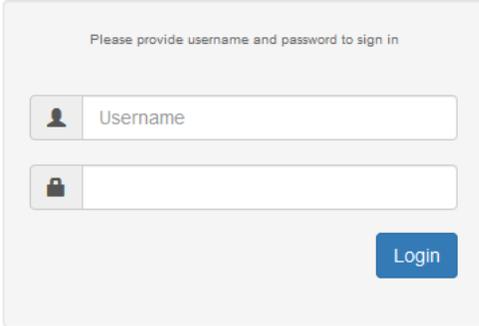# NCAP Applications Manual

Login to application

Once you've logged in, as usual, to the NICOR Web Portal, in the list of databases you'll see a link to the applications entitled "NCAP Web Applications". Click on this link to enter the new application.

You will then be asked to enter your username and password (again). This is the same as your Lotus Notes login, i.e. John Doe/YYY/NICOR and the same password you use to login to the Notes servers:


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The lack of a single log-on will not be a permanent "feature" – we are looking at ways to resolve this so you can log on once only.

Domain Selection

If you have got access to more than 1 domain, i.e., TAVI as well as PCI, you will get the option at this point to choose which one you want to work on.
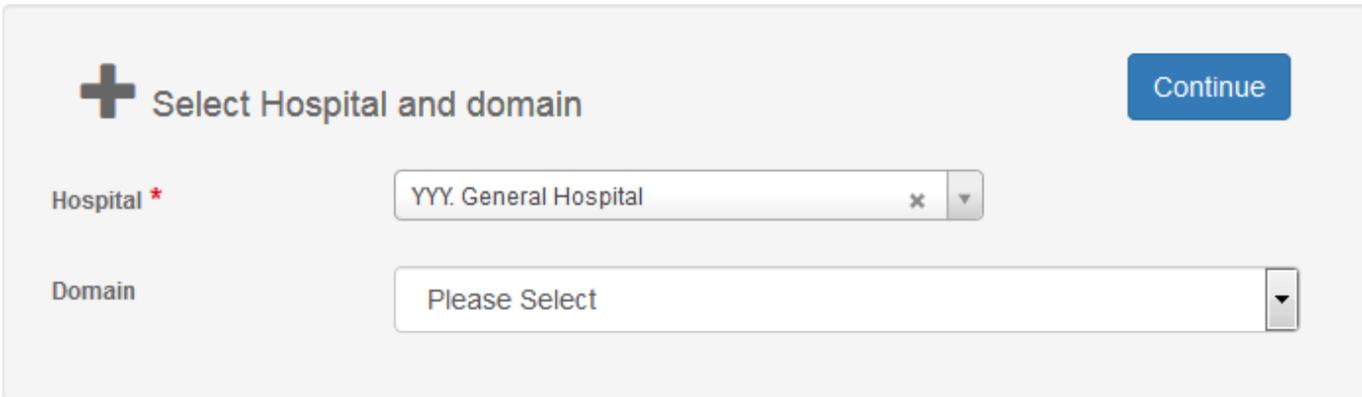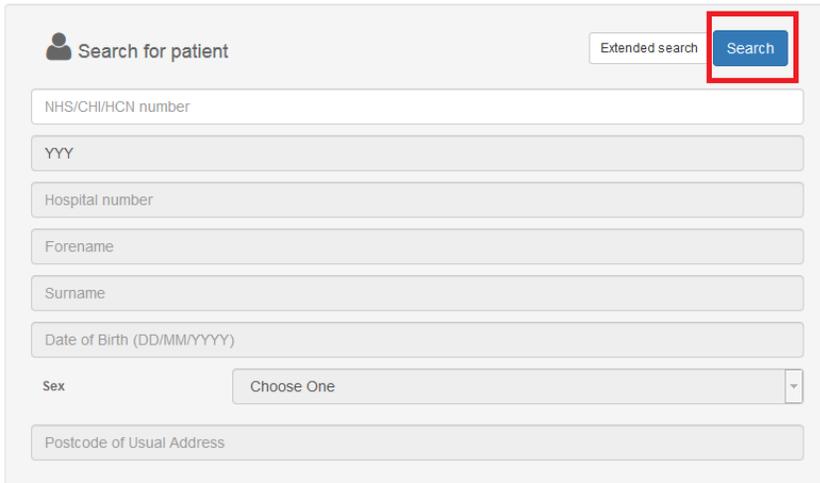

Click on the Domain field and select the application you wish to work in. If you have access to only one domain, then you will not see this screen, you will go immediately to the next section.

The Patient Homepage

Once you've logged on, you'll be on the Patient Homepage. Here you have the option to search for a patient using basic search or extended search to either edit or create a new one, or manage your patient records using the search/filter/sort facility.

Creating/Editing Patients

To create a new patient, enter the NHS/CH/HCN number and click Search. You will get a dialog to say the patient has not been found and you have the option to create a new one. The reason it's done this way now is because the patient records for your hospital will be shared across the domains. For instance, if the patient has already been created for a TAVI procedure, you can now create a PCI procedure for the same patient without having to recreate a patient record. The same rules apply for patients though, if you change the Hospital Number, it becomes a new patient record. Subsequent imports/saves will update the patient record with any new/modified information.

If the patient hasn't been found you will be given the option to create it:
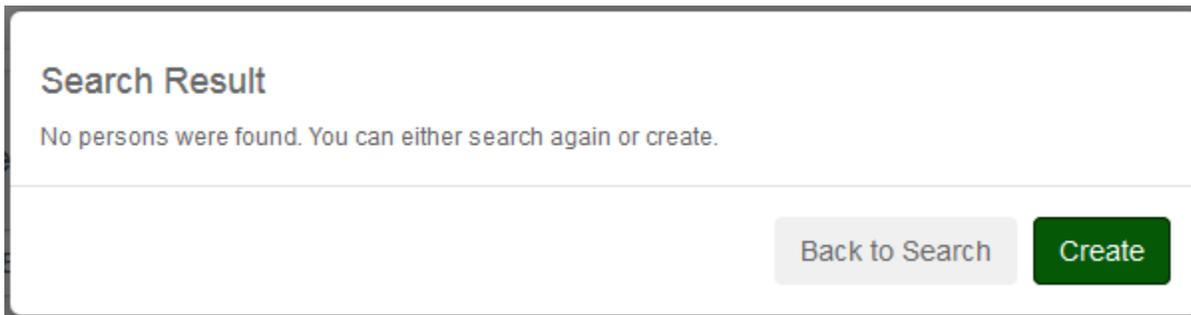
Similarly, to edit an existing patient, enter the NHS/CHI/HCN number and click on Search. If you don't know the NHS/CHI/HCN number, you can select Extended Search and the other fields become available which will allow you to search by Forename, Surname, Hospital number, Date of Birth, Gender and/or Postcode.

If the patient NHS number is found then a dialog appears confirming the patient along with all their details, from which you can either confirm or go back to the search if it's not the right patient:

Search Result

The following person was found. Please confirm that this is the person for which you would like to make a registration for.

NHS/CHI/HCN number	**1234567890**
Forename	**Marge**
Surname	**Buttery**
Sex	**FEMALE**
Date of Birth	**02/11/49**
Postcode of Usual Address	**SW1 1WS**

Back to Search   Confirm

Clicking Confirm then brings the patient record onto the screen.

Managing Patients

This section gives you the facility to sort and filter your records to enable you to manage the records.

Period: [Choose one] ▾	Status: [Choose one] ▾	Surname:	Forename:	Reset

Procedure Date ⇕	Status ⇕	Surname ⇕	Forename ⇕
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Completed	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Completed	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf
13/12/2017 00:00	Draft	ggfd	gdgf

<< < 1 2 > >>   Rows per page: 15 ▾

Clicking on Period gives you the option see your records from the last:

- year
- month

- week
- day

Status will allow you to filter either completed records or draft records (draft records are incomplete or those flagged with errors from import/save).

Entering a Surname or Forename will display the relevant patients.

Clicking on the column titles will sort the column, ascending and descending.

The bottom right of the screen allows you to choose how many records you want to display on one page, and the bottom left allows you to move from page to page.

Creating/Editing Procedures

Once you've confirmed the patient is the correct one, you have 3 choices:

- You can either click on an existing entry and edit it (all existing procedures will be displayed under Existing registrations for patient)

- You can create a new entry for this patient (Create new entry for this Patient), or

- You can edit the current Patient record (Edit Current Entry)

| Home | Search Patient | Import ▾ | Export ▾ | Completeness | Logout |

NICOR

👤 **Patient**

1234567890 - Buttery, Marge - (FEMALE)

[Edit Current Entry]   [Create new entry for This Patient]

Existing registrations for patient
(click links below to view/edit)

| Procedure Date | Status | RegistrationType |

When you create a new entry for the patient, you will first be asked to enter the procedure date/time and the patient's hospital number:

Complete to continue

* needed to save record

Date and time of operation *

```
DD/MM/YYYY HH:mm                        🗓
```

Cancel   Continue

Click continue when you've done this to continue with the entry. The new record is very similar to the Lotus Notes version, and tabs are coloured to indicate data completeness (red = all blank; orange = partially complete; green = complete).

Saving

A major change to the application is the ability to save as a Draft or save as Complete.

Saving as Draft means it is incomplete and can be excluded from analysis. Use this option when you are not able to complete the whole record for your current session. You can locate it at a later date and continue editing it with a view to setting it as Complete. This is similar to the Lotus Notes version, except Draft is excluded from analysis.

Saving as Complete requires all completed fields to pass validation. Once it's completed, it will be locked, however it can still be edited and either resaved as Draft or saved again as Complete. To do this, click the Unlock button.
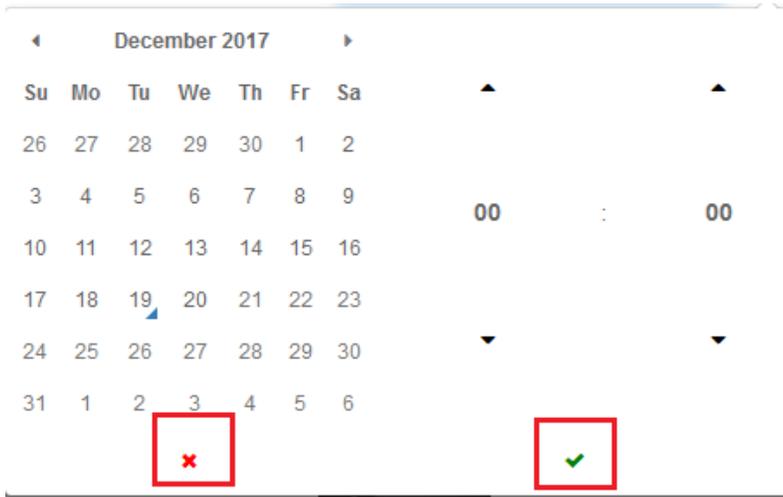
Date/Time fields

The Date/time fields each have a widget to enter dates and times, however the fields can be clicked in and the date/time entered manually. The widget is located to the right of the field:

```
DD/MM/YYYY                                        🗓
```

For time fields, when you click on the widget, you will see the time section displayed on the right:

Click on the calendar part (clicking on the year and month gives you more options) to select the date and on the up and down arrows to select the hours and minutes. The red cross icon will clear the field and the green tick icon will insert the date/time into the field.

Importing

Importing is done in the background, in the same way as (most of) the Lotus Notes web applications. You submit a file for import, then return after a short period of time to get your import log.

To import, from the main menu, click on Import - Import data:
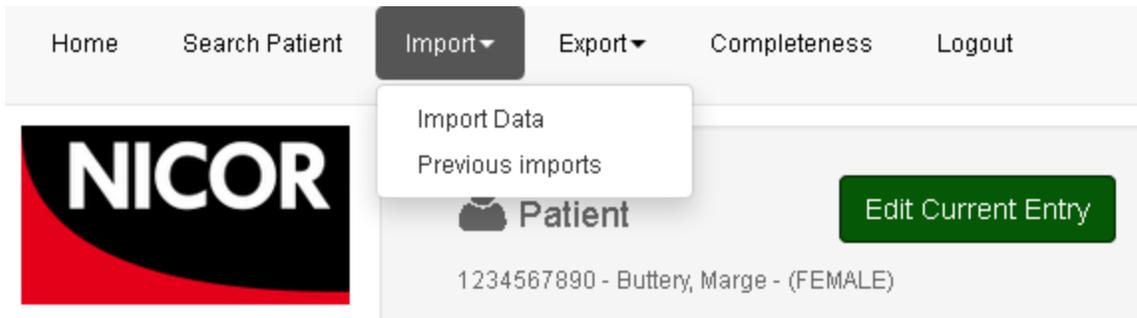
Select your file by clicking on the Browse button and navigating to your csv file. The audit field is where you would select the dataset you are uploading. Once done,click the Upload button:

Previous imports will display all the imports done, with links to the csv that was uploaded as well as the associated import log.

In the screenshot above, the table is split into 2 parts:

- Records Count - this will give you a breakdown of the number of New Signed/new Draft/Modified Signed/Modified Draft/Rejected/Not Modified records
- Messages Count - this will give you the total number of messages in the import, so one record may have 10 warnings etc etc.

You can submit a maximum of 5 import files at a time, if you try to submit a 6th one before any of the previous 5 have been processed, you will be asked to submit it later.
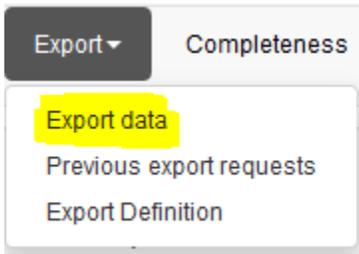
The status column will show you at what point your import is at:

- In queue
- In progress
- Completed

Exporting

The export function is built in the same way now as the import - you submit a request for data, then return after a short period of time to download it.

To export, from the main menu, click on Export -Export data

Complete the export dialog and click Submit:

Audit: choose a dataset to export

Registration status: you can choose to export all your Draft records, your Completed records, or all of them.

Filter by Date: this defaults to NO and thus the export will contain all records. Change to YES and then select your date range underneath to export a selection of records.

To see whether your export has completed, go to Export - Previous Exports:
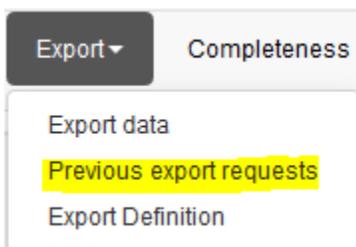
This will display a table of your last 10 exports, with the last one at the top. Or, alternatively, click the Refresh button to check the latest status.

Previous Exports for YYY

Refresh

The information regarding the status of your export request does not automatically refresh. To check if the export is ready, please click "Refresh"

Requested Date	Dataset	Registration Status	Filter Between Dates	From Date	To Date	Status	CSV
08/12/2017 23:54	Tavi 4 0 9	ALL	NO	-	-	Completed	📄
08/12/2017 14:41	Tavi 4 0 9	ALL	NO	-	-	Completed	📄

The table shows a summary of each export, and once completed, the CSV column will contain the export file.

The Status will show you at what stage your export is at:

- In queue
- In progress
- Completed

As for the import, you can submit a maximum of 5 export requests at any one time. If you try to export a 6th file before any of the previous 5 have been processed, you'll be asked to submit it later.

Data Completeness

Not yet available.