

## QWEB USER GUIDE

### Code Group Versions: An Overview

When Building Code Groups on QWeb, they are saved as Versions. These Versions can be Edited, Reviewed and Saved & Checked In as new Versions. (When you request Data for a Project you will be asked to confirm the Versions of the Code Groups used for Extraction, so understanding how Versions operate is important.) This User Guide provides an Overview about this process. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, 'How do Versions work?'

*If you require more information about Saving, Checking In and Out, Sharing, Reviewing and Editing Code Groups, you may find the first five User Guides listed below particularly helpful.*

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

Saving and Checking In Code Groups  
Sharing Code Groups with other QWeb Users/Requesting a Review  
Reviewing someone else's Code Group  
How to make your own Code Groups visible to others  
Linking Code Groups to Projects created by other QWeb Users  
Building a New Code Group using ICD-10 Codes  
Building a New Code Group using SNOMED Codes  
Building a New Code Group using BNF Codes  
Building a Code Group using QWeb Code Group Libraries  
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:

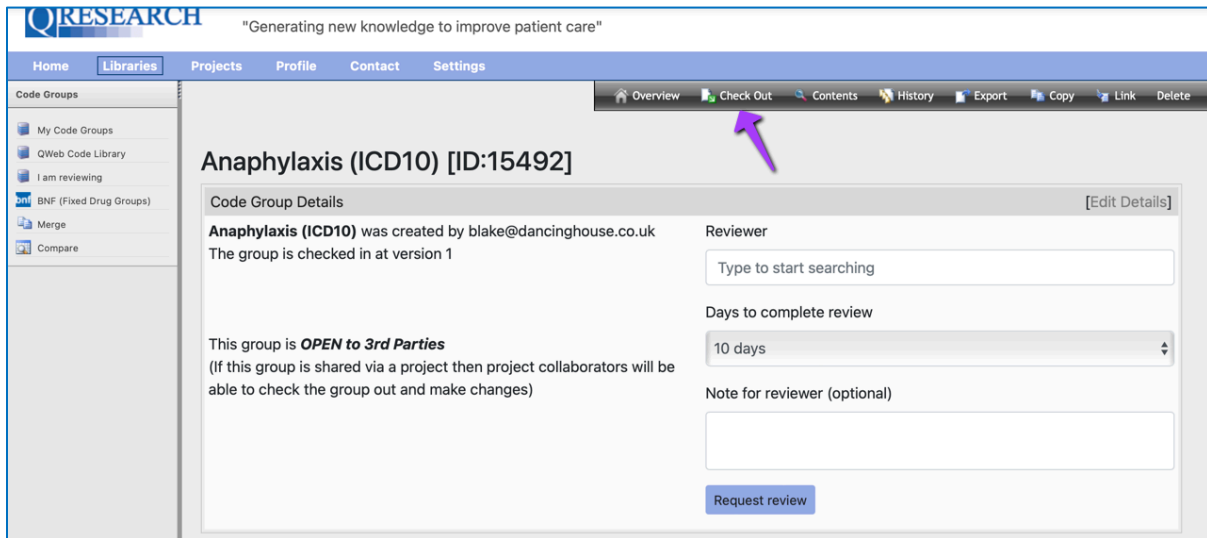
<https://www.qresearch.org/about/contact-us/>

*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

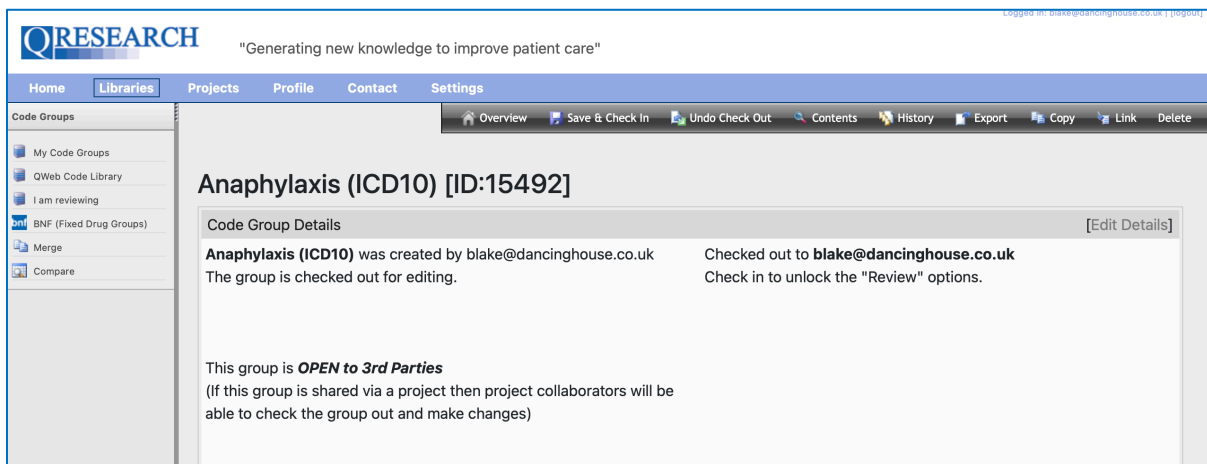
### Versions and Version History

Every time you or another QWeb User Create or Edit a Code Group by Adding or Removing Codes, a new Version is created. Blake, for example, created an ICD10 Code Group which they Saved and Checked In as Version 1. If Blake then wished to add or remove Codes from the Group, they would need to Check Out the Code Group by selecting this option from the menu:



The screenshot shows the QRESEARCH web application interface. The top navigation bar includes links for Home, Libraries, Projects, Profile, Contact, and Settings. A secondary navigation bar contains icons for Overview, Check Out, Contents, History, Export, Copy, Link, and Delete. The 'Check Out' option is highlighted with a purple arrow. The main content area displays details for the 'Anaphylaxis (ICD10) [ID:15492]' code group. It includes a 'Code Group Details' section with text stating it was created by blake@dancinghouse.co.uk and is checked in at version 1. There is also a 'Reviewer' section with a search input, a dropdown for 'Days to complete review' (set to 10 days), and a 'Request review' button.

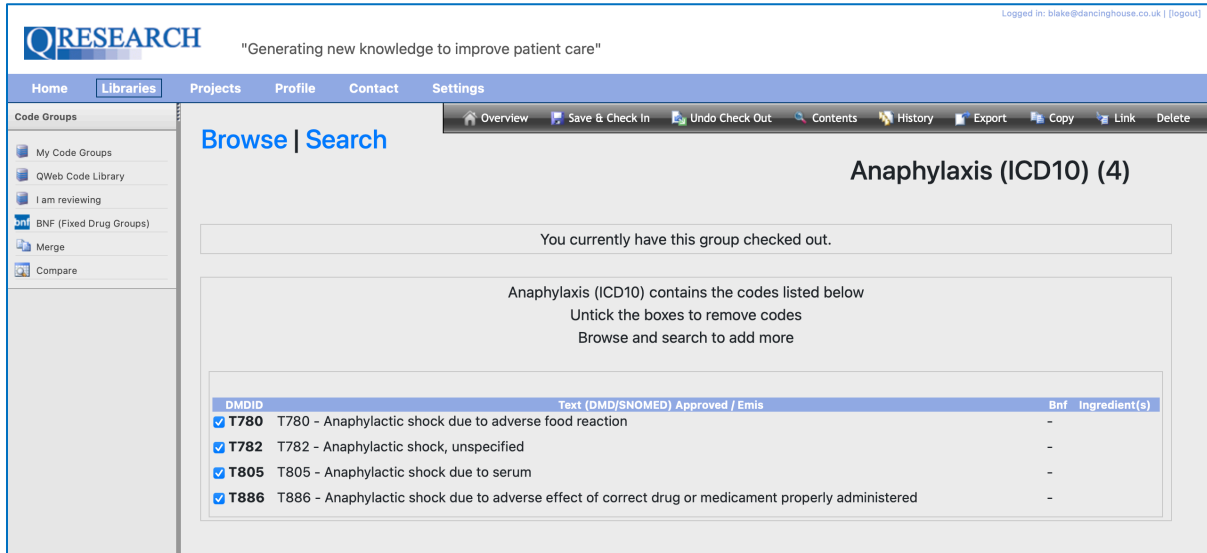
Version 1 is now Checked Out for Editing:



The screenshot shows the same QRESEARCH web application interface, but the 'Check Out' option is no longer highlighted. The 'Anaphylaxis (ICD10) [ID:15492]' code group details are still visible. The 'Code Group Details' section now states that the group is checked out for editing. The 'Reviewer' section now shows that the group is checked out to blake@dancinghouse.co.uk and provides instructions to check in to unlock the 'Review' options. The 'Request review' button is still present.

## QWEB USER GUIDE

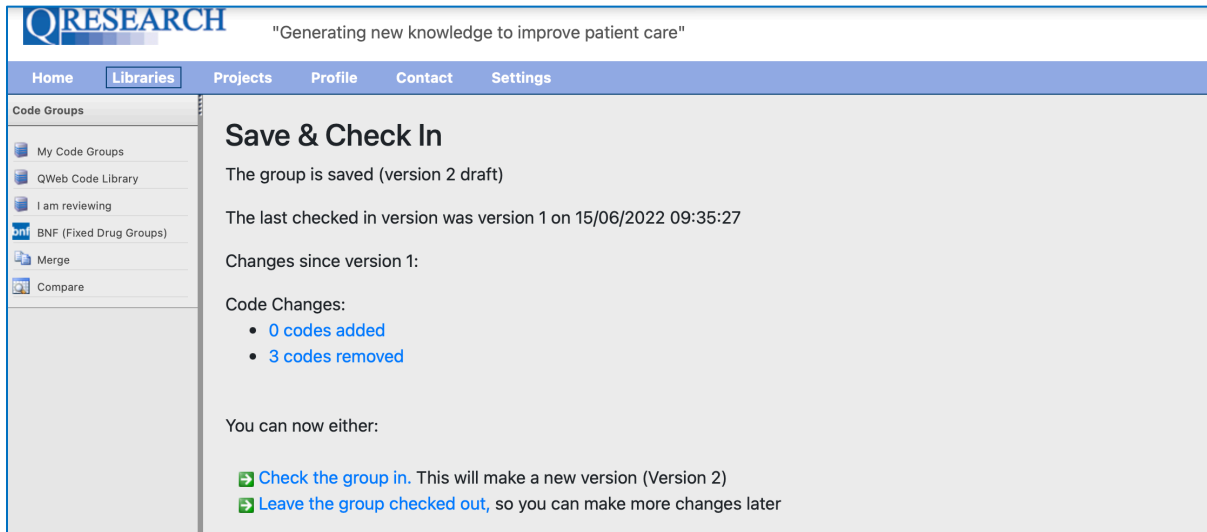
Blake can then Add or Remove Codes as before by selecting Contents from the upper right-hand menu and using the Browse or Search functions:



The screenshot shows the QRESEARCH interface. The top navigation bar includes 'Home', 'Libraries', 'Projects', 'Profile', 'Contact', and 'Settings'. The 'Libraries' tab is active. On the left, a sidebar shows 'Code Groups' with options like 'My Code Groups', 'QWeb Code Library', 'I am reviewing', 'BNF (Fixed Drug Groups)', 'Merge', and 'Compare'. The main content area is titled 'Browse | Search' and 'Anaphylaxis (ICD10) (4)'. It displays a message: 'You currently have this group checked out.' Below this, it states: 'Anaphylaxis (ICD10) contains the codes listed below. Untick the boxes to remove codes. Browse and search to add more.' A table lists the codes:

DMDID	Text (DMD/SNOMED)	Approved / Emis	Bnf	Ingredient(s)
<input checked="" type="checkbox"/> T780	T780 - Anaphylactic shock due to adverse food reaction		-	
<input checked="" type="checkbox"/> T782	T782 - Anaphylactic shock, unspecified		-	
<input checked="" type="checkbox"/> T805	T805 - Anaphylactic shock due to serum		-	
<input checked="" type="checkbox"/> T886	T886 - Anaphylactic shock due to adverse effect of correct drug or medicament properly administered		-	

Once Blake has Added or Removed the Codes, they follow the 'Save and Check In' process which produces a new Version:



The screenshot shows the 'Save & Check In' page. The top navigation bar is the same. The 'Libraries' tab is active. The sidebar is the same. The main content area is titled 'Save & Check In'. It displays the following information:

- The group is saved (version 2 draft)
- The last checked in version was version 1 on 15/06/2022 09:35:27
- Changes since version 1:
  - Code Changes:
    - 0 codes added
    - 3 codes removed
- You can now either:
  - [Check the group in.](#) This will make a new version (Version 2)
  - [Leave the group checked out,](#) so you can make more changes later

The Code Group is now saved as Version 2. Information is provided here about the previous Version (Version 1) and any Changes that have been made since (e.g. Codes added and removed).



## QWEB USER GUIDE

Blake can now keep the Code Group Checked Out and make further changes, or Check the Group In. Before confirming Check In, there is an option to make notes about the Version:

### Save & Check In

The group is saved

Notes about this version (optional):

✕ CancelConfirm Check In ➔

These can help to provide information for you and/or for any other Users the Code Group is shared with.

The Group can be Checked Out for editing by Blake to make further amendments and Checked back In again. Every time changes are made, a new Version will be created.



## QWEB USER GUIDE

### Changes made to Versions during the Review Process

Assigning and carrying out a Review of a Code Group is covered in the User Guides '*Reviewing Someone Else's Code Groups*' and '*Requesting a Review*', however it may be useful to follow this User Guide to see how Reviews impact on Versions.

If a Code Group is Reviewed by another User, they are able to make changes to the Codes. For example, here a Review has been conducted by an assigned QWeb user. They have Removed a Code from the Code Group as part of the Review and a proposed a new Version without this Code to the User who assigned the Review.

The Reviewer has the opportunity to make notes about this Version before Confirming completion of the Review:

Please confirm

Please confirm you wish to complete this review.

Code Changes made

EMIS Added (0) | Removed (1)

TRUD Added (0) | Removed (0)

SNOMED Added (0) | Removed (0)

Review comments (optional)

Version notes (optional)

Confirm

Cancel



## QWEB USER GUIDE

If the Review is accepted by the User who requested it, it will be Saved and Checked In as a new Version (2) by them:

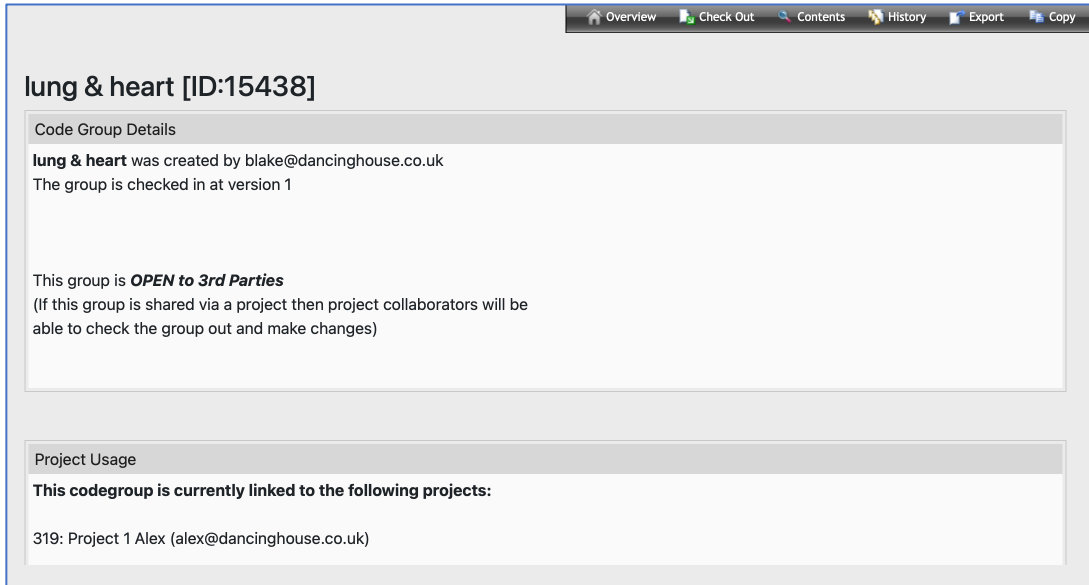
The screenshot displays the 'Heavy cigarette smokers [ID:15454]' page in the QWEB application. At the top, a navigation bar includes links for Overview, Check Out, Contents, History, Export, Copy, Link, and Delete. The main content area is titled 'Heavy cigarette smokers [ID:15454]' and contains a 'Code Group Details' section with an '[Edit Details]' link. The details are organized into two columns. The left column shows that the group was created by 'blake@dancinghouse.co.uk', is currently at 'version 2', and has the description 'people who smoke 40+ cigarettes per day'. It also notes that the group is 'LOCKED to 3rd Parties' and that collaborators in a project cannot edit it. The right column features a 'Reviewer' field with a search input, a 'Days to complete review' dropdown set to '10 days', and a 'Note for reviewer (optional)' text area. A 'Request review' button is located at the bottom right of the details section.

The Code Group will remain at this Version unless Blake Checks it Out again and edits the Codes, or assigns it to another Reviewer who makes changes. A Code Group may go through multiple changes and Versions during its lifetime. It can also be changed by Project Team members and become a new Version when Linked to a Project, as the next section explains.

## QWEB USER GUIDE

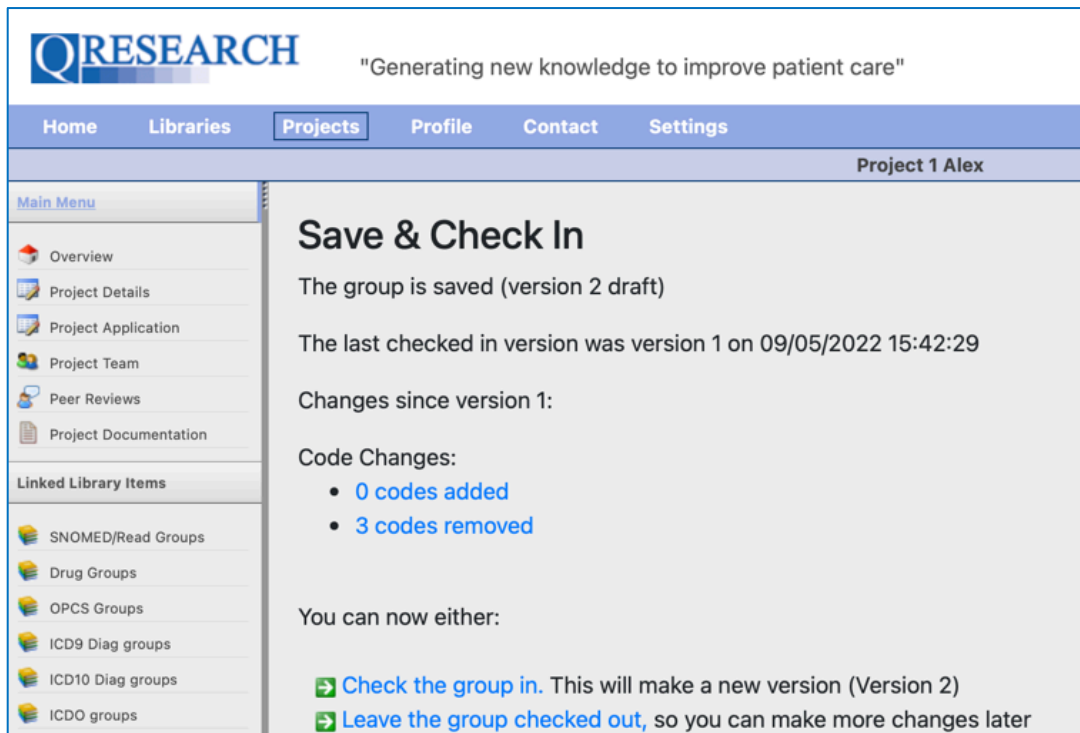
### Version Changes made to a Code Group Linked to a Project

Another way in which Versions can be changed is if a Checked In Version has been Linked to a Project, and a Project Collaborator Checks the Group Out and Adds or Removes Codes. For example, Blake has Linked their Code Group '*lung & heart*' to a Project they are working on with Alex, and made it editable to Third Parties:



The screenshot shows the 'lung & heart [ID:15438]' page. At the top, there is a navigation bar with links: Overview, Check Out, Contents, History, Export, and Copy. The main content area is divided into two sections. The first section, 'Code Group Details', states that the group was created by blake@dancinghouse.co.uk and is checked in at version 1. It also notes that the group is 'OPEN to 3rd Parties' and that project collaborators will be able to check the group out and make changes. The second section, 'Project Usage', states that the codegroup is currently linked to the following projects: 319: Project 1 Alex (alex@dancinghouse.co.uk).

Alex is able to Check the Group Out for Editing, Add or Remove Codes and Save and Check In the Code Group as a new Version:

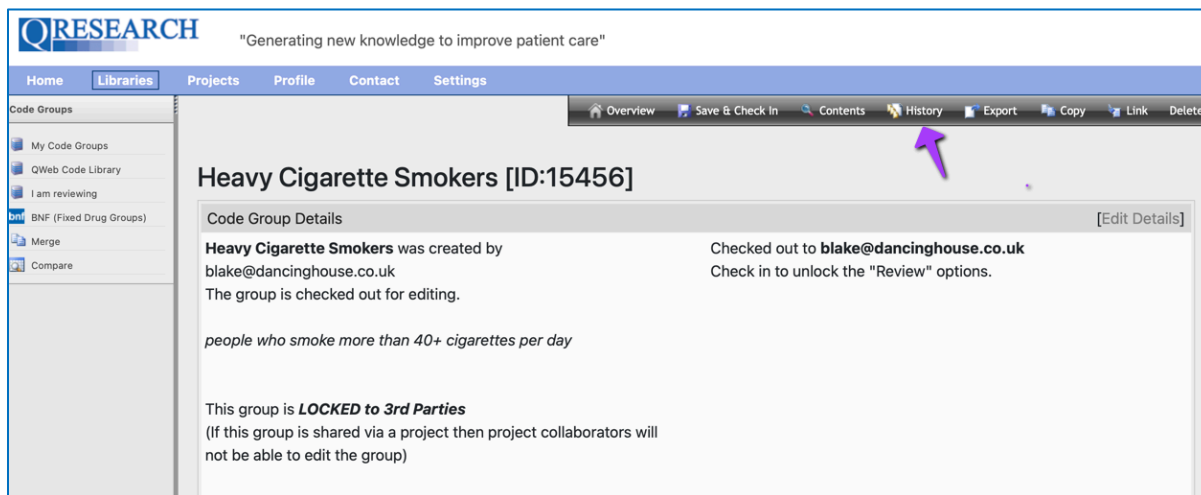


The screenshot shows the 'Save & Check In' page in the QRESEARCH application. The top navigation bar includes links: Home, Libraries, Projects (selected), Profile, Contact, and Settings. The main content area is titled 'Project 1 Alex'. The page displays the following information: 'The group is saved (version 2 draft)', 'The last checked in version was version 1 on 09/05/2022 15:42:29', and 'Changes since version 1:'. Under 'Code Changes:', it lists '0 codes added' and '3 codes removed'. At the bottom, it states 'You can now either:' and provides two options: 'Check the group in. This will make a new version (Version 2)' and 'Leave the group checked out, so you can make more changes later'.

## QWEB USER GUIDE

### Version History

A Code Group's Version History can provide useful information, especially if there are several Versions and multiple changes have been made. This can be found by selecting the 'History' link in a Code Group's Details:



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries Projects Profile Contact Settings

Code Groups

My Code Groups  
QWeb Code Library  
I am reviewing  
BNF (Fixed Drug Groups)  
Merge  
Compare

Overview Save & Check In Contents **History** Export Copy Link Delete

### Heavy Cigarette Smokers [ID:15456]

Code Group Details [Edit Details]

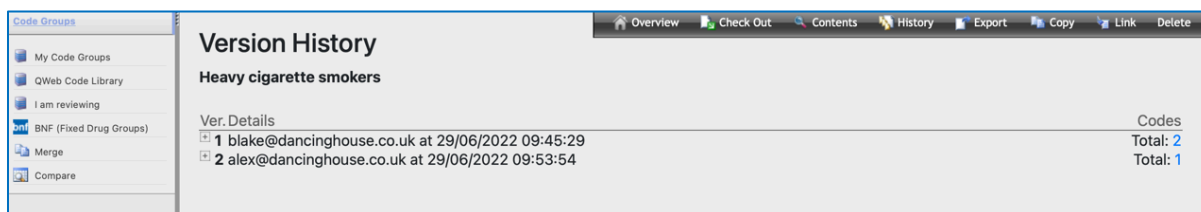
Heavy Cigarette Smokers was created by blake@dancinghouse.co.uk  
The group is checked out for editing.

Checked out to **blake@dancinghouse.co.uk**  
Check in to unlock the "Review" options.

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

This group is **LOCKED to 3rd Parties**  
(If this group is shared via a project then project collaborators will not be able to edit the group)

You are able to view a condensed Version History which shows the number of Codes in each Code Group Version, and who created the Version and when:



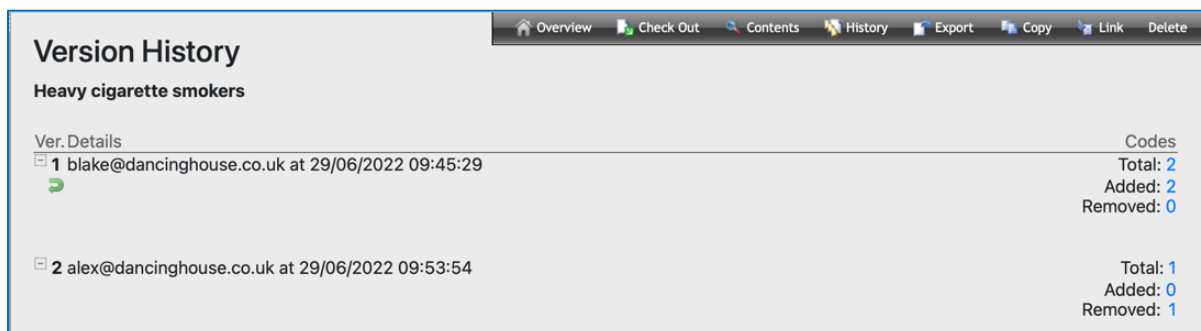
Overview Check Out Contents History Export Copy Link Delete

### Version History

#### Heavy cigarette smokers

Ver. Details	Codes
1 blake@dancinghouse.co.uk at 29/06/2022 09:45:29	Total: 2
2 alex@dancinghouse.co.uk at 29/06/2022 09:53:54	Total: 1

You can also expand the information which shows how many Codes were Added to or Removed from the Group:



Overview Check Out Contents History Export Copy Link Delete

### Version History

#### Heavy cigarette smokers

Ver. Details	Codes
1 blake@dancinghouse.co.uk at 29/06/2022 09:45:29	Total: 2 Added: 2 Removed: 0
2 alex@dancinghouse.co.uk at 29/06/2022 09:53:54	Total: 1 Added: 0 Removed: 1

## QWEB USER GUIDE

If you Share a Code Group to all QWeb Users, information about its Versions will also be visible in the QWeb Code Library, where number of Versions is listed:

QWeb Code Library								
Displays Code Groups that are shared to QWeb users, or shared to the public.								
Found 214 Code Groups				Page: 2 3 4 5 6 7 8 9 10				
Refine your results <input type="button" value="Search"/>		All Group Types		Sort By Shared on Public		Show 20 Groups		
ID	Name	Owner	QWeb Shared	Public Shared	Type	SharePublic	Version	Codes
7676	<a href="#">liver disease NAFLD</a>	Prof Julia Hippisley-Cox	✓	✓	SNOMED/Read	True	1	7
701	<a href="#">1.1 Antacids</a>	QWeb System	✓	✓	Drug	True	16	95
713	<a href="#">1.3.5 Prostaglandin Analogues (PPI)</a>	QWeb System	✓	✓	Drug	True	16	76
1657	<a href="#">3.3.2 Leukotriene receptor antagonists</a>	QWeb System	—	✓	Drug	True	14	10
881	<a href="#">6.1.1.1 Short-Acting Insulin Preparations</a>	QWeb System	✓	✓	Drug	True	20	71
938	<a href="#">8.2.1 Cytotoxic Immunosuppressants</a>	QWeb System	—	✓	Drug	True	16	35
939	<a href="#">8.2.2 Corticosteroids And Other Immunosuppressants</a>	QWeb System	—	✓	Drug	True	16	98
940	<a href="#">8.2.3 Immunostimulants</a>	QWeb System	—	✓	Drug	True	18	29

If you Share a Code Group to the [QResearch](#) website, the Version number will be visible in the Code Group information you select from the QCode Group Library:

QRESEARCH

Search this site

Q

HOME

ABOUT

PUBLICATIONS

INFORMATION

RESEARCH

SEARCH

DATA

QWEB LOGIN

Group

1.1 Antacids

Owner

QWeb System

Comments

Group ID

701

Group Type

DMD

Version

16

Last Modified

17/05/2020

SHOW

10

ENTRIES

SEARCH:

Code	Term
33496711000001102	Acidex Advance oral suspension aniseed (Wockhardt UK Ltd)
33495711000001105	Acidex Advance oral suspension peppermint (Wockhardt UK Ltd)
3032511000001109	Acidex oral suspension aniseed (Pinewood Healthcare)
9363011000001101	Acidex oral suspension peppermint (Pinewood Healthcare)
4859211000001104	Actal 360mg tablets (Seven Seas Ltd)
22437011000001103	Activated charcoal 300mg capsules
3818011000001108	Activated charcoal 300mg tablets
12557811000001104	Actonorm gel (Wallace Manufacturing Chemists Ltd)
4859911000001108	Alexitol sodium 360mg tablets
3763511000001108	Algicon chewable tablets (Aventis Pharma)

This User Guide has provided an Overview about Versions on QWeb and the Version History process.

Further information about Code Groups Sharing, Reviewing, Linking to Projects, Saving and Checking In and Out is available in other User Guides in this series, listed at the start of this Guide.