

## QWEB USER GUIDE

### 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:

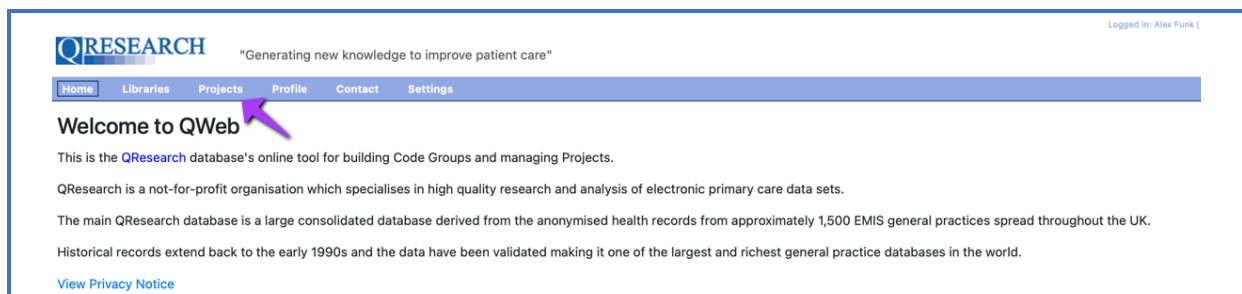
<https://www.qresearch.org/about/contact-us/>

*QResearch is part funded via the Data and Connectivity National Core Study, led by Health Data Research UK in partnership with the Office for National Statistics and funded by UK Research and Innovation (grant ref MC\_PC\_20058)*

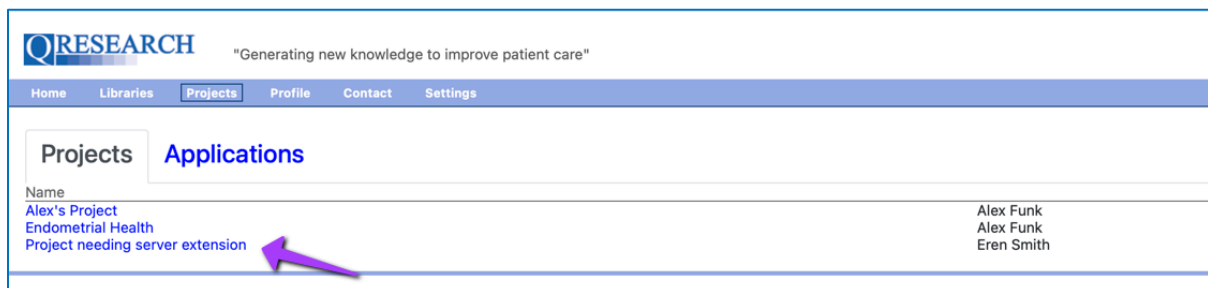
## QWEB USER GUIDE

### Extending Server Access

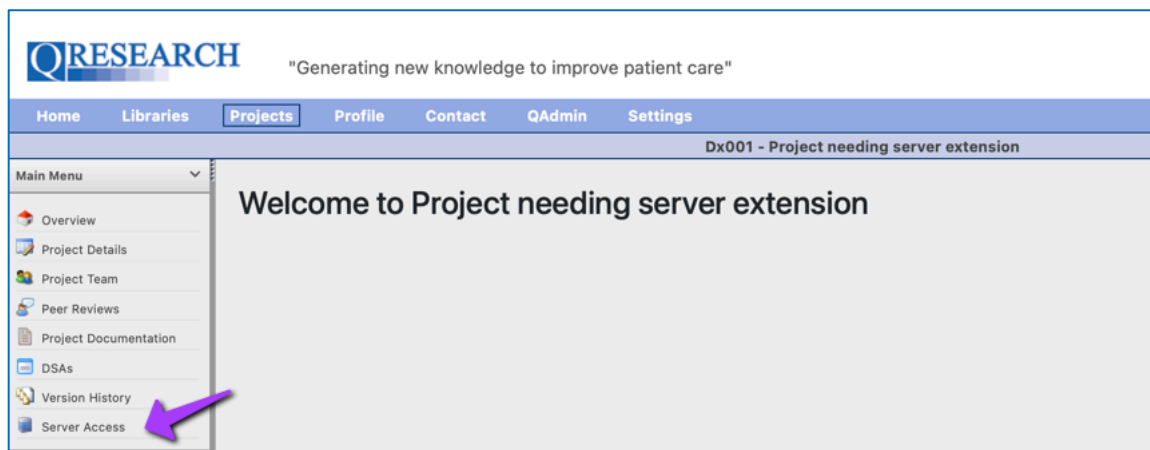
1. When your Project is approved, server access is provided to enable data sharing. To view your server permissions, first go to the Projects menu:



2. Select the Project you require:



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





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- 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:

The screenshot shows the QResearch web application. 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: Home, Libraries, Projects (selected), Profile, Contact, QAdmin, and Settings. A sub-header indicates "Dx001 - Project needing server extension". On the left is a "Main Menu" with various options like Overview, Project Details, Project Team, Peer Reviews, Project Documentation, DSAs, Version History, and Server Access (selected). The main content area is titled "Server Access for Dx001" and contains three tabs: "Current Access" (selected), "Extend Access", and "Access History". Under "Current Access", there is a section "Assigned Servers" showing "vStat12" in a text box. Below that, the "Users" section shows "Alex Funk (alex@dancinghouse.co.uk)" in a text box. At the bottom, it states "Access expires 22/12/2023".

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

The screenshot shows an email template from QResearch. It starts with the QResearch logo and tagline. The salutation is "Dear Ms [redacted]". The main body of the email states: "You are being notified as in 4 weeks (31/12/2023) the users for project [redacted]94 will no longer have access to the server(s):". Below this, a bulleted list shows "vStat8". The text continues: "The following users will be affected". Another bulleted list shows "Dr [redacted]@nhs.net". There is a blue button labeled "Request a new expiry date". The email concludes with: "If no changes are made you will be notified 2 weeks before expiry." and "The QResearch Team."



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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:

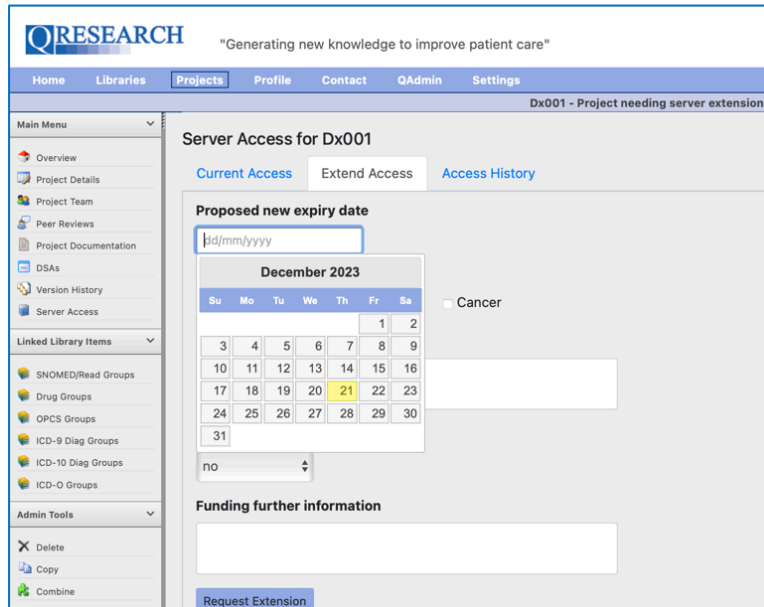
The screenshot shows the QRESEARCH web interface. The top navigation bar includes links for Home, Libraries, Projects, Profile, Contact, QAdmin, and Settings. The 'Projects' tab is selected. The main content area is titled 'Server Access for Dx001' and features three tabs: 'Current Access', 'Extend Access' (highlighted with a purple arrow), and 'Access History'. Below the tabs, the 'Assigned Servers' section lists 'vStat12'. The 'Users' section lists 'Alex Funk (alex@dancinghouse.co.uk)'. The 'Access expires' date is '22/12/2023'. A sidebar on the left contains a 'Main Menu' with various project-related links and a 'Linked Library Items' section.

This takes you to the following Form:

The screenshot shows the 'Server Access for Dx001' form in the QRESEARCH web interface. The 'Extend Access' tab is selected. The form includes the following sections: 'Proposed new expiry date' with a text input field containing 'dd/mm/yyyy'; 'Type of data' with radio buttons for GP, HES, Mortality, and Cancer; 'Reason to extend server access' with a text input field; 'Additional funding?' with a dropdown menu set to 'no'; and 'Funding further information' with a text input field. A 'Request Extension' button is located at the bottom of the form. The sidebar on the left is expanded, showing 'Linked Library Items' and 'Admin Tools'.

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- 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:



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact QAdmin Settings

Dx001 - Project needing server extension

Main Menu

- Overview
- Project Details
- Project Team
- Peer Reviews
- Project Documentation
- DSAs
- Version History
- Server Access

Linked Library Items

- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD-9 Diag Groups
- ICD-10 Diag Groups
- ICD-O Groups

Admin Tools

- Delete
- Copy
- Combine

Server Access for Dx001

Current Access Extend Access Access History

Proposed new expiry date

dd/mm/yyyy

December 2023

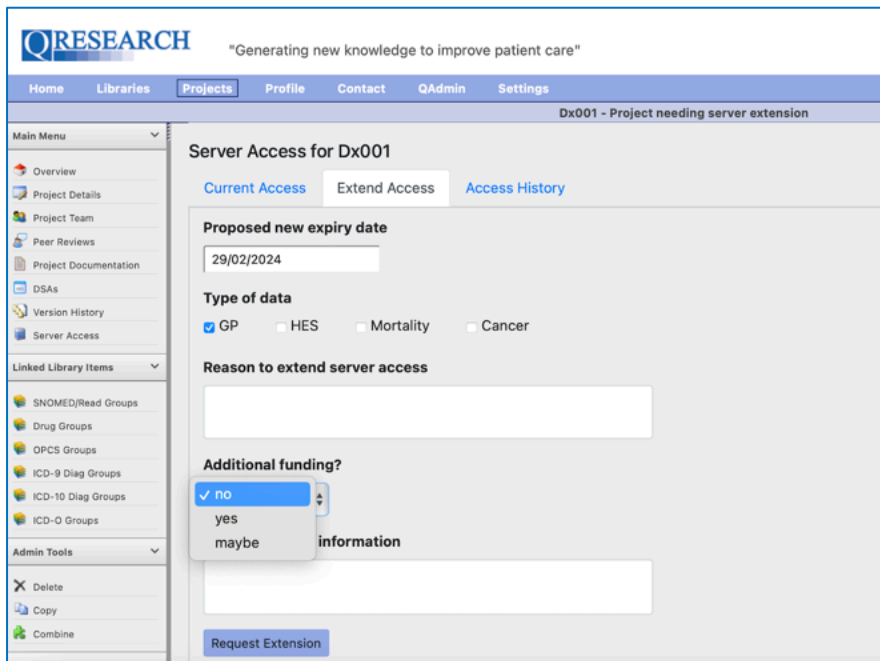
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

no

Funding further information

Request Extension

- 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':



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact QAdmin Settings

Dx001 - Project needing server extension

Main Menu

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Linked Library Items

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Admin Tools

- Delete
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Server Access for Dx001

Current Access Extend Access Access History

Proposed new expiry date

29/02/2024

Type of data

☒ GP ☐ HES ☐ Mortality ☐ Cancer

Reason to extend server access

Additional funding?

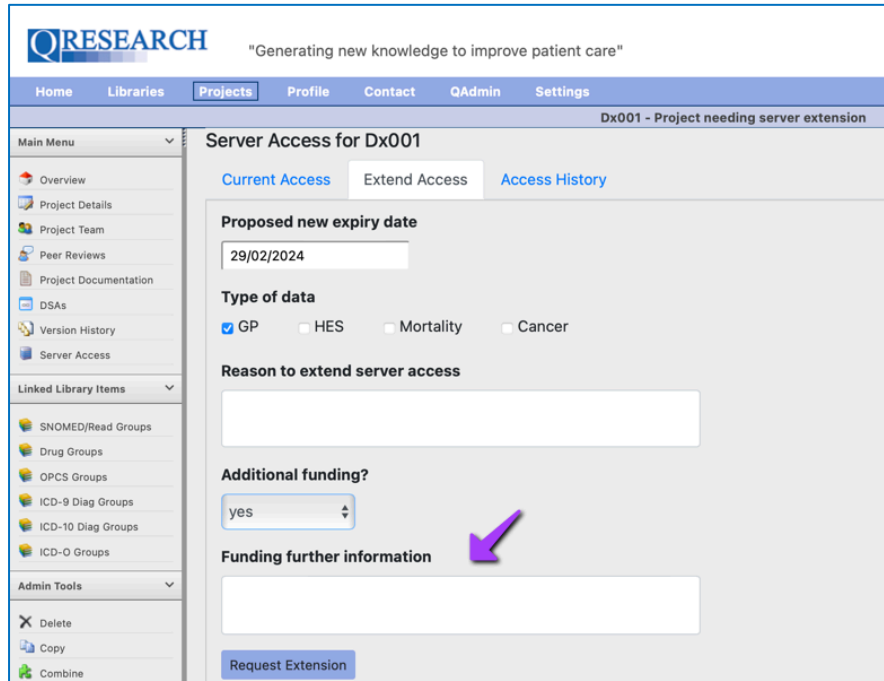
no  
yes  
maybe

information

Request Extension

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



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact QAdmin Settings

Dx001 - Project needing server extension

Main Menu

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Linked Library Items

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Admin Tools

- Delete
- Copy
- Combine

Server Access for Dx001

Current Access Extend Access Access History

Proposed new expiry date

29/02/2024

Type of data

☒ GP ☐ HES ☐ Mortality ☐ Cancer

Reason to extend server access

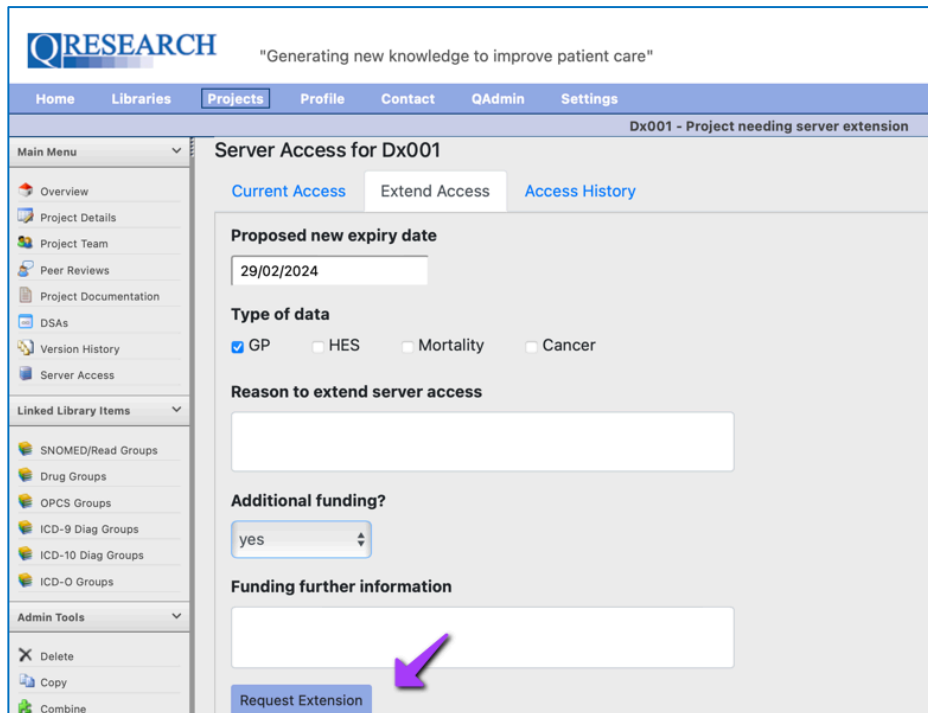
Additional funding?

yes

Funding further information

Request Extension

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



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact QAdmin Settings

Dx001 - Project needing server extension

Main Menu

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Linked Library Items

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Server Access for Dx001

Current Access Extend Access Access History

Proposed new expiry date

29/02/2024

Type of data

☒ GP ☐ HES ☐ Mortality ☐ Cancer

Reason to extend server access

Additional funding?

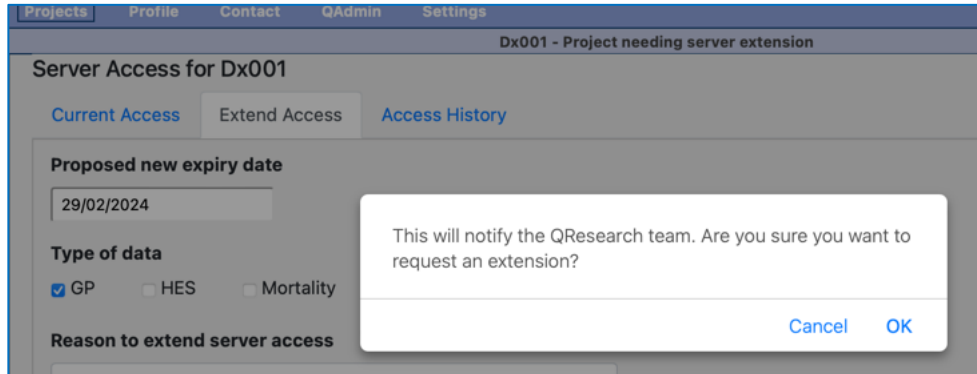
yes

Funding further information

Request Extension

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11. Then confirm you wish to extend by selecting 'OK' from 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:





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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  <a href="#">set as expiry</a>

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.