

QWEB USER GUIDE

Creating a QWeb Account

To access data from the QResearch database you will need to create a QResearch QWeb account. Once approved as a QWeb User you will be able to complete and submit the mandatory online Project Application form. This User Guide shows how to create a QWeb account. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, 'How Do I Create a QWeb Account?'

Related Documents you may find useful:

Projects: An Introduction
How to Make a Project Application
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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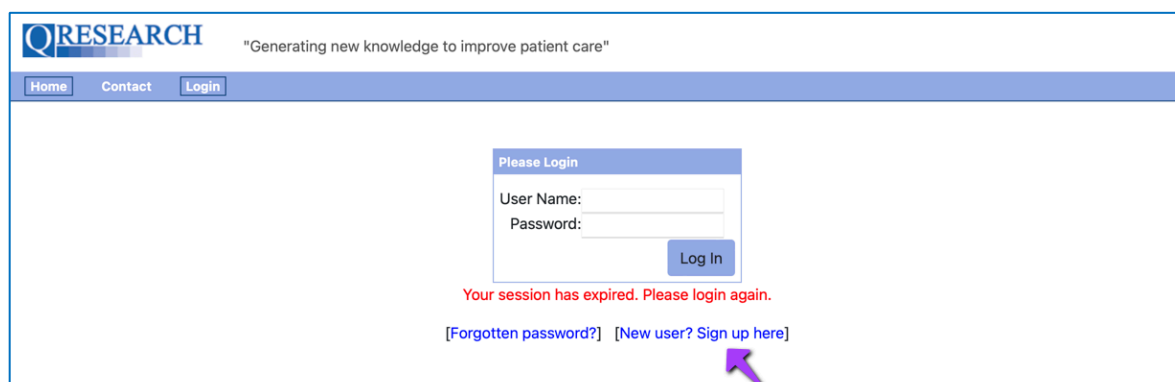
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Becoming a QWeb User

1. Researchers wishing to use data from the QResearch database need to apply for a QResearch QWeb account. This provides access to QWeb, the web application which hosts the QResearch online tools and contains the Project Application form. Your Project Application must be completed and submitted to the QResearch Scientific Committee for approval before data extraction can take place.
2. To create a QResearch QWeb account, access the website by using [this link](#) or by logging on from the QResearch website:

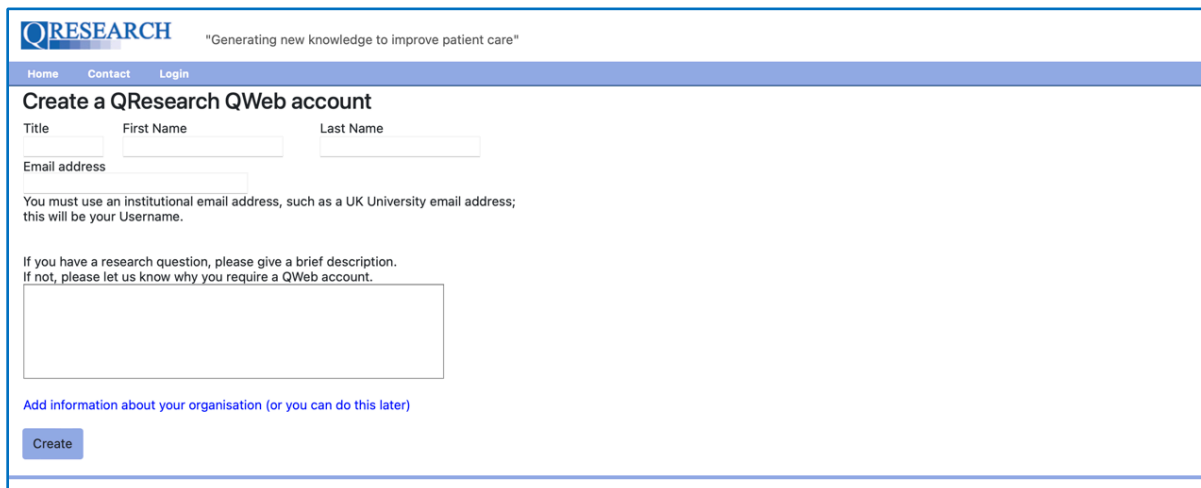


3. This takes you to the QWeb homepage. To apply to become a user, select the 'New user' link:



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4. This takes you to the screen below:

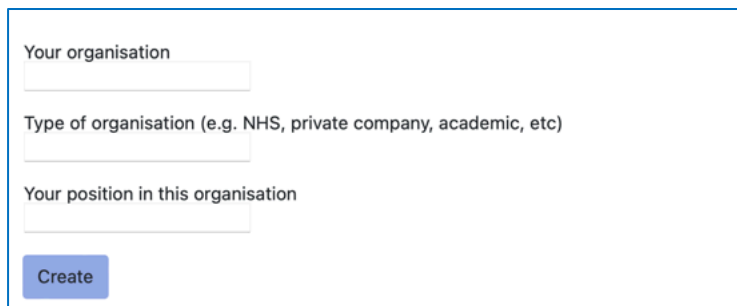


The screenshot shows the QResearch QWeb account creation page. At the top, the QResearch logo and tagline "Generating new knowledge to improve patient care" are displayed. Below this is a navigation bar with links for Home, Contact, and Login. The main heading is "Create a QResearch QWeb account". The form includes fields for Title, First Name, Last Name, and Email address. A note states: "You must use an institutional email address, such as a UK University email address; this will be your Username." There is a text area for a research question or description, with a prompt: "If you have a research question, please give a brief description. If not, please let us know why you require a QWeb account." At the bottom, there is a link "Add information about your organisation (or you can do this later)" and a "Create" button.

5. Fill in the required information fields. It is mandatory to provide your first name, last name and an institutional email address. (The email address you provide will become your QWeb account username.) You will also need to provide details of your research and/or details about why you require a QWeb account. You will not be able to submit your request if you do not complete the mandatory fields.
6. You have the option to provide information about your organisation at this point by clicking on the blue text at the bottom of the screen:

[Add information about your organisation \(or you can do this later\)](#)

7. This adds the following information fields for you to complete:



The screenshot shows the organisation information fields. It includes three text input fields: "Your organisation", "Type of organisation (e.g. NHS, private company, academic, etc)", and "Your position in this organisation". A "Create" button is located at the bottom left of the form.

(Completing this information remains optional at this stage.)

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8. When you have completed all the required information fields, click the Create button:

Create a QResearch QWeb account

Title

First Name

Last Name

Email address

You must use an institutional email address, such as a UK University email address; this will be your Username.

If you have a research question, please give a brief description.
If not, please let us know why you require a QWeb account.


Your organisation

Type of organisation (e.g. NHS, private company, academic, etc)

Your position in this organisation

Create

9. QResearch will create your QWeb account:


 "Generating new knowledge to improve patient care"

[Home](#) [Contact](#) [Login](#)

Create a QResearch QWeb account

Thankyou, a new account has been created.

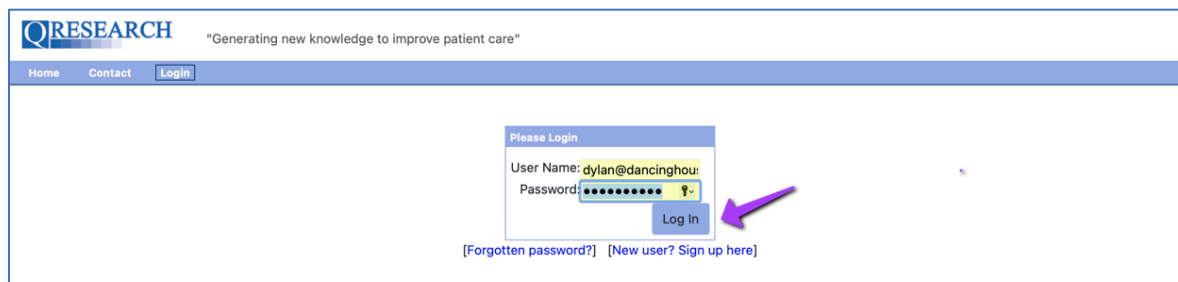
A confirmation email has been sent to fran@dancinghouse.co.uk. The email contains instructions about how to login.

You should receive the email in a few minutes. [Click here to login](#) 

10. An email will then be sent to you from QResearch, confirming your user name and password. (It is recommended that you change the password in QWeb Settings once you have logged in.)

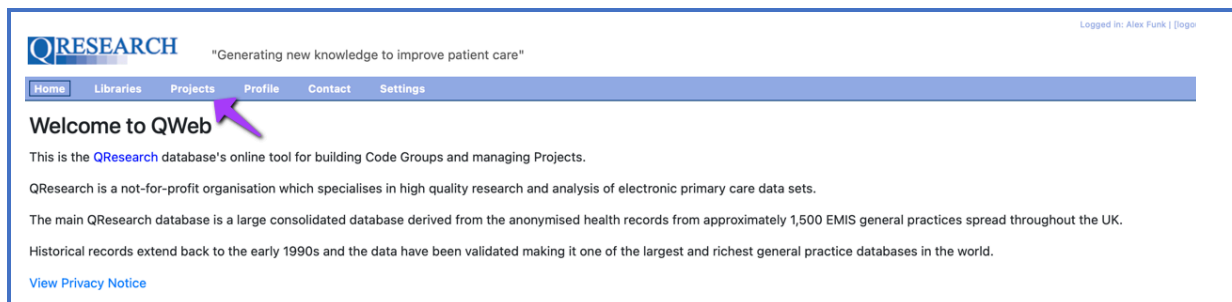
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11. You are now able to log in to QWeb. Go to the Login page, enter your user name and password and click the 'Log In' button:



The screenshot shows the QResearch login page. At the top is the QResearch logo and the tagline "Generating new knowledge to improve patient care". Below this is a navigation bar with links for Home, Contact, and Login. The main content area features a "Please Login" box with fields for "User Name" (containing "dylan@dancinghou") and "Password" (masked with dots). A "Log In" button is to the right of the password field, with a purple arrow pointing to it. Below the login box are links for "[Forgotten password?]" and "[New user? Sign up here]".

12. You will then be taken to the QWeb homepage. The Project Application form is located in the 'Projects' area of QWeb:



The screenshot shows the QResearch homepage. At the top is the QResearch logo and the tagline "Generating new knowledge to improve patient care". In the top right corner, it says "Logged in: Alex Funk | [log out]". Below this is a navigation bar with links for Home, Libraries, Projects, Profile, Contact, and Settings. The main content area starts with "Welcome to QWeb" and a purple arrow pointing to the "Projects" link in the navigation bar. Below this is a paragraph: "This is the QResearch database's online tool for building Code Groups and managing Projects." followed by two more paragraphs: "QResearch is a not-for-profit organisation which specialises in high quality research and analysis of electronic primary care data sets." and "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." At the bottom left is a link for "View Privacy Notice".

13. This User Guide has shown how to create a QWeb account. For information on using QWeb to make a Project Application, please refer to the User Guide 'Completing your Project Application' and/or the accompanying video, 'How do I complete the Project Application form?'. For further information on using QWeb, please refer to the other guides and videos provided on the QResearch website.