

## Reviewing someone else's Code Group

Another QWeb User may ask you to Review a Code Group from their Library. This enables you to view the Code Group, add and remove Codes if applicable, and comment on the Code Group and any changes you have made. This User Guide explains how to do this. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, '*How do I Review Someone Else's Code Group?*'

### **Related Documents you may find useful:**

Sharing Code Groups with other QWeb Users/Requesting a Review  
How to make your Code Groups publicly available  
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  
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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## Reviewing someone else's Code Group

1. If someone wants you to Review a Code Group from their Library they will send you a Review request from QWeb. This will be sent to the email address that you use to log in to QWeb. The request will include the Code Group Name and ID, the required completion date of the Review, the username/email address of the person requesting the Review, and any notes that they have added:



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Dear [blake@dancinghouse.co.uk](mailto:blake@dancinghouse.co.uk)


You have been requested to review the following:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Complete by	17/10/2022
Requested by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Could you please look at this and see if you think any further Codes need adding?

To start or decline this request, please visit the [Code Group Review](#) section of QWeb.

The QResearch Team.






2. The Review request will also be visible to you on QWeb. To view this, click on the 'I am reviewing' link on the Libraries page:





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Home **Libraries** Projects Profile Contact Settings

Code Groups

-  My Code Groups
-  I am reviewing 
-  Merge
-  Compare

Libraries

-  QWeb Code Library
-  BNF (Fixed Drug Groups)

### Code Group Libraries

Announcements

"My Library" is a place to build Code Groups for use in your projects

You can base your Code Groups on existing groups, or you can create new Groups by searching and browsing Drug & SNOMED/Read lists

Start by going to [My Code Groups](#)

3. This takes you to the 'Code Groups I am Reviewing' area.

If a Review request has been made, it will be visible on the screen in the format below:

### Code Groups I am Reviewing

Below are the Code Group/s you received a review request for.

You can choose to Review or Decline a request. If you Decline a request, you will have the opportunity to comment.  
As part of your Review, you may add or remove Codes to the Group.  
On completing a Review you have the option to add Review Comments and/or Version Notes.  
Once a Review is completed, it is removed from your list of Reviews.  
A Review can be Accepted or Rejected by the requester. You will be notified accordingly.

Id	Name	Requester	Expiry date	Review	Decline
15504	Heavy Cigarette Smokers	alex@dancinghouse.co.uk	17/10/2022	<a href="#">Review</a>	<a href="#">Decline</a>

4. If no Review requests have been made, the area will look like this:

5. To **decline** a Review request, click on the Decline button at the bottom right of the screen:

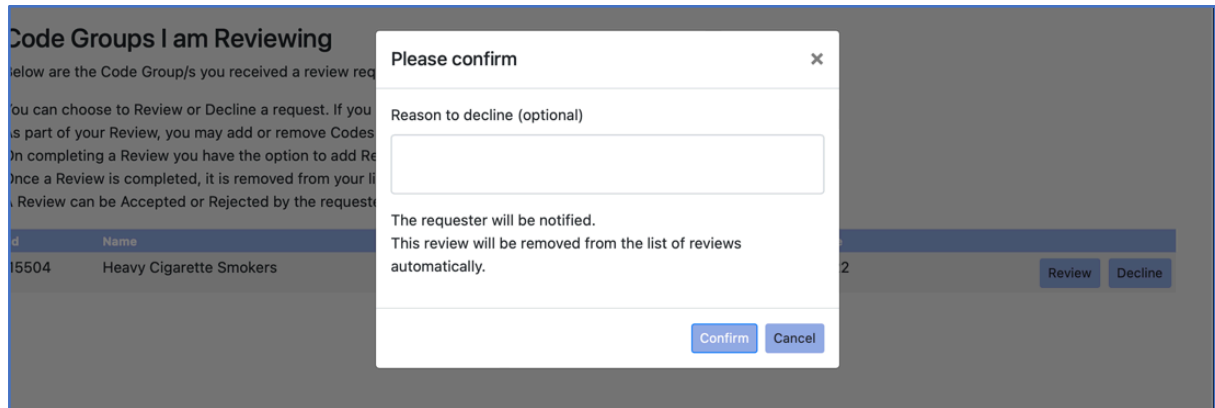
### Code Groups I am Reviewing

Below are the Code Group/s you received a review request for.

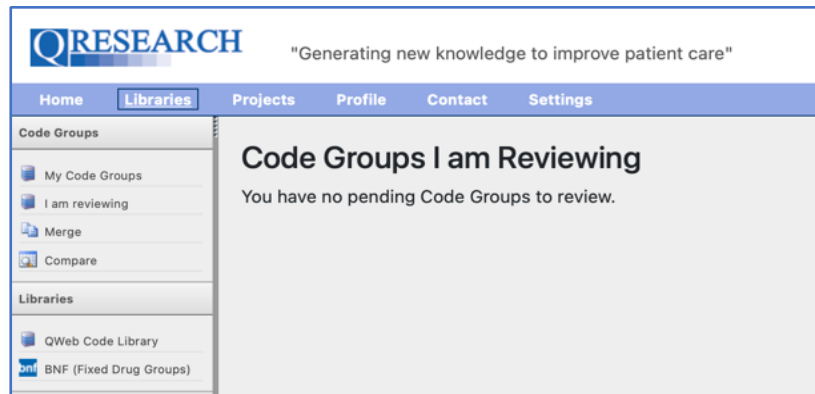
You can choose to Review or Decline a request. If you Decline a request, you will have the opportunity to comment.  
As part of your Review, you may add or remove Codes to the Group.  
On completing a Review you have the option to add Review Comments and/or Version Notes.  
Once a Review is completed, it is removed from your list of Reviews.  
A Review can be Accepted or Rejected by the requester. You will be notified accordingly.

Id	Name	Requester	Expiry date	Review	Decline
15504	Heavy Cigarette Smokers	alex@dancinghouse.co.uk	17/10/2022	<a href="#">Review</a>	<a href="#">Decline</a>

- A pop-up form will then ask you to confirm your decision to decline the Review by clicking on the 'Confirm' button. (It also provides the opportunity for you to state your reason for declining if you wish):



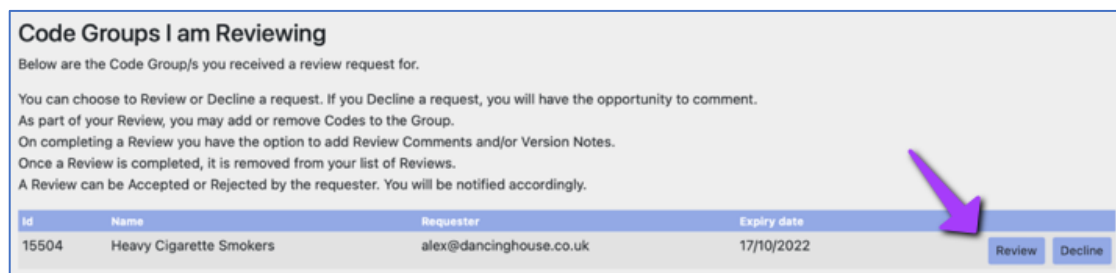
Once you have clicked on the 'Confirm' button, the Review will be removed and you will once again have no Reviews pending:



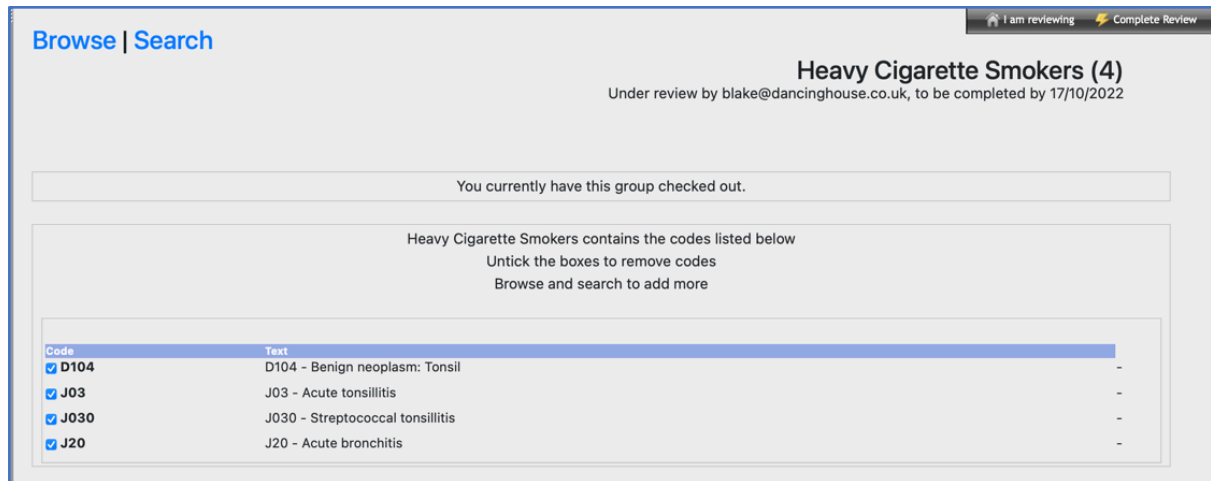
The QWeb user who requested the Review will then receive an email from the QResearch Team advising that the Review has been declined:



- To **accept** a Review request, click on the Review button at the bottom right of the screen:



You will then be given access to the Code Group you have been asked to Review:



**Browse | Search** I am reviewing Complete Review


**Heavy Cigarette Smokers (4)**  
Under review by blake@dancinghouse.co.uk, to be completed by 17/10/2022

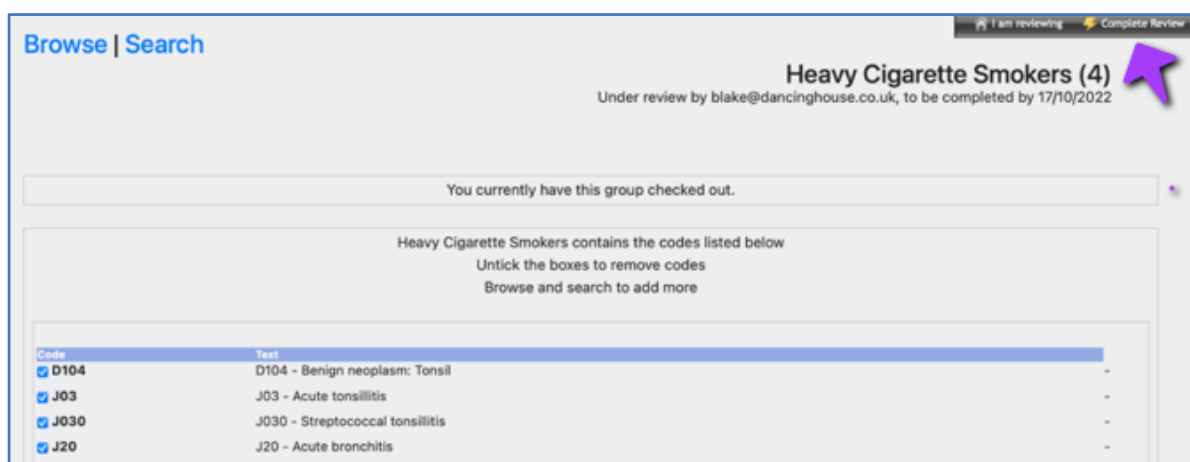
You currently have this group checked out.

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

Code	Text	
<input checked="" type="checkbox"/> D104	D104 - Benign neoplasm: Tonsil	-
<input checked="" type="checkbox"/> J03	J03 - Acute tonsillitis	-
<input checked="" type="checkbox"/> J030	J030 - Streptococcal tonsillitis	-
<input checked="" type="checkbox"/> J20	J20 - Acute bronchitis	-

The Code Group is checked out to you and available for editing. As with your own Code Groups, if you decide to add more Codes, use the Browse/Search options; and if you want to remove Codes, untick the checkboxes. It is also possible to leave the Code Group as it is without making any changes.

8. When you have finished the Review process, click on the  link in the top right hand corner of the screen:



**Browse | Search** I am reviewing Complete Review

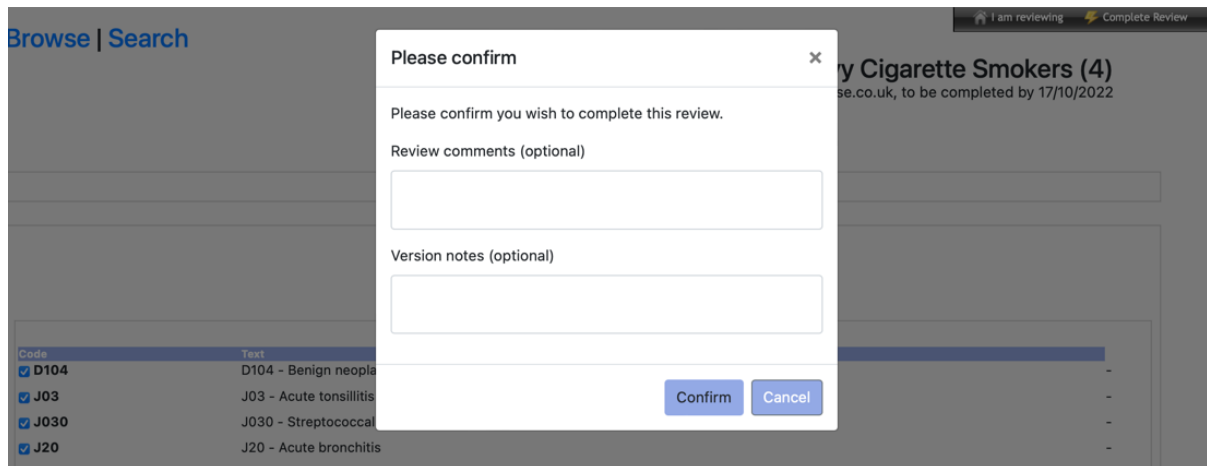
**Heavy Cigarette Smokers (4)**  
Under review by blake@dancinghouse.co.uk, to be completed by 17/10/2022

You currently have this group checked out.

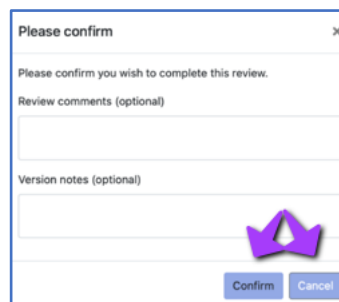
Heavy Cigarette Smokers contains the codes listed below  
 Untick the boxes to remove codes  
 Browse and search to add more

Code	Text	
<input checked="" type="checkbox"/> D104	D104 - Benign neoplasm: Tonsil	-
<input checked="" type="checkbox"/> J03	J03 - Acute tonsillitis	-
<input checked="" type="checkbox"/> J030	J030 - Streptococcal tonsillitis	-
<input checked="" type="checkbox"/> J20	J20 - Acute bronchitis	-

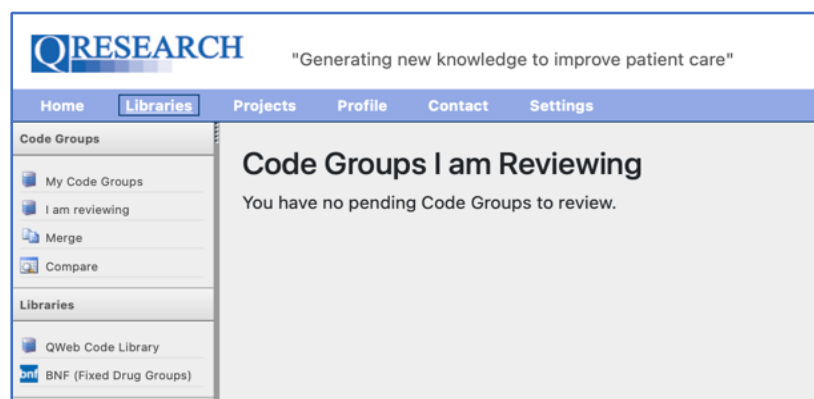
- You will then be asked to complete a pop-up form to Confirm completion of the Review. This also allows you to make comments about the Review, as well as anything specific to this Version of the Code Group:



Select the Confirm button if you wish to confirm the Review, or the Cancel button if you do not:



If you Confirm the Review, your screen will once again show that you have no pending Reviews:



10. The person who has requested the Review will be notified by email that the Review has been completed. They then have the option to approve or reject the Review:

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Dear [alex@dancinghouse.co.uk](mailto:alex@dancinghouse.co.uk)

The request to review has been complete for the following Code Group:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Completed by	<a href="mailto:blake@dancinghouse.co.uk">blake@dancinghouse.co.uk</a> ( <a href="mailto:blake@dancinghouse.co.uk">blake@dancinghouse.co.uk</a> )

The review has been completed. Changes may have been made.

To approve or reject this review, please see the details for this [Code Group](#).

The QResearch Team.

If your review is **rejected**, you will receive an email in the format shown below:

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Dear [blake@dancinghouse.co.uk](mailto:blake@dancinghouse.co.uk)

Your review has been rejected for the following Code Group:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Rejected by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )

No further action is required.

The QResearch Team.



If your Review is **accepted**, you will receive the information shown below in an email, including any Notes that the user has typed for you to see:

**QRESEARCH**

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Dear [blake@dancinghouse.co.uk](mailto:blake@dancinghouse.co.uk)

Your review has been accepted for the following Code Group:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Accepted by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Thanks.

No further action is required.

The QResearch Team.

11. If accepted, any changes that you have made to the QWeb user's Code Group will be incorporated into a new Version of the Code Group.
  
12. This User Guide has illustrated how to Review another QWeb user's Code Group. You may also find it helpful to view the User Guide 'Sharing Code Groups with other QWeb Users/Requesting a Review' which gives information about the Review process from the perspective of the QWeb user requesting the Review. For more information on Versions, please refer to the User Guide Code Group Versions: An Overview. These are stand-alone guides but there are also accompanying videos, also available on the QResearch website.