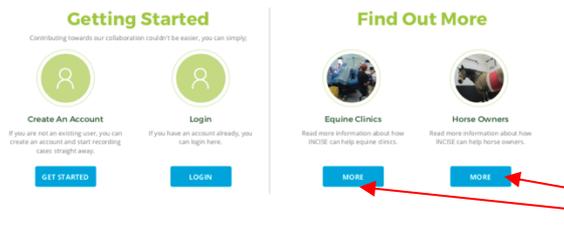


# INCISE Website User Guide

## GETTING STARTED

- Use google chrome as your browser
- Go to [www.internationalcolicaudit.com](http://www.internationalcolicaudit.com)

Once you have received your details click the LOGIN icon to enter login details. A 'User' can input data, but not edit this or generate outcome reports. A 'Superuser' can perform all these tasks.



Further information for vets and horse owners is available by clicking these icons.



PDF and video user guides can be accessed at the very bottom of the webpage - click '[User guides](#)'  
PDF versions of the colic audit forms and the Organisational survey can be accessed by clicking on '[Forms Library](#)'

## LOGGING IN



Login as an existing user.

Use a local account to log in.

Email

Password

Remember me?

Enter your clinic's unique and confidential email (either user or superuser) and copy and paste in the relevant password – we recommend saving this on computers where appropriate for ease of logging in on subsequent occasions

Then click the lower Login button (not the top one)

## INCISE PHASE 1 – ORGANISATIONAL SURVEY

When logging in for the first time please click on the clinic details at the top of the webpage and complete the Organisation details – these are 3 key questions we need for audit reporting.

The Process Audit Questionnaire (Organisational Survey) must be completed by the 31<sup>st</sup> January 2021. Click the clinic details icon and select 'Process Audit' from the dropdown list.

The screenshot shows the INCISE web application dashboard. At the top, there is a navigation bar with 'Home', 'Colic Cases', 'Reporting & Data Export', 'Details', 'App Actions', and 'Log Off'. Below this, the dashboard displays 'Colic cases for [redacted]' with a summary of cases: 52 Cases Created, 52 Active Cases, 52 With Admission Data, 20 With Intra Op Data, 49 With Outcome Data, and 13 With Post Op Data. A table below shows a list of cases for February 2020, with columns for Audit Ref, Case Ref, Date Admitted, Horse Name, Surgical Case?, Admission Data, Intra Op Data, Post Op Data, Outcome Data, Long Term Survival, and Discharged. A dropdown menu is open over the 'Details' link, showing options for 'Organisation Details', 'Process Audit', and 'Account superuser'. The 'Process Audit' option is circled in red.

AUDIT REF	CASE REF	DATE ADMITTED	HORSE NAME	SURGICAL CASE?	ADMISSION DATA	INTRA OP DATA	POST OP DATA	OUTCOME DATA	LONG TERM SURVIVAL	DISCHARGED
XSDLS-00000223	225174	Saturday, February 29, 2020	[redacted]	No	✓	⊙	⊙	✓	⊙	⊙
XSDLS-00000206	225170	Tuesday, February 25, 2020	[redacted]	No	✓	⊙	⊙	✓	⊙	⊙
XSDLS-00000204	223861	Sunday, February 23, 2020	[redacted]	No	✓	⊙	⊙	✓	⊙	✓
XSDLS-00000203	225166	Saturday, February 22, 2020	[redacted]	No *	✓	⊙	⊙	⊙	⊙	?

The process audit questionnaire has 70 questions and takes approximately 25 minutes to complete.

The screenshot shows the 'Process Audit' questionnaire in the INCISE web application. The page title is 'SECTION A: HOSPITAL FACILITIES AND CLINICAL STAFF'. The questionnaire consists of several questions with radio button options and dropdown menus. The questions are:

1. When do you offer colic surgery?  
 At all times (365 days per year, 24 hours a day)  
 Some of the time (e.g. depending on which staff are working)
2. Who do you offer colic surgery to?  
 Your practice clients and referral clients  
 Practice clients only  
 Referral clients only
3. How many horses were admitted to your clinic for investigation of colic in 2019 (exact or approximate)?  
[Text input field]
- 3.2. 3.2 Exact or Approximate  
[Dropdown menu: Exact]
4. How many exploratory laparotomies for signs of colic were performed at your clinic in 2019 (exact or approximate)?  
[Text input field]
- 4.2. 4.2 Exact or Approximate  
[Dropdown menu: Exact]



Clicking the 'Create Case' icon or 'Create New' in the dropdown list will take users to the page below. The horse's stable name and hospital reference should be entered and then click the blue 'Create Case' icon to register the horse. This will load the next page for entry of more case details.

The screenshot shows the 'Quick Create' form in the INCISE application. The form has two main sections: '1. Horse Name' and '2. Horse/Case Reference'. Each section has a text input field. Below the 'Horse/Case Reference' field, there is a small text label: 'Unique clinic identification number or case reference for this horse'. At the bottom of the form, there are two buttons: a blue 'Create Case' button and a yellow 'Cancel' button. The 'Create Case' button is circled in red. The top navigation bar includes the INCISE logo, a 'Log Off' button, and several menu items: Home, Colic Cases, Reporting & Data Export, Details, and App Actions. The University of Liverpool logo is centered below the form. The footer contains copyright information: '© 2020 - University of Liverpool - Philip Leverhulme Equine Hospital', a link to 'Privacy & Policy | Forms Library | User Guides', and the website version '20.02.03.10'.

Once the case is created further details can be added by clicking the blue icon next to each subsection. You will then be taken to another page to input data for each section.

The screenshot shows the 'Colic Case Details' page for an 'Unadmitted Case'. The page title is 'Colic Case Details: Unadmitted Case'. Below the title, there is a breadcrumb trail: 'Home / Cases / MCTOG -00000224 (Tester)'. To the right of the breadcrumb is a button labeled 'Export All Case Data'. The page is divided into several subsections, each with a blue edit icon (a square with a pencil) next to it. The subsections are: 'Horse Details' (with fields for Horse Name: Tester, Clinic Ref: 001, and Audit Ref: MCTOG -00000224), 'Admission Data' (with the text 'Not yet admitted'), 'Intra and Post Operative data' (with the text 'Not a surgical case, so no Intra or Post operative data'), and 'Outcome' (with the text 'Not yet admitted'). At the bottom of the page, there is a 'Long-Term Survival' section with a blue edit icon and a button labeled 'Export Long Term Survival Data'. The top navigation bar is identical to the previous screenshot, showing the INCISE logo, 'Log Off' button, and menu items. The University of Liverpool logo is also present.

Admission data should be completed first as this will enable access to the other relevant subsections. Click 'Save' at the bottom of the page to admit the case.

**INCISE** Home Colic Cases Reporting & Data Export Matt Test Organisation - Details App Actions Log Off

### Edit: Admission

Horse Name: **Tester**  
Clinic Ref: **001**  
Audit Ref: **MCTOG-00000224**

Home / Cases / MCTOG-00000224 (Tester) / Admission

#### 3. Date and time Of Admission

02/03/2020 15:08  
When was the horse (defined as horse, donkey, pony or mule) admitted to your clinic?

#### 4. Age at admission

Give an approximate age in years/months or a more precise age if known

Years	Months	Days
5	0	0

#### 5. Breed

Thoroughbred  
Other breed - Specify

If the breed is not in the list then type the breed into the box "other".  
For cross breeds please give the predominant breed type followed by X.

#### 6. Sex

Female

#### 7. Weight

475  
 Weight not measured or unknown  
Leave weight as zero and the system will assume you did not record it.

The data is saved on the website so it can be returned to and further completed as the case progresses through each stage of hospitalisation.

**INCISE** Home Colic Cases Reporting & Data Export Matt Test Organisation - Details App Actions Log Off

#### Intra-Operative Data

No data entered yet

#### Post-Operative Data

No data entered yet

#### Outcome Data

No data entered yet

#### Long-Term Survival

Not yet created  
Export Long Term Survival Data

#### History

No edits to date

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The 'Superuser' can generate outcome reports by accessing the 'Reporting & Data Export' page.

The screenshot shows the 'Reporting & Data Export' page for 'Matt Test Organisation'. The 'View All' link in the navigation menu is circled in red. Below the header, there are statistics for various data categories: Cases Created (1), Active Cases (1), With Admission Data (1), With Intra Op Data (0), With Outcome Data (0), and With Post Op Data (0). A table lists audit records for 2020 March, with one entry for MCTOG-000000224. The University of Liverpool logo is at the bottom.

AUDIT REF	CASE REF	DATE ADMITTED	HORSE NAME	SURGICAL CASE?	ADMISSION DATA	INTRA OP DATA	POST OP DATA	OUTCOME DATA	LONG TERM SURVIVAL	DISCHARGED
MCTOG-000000224	001	Monday, March 2, 2020	Tester	Yes	✓	⊙	⊙	⊙	⊙	?

Click the add icon to generate a new report. You will then be asked to input the date range for your desired report and the website will generate key outcome data for that period. This can only be done as whole months e.g. 1 month, 3 months, 6 months etc.

The screenshot shows the 'Reports For: 51318' page. A red circle highlights the '+' icon for 'Create a new report'. Below, a table lists previously generated reports. The University of Liverpool logo is at the bottom.

Created On	From Date	To Date	Notes	Case Count	Medical	Surgical	
3/2/2020 10:53:18 PM	01 January 2020	29 February 2020	Test report	51	28	23	<a href="#">View</a> <a href="#">Data</a> <a href="#">CSV</a> <a href="#">Delete</a>