

QWEB USER GUIDE

Your QWeb Project

To extract data from the QResearch database, you will first need to have a funded Project approved by QResearch. You will then be able to link the clinical codes you wish to use to this Project, using the QResearch web application, QWeb, and apply for data extraction. This User Guide provides some background information about QWeb and Projects. It is a stand-alone Guide, but you may also wish to refer to the accompanying Video, 'What is a QWeb Project?'

Related Documents you may find useful:

- Creating a QWeb Account
- Completing your Project Application Form
- 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:

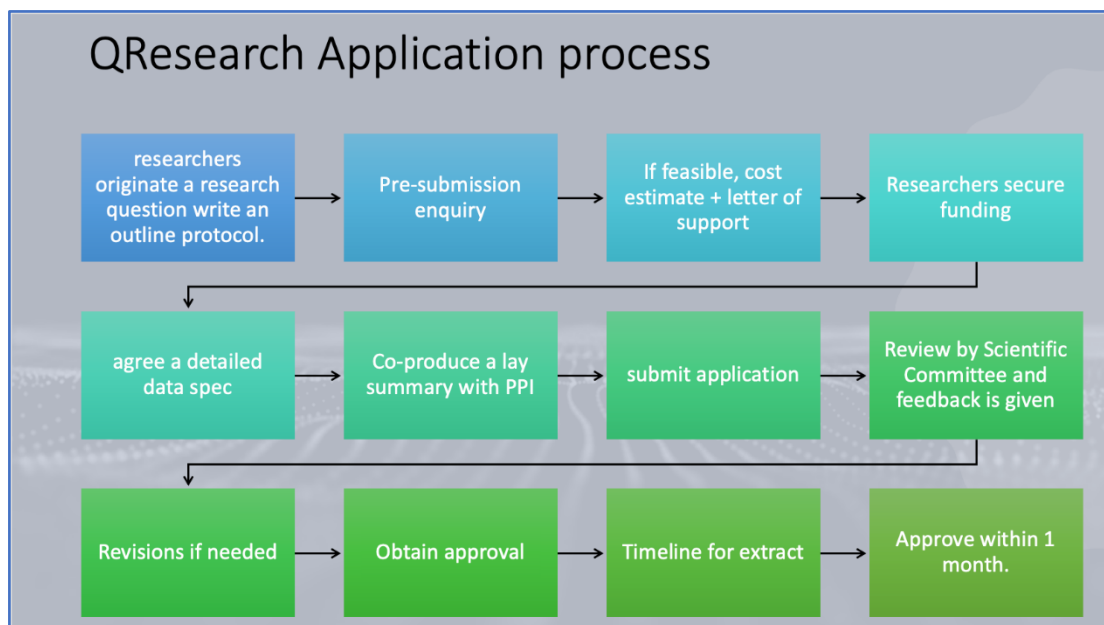
<https://www.qresearch.org/about/contact-us/>

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

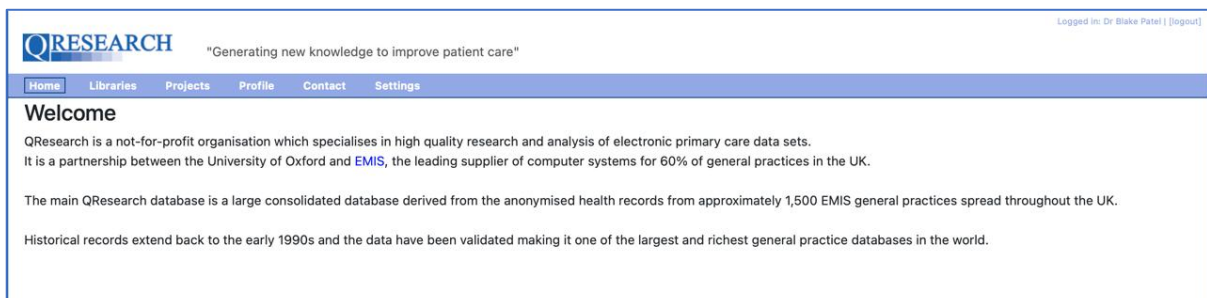
Your QWeb Project

1. A QWeb Project is a research project, approved by QResearch, seeking to use data from the QResearch database as part of its study. If you/your Research Team have a research question which requires data from the QResearch database, you need to apply to set up a Project. There is a clear process to follow when creating a QResearch Project. This is outlined on the QResearch website, starting from your proposed research question and ending with successful approval for data extraction:



(Extensive information about this process can be located at <https://www.qresearch.org/information/information-for-researchers/> and it is highly recommended that you refer to the QResearch website when planning your Project. This User Guide provides only a brief overview of this guidance.)

2. Projects wishing to extract data from the QResearch database are facilitated using the QResearch web application, QWeb:



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries Projects Profile Contact Settings

Welcome

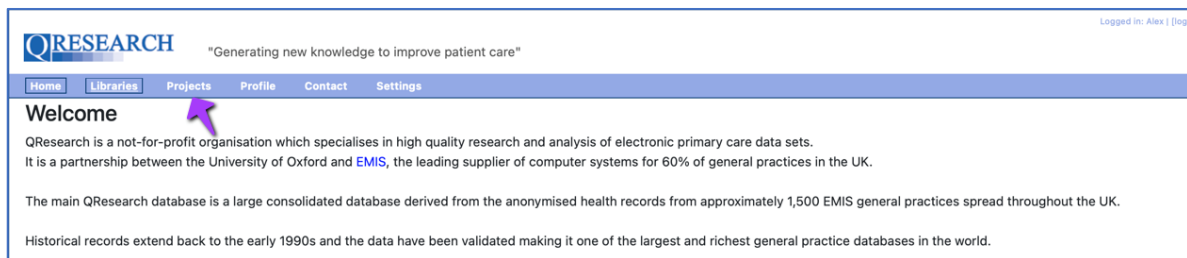
QResearch is a not-for-profit organisation which specialises in high quality research and analysis of electronic primary care data sets. It is a partnership between the University of Oxford and EMIS, the leading supplier of computer systems for 60% of general practices in the UK.

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.

QWEB USER GUIDE

- To access the QResearch database you will need to create a QResearch QWeb account, which enables you to log in to the QResearch database web application, QWeb. (Information on how to do this is contained in the User Guide 'Creating a QWeb Account', and the accompanying video, 'How do I Create a QWeb Account?', both available on the QResearch website.)
- Information about a Project you have created or are working on can be accessed in the Projects area of QWeb:



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

Home Libraries **Projects** Profile Contact Settings


Welcome

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.

- Any Approved Projects will be listed under the 'Projects' tab. For further details about a Project, click on its name:



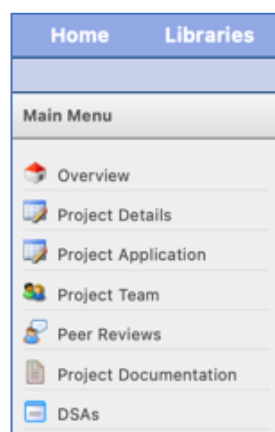
QRESEARCH "Generating new knowledge to improve patient care" Logged in: Dr Blake Patel | [log out]

Home Libraries **Projects** Profile Contact Settings

Projects **Applications**

Name	Creator
Cancer Treatment Drugs	Dr Blake Patel
Laryngitis and Smoking: A Review	Dr Blake Patel

- You will then be able to see the Projects Main Menu located on the top left of the screen. This provides access to the Project Overview, Project Details, Project Application, any Peer Reviews associated with the Project, any Project Documentation that has been uploaded, and any Data Sharing Agreements assigned to the Project:



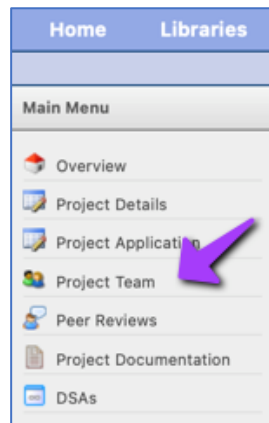
Home Libraries

Main Menu

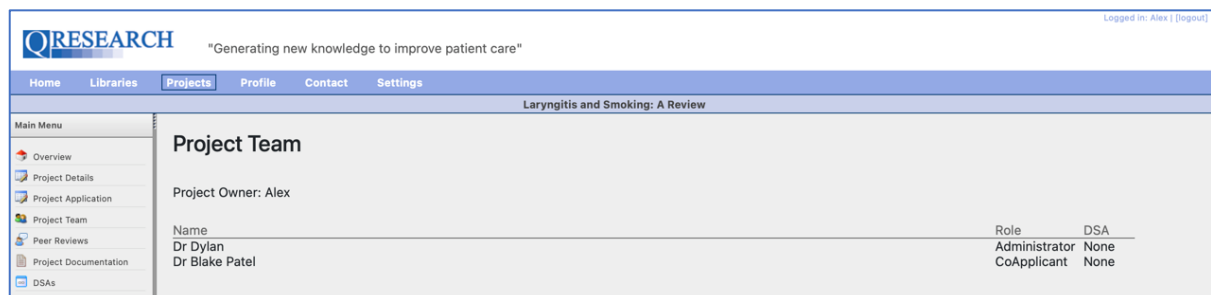
- Overview
- Project Details
- Project Application
- Project Team
- Peer Reviews
- Project Documentation
- DSAs

QWEB USER GUIDE

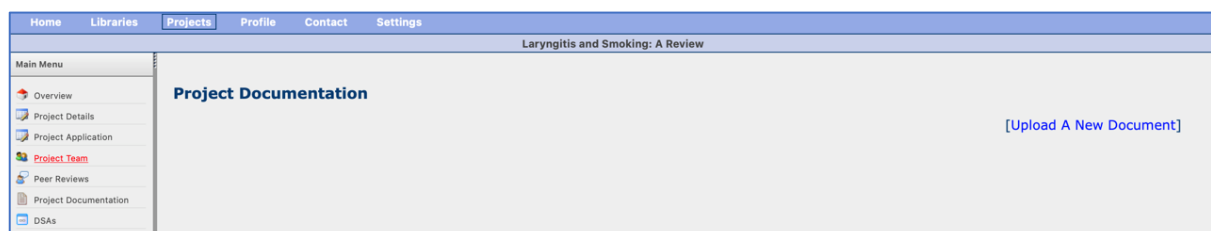
7. To view these in more detail, for example to find out who is on the Project Team, click on a category:



8. You will then be able to see the Project Team members, their roles and whether they have a Data Sharing Agreement:



9. The Project Documentation area allows you to store documentation associated with your Project on QWeb by uploading files:

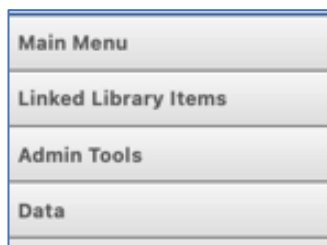


QWEB USER GUIDE

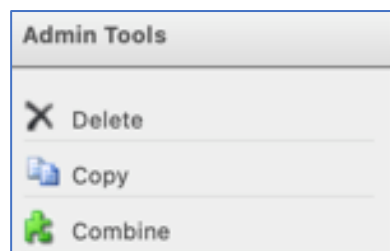
10. If there are any active Data Sharing Agreements assigned to the Project, they will be visible in the 'DSAs' area:



11. As well as the Main Menu, the Projects area of QWeb also provides access to Linked Library Items; Admin Tools; and the Data Extraction area:

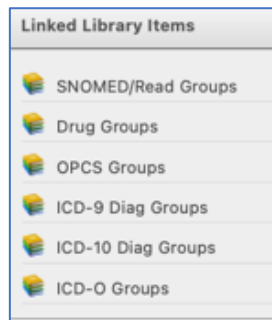


12. The Admin Tools section of the Projects area allows you to Delete, Copy or Combine a Project with another:



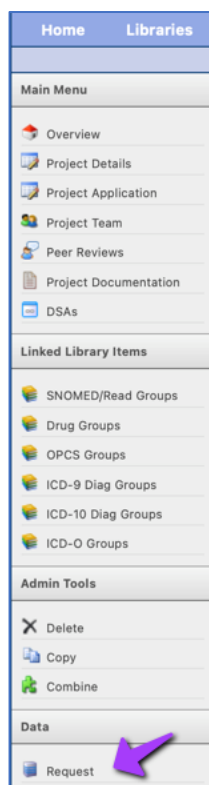
QWEB USER GUIDE

13. Using the QWeb application, Project Team members are able to view, select the clinical codes they require for data extraction and use them to create Code Groups. User Guides and videos explaining these processes are also provided on the [QResearch website](#). Once a Project has been approved by QResearch, users' Code Groups can be Linked to a Project or Projects. These can be viewed in the 'Linked Library Items' section of the Projects area, by clinical code type:



User Guides and videos providing information on how to Link Code Groups to Projects can be found on the QResearch website.

14. Once all the required Code Groups are Linked to a Project, you can use the Data area of your Project to make the Data Extraction request. To do this, select 'Request':



QWEB USER GUIDE

15. This will take you through the Data Extraction process and ask you to confirm the request:

Laryngitis and Smoking: A Review

Data Extraction

You can request a Data Extraction for this project.
Changes to Codes and Code Groups will not be accepted after you request an Extraction.

To request an Extraction, please confirm that the current set of Code Groups, listed below with their version numbers, is correct:

Type	ID	Name	Version
SNOMED/Read	16774	Laryngitis	1
SNOMED/Read	16775	Smoking behaviour	1

By clicking the button below you confirm that all Code Groups and version numbers above are correct, and that any changes to the Group after you press the button will **incurr additional costs** and affect timescales, and may **not be possible** without prior agreement with the QResearch team.

I Confirm that the Code Groups are correct and request an Extraction

Only the Project Owner **Dr Blake Patel**, or a member of the QResearch Admin team can request Extractions for this project

16. Once confirmed, the Project will be locked for Data Extraction:

Data Extraction

This project is locked for Extraction.
Changes to Codes and Code Groups will not be accepted for the current Data Extraction.

QResearch will contact you by email regarding access provision to the Data, as per the information provided on the QResearch website.

17. This User Guide has explained what a QWeb Project is and what steps need to be carried out on QWeb to complete the data extraction process required by a Project. For more detailed information about other areas of QWeb and working with Projects, please refer to the User Guides and videos on the QResearch website.