

## QWEB USER GUIDE

### Reviewing someone else's Code Group

Another QWeb User may ask you to Review a Code Group from their Library. This enables you to view the Code Group, add and remove Codes if applicable, and comment on the Code Group and any changes you have made. This User Guide explains how to do this. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, '*How do I Review Someone Else's Code Group?*'

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

- Sharing Code Groups with other QWeb Users/Requesting a Review
- 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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### Reviewing someone else's Code Group

1. If someone wants you to Review a Code Group from their Library they will send you a Review request from QWeb. This will be sent to the email address that you use to log in to QWeb. The request will include the Code Group Name and ID, the required completion date of the Review, the username/email address of the person requesting the Review, and any notes that they have added:



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

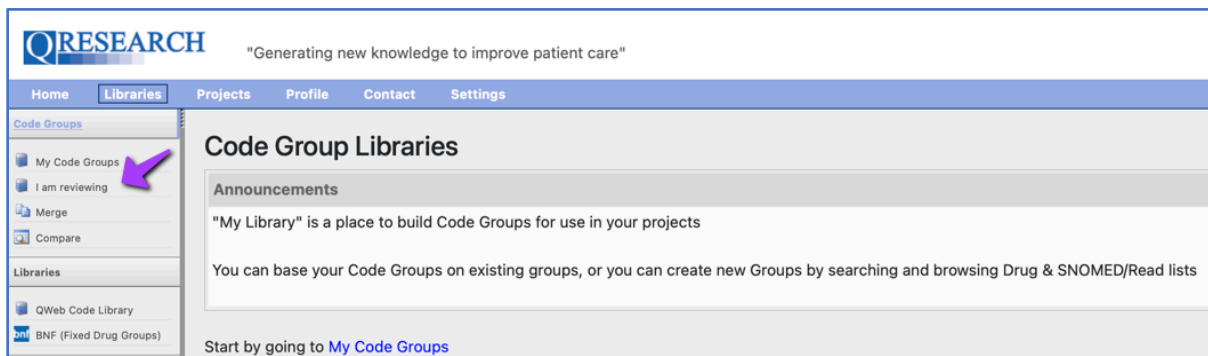
You have been requested to review the following:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Complete by	17/10/2022
Requested by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Could you please look at this and see if you think any further Codes need adding?

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

The QResearch Team.

2. The Review request will also be visible to you on QWeb. To view this, click on the 'I am reviewing' link on the Libraries page:



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Home **Libraries** Projects Profile Contact Settings

Code Groups

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

Libraries

- QWeb Code Library
- BNF (Fixed Drug Groups)

### Code Group Libraries

**Announcements**

"My Library" is a place to build Code Groups for use in your projects

You can base your Code Groups on existing groups, or you can create new Groups by searching and browsing Drug & SNOMED/Read lists

Start by going to [My Code Groups](#)

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- This takes you to the 'Code Groups I am Reviewing' area.

If a Review request has been made, it will be visible on the screen in the format below:


### 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	
15504	Heavy Cigarette Smokers	alex@dancinghouse.co.uk	17/10/2022	<div>Review</div> <div>Decline</div>

- If no Review requests have been made, the area will look like this:



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[Home](#)
[Libraries](#)
[Projects](#)
[Profile](#)
[Contact](#)
[Settings](#)

Code Groups

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

Libraries

- QWeb Code Library
- BNF (Fixed Drug Groups)

### Code Groups I am Reviewing

You have no pending Code Groups to review.

- To **decline** a Review request, click on the Decline button at the bottom right of the screen:

### Code Groups I am Reviewing

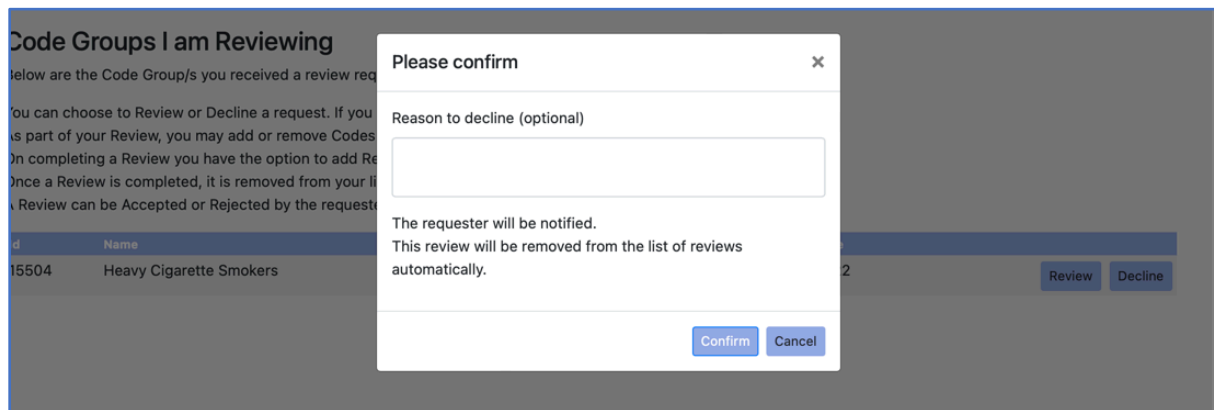
Below are the Code Group/s you received a review request for.

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.

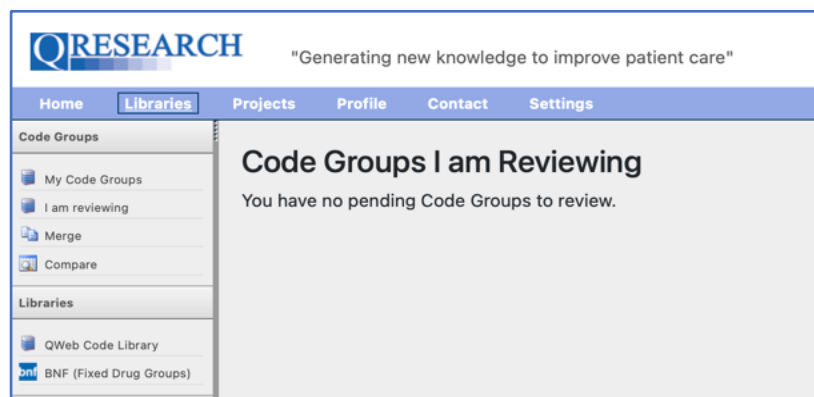
Id	Name	Requester	Expiry date	
15504	Heavy Cigarette Smokers	alex@dancinghouse.co.uk	17/10/2022	<div>Review</div> <div>Decline</div>

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- A pop-up form will then ask you to confirm your decision to decline the Review by clicking on the 'Confirm' button. (It also provides the opportunity for you to state your reason for declining if you wish):



Once you have clicked on the 'Confirm' button, the Review will be removed and you will once again have no Reviews pending:





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The QWeb user who requested the Review will then receive an email from the QResearch Team advising that the Review has been declined:

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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.

7. To **accept** a Review request, click on the Review button at the bottom right of the screen:

### 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.

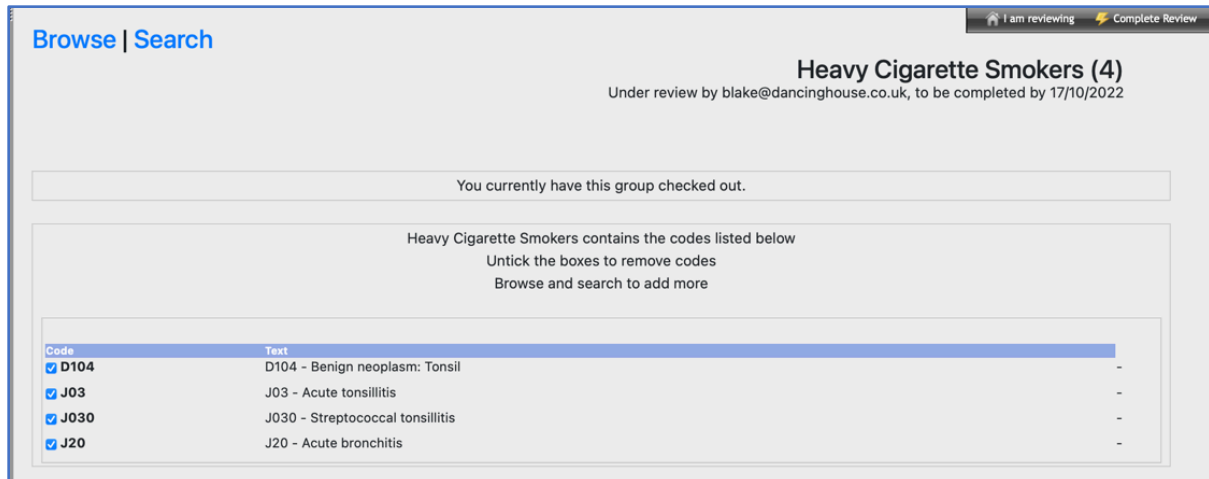
Once a Review is completed, it is removed from your list of Reviews.

A Review can be Accepted or Rejected by the requester. You will be notified accordingly.

Id	Name	Requester	Expiry date	
15504	Heavy Cigarette Smokers	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a>	17/10/2022	<div><div>Review</div><div>Decline</div></div>


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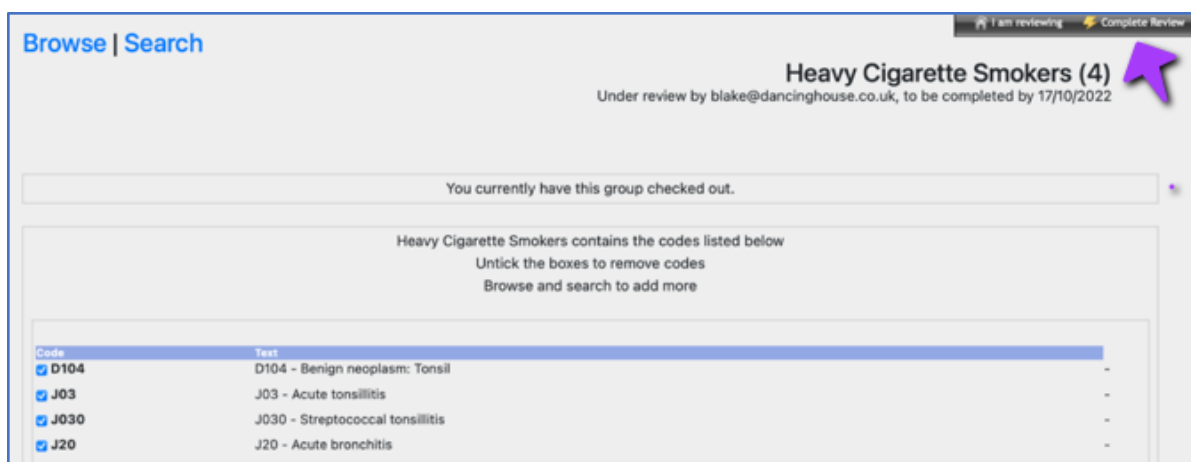
You will then be given access to the Code Group you have been asked to Review:



The screenshot shows the QWEB interface. At the top, there are links for 'Browse' and 'Search'. On the right, the title 'Heavy Cigarette Smokers (4)' is displayed, along with the text 'Under review by blake@dancinghouse.co.uk, to be completed by 17/10/2022'. Below this, a message states 'You currently have this group checked out.' The main content area shows a list of codes under the heading 'Heavy Cigarette Smokers contains the codes listed below'. The list includes four codes, each with a checked checkbox: D104 - Benign neoplasm: Tonsil, J03 - Acute tonsillitis, J030 - Streptococcal tonsillitis, and J20 - Acute bronchitis. At the bottom right of the list, there are minus signs indicating that more codes can be removed.

The Code Group is checked out to you and available for editing. As with your own Code Groups, if you decide to add more Codes, use the Browse/Search options; and if you want to remove Codes, untick the checkboxes. It is also possible to leave the Code Group as it is without making any changes.

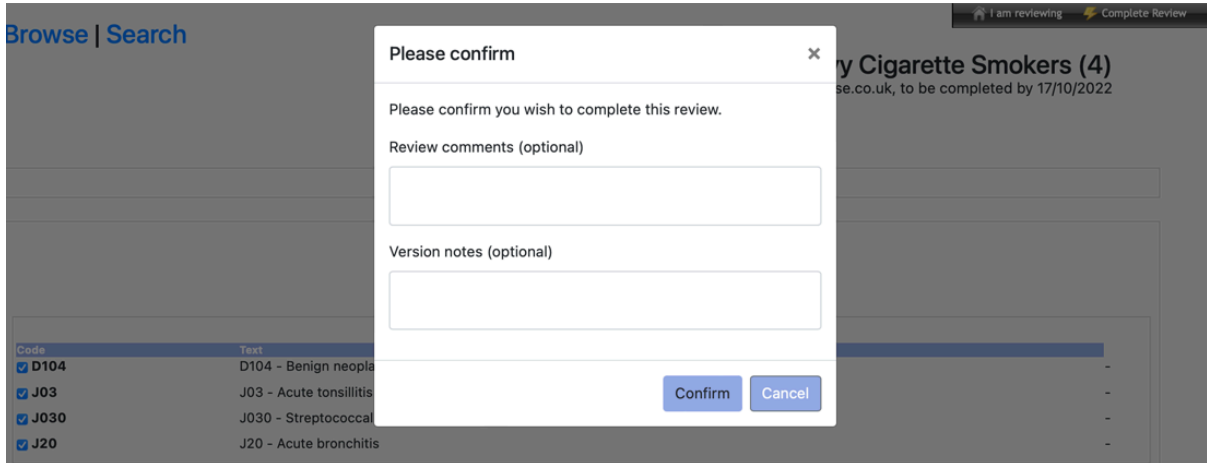
- When you have finished the Review process, click on the  link in the top right hand corner of the screen:



This screenshot is identical to the previous one, but with a purple arrow pointing to the 'Complete Review' button in the top right corner of the interface.

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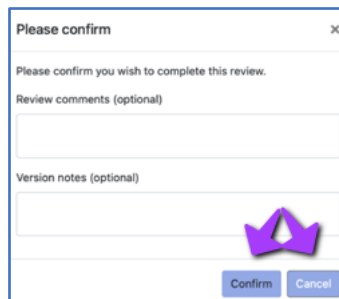
- You will then be asked to complete a pop-up form to Confirm completion of the Review. This also allows you to make comments about the Review, as well as anything specific to this Version of the Code Group:



The screenshot shows a web application interface with a 'Please confirm' modal dialog box. The dialog contains the text 'Please confirm you wish to complete this review.' followed by two optional text input fields: 'Review comments (optional)' and 'Version notes (optional)'. At the bottom of the dialog are 'Confirm' and 'Cancel' buttons. In the background, a table lists code groups being reviewed:

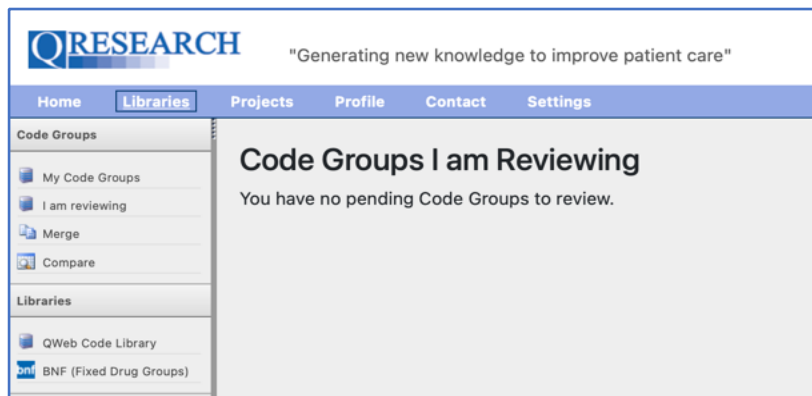
Code	Text
<input checked="" type="checkbox"/> D104	D104 - Benign neoplasms
<input checked="" type="checkbox"/> J03	J03 - Acute tonsillitis
<input checked="" type="checkbox"/> J030	J030 - Streptococcal infections
<input checked="" type="checkbox"/> J20	J20 - Acute bronchitis

Select the Confirm button if you wish to confirm the Review, or the Cancel button if you do not:



This is a close-up of the 'Please confirm' modal dialog box. It shows the same text and input fields as the previous image. A purple arrow points to the 'Confirm' button at the bottom right of the dialog.

If you Confirm the Review, your screen will once again show that you have no pending Reviews:



The screenshot shows the QWeb interface after confirming the review. The 'Libraries' tab is selected in the top navigation bar. On the left, there is a sidebar with 'Code Groups' and 'Libraries' sections. The main content area is titled 'Code Groups I am Reviewing' and displays the message: 'You have no pending Code Groups to review.'



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10. The person who has requested the Review will be notified by email that the Review has been completed. They then have the option to approve or reject the Review:

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

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

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Completed 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 completed. Changes may have been made.

To approve or reject this review, please see the details for this [Code Group](#).

The QResearch Team.

If your review is **rejected**, you will receive an email in the format shown below:

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

Your review has been rejected for the following Code Group:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Rejected by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )

No further action is required.

The QResearch Team.





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If your Review is **accepted**, you will receive the information shown below in an email, including any Notes that the user has typed for you to see:



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

Your review has been accepted for the following Code Group:

Code Group	Heavy Cigarette Smokers
Code GroupId Id	15504
Accepted by	<a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> ( <a href="mailto:alex@dancinghouse.co.uk">alex@dancinghouse.co.uk</a> )
Note	Thanks.

No further action is required.

The QResearch Team.

11. If accepted, any changes that you have made to the QWeb user's Code Group will be incorporated into a new Version of the Code Group.
12. This User Guide has illustrated how to Review another QWeb user's Code Group. You may also find it helpful to view the User Guide 'Sharing Code Groups with other QWeb Users/Requesting a Review' which gives information about the Review process from the perspective of the QWeb user requesting the Review. 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.