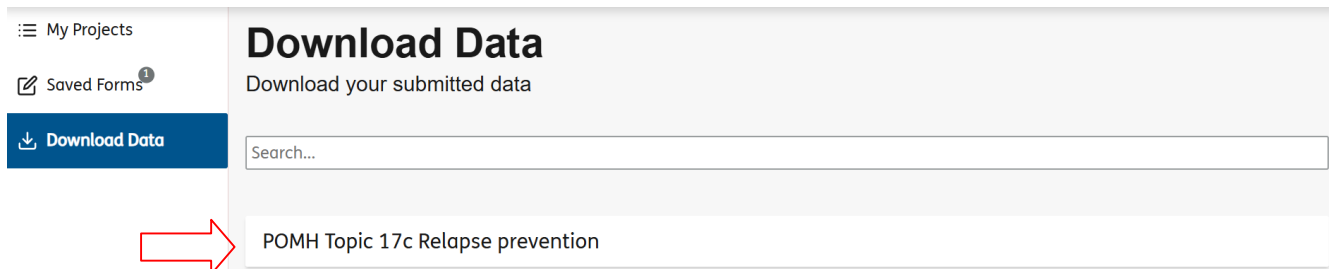
Continue

Download PDF

You may want to keep the receipt number for your records

Downloading submitted data

In the 'Download Data' tab, you have the option to download submitted data as an Excel (csv) file. By clicking the name of the topic, you will be able to save and review this file of all submissions for the specific topic up to that point.



The screenshot shows a web interface for downloading data. On the left is a sidebar with three items: 'My Projects', 'Saved Forms' (with a notification icon), and 'Download Data' (highlighted in blue). The main content area is titled 'Download Data' and has the subtitle 'Download your submitted data'. Below this is a search bar with the placeholder text 'Search...'. Underneath the search bar is a list of topics, with the first item being 'POMH Topic 17c Relapse prevention'. A red arrow points from the left towards this topic name.

This function may be useful to track and update submissions at a local level during the stage of data entry. Please note during data cleaning you will still receive a raw dataset from POMH.

Support and guidance from the POMH team

The POMH team is available to provide support Monday to Friday during office hours.

A printable version of the data collection form, guidance documents, participation certificate and the link to the online form will have been sent to your local POMH audit lead. Please contact them in the first instance.

POMH contact information

For queries on data submission, please contact the POMH team:

Telephone: 020 8618 4010

Email: POMH-UK@rcpsych.ac.uk