QWEB USER GUIDE

Code Groups: Saving, Checking In and Checking Out

Once a Code Group is in your Library, it needs to be Saved and Checked In before it can be linked to a Project or Reviewed by another QWeb user. This Guide explains how to Save, Check In and Check Out a Code Group. It is a stand-alone Guide but you may also wish to refer to the accompanying Video, '*How Do I Save and Check In a Code Group?'*

Please note - you do not need to have Project Approval to build your Code Library, but Data will not be released until Approval has been granted.

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

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
Linking Code Groups to Projects created by other QWeb Users
Code Group Versions: An Overview
Merging 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
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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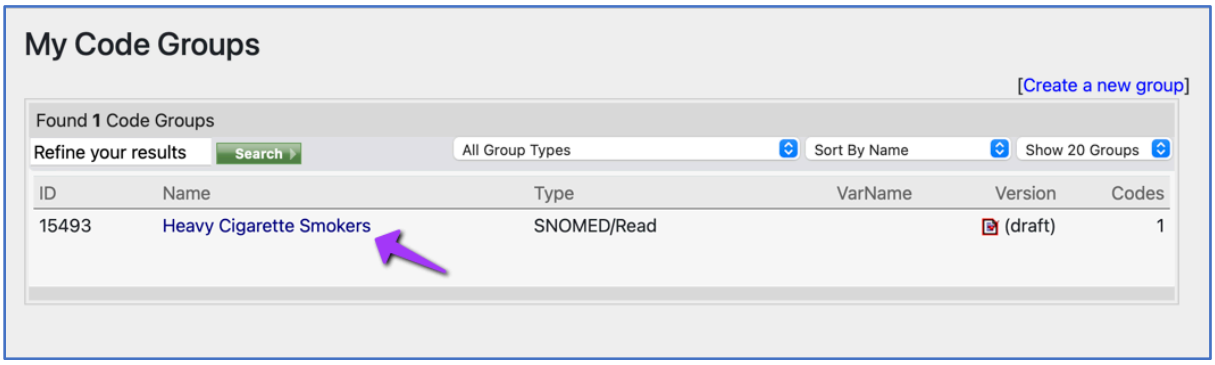
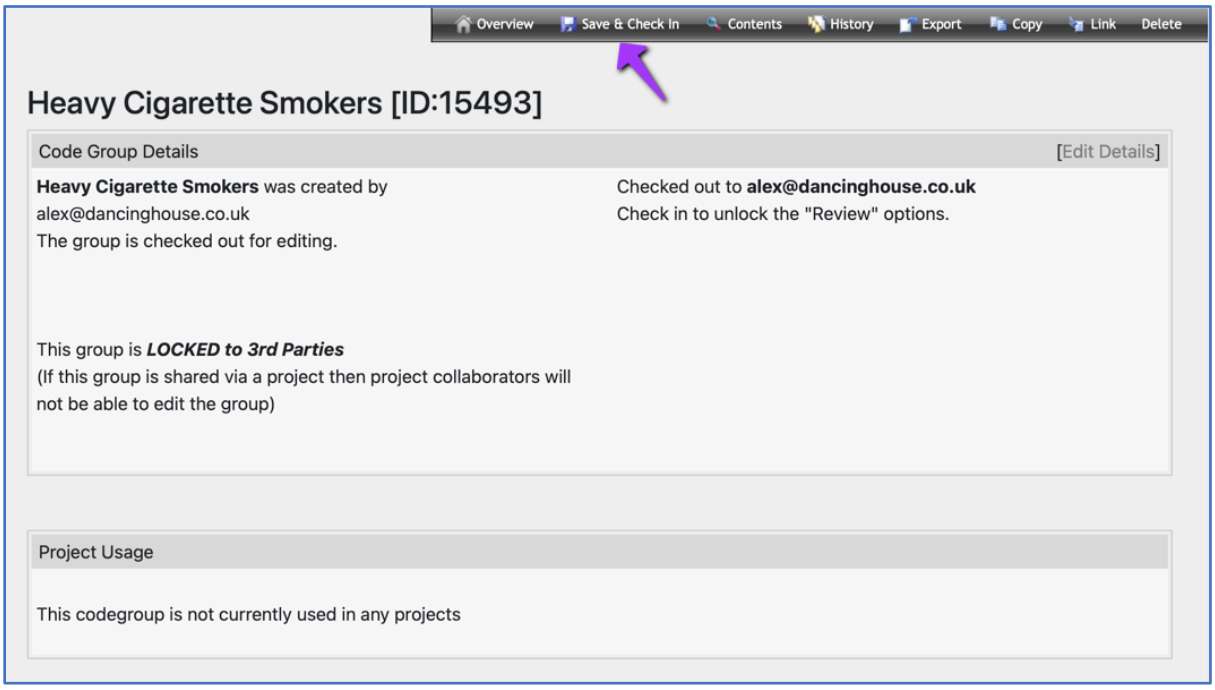
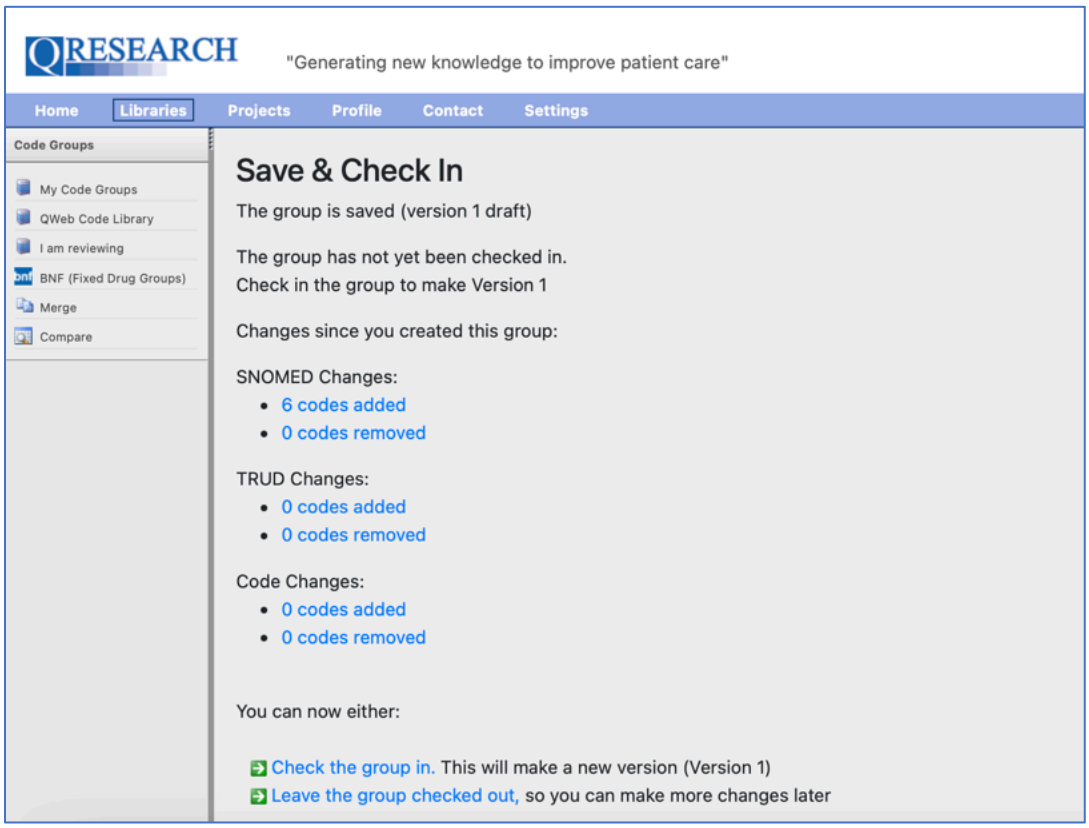
1. After building a Code Group, it can be Saved and Checked In for use in Projects or Review. To do this, in 'My Code Groups' select the Code Group that you wish to use by clicking on its name in blue text:



2. Then select the '*Save and Check In'* option from the menu on the top right of the screen.

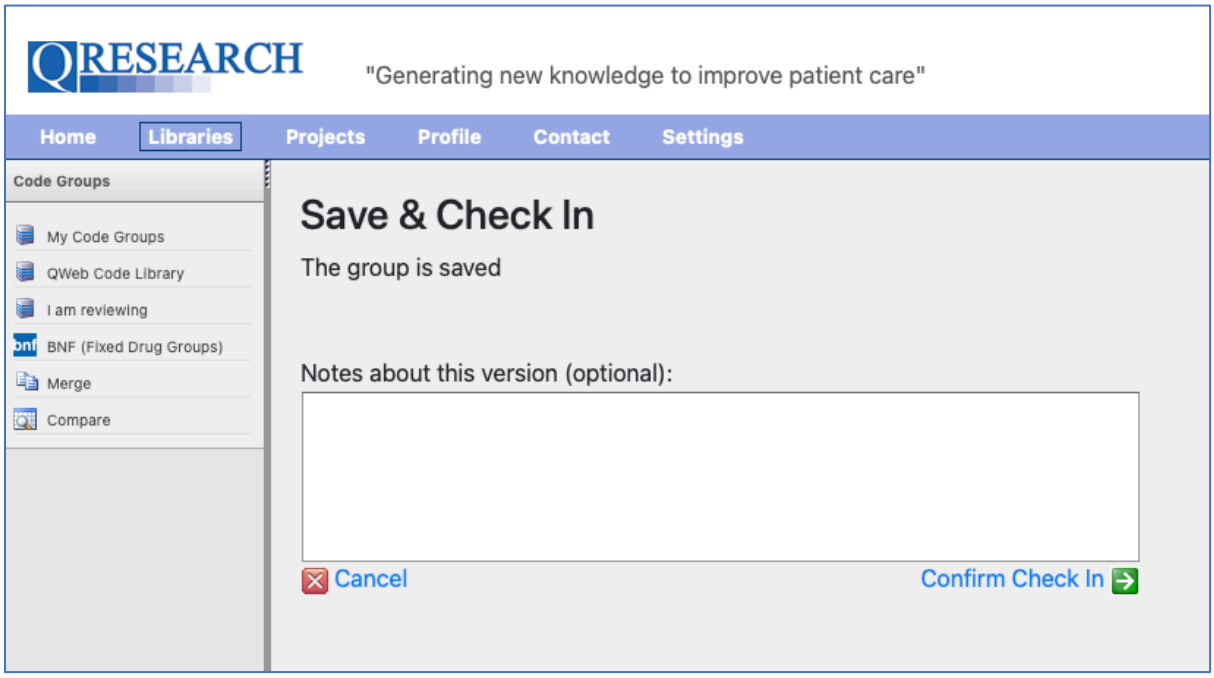


This will Save the Code Group as Version 1. You then have the option to Check it In for use in Projects or Reviews, or keep it Checked Out to add or remove more Codes:



3. If you select 'Leave the Group Checked Out', you will be returned to the Code Group Details and can edit them if you wish:

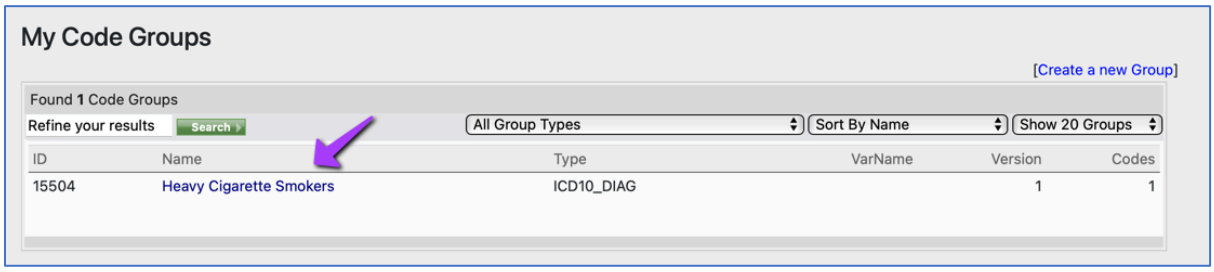
4. You need to select the 'Check the Group In' option for the Code Group to be Checked In, enabling its use in a Project or Review. You also have the option to make Notes about the Code Group prior to Check In (these can help to provide information for you and/or for any other Users you decide to share the Group with):



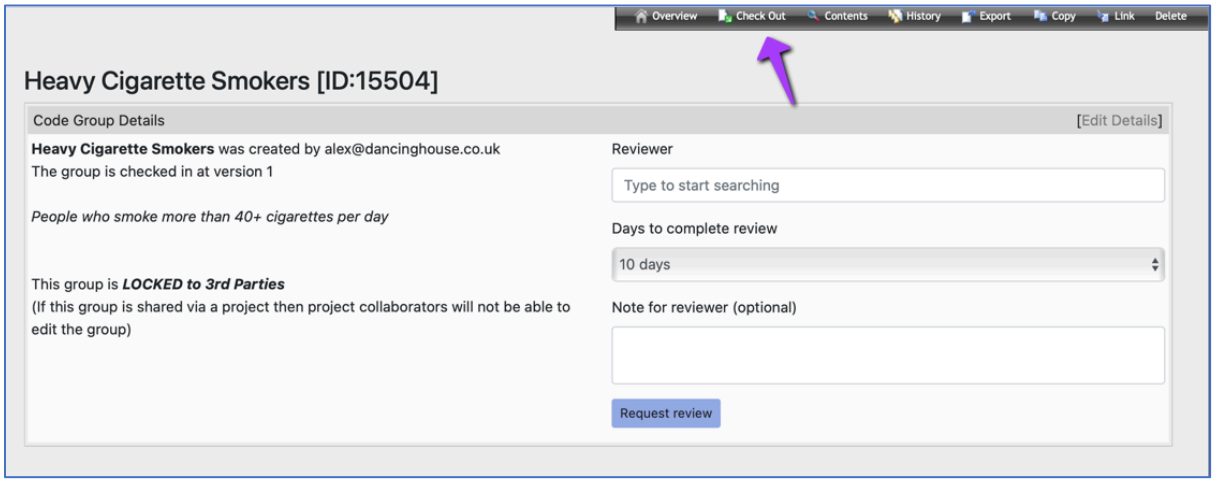
5. Select 'Confirm Check In' to confirm the Code Group Check In. You will then see that Version 1 is Checked In. You can also see that the default option for a Code Group is 'locked to third parties', which means other people will not be able to make changes to your Code Group if you later share it through a Project:

The Code Group can now be used in an approved Project or Reviewed by another QWeb User. (You may wish to refer to the User Guides '*Using My Code Groups in Projects'* and '*Sharing Code Groups with other QWeb Users/Requesting a Review'* for information on how to do this.)

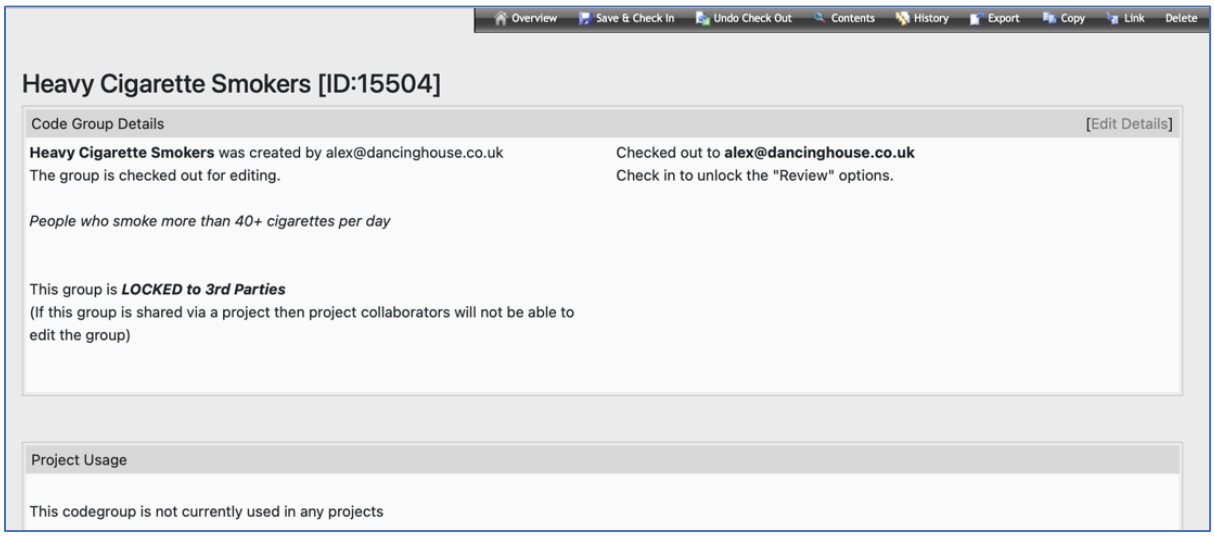
6. Once Checked In, you can also Check the Code Group Out again to add or remove Codes (unless it is currently under Review which Checks the Group Out to the Reviewer). Follow the same process as before by selecting the Code Group you want to Check Out:



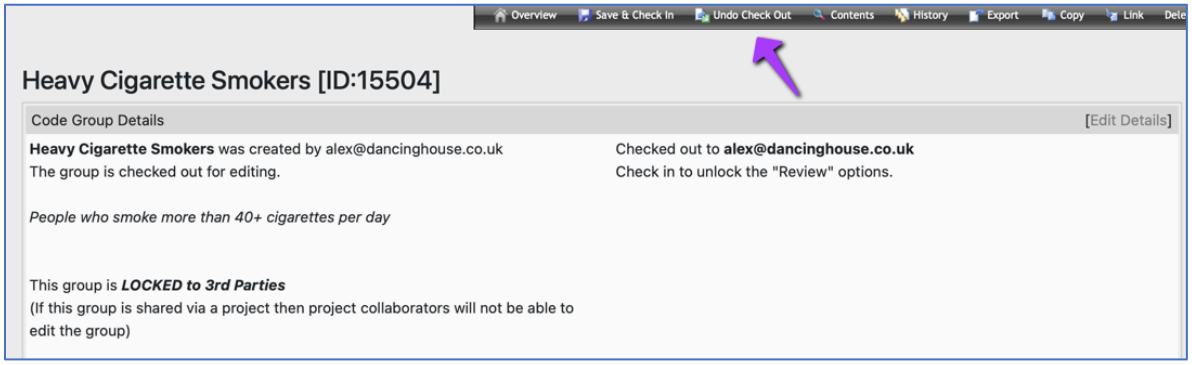
7. This takes you to the Code Group Details. Select 'Check Out' to Check Out the Code Group (Version 1) for editing:



Version 1 of the Code Group is now Checked Out:

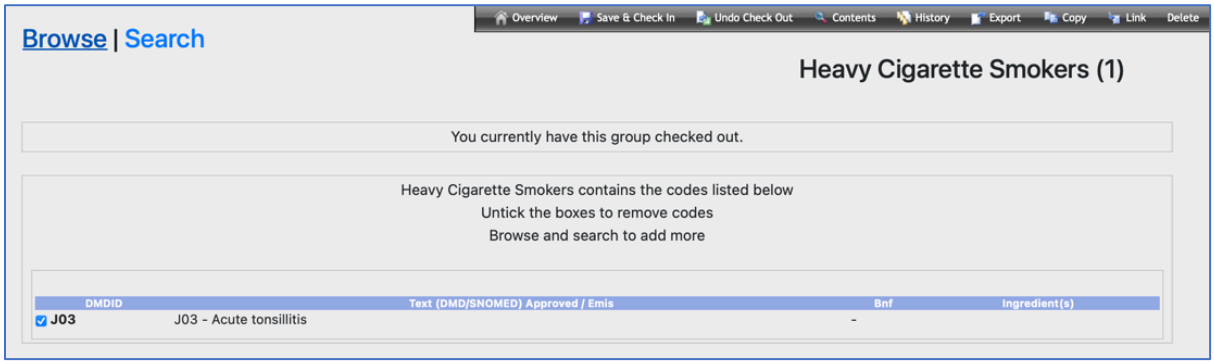


8. You have the option to '*Undo Check Out*' by selecting from the menu in the top right of the screen:

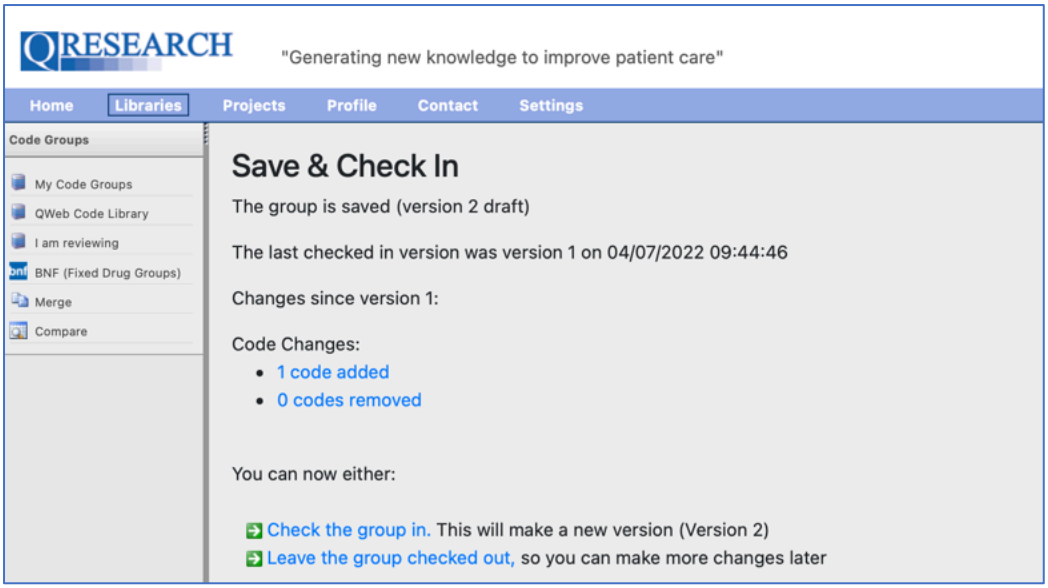


9. To add or remove Codes, select '*Contents*':

You will then be returned to the Search or Search/Browse area, where you can Search or Browse for Codes and also have the option to remove Codes:



10. Once you have made the required changes to the Code Group, return to 'My Code Groups' and select the Group by name. You can then choose the Save & Check In option. This will Save a new Version of your Code Group:



The Code Group is now Saved as a new Version (Version 2) and, as before, can be left Checked out for editing or Checked In for use in a Project or Review.

For more information on Versions, refer to the User Guide '*Versions: An Overview'* and/or the accompanying Video Guide.

Groups are sometimes Checked In and Out multiple times when used in a Project. Again you may wish to refer to the User Guides *Using Codes groups in Projects* and *Sharing Code Groups with other QWeb Users/Requesting a Review* once your Code Group is ready to share. Corresponding Video Guides are also available on the QResearch website.