

Code Groups: Saving, Checking In and Checking Out

Once a Code Group is in your Library, it needs to be Saved and Checked In before it can be linked to a Project or Reviewed by another QWeb user. This Guide explains how to Save, Check In and Check Out a Code Group. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, '*How Do I Save and Check In a Code Group?*'

Please note - you do not need to have Project Approval to build your Code Library, but Data will not be released until Approval has been granted.

Related Documents you may find useful:

- Building a New Code Group using ICD-10 Codes
- Building a New Code Group using SNOMED Codes
- Building a New Code Group using BNF Codes
- Building a Code Group using QWeb Code Group Libraries
- Linking Code Groups to Projects created by other QWeb Users
- Code Group Versions: An Overview
- Merging Code Groups
- Sharing Code Groups with other QWeb Users/Requesting a Review
- Reviewing someone else's Code Group
- How to make your own Code Groups visible to others
- Projects: An Introduction
- How to Make a Project Application
- Turning an Application Into a Project
- Using my Code Groups in Projects

QWeb is a regularly updated piece of software. The accompanying User Guides and Videos are frequently reviewed to ensure compatibility with the latest version of QWeb. It is important that you use the most recently published User Guides and Videos to ensure maximum accuracy. These can be found at:

<https://www.qresearch.org/qweb-guides>

QResearch welcomes feedback on these User Guides and Videos. If you have any suggestions or questions, please feel free to contact us here:

<https://www.qresearch.org/about/contact-us/>

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1. After building a Code Group, it can be Saved and Checked In for use in Projects or Review. To do this, in 'My Code Groups' select the Code Group that you wish to use by clicking on its [name](#) in blue text:

My Code Groups

[\[Create a new group\]](#)

Found 1 Code Groups

Refine your results
All Group Types Sort By Name Show 20 Groups

ID	Name	Type	VarName	Version	Codes
15493	Heavy Cigarette Smokers	SNOMED/Read		(draft)	1

2. Then select the 'Save and Check In' option from the menu on the top right of the screen.

[Overview](#)
[Save & Check In](#)
[Contents](#)
[History](#)
[Export](#)
[Copy](#)
[Link](#)
[Delete](#)

Heavy Cigarette Smokers [ID:15493]

Code Group Details
[\[Edit Details\]](#)

Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
 The group is checked out for editing.

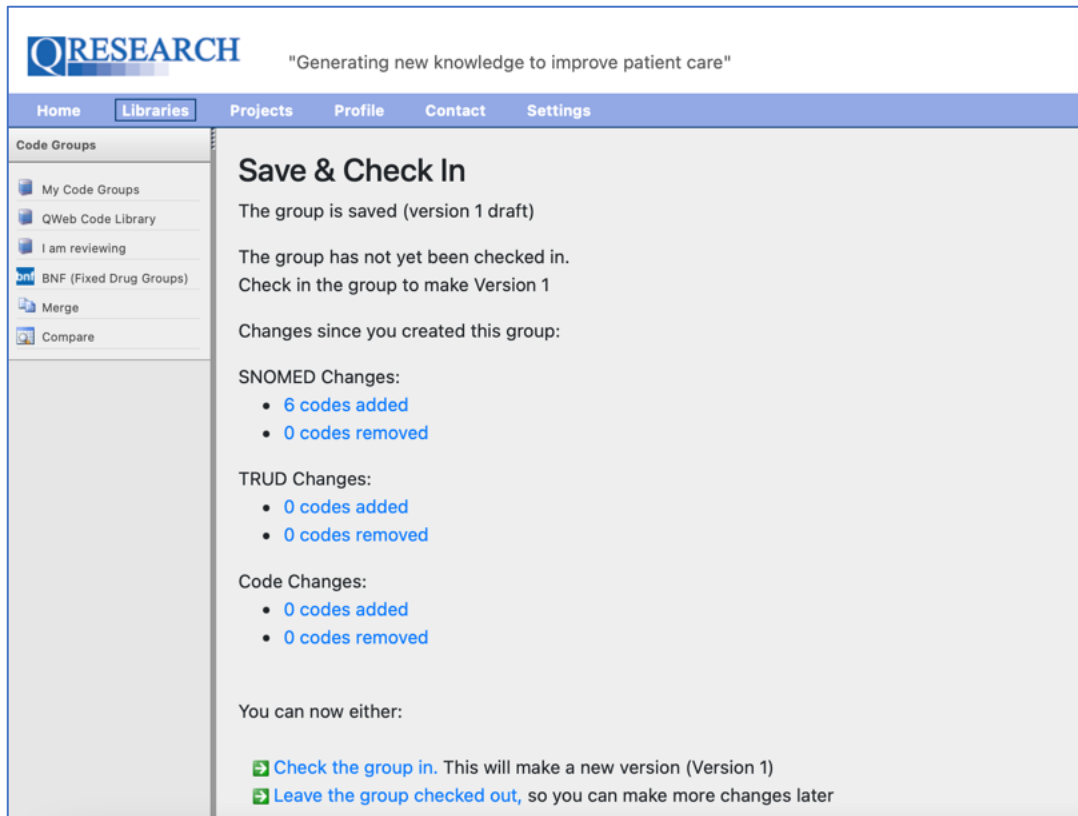
Checked out to alex@dancinghouse.co.uk
 Check in to unlock the "Review" options.

This group is **LOCKED to 3rd Parties**
 (If this group is shared via a project then project collaborators will not be able to edit the group)

Project Usage

This codegroup is not currently used in any projects

This will Save the Code Group as Version 1. You then have the option to Check it In for use in Projects or Reviews, or keep it Checked Out to add or remove more Codes:



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Home Libraries Projects Profile Contact Settings

Code Groups

- My Code Groups
- QWeb Code Library
- I am reviewing
- BNF (Fixed Drug Groups)
- Merge
- Compare

Save & Check In

The group is saved (version 1 draft)

The group has not yet been checked in.
Check in the group to make Version 1

Changes since you created this group:

SNOMED Changes:

- 6 codes added
- 0 codes removed

TRUD Changes:

- 0 codes added
- 0 codes removed


Code Changes:

- 0 codes added
- 0 codes removed

You can now either:

- [Check the group in.](#) This will make a new version (Version 1)
- [Leave the group checked out,](#) so you can make more changes later

- If you select '[Leave the Group Checked Out](#)', you will be returned to the Code Group Details and can edit them if you wish:



Heavy Cigarette Smokers [ID:15493]

Code Group Details

Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
The group is checked out for editing.

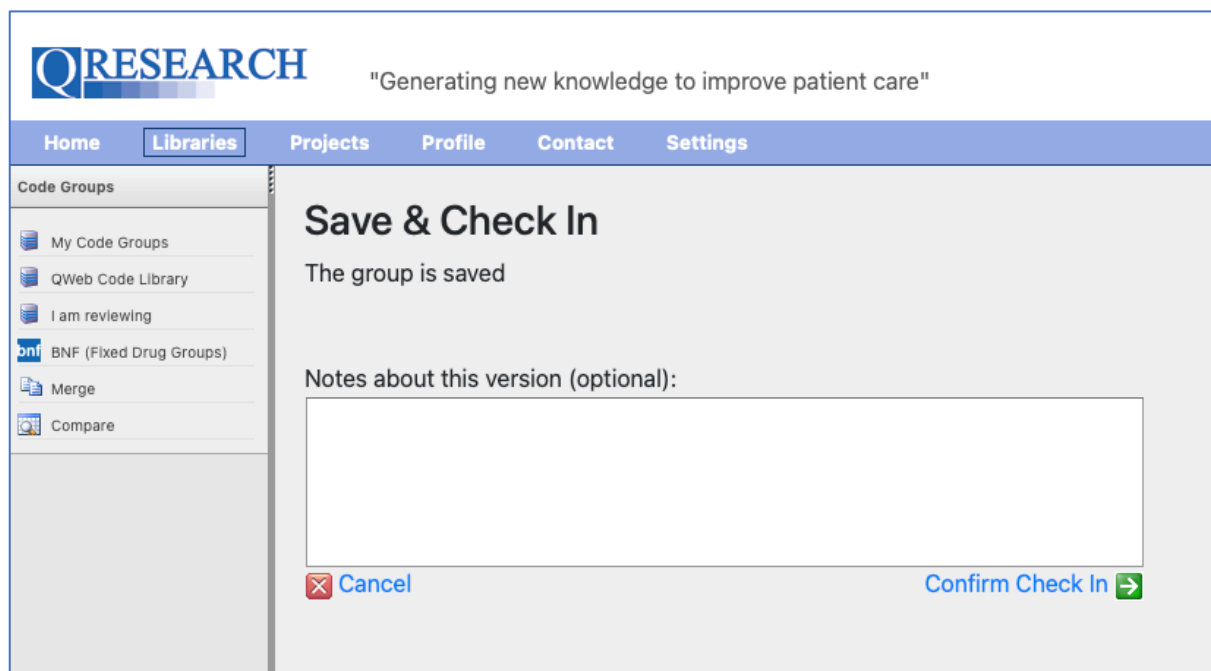
Checked out to alex@dancinghouse.co.uk
Check in to unlock the "Review" options.

This group is **LOCKED to 3rd Parties**
(If this group is shared via a project then project collaborators will not be able to edit the group)

Project Usage

This codegroup is not currently used in any projects

- You need to select the '[Check the Group In](#)' option for the Code Group to be Checked In, enabling its use in a Project or Review. You also have the option to make Notes about the Code Group prior to Check In (these can help to provide information for you and/or for any other Users you decide to share the Group with):



QRESEARCH "Generating new knowledge to improve patient care"

Home **Libraries** Projects Profile Contact Settings

Code Groups

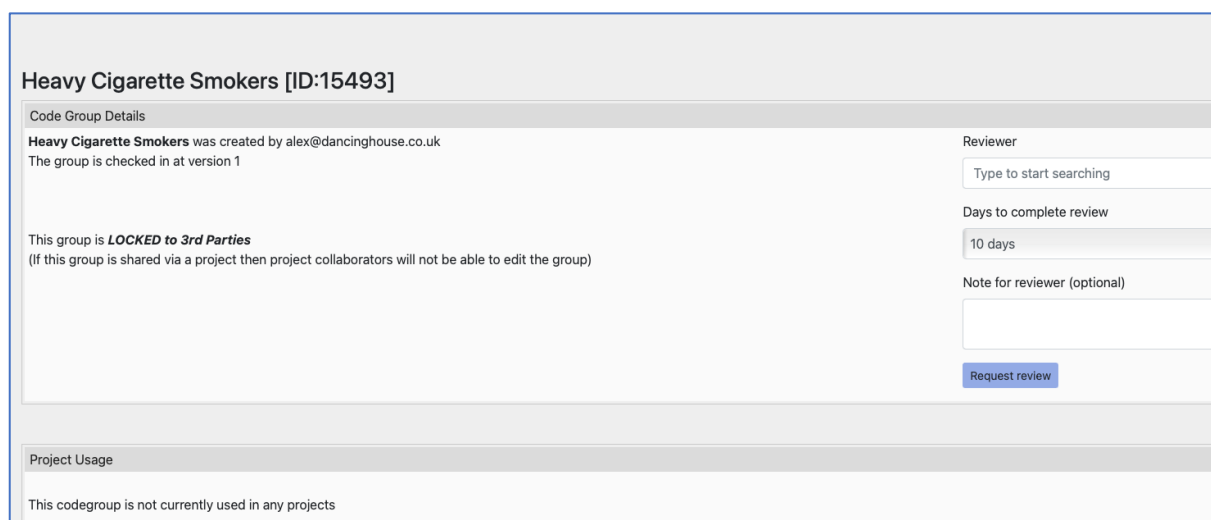
- My Code Groups
- QWeb Code Library
- I am reviewing
- bnf** BNF (Fixed Drug Groups)
- Merge
- Compare

Save & Check In

The group is saved

Notes about this version (optional):

- Select '[Confirm Check In](#)' to confirm the Code Group Check In. You will then see that Version 1 is Checked In. You can also see that the default option for a Code Group is 'locked to third parties', which means other people will not be able to make changes to your Code Group if you later share it through a Project:



Heavy Cigarette Smokers [ID:15493]

Code Group Details

Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
 The group is checked in at version 1

This group is **LOCKED to 3rd Parties**
 (If this group is shared via a project then project collaborators will not be able to edit the group)

Reviewer

Days to complete review

Note for reviewer (optional)

Project Usage

This codegroup is not currently used in any projects

The Code Group can now be used in an approved Project or Reviewed by another QWeb User. (You may wish to refer to the User Guides 'Using My Code Groups in Projects' and 'Sharing Code Groups with other QWeb Users/Requesting a Review' for information on how to do this.)

- Once Checked In, you can also Check the Code Group Out again to add or remove Codes (unless it is currently under Review which Checks the Group Out to the Reviewer). Follow the same process as before by selecting the Code Group you want to Check Out:

My Code Groups

[\[Create a new Group\]](#)

Found 1 Code Groups

Refine your results

ID	Name	Type	VarName	Version	Codes
15504	Heavy Cigarette Smokers	ICD10_DIAG		1	1

- This takes you to the Code Group Details. Select 'Check Out' to Check Out the Code Group (Version 1) for editing:

Overview Check Out Contents History Export Copy Link Delete

Heavy Cigarette Smokers [ID:15504]

Code Group Details [\[Edit Details\]](#)

Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
The group is checked in at version 1

People who smoke more than 40+ cigarettes per day

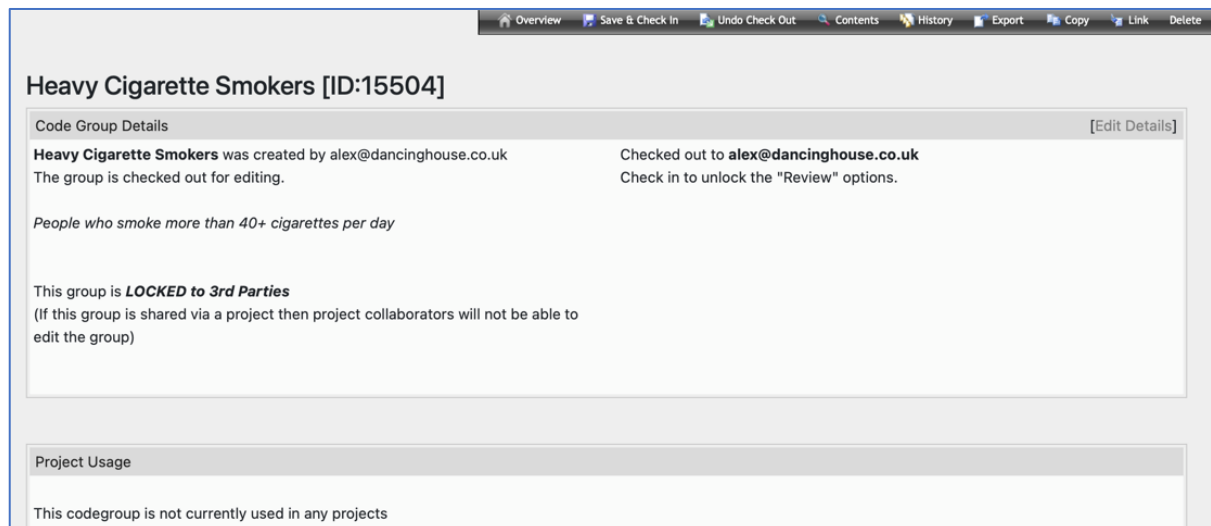
This group is **LOCKED to 3rd Parties**
(If this group is shared via a project then project collaborators will not be able to edit the group)

Reviewer

Days to complete review

Note for reviewer (optional)

Version 1 of the Code Group is now Checked Out:



Heavy Cigarette Smokers [ID:15504] [Edit Details]

Code Group Details

Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
The group is checked out for editing.

Checked out to alex@dancinghouse.co.uk
Check in to unlock the "Review" options.

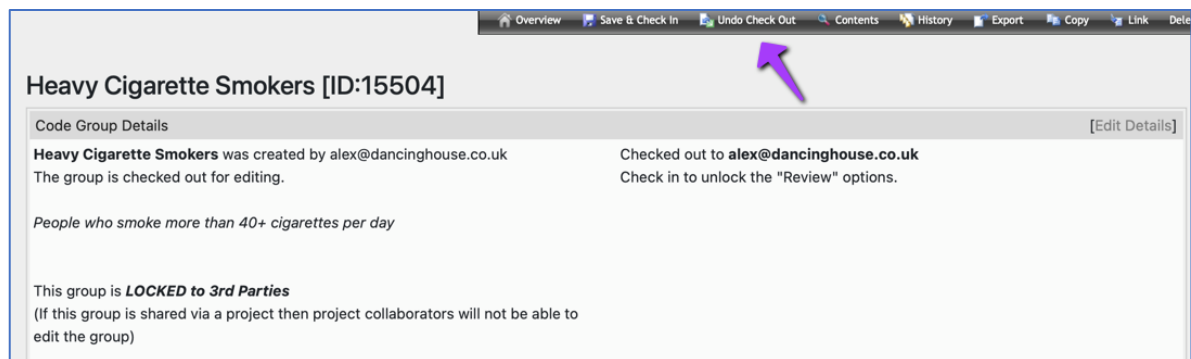
People who smoke more than 40+ cigarettes per day

This group is **LOCKED to 3rd Parties**
(If this group is shared via a project then project collaborators will not be able to edit the group)

Project Usage

This codegroup is not currently used in any projects

- You have the option to 'Undo Check Out' by selecting from the menu in the top right of the screen:



Heavy Cigarette Smokers [ID:15504] [Edit Details]

Code Group Details

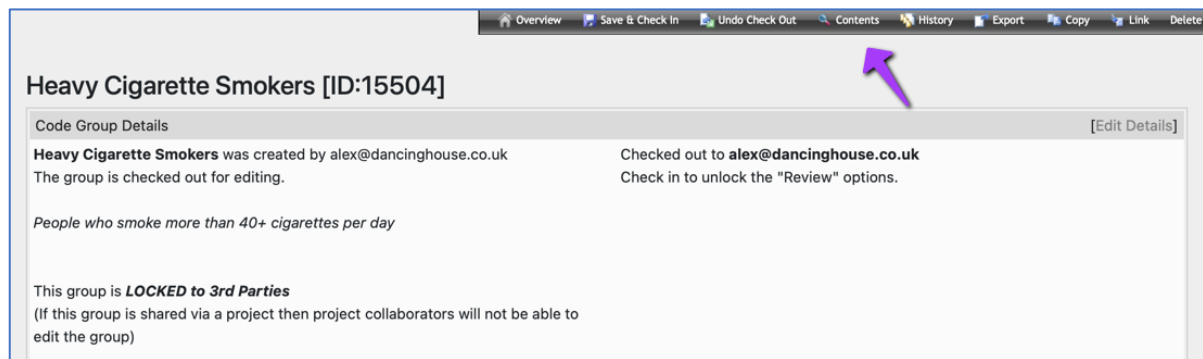
Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
The group is checked out for editing.

Checked out to alex@dancinghouse.co.uk
Check in to unlock the "Review" options.

People who smoke more than 40+ cigarettes per day

This group is **LOCKED to 3rd Parties**
(If this group is shared via a project then project collaborators will not be able to edit the group)

9. To add or remove Codes, select '*Contents*':



Overview Save & Check In Undo Check Out **Contents** History Export Copy Link Delete

Heavy Cigarette Smokers [ID:15504]

Code Group Details [Edit Details]

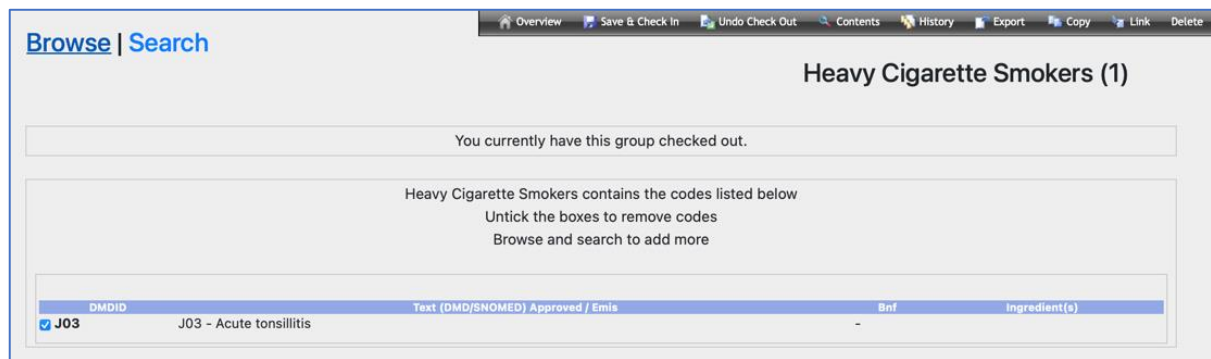
Heavy Cigarette Smokers was created by alex@dancinghouse.co.uk
 The group is checked out for editing.

Checked out to alex@dancinghouse.co.uk
 Check in to unlock the "Review" options.

People who smoke more than 40+ cigarettes per day

This group is **LOCKED to 3rd Parties**
 (If this group is shared via a project then project collaborators will not be able to edit the group)

You will then be returned to the Search or Search/Browse area, where you can Search or Browse for Codes and also have the option to remove Codes:



Browse | Search

Overview Save & Check In Undo Check Out Contents History Export Copy Link Delete

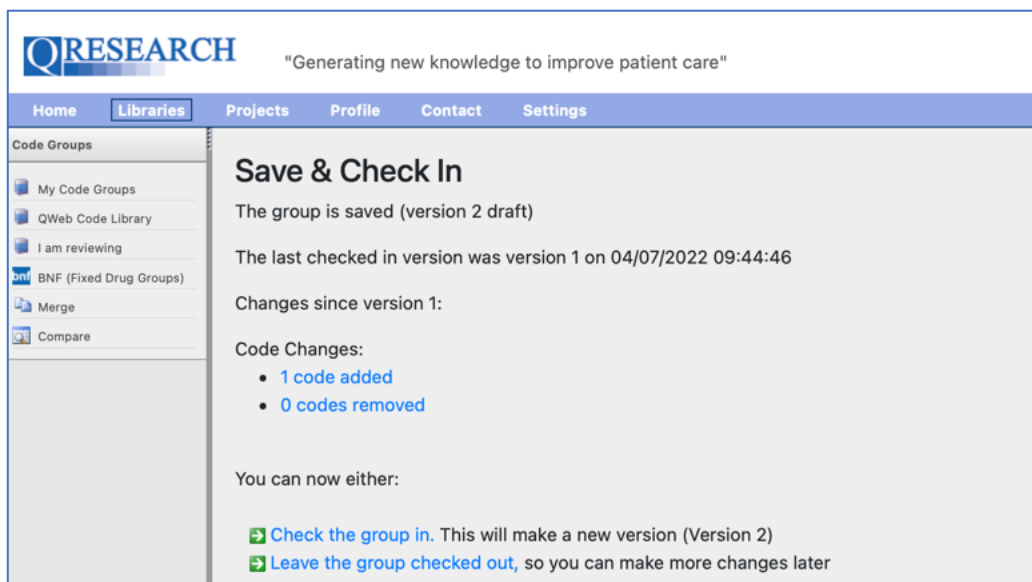
Heavy Cigarette Smokers (1)

You currently have this group checked out.

Heavy Cigarette Smokers contains the codes listed below
 Untick the boxes to remove codes
 Browse and search to add more

DMDiD	Text (DMD/SNOMED) Approved / Emis	Enf	Ingredient(s)
<input checked="" type="checkbox"/> J03	J03 - Acute tonsillitis	-	

10. Once you have made the required changes to the Code Group, return to 'My Code Groups' and select the Group by name. You can then choose the Save & Check In option. This will Save a new Version of your Code Group:



The Code Group is now Saved as a new Version (Version 2) and, as before, can be left Checked out for editing or Checked In for use in a Project or Review.

For more information on Versions, refer to the User Guide '*Versions: An Overview*' and/or the accompanying Video Guide.

Groups are sometimes Checked In and Out multiple times when used in a Project. Again you may wish to refer to the User Guides *Using Codes groups in Projects* and *Sharing Code Groups with other QWeb Users/Requesting a Review* once your Code Group is ready to share. Corresponding Video Guides are also available on the QResearch website.