

## QWEB USER GUIDE

### Requesting a Review

QWeb users may find it useful for a Code Group from their Library to be Reviewed by another QWeb user. The Review process enables other users to view Code Group Details, add and/or remove Codes if applicable, and comment on the Code Group they have been asked to Review and any changes they have made. This User Guide explains how to request a Review by another QWeb user. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, 'How do I Request a Review of My Code Group?'

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

Reviewing Someone Else's Code Group  
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:

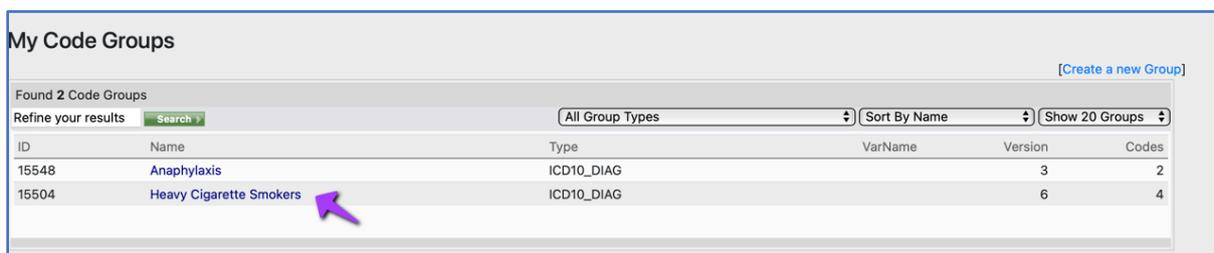
<https://www.qresearch.org/about/contact-us/>

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### Requesting a Review

1. To ask another QWeb user to Review a Code Group from your Library, a Review request needs to be completed. First, go to your Code Group Library and select the Code Group you want to start a Review request for:



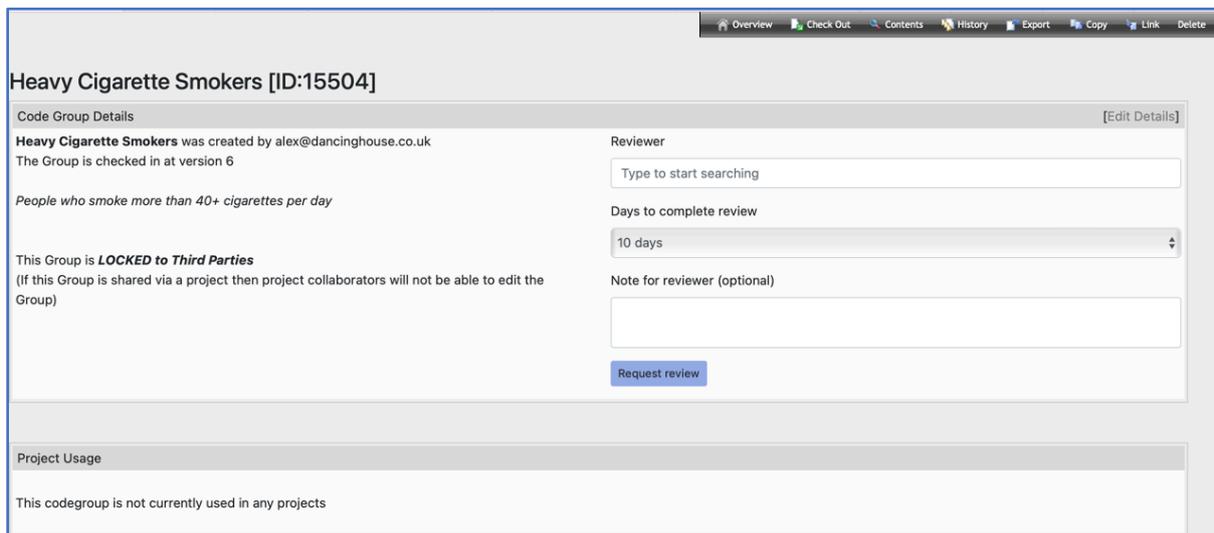
My Code Groups [Create a new Group]

Found 2 Code Groups

Refine your results

ID	Name	Type	VarName	Version	Codes
15548	Anaphylaxis	ICD10_DIAG		3	2
15504	Heavy Cigarette Smokers	ICD10_DIAG		6	4

This will take you to the Code Group's Details. Review request information is located on the right hand side of the page:



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 6

*People who smoke more than 40+ cigarettes per day*

This Group is **LOCKED to Third 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)

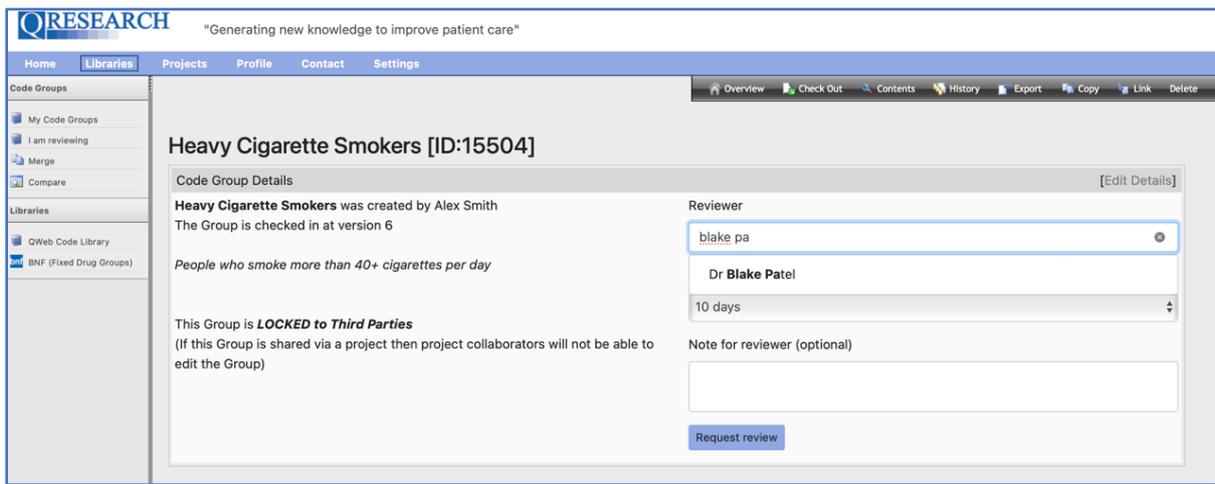
Project Usage

This codegroup is not currently used in any projects

(Note that you will only be able to request a Review if your Code Group is at Checked In status.)

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- To assign the Code Group for Review, first type the name of the person you are asking to complete the Review into the Reviewer field (you can enter a first name, last name or both.) As you type, the field will automatically generate a dropdown menu of current QWeb users from which to select a user:



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries Projects Profile Contact Settings

Code Groups Overview Check Out Contents History Export Copy Link Delete

Code Groups

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

Libraries

- QWeb Code Library
- BNF (Fixed Drug Groups)

### Heavy Cigarette Smokers [ID:15504]

Code Group Details [Edit Details]

Heavy Cigarette Smokers was created by Alex Smith  
The Group is checked in at version 6

Reviewer

blake pa

Dr Blake Patel

10 days

Note for reviewer (optional)

Request review

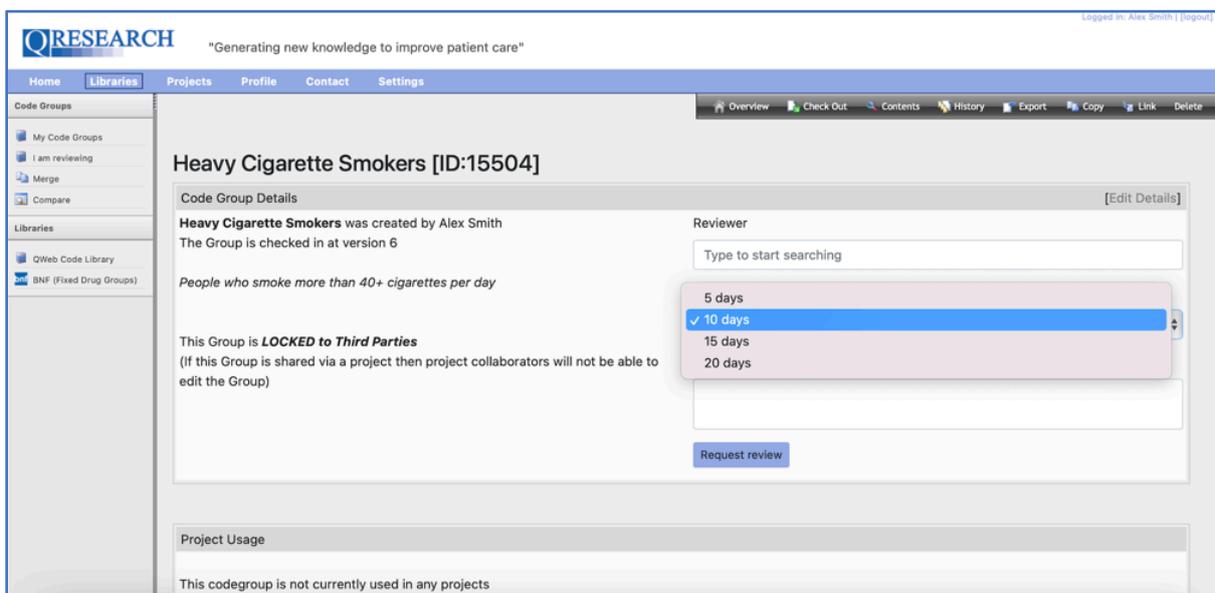
Code Group Details

Heavy Cigarette Smokers was created by Alex Smith  
The Group is checked in at version 6

People who smoke more than 40+ cigarettes per day

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

- Next, choose the timescale in which you wish the Review to be completed – select either 5, 10, 15 or 20 days from the dropdown menu:



QRESEARCH "Generating new knowledge to improve patient care" Logged in: Alex Smith | Logout

Home Libraries Projects Profile Contact Settings

Code Groups Overview Check Out Contents History Export Copy Link Delete

Code Groups

- My Code Groups
- I am reviewing
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- Compare

Libraries

- QWeb Code Library
- BNF (Fixed Drug Groups)

### Heavy Cigarette Smokers [ID:15504]

Code Group Details [Edit Details]

Heavy Cigarette Smokers was created by Alex Smith  
The Group is checked in at version 6

Reviewer

Type to start searching

5 days

✓ 10 days

15 days

20 days

Request review

Code Group Details

Heavy Cigarette Smokers was created by Alex Smith  
The Group is checked in at version 6

People who smoke more than 40+ cigarettes per day

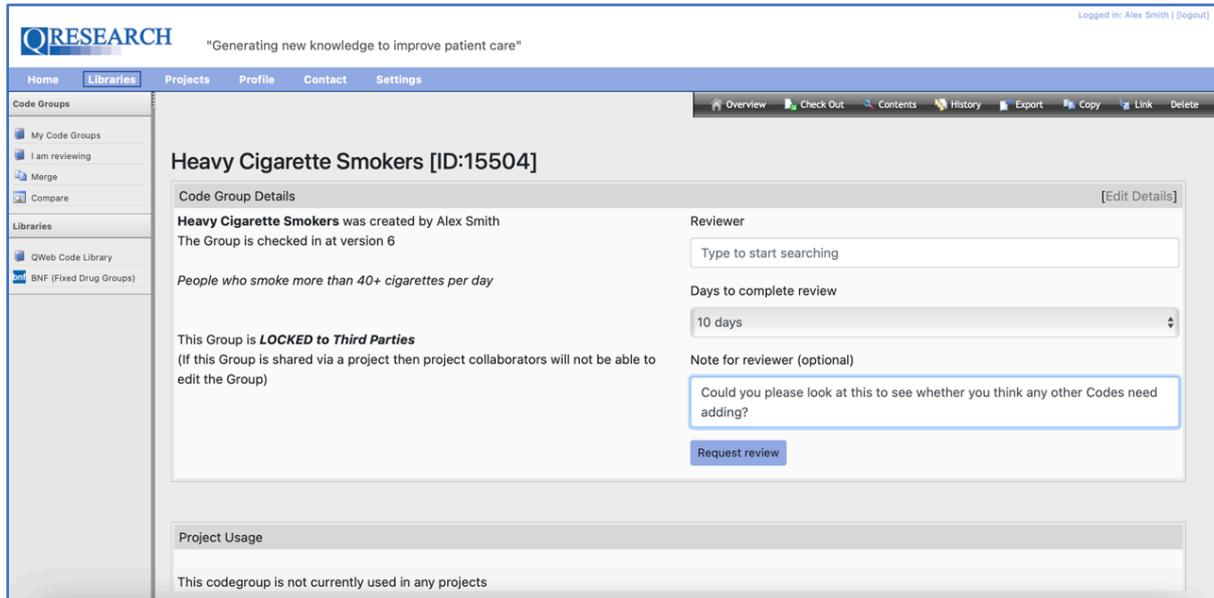
This Group is **LOCKED to Third Parties**  
(If this Group is shared via a project then project collaborators will not be able to edit the Group)

Project Usage

This codegroup is not currently used in any projects

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- You also have the option to write a note for the user who will be Reviewing the Code Group in the 'Note for reviewer' box, as shown in the example below:



QRESEARCH "Generating new knowledge to improve patient care" Logged in: Alex Smith | [logout]

Home Libraries Projects Profile Contact Settings

Code Groups

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

Libraries

- QWeb Code Library
- BNF (Fixed Drug Groups)

Overview Check Out Contents History Export Copy Link Delete

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

Code Group Details

**Heavy Cigarette Smokers** was created by Alex Smith  
The Group is checked in at version 6

*People who smoke more than 40+ cigarettes per day*

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

Reviewer

Type to start searching

Days to complete review

10 days

Note for reviewer (optional)

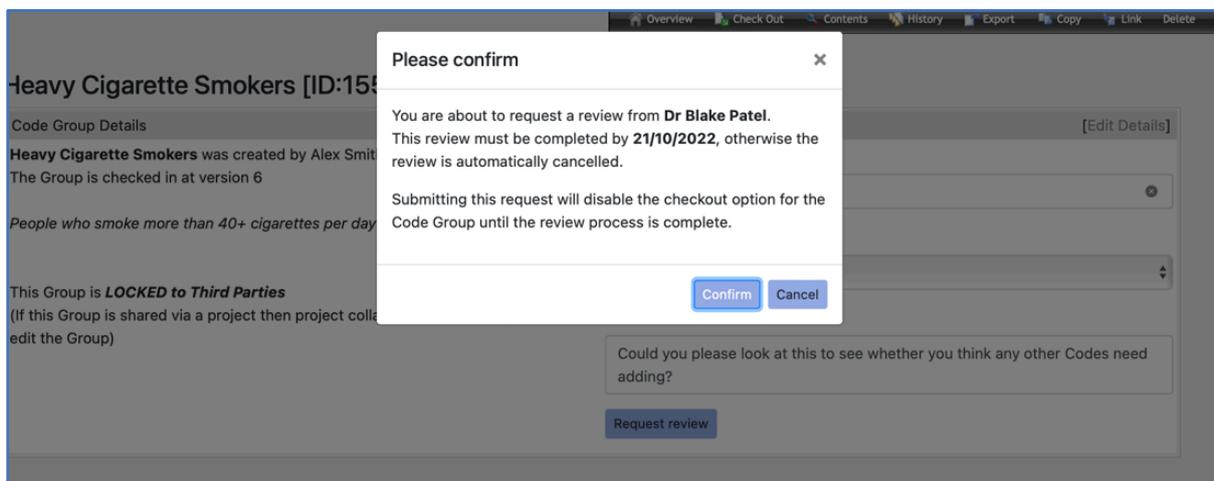
Could you please look at this to see whether you think any other Codes need adding?

Request review

Project Usage

This codegroup is not currently used in any projects

- Finally, select **Request review**. A pop-up window will ask you to Confirm the request. Select Cancel to cancel, or Confirm to confirm:



Overview Check Out Contents History Export Copy Link Delete

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

Code Group Details

**Heavy Cigarette Smokers** was created by Alex Smith  
The Group is checked in at version 6

*People who smoke more than 40+ cigarettes per day*

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

Please confirm

You are about to request a review from **Dr Blake Patel**.  
This review must be completed by **21/10/2022**, otherwise the review is automatically cancelled.  
Submitting this request will disable the checkout option for the Code Group until the review process is complete.

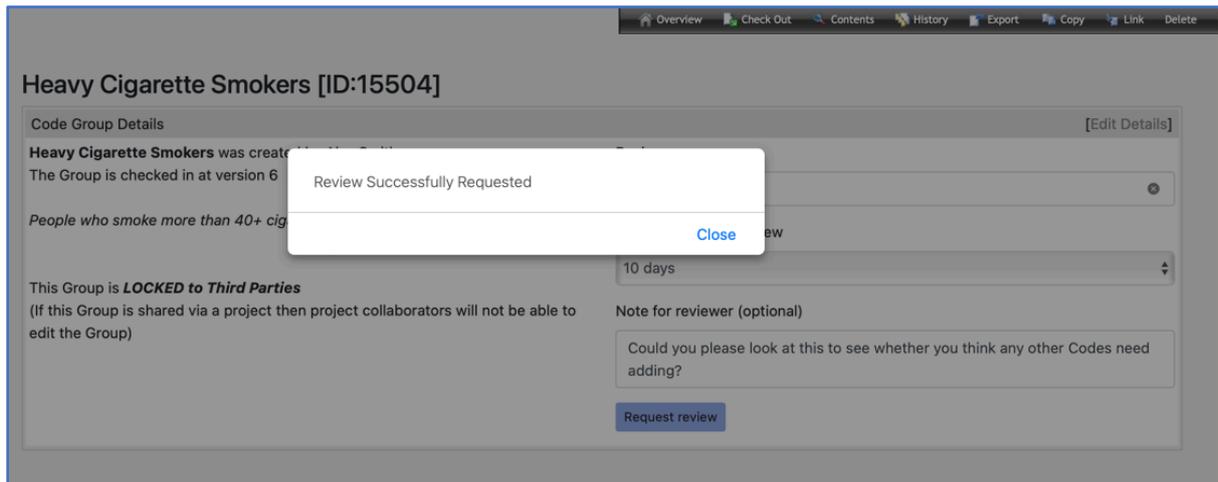
Confirm Cancel

Could you please look at this to see whether you think any other Codes need adding?

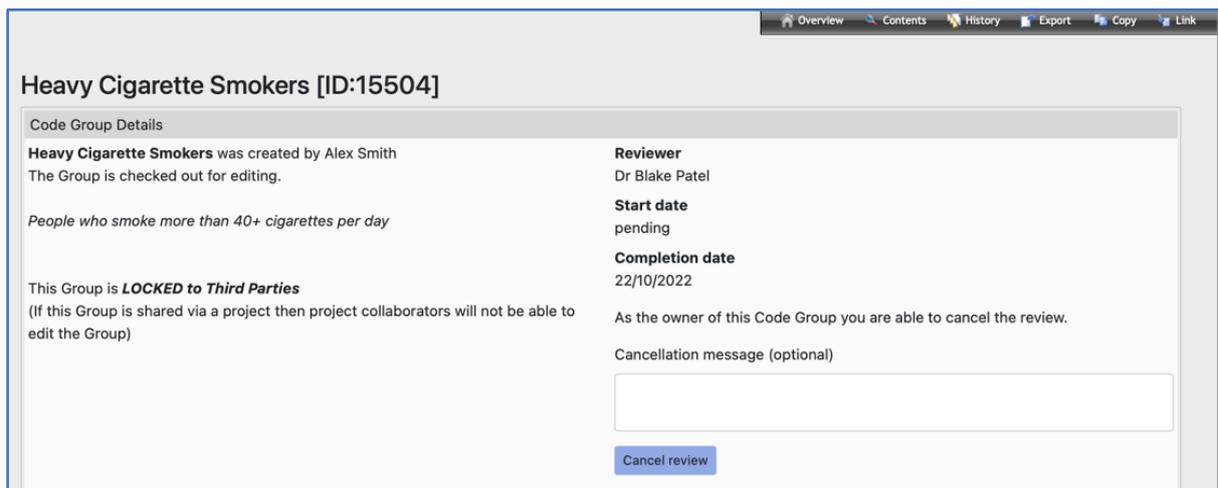
Request review

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- Once Confirmed, the screen will display a pop-up box showing that the Review has been successfully requested:



- Your Code Group Details will now show the Code Group as Checked Out for editing and display the Review as pending, together with the required completion date:



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8. You are able to cancel the Review at any time by selecting the [Cancel review](#) option on the Code Group Details screen. There is also the opportunity to write a message here about why the Review is being cancelled. If you do choose to cancel, the user who was asked to complete the Review will receive an email that includes the following information:



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---

Dear Dr Blake Patel

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

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Cancelled by	Alex Smith ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Review no longer required, thank you.

The review has automatically been removed from your list of reviewable Code Groups.

No further action is required.

The QResearch Team.

9. Once a Review request has been confirmed, QWeb sends it to the other user's QWeb login/email address:



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Dear Dr Blake Patel

You have been requested to review the following:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Complete by	22/10/2022
Requested by	Alex Smith ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Could you please look at this to see whether you think any other Codes need adding?

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

The QResearch Team.

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10. This directs the user to the Code Group Review section of QWeb, where they can accept or decline the Review:

**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 Smith	22/10/2022	<input type="button" value="Review"/>	<input type="button" value="Decline"/>

11. If the user declines the request, you will receive an email from QWeb advising that the request has been declined and the Code Group has been Checked back In:



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

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

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Declined 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 declined and the Code Group has automatically been checked back in.

No further action is required.

The QResearch Team.

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12. If the user completes a Review of the Code Group, you will receive an email from QWeb advising that the request has been completed. If any comments about changes to the Code Group have been typed by the user, they will also be included here in the Note field:



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---

Dear Alex Smith

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

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Completed by	Dr Blake Patel ( <a href="mailto:blake@dancinghouse.co.uk">blake@dancinghouse.co.uk</a> )
Note	Removed tonsillitis Codes

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.

13. This information will also now be available in the Code Group Details of the Code Group you shared for Review:

### Heavy Cigarette Smokers [ID:15504]

Code Group Details

**Heavy Cigarette Smokers** was created by Alex Smith  
The Group is checked out for editing.

*People who smoke more than 40+ cigarettes per day*

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

Dr Blake Patel has completed the review for this Code Group.

With the following comments

Removed tonsillitis Codes

**Code Changes made**

EMIS Added (0) | **Removed (2)**

TRUD Added (0) | Removed (0)

SNOMED Added (0) | Removed (0)

To complete the review process, please accept or reject the review. You may also add a message if you wish.

Message

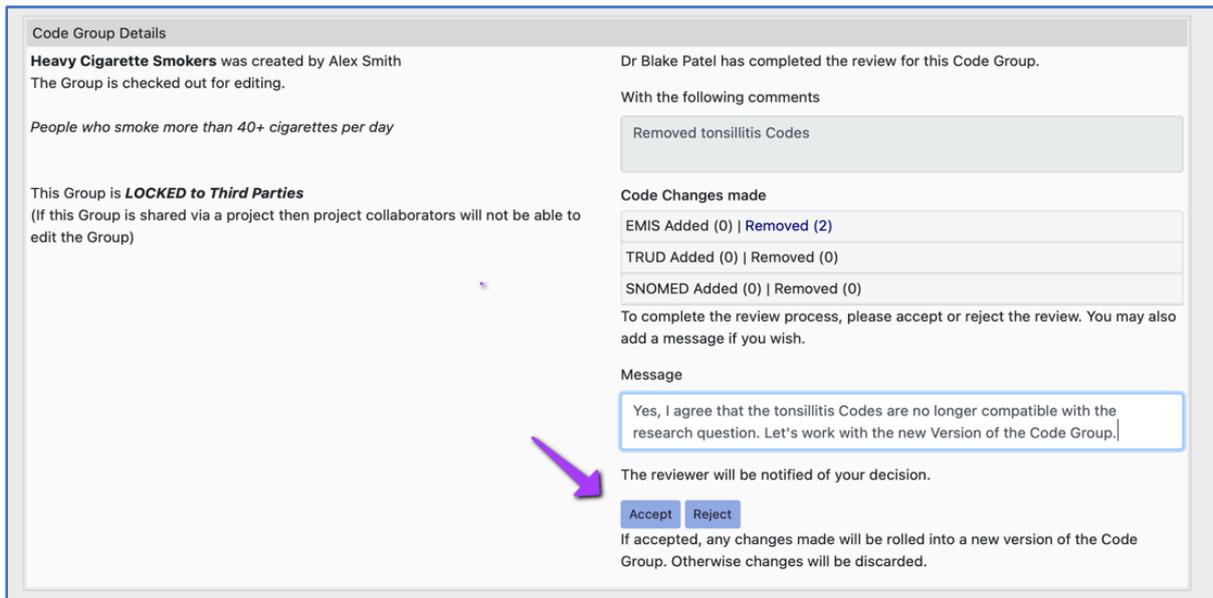
The reviewer will be notified of your decision.

Accept
Reject

If accepted, any changes made will be rolled into a new version of the Code Group. Otherwise changes will be discarded.

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14. You are then able to accept or reject the Review by using the Accept or Reject buttons at the bottom right of the screen. There is also have the opportunity to type notes to the user in the Message box on the page, as shown in the example below. This message will be sent to the user with notification about whether the review has been accepted or rejected:



Code Group Details

**Heavy Cigarette Smokers** was created by Alex Smith  
The Group is checked out for editing.

*People who smoke more than 40+ cigarettes per day*

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

Dr Blake Patel has completed the review for this Code Group.  
With the following comments

Removed tonsillitis Codes

Code Changes made

EMIS Added (0) | **Removed (2)**

TRUD Added (0) | Removed (0)

SNOMED Added (0) | Removed (0)

To complete the review process, please accept or reject the review. You may also add a message if you wish.

Message

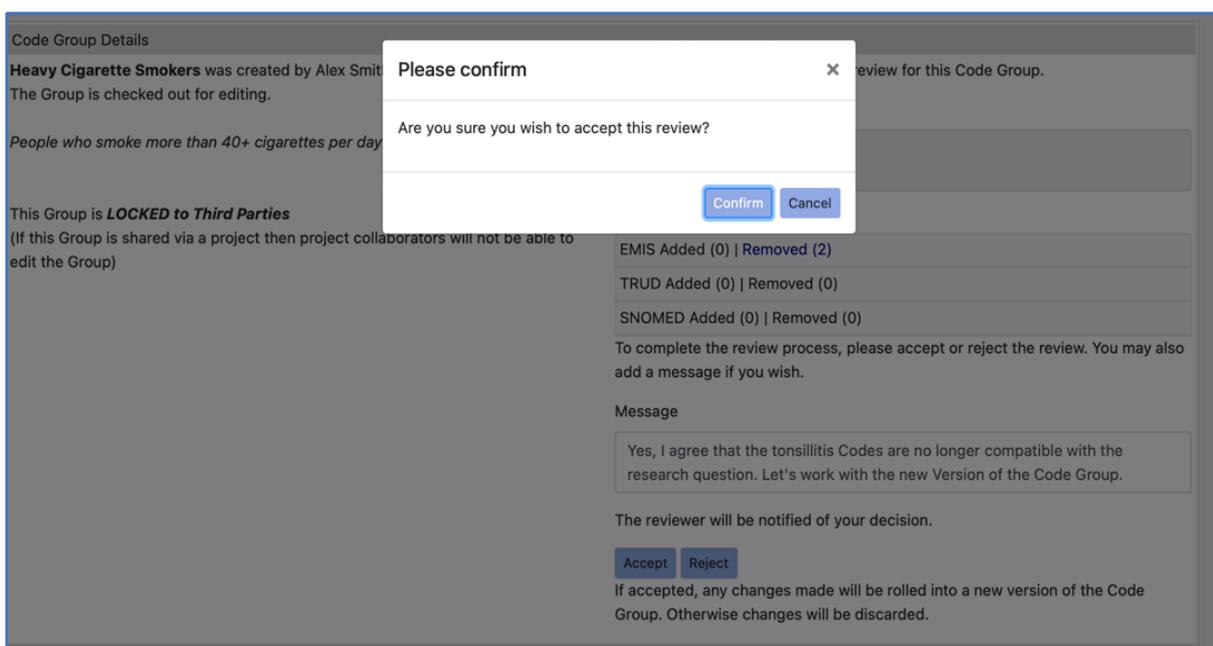
Yes, I agree that the tonsillitis Codes are no longer compatible with the research question. Let's work with the new Version of the Code Group.

The reviewer will be notified of your decision.

**Accept** **Reject**

If accepted, any changes made will be rolled into a new version of the Code Group. Otherwise changes will be discarded.

15. After choosing whether to accept or reject the Review, a pop-up box will ask you to confirm your decision. If you have changed your mind you can choose to Cancel. If you wish to go ahead with your decision, select Confirm:



Code Group Details

**Heavy Cigarette Smokers** was created by Alex Smith  
The Group is checked out for editing.

*People who smoke more than 40+ cigarettes per day*

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

Dr Blake Patel has completed the review for this Code Group.

With the following comments

Removed tonsillitis Codes

Code Changes made

EMIS Added (0) | **Removed (2)**

TRUD Added (0) | Removed (0)

SNOMED Added (0) | Removed (0)

To complete the review process, please accept or reject the review. You may also add a message if you wish.

Message

Yes, I agree that the tonsillitis Codes are no longer compatible with the research question. Let's work with the new Version of the Code Group.

The reviewer will be notified of your decision.

**Accept** **Reject**

If accepted, any changes made will be rolled into a new version of the Code Group. Otherwise changes will be discarded.

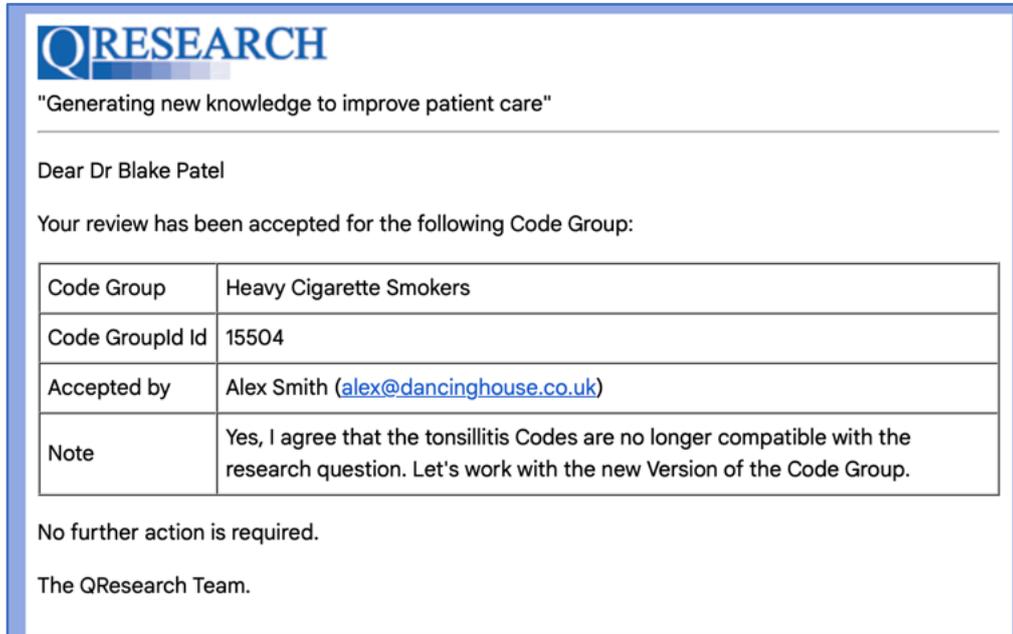
Please confirm

Are you sure you wish to accept this review?

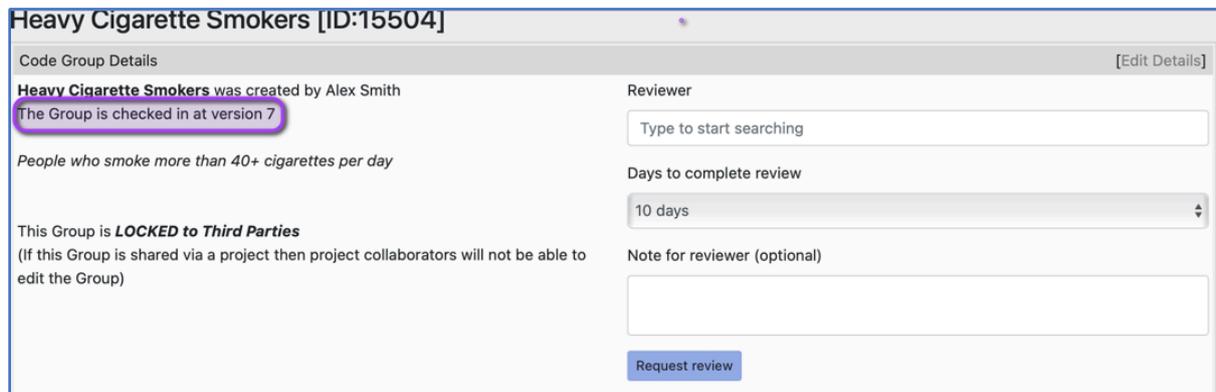
**Confirm** **Cancel**

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16. The user who completed the Review will be informed by an email from QWeb whether it has been accepted or rejected:



17. If the Review is Rejected, any proposed changes to the Code Group will be ignored. If the Review is Accepted, any changes proposed by the Reviewer will be incorporated into a new Checked In Version of the Code Group:



18. This process can be repeated for subsequent Reviews by the same or another QWeb user. Each time proposed changes to the Code Group are accepted, a new Version will be Saved and Checked In.
19. This User Guide has illustrated how to request a Review of a Code Group. You may also find it helpful to view the User Guide 'Reviewing Someone Else's Code Group' which gives information about the Review process from the perspective of the QWeb user who has been asked to Review a Code Group. 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.