

Extending Server Access for a QResearch Project

Access to an assigned QResearch server is granted when your Project Application is approved. This access expires on a specified date. Access to the server can be extended by request. This User Guide shows how to do this.

Related Documents you may find useful:

- Your QWeb Project
- Making a Project Application
- Creating a QWeb account
- Using my Code Groups in Projects
- Building a New Code Group using SNOMED Codes
- Building a New Code Group using BNF Codes
- Building a New Code Group using ICD-10 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
- Code Groups: Saving, Checking In and Checking Out
- Merging Code Groups
- Requesting a Review
- Reviewing someone else's Code Group
- How to make your Code Groups publicly available

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>

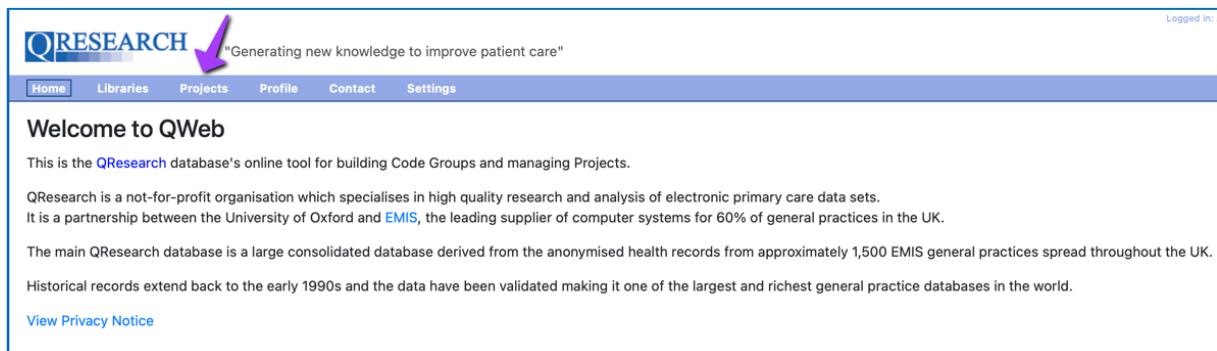
QResearch welcomes feedback on these User Guides and Videos. If you have any suggestions or questions, please feel free to contact us here:

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

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Extending Server Access

1. When your Project is approved, server access is provided to enable data sharing. To view your server permissions, first go to the Projects menu:



QRESEARCH "Generating new knowledge to improve patient care" Logged in

Home Libraries **Projects** Profile Contact Settings

Welcome to QWeb

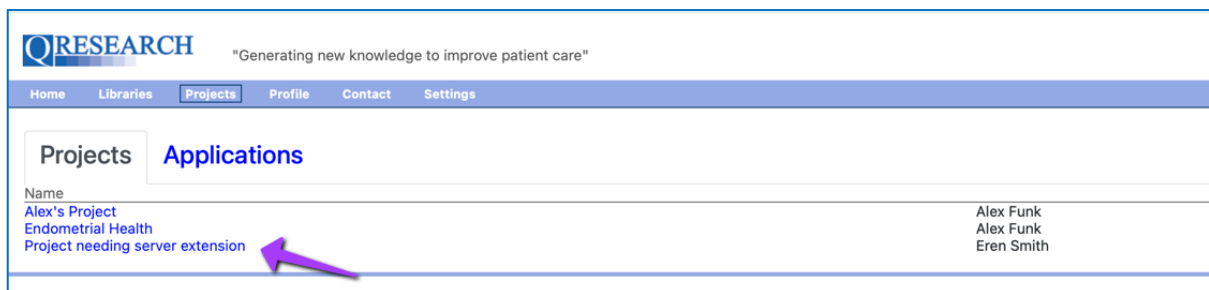
This is the QResearch database's online tool for building Code Groups and managing Projects.

QResearch is a not-for-profit organisation which specialises in high quality research and analysis of electronic primary care data sets. It is a partnership between the University of Oxford and EMIS, the leading supplier of computer systems for 60% of general practices in the UK.

The main QResearch database is a large consolidated database derived from the anonymised health records from approximately 1,500 EMIS general practices spread throughout the UK. Historical records extend back to the early 1990s and the data have been validated making it one of the largest and richest general practice databases in the world.

[View Privacy Notice](#)

2. Select the Project you require:



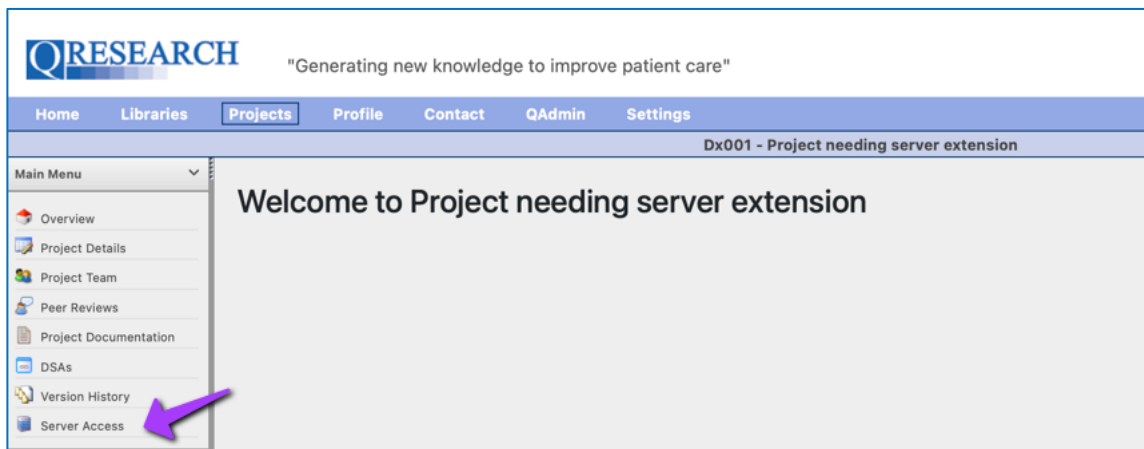
QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact Settings

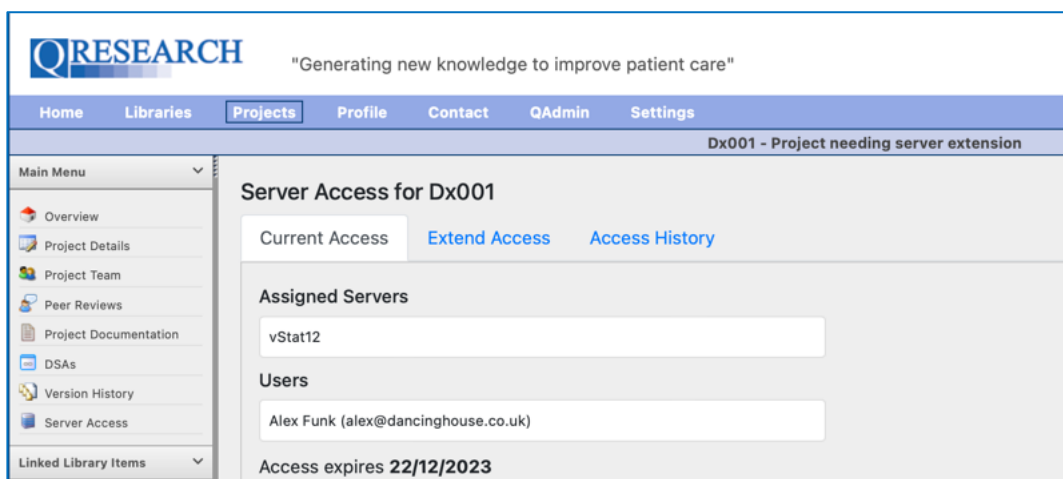
Projects **Applications**

Name	
Alex's Project	Alex Funk
Endometrial Health	Alex Funk
Project needing server extension	Eren Smith

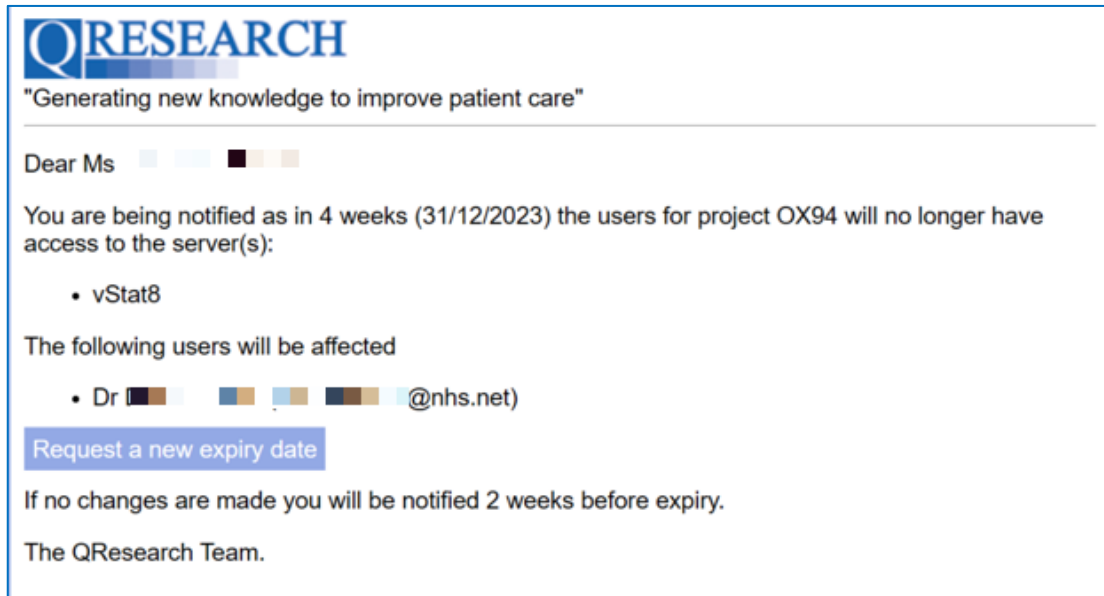
3. Then select 'Server Access' from the main Projects menu:



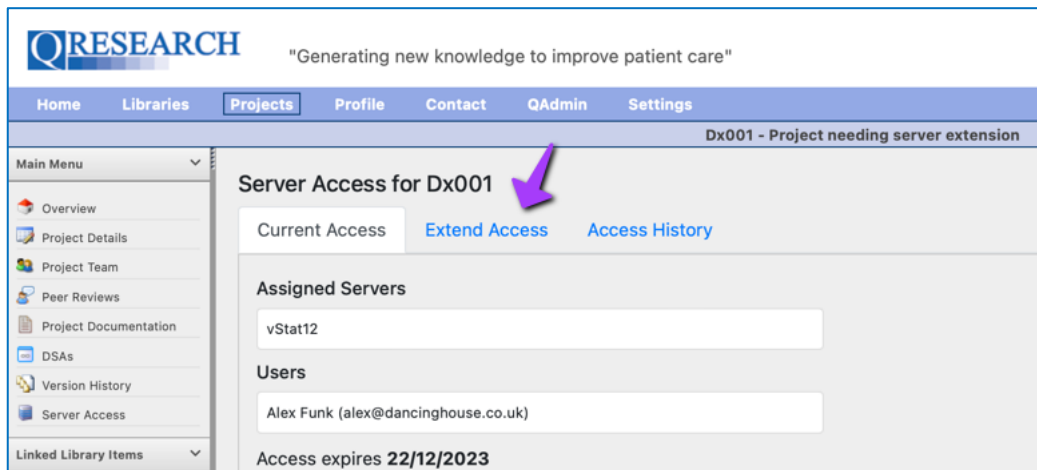
4. You will then be able to view your Project's current access to an assigned server, with details of the allocated Users, and its expiry date for access:



5. Four weeks before your access is due to expire, QResearch will send a reminder to the Project's Chief Investigator:



6. If you wish to extend server access, the Project's Chief Investigator can request a new expiry date. This can be done by clicking on the link in the reminder, or by selecting the 'Extend Access' tab in the Server Access details for the Project:



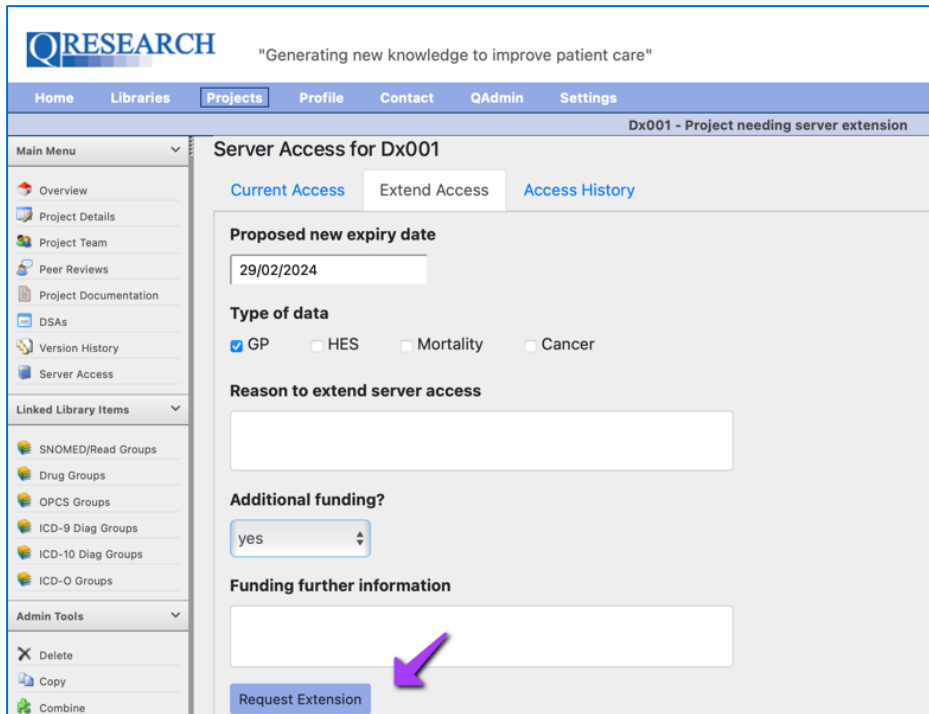
This takes you to the following Form:

- To request an extension, first enter the proposed new expiry date in the format dd/mm/yyyy or select the date from the dropdown calendar:

- Then, select which type or types of data you are seeking to access. Including the reason for extending server access will assist QResearch in considering your request. If your Project has received or may receive further funding, please let us know by selecting from the dropdown box labelled 'Additional Funding':

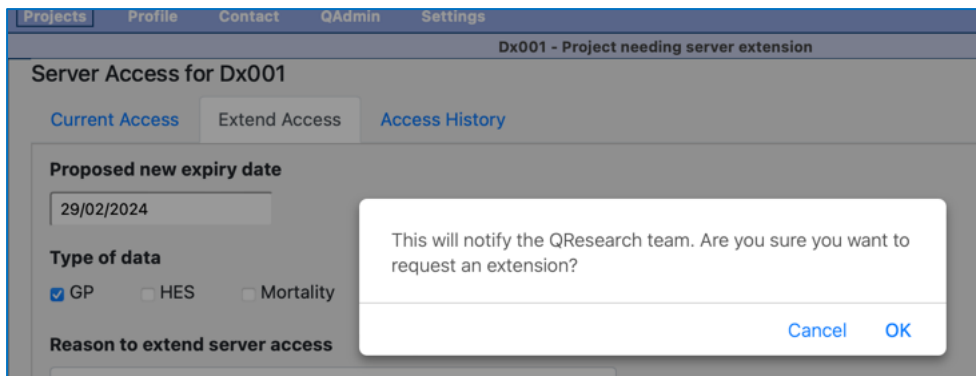
- Please also provide any further information about this in the box labelled 'Funding further information':

10. When you have completed the Form, select the 'Request Extension' button:



The screenshot shows the 'Server Access for Dx001' form in the QResearch system. The form is titled 'Dx001 - Project needing server extension'. It has tabs for 'Current Access', 'Extend Access', and 'Access History'. The 'Proposed new expiry date' is set to 29/02/2024. Under 'Type of data', the 'GP' radio button is selected. The 'Reason to extend server access' field is empty. The 'Additional funding?' dropdown is set to 'yes'. The 'Funding further information' field is also empty. A purple arrow points to the 'Request Extension' button at the bottom of the form.

11. Then confirm you wish to extend by selecting 'OK' from the pop-up box:



The screenshot shows the same 'Server Access for Dx001' form, but with a confirmation pop-up box overlaid. The pop-up box contains the text: 'This will notify the QResearch team. Are you sure you want to request an extension?'. There are 'Cancel' and 'OK' buttons at the bottom right of the pop-up box.

12. If access is granted, the Chief Investigator will be notified by email:



13. The extension information will also be visible if you select the Access History field:



14. This will include information about the new expiry date and when this was actioned:

Dx001 - Project needing server extension

Server Access for Dx001

[Current Access](#)
[Extend Access](#)
[Access History](#)

Server access requests

Server	Access requested	Access actioned	Revoke requested	Revoked actioned	Access expiry
vStat12	18/12/2023	18/12/2023			29/02/2024

User access requests

Person	Access requested	Access actioned	Revoke requested	Revoked actioned
Alex Funk	18/12/2023	18/12/2023		

Extension request history

Proposed expiry	Type of data	Reason for extension	Extra funding?	Funding info	Requested	Actioned	
29/02/2024	GP		yes		21/12/2023	21/12/2023	set as expiry

15. You are able to make further requests to extend server access in the same way if needed.



16. Please note that if no action is taken to extend server access, reminder emails will continue to be sent to the Chief Investigator at 2 weeks and 1 week prior to expiry. A final email will be sent on the day of expiry confirming that access has been removed.
17. This User Guide has shown how to request extended server access for a QResearch Project. For information about other aspects of QWeb, please refer to the selection of User Guides and videos on the QResearch website.