

QWEB USER GUIDE

Linking Code Groups to Projects created by other QWeb Users

You can use Code Groups belonging to other members of your Project Team in a Project if they have been Linked to your Project. Similarly, you can Link your Code Groups to another QWeb User's Project if you are a member of their Project Team. Code Groups can be enabled for editing by Project Team members, and Project Team members can also Remove Code Groups from a Project. This Guide explains how to do this. It is a stand-alone Guide but you may also wish to refer to the video, '*How do I Link Code Groups to Projects on QWeb?*'

If you need further information about Building Code Groups and the different types of data available on QWeb, please refer to the first four documents listed below.

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
- Code Group Versions: An Overview
- Saving and Checking In Code Groups
- 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:

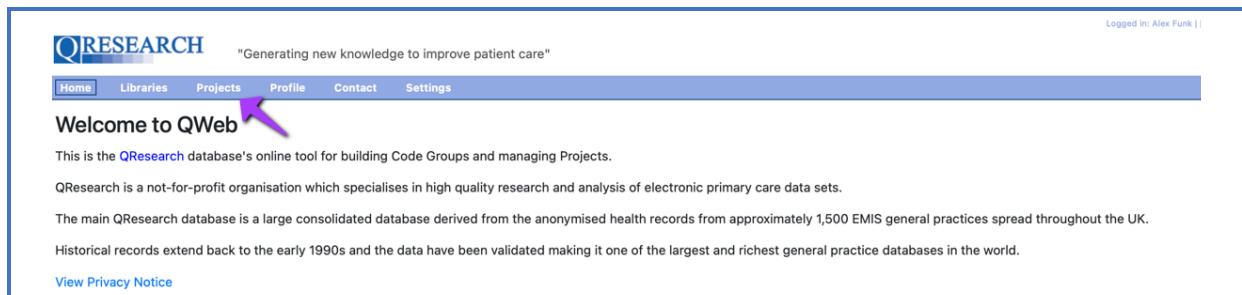
<https://www.qresearch.org/about/contact-us/>

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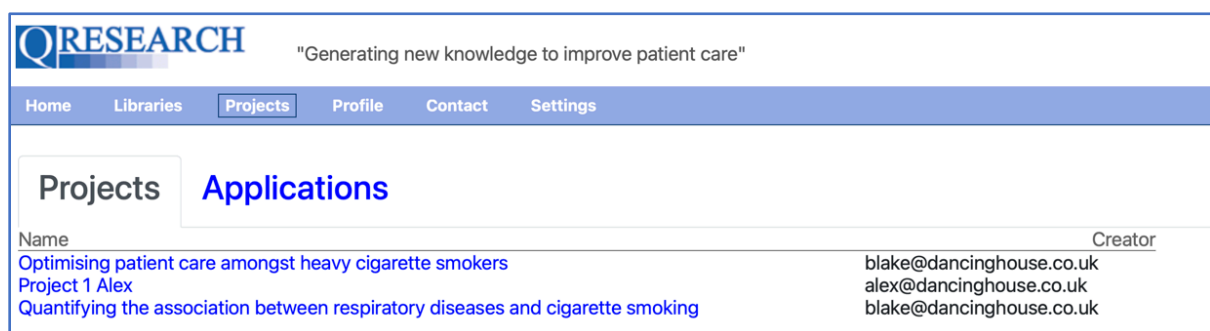
Viewing Projects and Project Teams

1. When an Application Form for a Project is submitted, it contains the names of Reviewers, Co-Applicants and Researchers who are part of the Project Team. As well as the Project Creator, these named persons are able to share their Code Groups to the Project for editing. (Members of the Project Team can be changed by revising the Project Application form.)

To view all Projects that include you in their Project Team, first select '*Projects*' from the Welcome page:



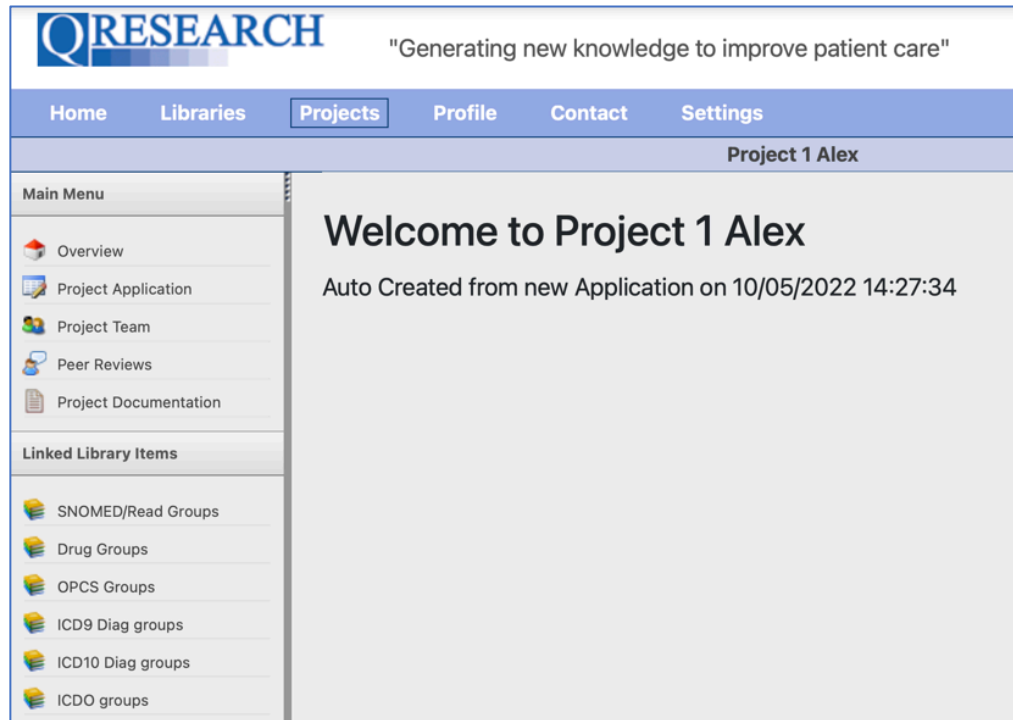
This will display all Projects that include you as a Project Team member. Here, for example, as well as being the creator of two Projects, Blake is a Co-Applicant on 'Project 1 Alex':



This Project was created by Alex, but because they are a named person involved in the Project, Blake is able to view the Project's Details and add their own Code Groups to the Project.

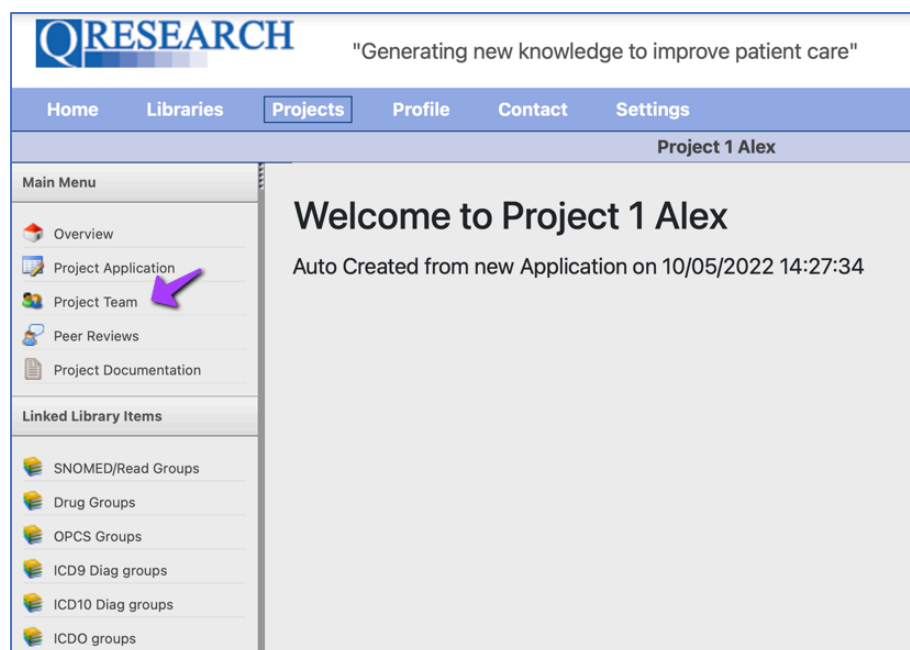
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- To view more information about a Project, click on its [name](#) in blue in the Project list. For example, clicking on 'Project 1 Alex' displays the Project Overview below:



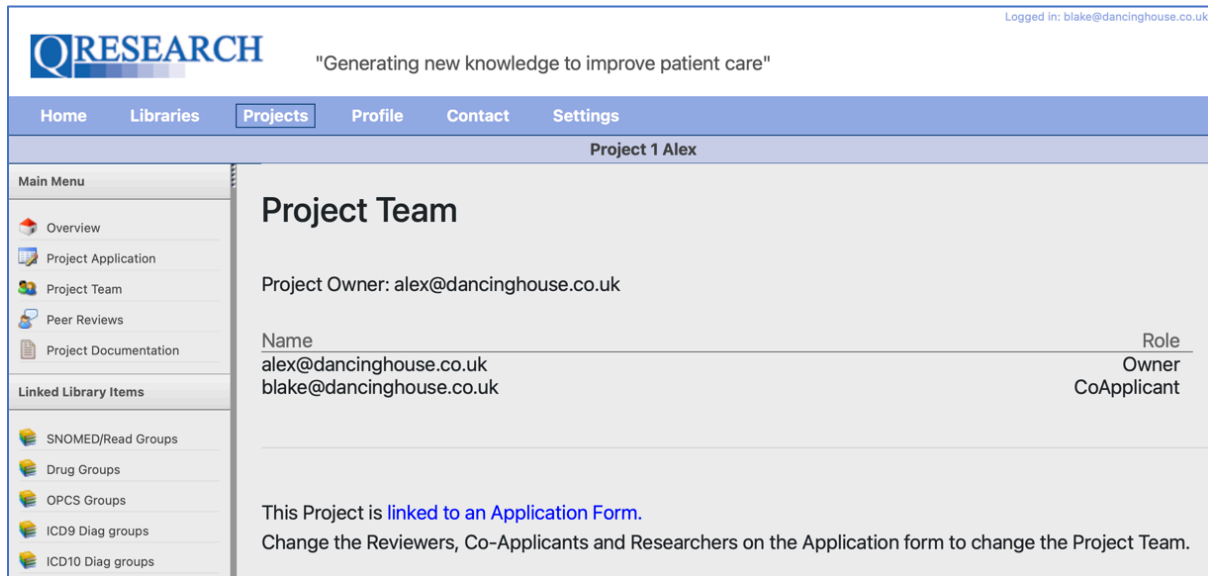
To the upper left is a Main Menu which includes links to the Overview; Project Application; Project Team; Peer Reviews; and Project Documentation.

- To view other Users involved in the Project, select Project Team from the left-hand menu:



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This displays the QWeb Users who are part of the Project Team, and their roles in the Project:



The screenshot shows the QRESEARCH web application interface. At the top, the QRESEARCH logo and tagline "Generating new knowledge to improve patient care" are displayed. The user is logged in as "blake@dancinghouse.co.uk". The navigation menu includes Home, Libraries, Projects (selected), Profile, Contact, and Settings. The main content area is titled "Project 1 Alex" and "Project Team". It shows the Project Owner as "alex@dancinghouse.co.uk". Below this, a table lists the Project Team members:

Name	Role
alex@dancinghouse.co.uk	Owner
blake@dancinghouse.co.uk	CoApplicant

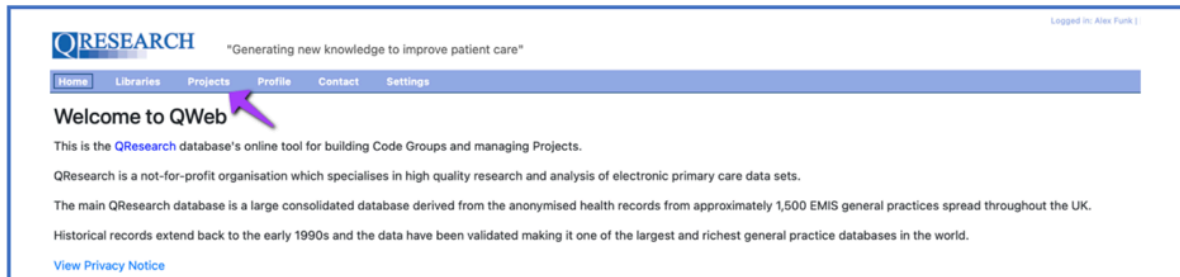
Below the table, a message states: "This Project is [linked to an Application Form](#). Change the Reviewers, Co-Applicants and Researchers on the Application form to change the Project Team."

The next section shows how to share Code Groups to another Project if you are a Project Team member.

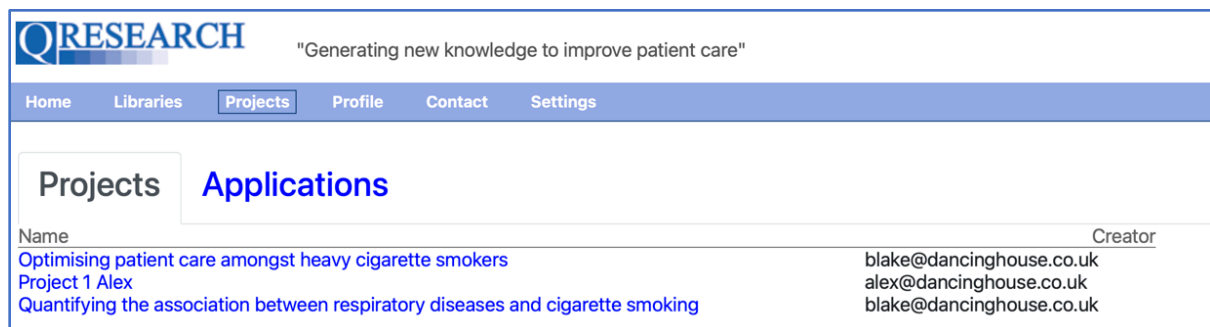
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Sharing Code Groups with another QWeb User's Project

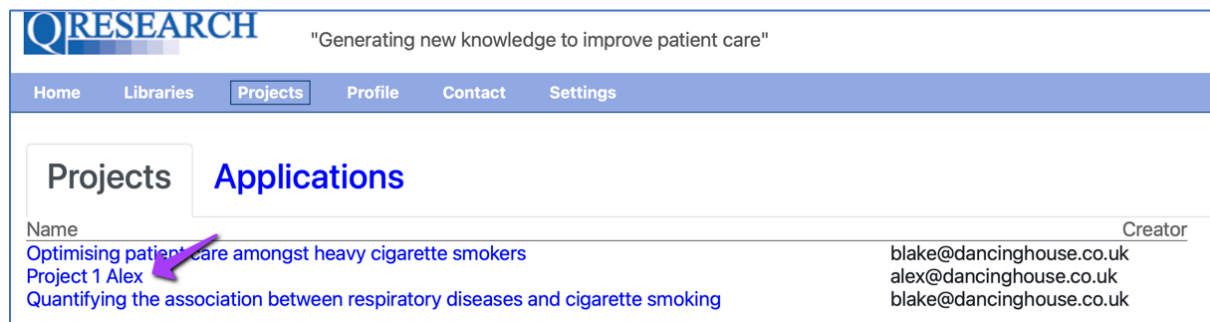
- To share Code Groups with another Project, select the 'Projects' link from the homepage menu:



- This shows you not only the Projects that you have Created but also those which include you in their Project Team. For example, 'Project 1 Alex' was Created by Alex, but is visible to Blake as they are also a member of the Project Team:

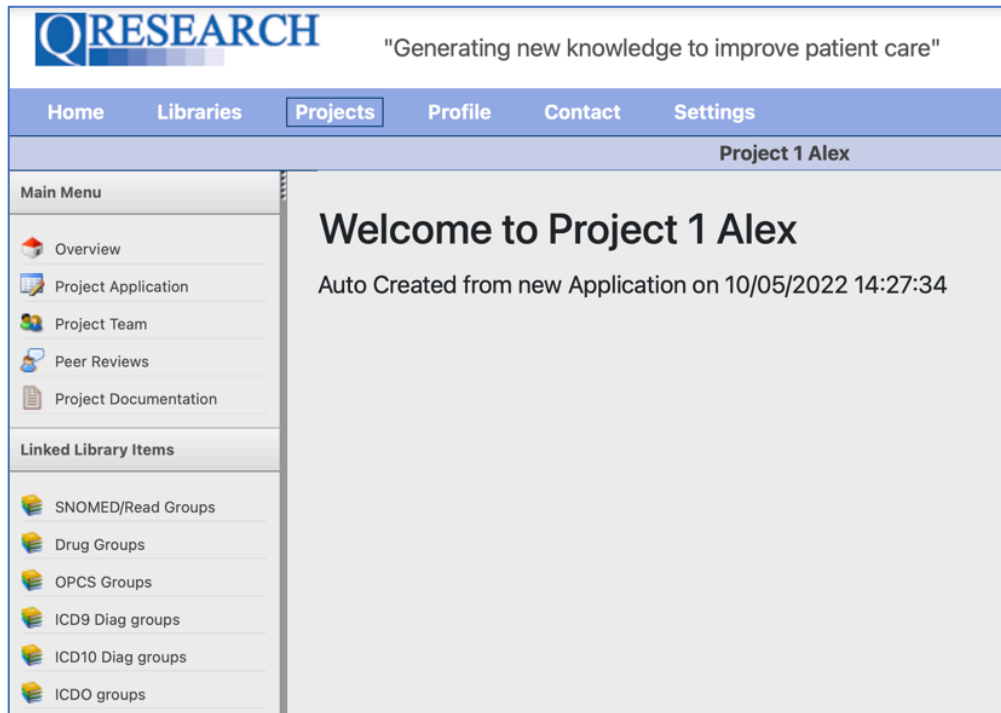


- To add a Code Group to a Project that includes you on its Team, click on the Project name in blue:

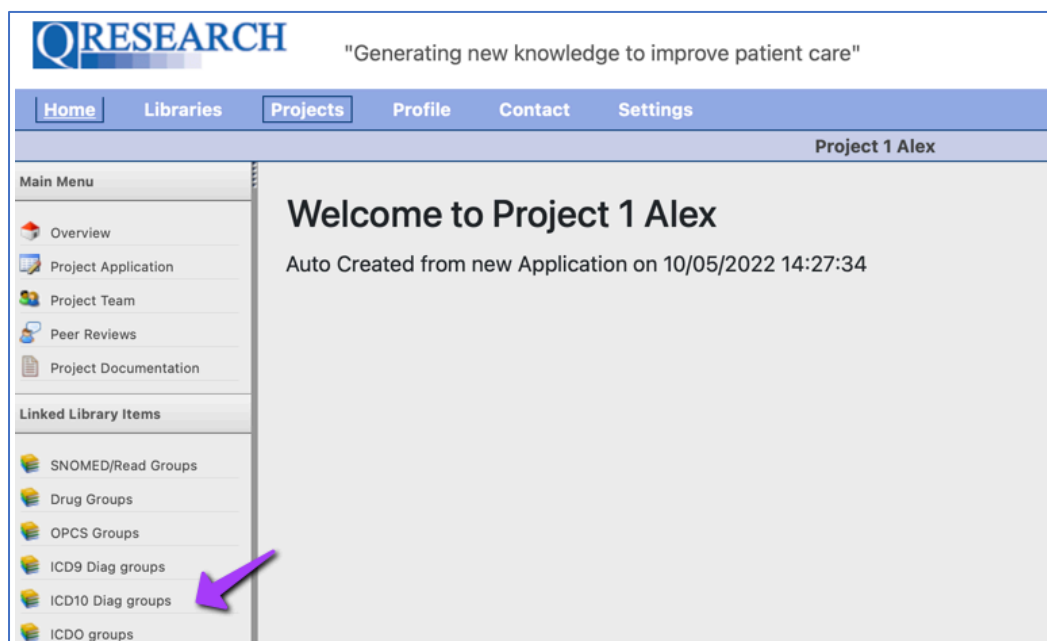


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You are then shown the Project Overview:

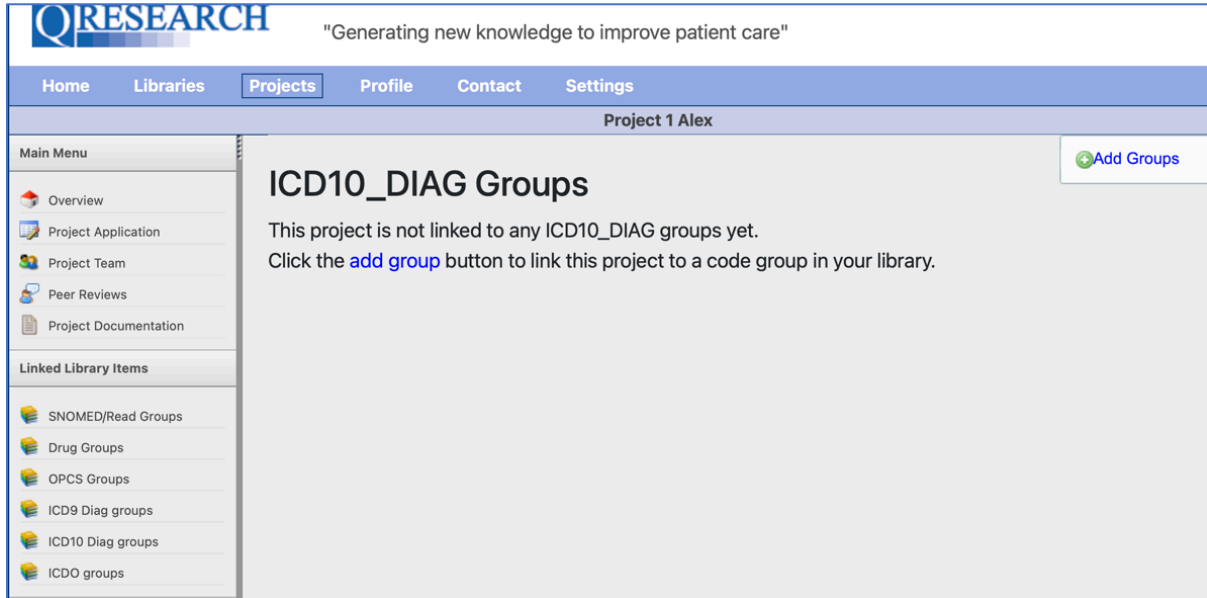


7. Code Groups can be added to another User's Project using the '*Linked Library Items*' menu to the bottom left. To add a Code Group to someone else's Project, first choose the type of Code Group you want to add from the menu. For example, if the Code Group you wish to add contains ICD10 Codes, choose '*ICD10 Diag Groups*':



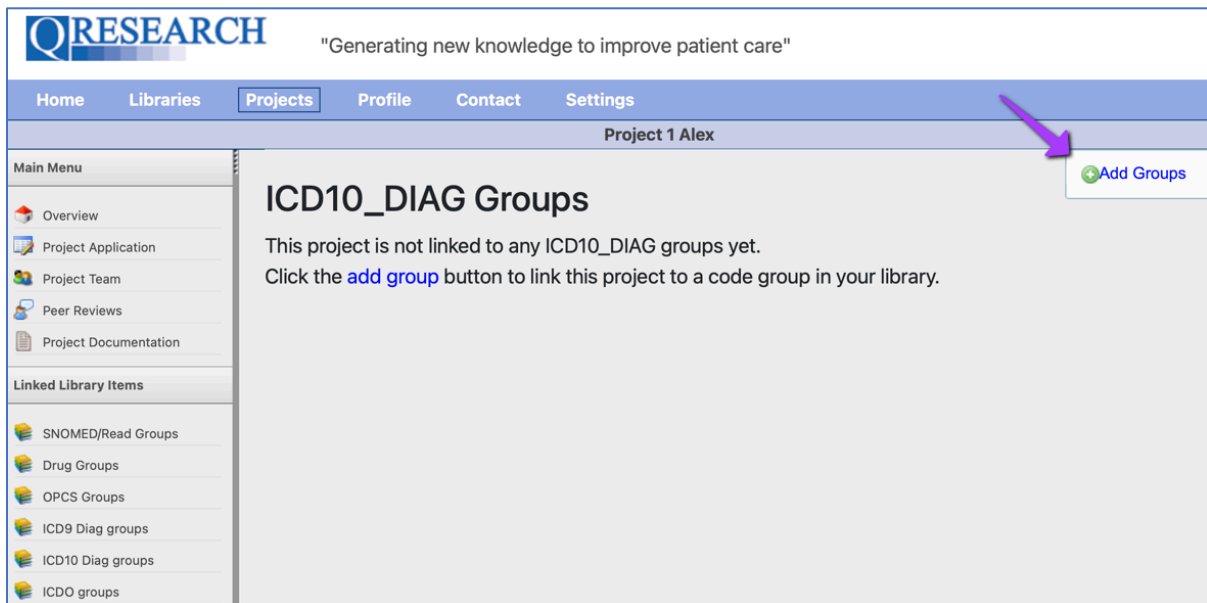
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You will then see all the ICD-10 Code Groups that are Linked to the Project at this time (for this Project, this is currently zero groups):



The screenshot shows the QRESEARCH web application interface. At the top, the QRESEARCH logo and tagline "Generating new knowledge to improve patient care" are displayed. Below this is a navigation bar with links: Home, Libraries, Projects (selected), Profile, Contact, and Settings. The main header area shows "Project 1 Alex". On the left is a "Main Menu" with links: Overview, Project Application, Project Team, Peer Reviews, and Project Documentation. Below the menu is a "Linked Library Items" section listing: SNOMED/Read Groups, Drug Groups, OPCS Groups, ICD9 Diag groups, ICD10 Diag groups, and ICDO groups. The main content area is titled "ICD10_DIAG Groups" and contains the text: "This project is not linked to any ICD10_DIAG groups yet. Click the [add group](#) button to link this project to a code group in your library." In the top right corner of the main content area, there is a green button with a plus icon and the text "Add Groups".

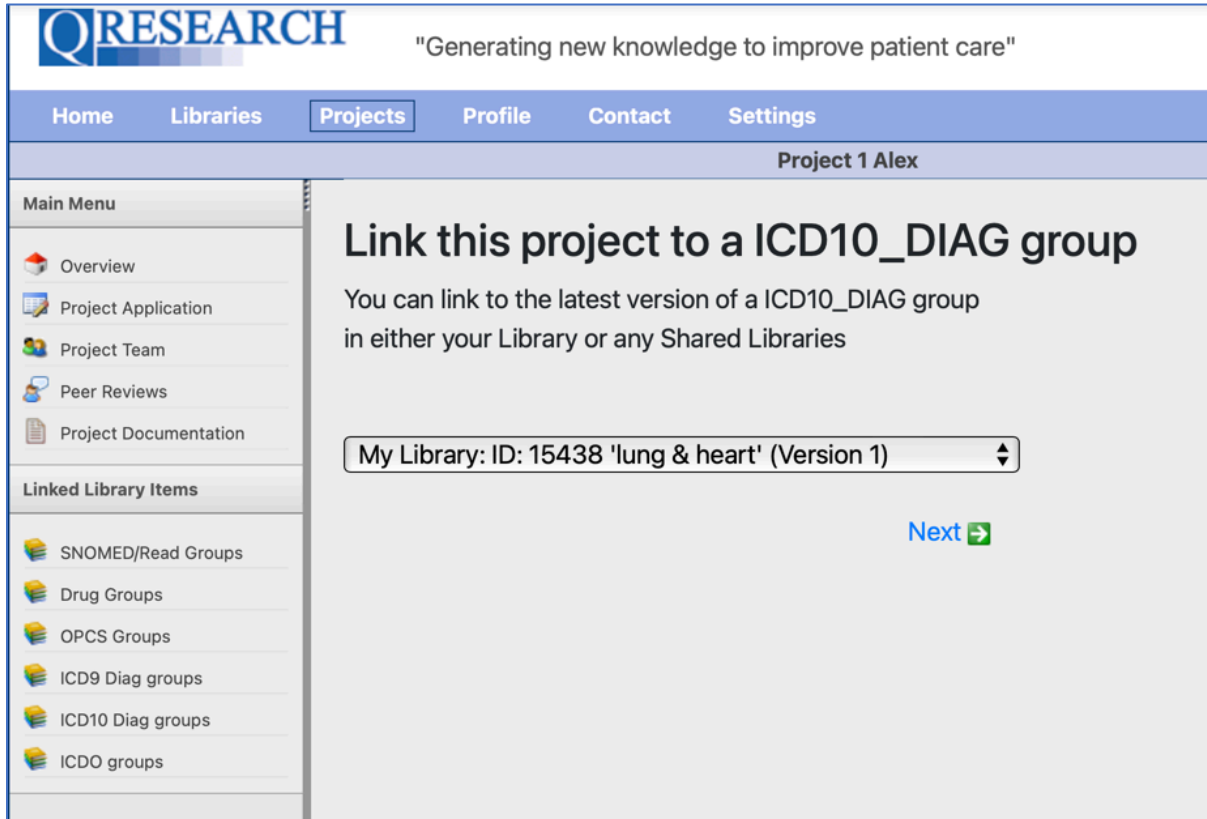
8. To add a Code Group, select the [+Add Groups](#) link to the top right of the screen:



This screenshot is identical to the one above, showing the "ICD10_DIAG Groups" page for "Project 1 Alex". A purple arrow points to the green "+Add Groups" button in the top right corner of the main content area.

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9. This will display all the Code Groups of this Data type that you currently have in your Code Library, in a dropdown menu:



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Home Libraries **Projects** Profile Contact Settings

Project 1 Alex

Main Menu

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

Linked Library Items

- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD9 Diag groups
- ICD10 Diag groups
- ICDO groups

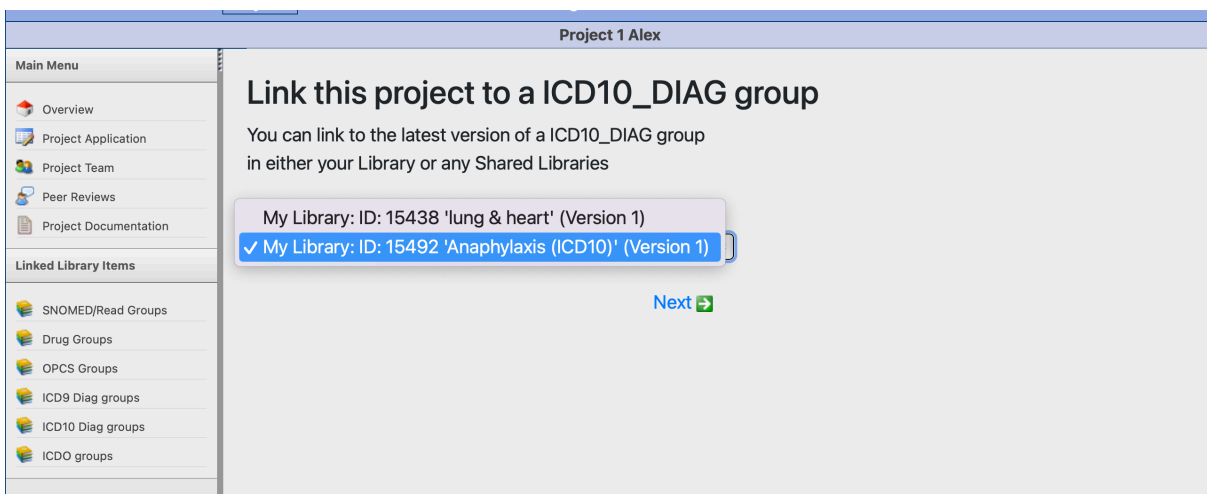
Link this project to a ICD10_DIAG group

You can link to the latest version of a ICD10_DIAG group in either your Library or any Shared Libraries

My Library: ID: 15438 'lung & heart' (Version 1)

Next →

10. Select the Code Group you want to add to the Project from the dropdown menu, for example 'Anaphylaxis', and click on **Next** →:



Project 1 Alex

Main Menu

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

Linked Library Items

- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD9 Diag groups
- ICD10 Diag groups
- ICDO groups

Link this project to a ICD10_DIAG group

You can link to the latest version of a ICD10_DIAG group in either your Library or any Shared Libraries

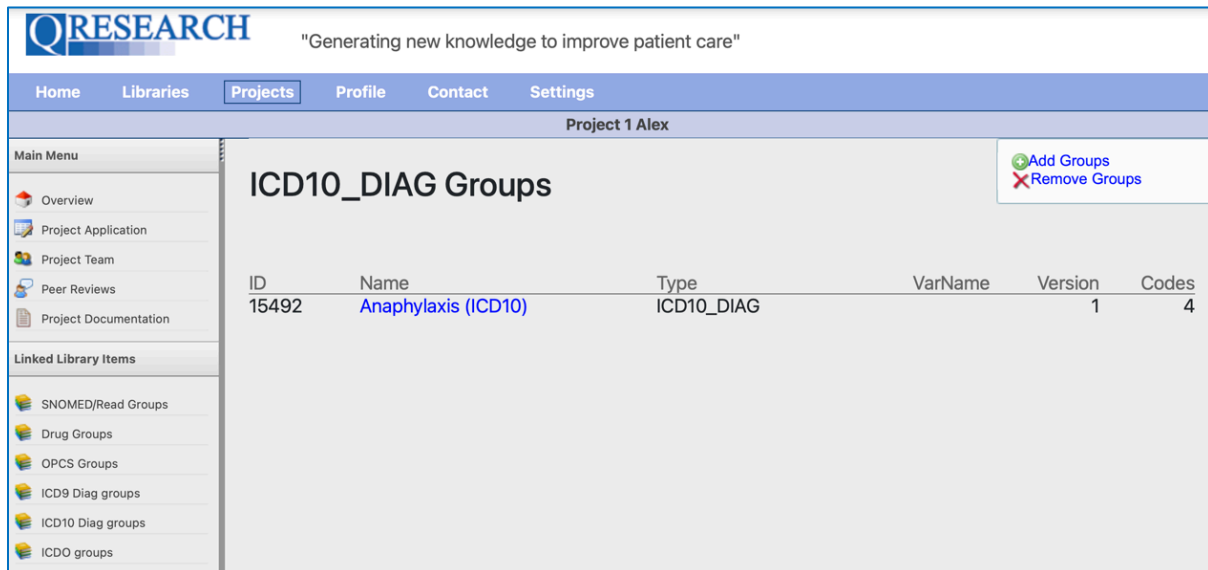
My Library: ID: 15438 'lung & heart' (Version 1)

✓ My Library: ID: 15492 'Anaphylaxis (ICD10)' (Version 1)

Next →

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Your Code Group is now added to the Project, and is visible when the 'ICD10 Diag groups' link is selected: Your Code Group is now added to the Project, and is visible when the 'ICD10 Diag groups' link is selected:



The screenshot shows the QRESEARCH web application interface. The top navigation bar includes links for Home, Libraries, Projects (selected), Profile, Contact, and Settings. The main content area is titled 'Project 1 Alex' and displays 'ICD10_DIAG Groups'. A table lists the added groups, and a sidebar on the left provides navigation options.

ID	Name	Type	VarName	Version	Codes
15492	Anaphylaxis (ICD10)	ICD10_DIAG		1	4

Buttons in the top right corner: Add Groups (green plus icon), Remove Groups (red X icon).

Left sidebar menu items:

- Main Menu
 - Overview
 - Project Application
 - Project Team
 - Peer Reviews
 - Project Documentation
- Linked Library Items
 - SNOMED/Read Groups
 - Drug Groups
 - OPCS Groups
 - ICD9 Diag groups
 - ICD10 Diag groups
 - ICDO groups

The same process can be followed when adding SNOMED/Read Groups, BNF Drugs Groups and OPCS Groups.

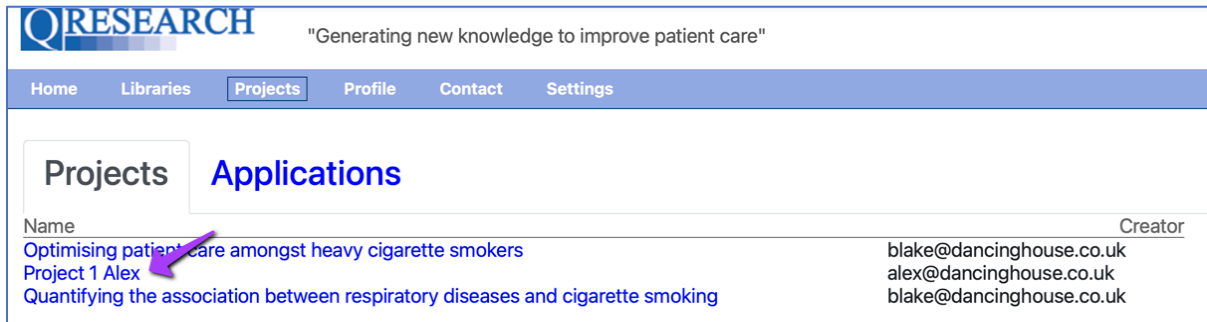
To learn how to allow other members of a Project Team to edit the Code Group you have added, see Step 16.

The next section of this Guide demonstrates how to Remove a Code Group from a Project.

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Removing Code Groups from a Project

11. Project Team members can also Remove Code Groups from a Project. From the Projects area, select the Project that you want to Remove Code Groups from by clicking on its name in [blue](#):



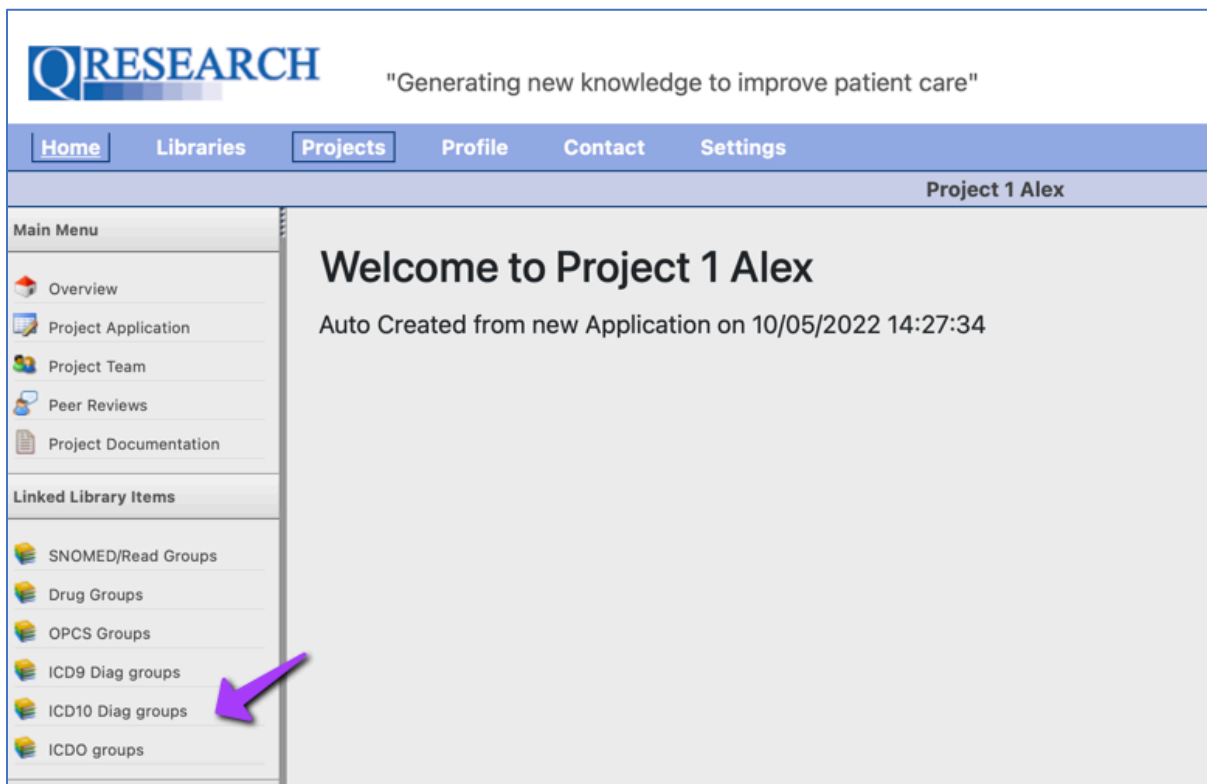
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Home Libraries **Projects** Profile Contact Settings

Projects Applications

Name	Creator
Optimising patient care amongst heavy cigarette smokers	blake@dancinghouse.co.uk
Project 1 Alex	alex@dancinghouse.co.uk
Quantifying the association between respiratory diseases and cigarette smoking	blake@dancinghouse.co.uk

12. Then choose the type of Code Group that you want to Remove from the '*Linked Library Items*' menu to the bottom left of the screen, for example '*ICD10 Diag Groups*':



QRESEARCH "Generating new knowledge to improve patient care"

Home Libraries **Projects** Profile Contact Settings

Project 1 Alex

Main Menu

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

Linked Library Items

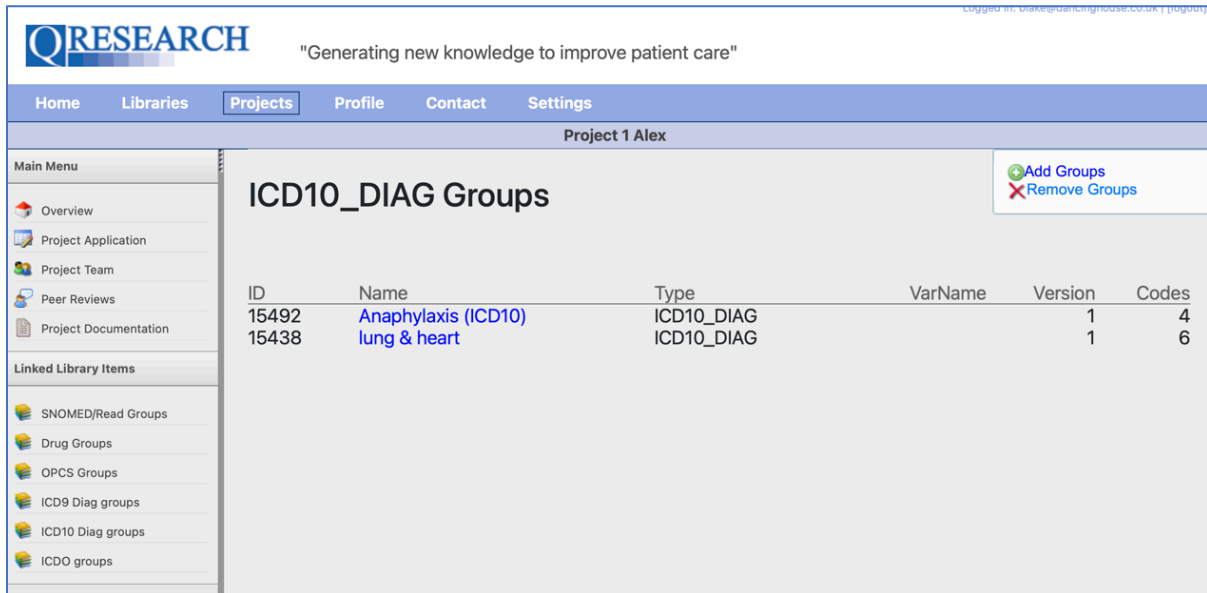
- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD9 Diag groups
- ICD10 Diag groups**
- ICDO groups

Welcome to Project 1 Alex

Auto Created from new Application on 10/05/2022 14:27:34

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This will display all the Code Groups of this Data type Linked to the selected Project:

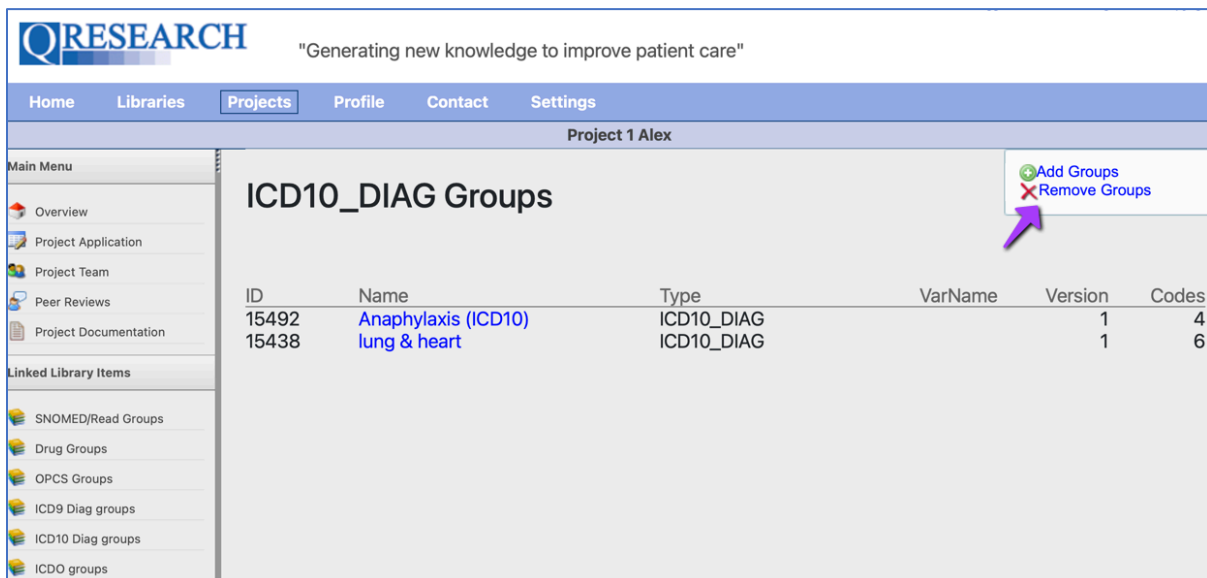


The screenshot shows the QRESEARCH web application interface. The top navigation bar includes links for Home, Libraries, Projects (selected), Profile, Contact, and Settings. The main content area is titled 'Project 1 Alex' and 'ICD10_DIAG Groups'. A table lists the code groups:

ID	Name	Type	VarName	Version	Codes
15492	Anaphylaxis (ICD10)	ICD10_DIAG		1	4
15438	lung & heart	ICD10_DIAG		1	6

On the right side of the table, there are two links: '+ Add Groups' and 'X Remove Groups'.

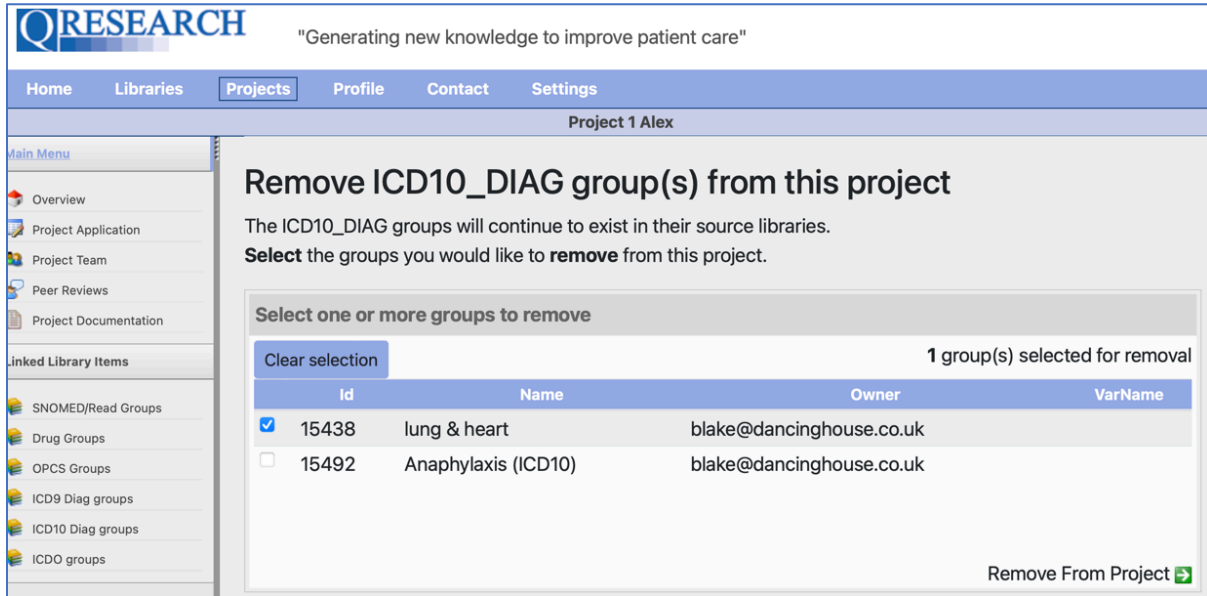
13. To Remove a Group or Groups from the Project, click on the **X Remove Groups** link to the top right-hand corner of the screen:



This screenshot is identical to the previous one, but with a purple arrow pointing to the 'X Remove Groups' link in the top right-hand corner of the main content area.

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14. Then click on the checkbox of the Group or Groups that you wish to Remove, for example 'lung & heart':



Remove ICD10_DIAG group(s) from this project

The ICD10_DIAG groups will continue to exist in their source libraries.
Select the groups you would like to **remove** from this project.

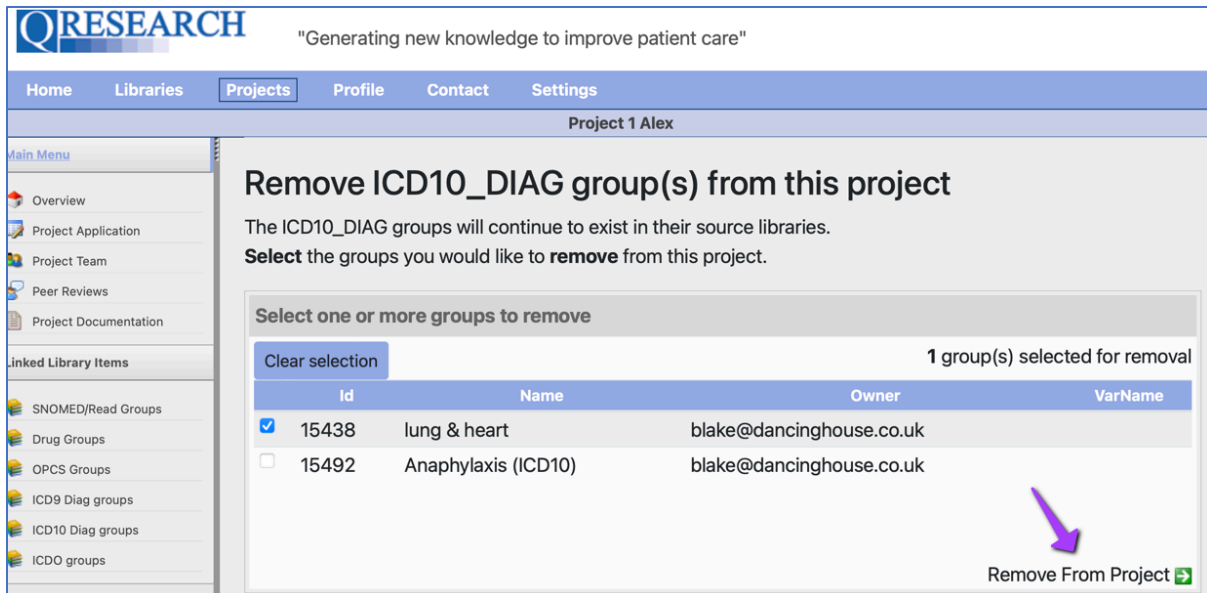
Select one or more groups to remove

Clear selection 1 group(s) selected for removal

	Id	Name	Owner	VarName
<input checked="" type="checkbox"/>	15438	lung & heart	blake@dancinghouse.co.uk	
<input type="checkbox"/>	15492	Anaphylaxis (ICD10)	blake@dancinghouse.co.uk	

Remove From Project →

and click on the **Remove From Project** → link to the bottom right of the screen:



Remove ICD10_DIAG group(s) from this project

The ICD10_DIAG groups will continue to exist in their source libraries.
Select the groups you would like to **remove** from this project.

Select one or more groups to remove

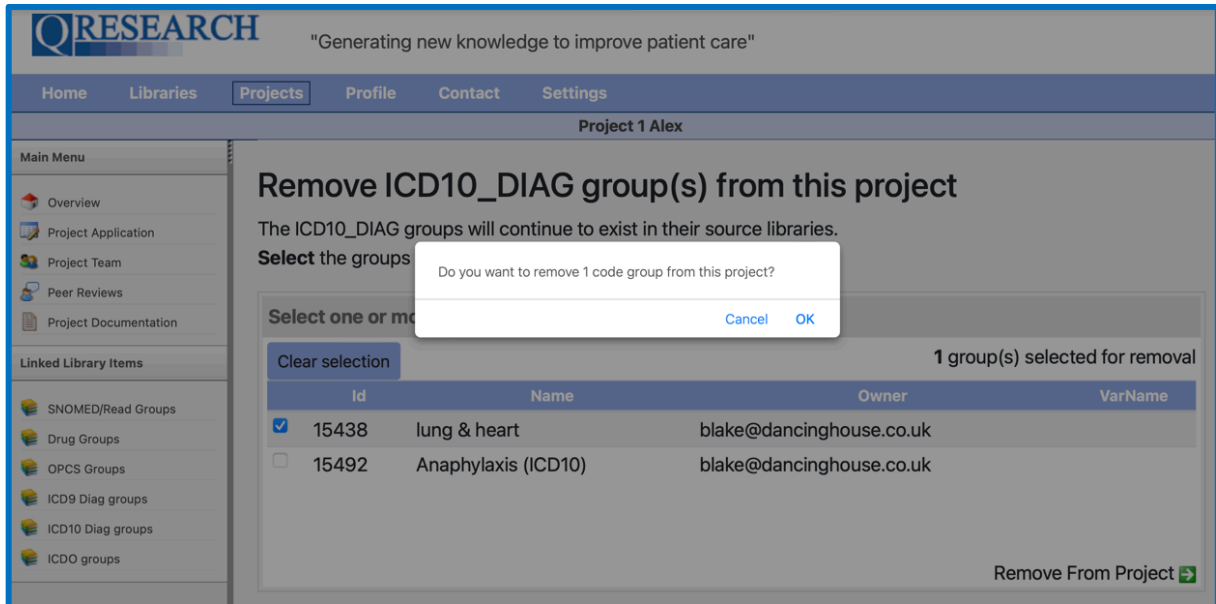
Clear selection 1 group(s) selected for removal

	Id	Name	Owner	VarName
<input checked="" type="checkbox"/>	15438	lung & heart	blake@dancinghouse.co.uk	
<input type="checkbox"/>	15492	Anaphylaxis (ICD10)	blake@dancinghouse.co.uk	

Remove From Project →

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15. You will then be asked to confirm your decision. If you **do not** want to go ahead with Removing the Code Group or Groups from the Project, select **Cancel** from the pop-up box. If you **do** want to go ahead with Removing the Code Group, select **OK**:



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Home Libraries **Projects** Profile Contact Settings

Project 1 Alex

Main Menu

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

Linked Library Items

- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD9 Diag groups
- ICD10 Diag groups
- ICDO groups

Remove ICD10_DIAG group(s) from this project

The ICD10_DIAG groups will continue to exist in their source libraries.

Select the groups

Do you want to remove 1 code group from this project?

Cancel OK

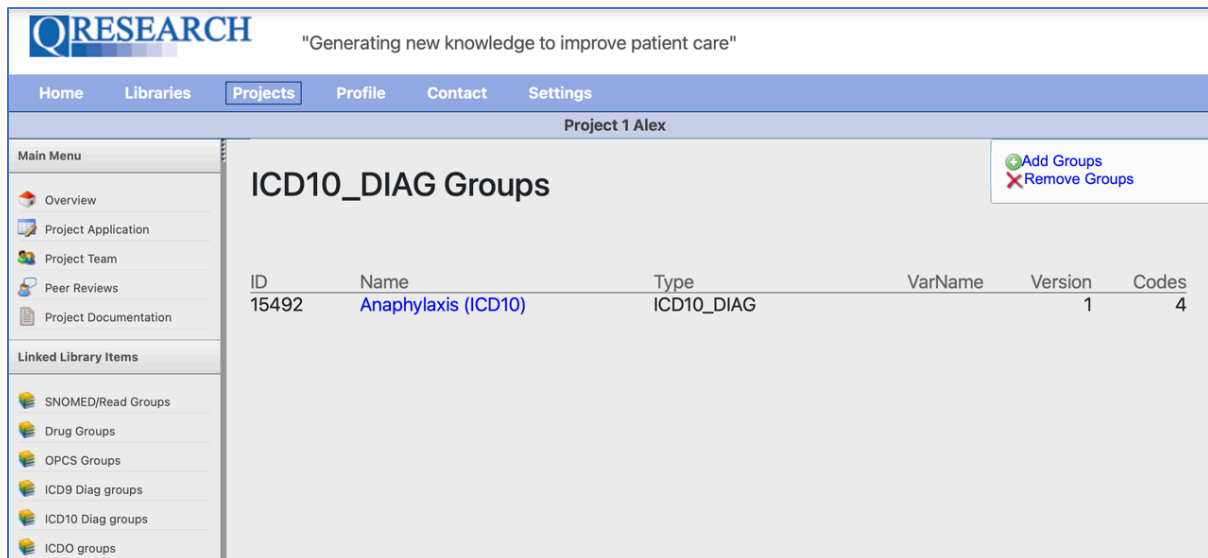
Select one or more

Clear selection 1 group(s) selected for removal

Id	Name	Owner	VarName
<input checked="" type="checkbox"/> 15438	lung & heart	blake@dancinghouse.co.uk	
<input type="checkbox"/> 15492	Anaphylaxis (ICD10)	blake@dancinghouse.co.uk	

Remove From Project →

The Code Group will then be removed from the Project:



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Home Libraries **Projects** Profile Contact Settings

Project 1 Alex

Main Menu

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

Linked Library Items

- SNOMED/Read Groups
- Drug Groups
- OPCS Groups
- ICD9 Diag groups
- ICD10 Diag groups
- ICDO groups

ICD10_DIAG Groups

Add Groups Remove Groups

ID	Name	Type	VarName	Version	Codes
15492	Anaphylaxis (ICD10)	ICD10_DIAG		1	4

Please note that although the Code Group is no longer Linked to the Project, it will still exist in its Owner's Code Library (and can be Added to this or other Projects in the future.)

The next section of this Guide shows how to enable Code Groups Linked to another User's Project to be edited by Third Parties.

Making Code Groups in Projects Editable to Third Parties

16. When a Code Group has been Linked to a Project, it is still locked for editing unless permissions have been changed. Here, for example, although Blake has added the **Anaphylaxis** Code Group to the Project, it remains Locked to Third Parties for editing:

Project 1 Alex

Anaphylaxis (ICD10) [ID:15492]

Code Group Details

Anaphylaxis (ICD10) was created by
blake@dancinghouse.co.uk
The group is checked in at version 1

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)

17. To enable the Code Group to be editable to Third Parties, the QWeb User adding it to the Project needs to edit the Code Group Details in their own Code Group Library. For example, here Blake has accessed their Code Group Library and selected [Anaphylaxis](#):

My Code Groups

[\[Create a new Group\]](#)

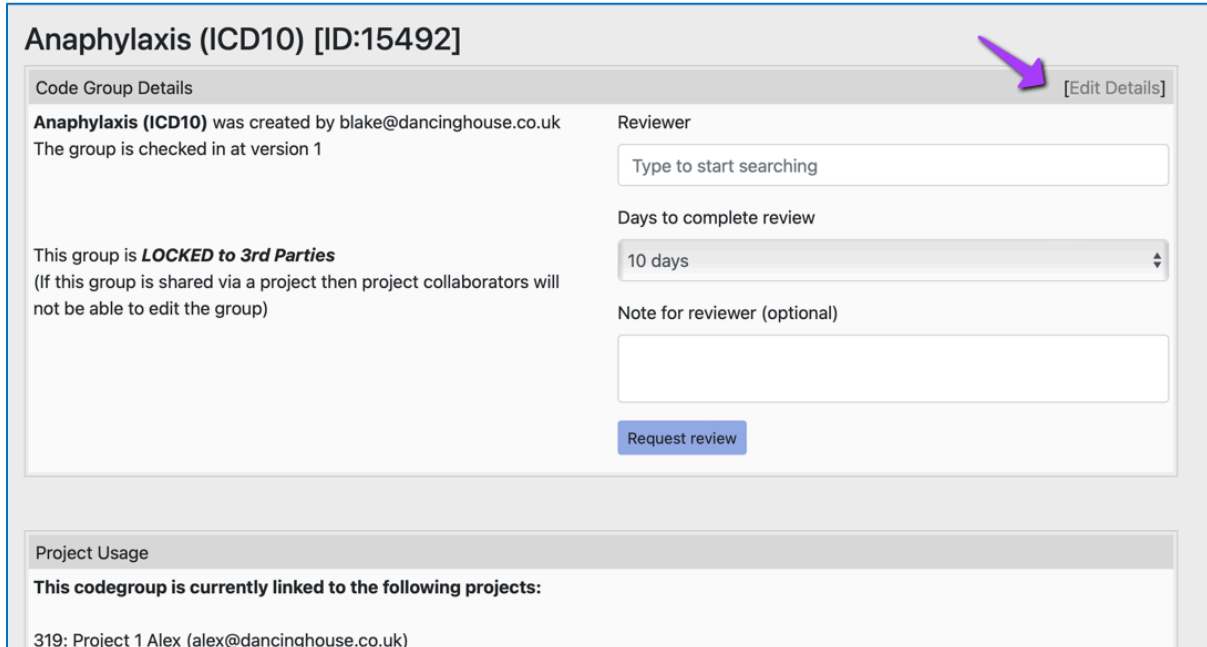
Found 2 Code Groups

Refine your results
Search
All Group Types
Sort By Name
Show 20 Groups

ID	Name	Type	VarName	Version	Codes
15508	Anaphylaxis	ICD10_DIAG		1	4
15506	Heavy cigarette smokers	SNOMED/Read		1	6

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18. To share it the 'Anaphylaxis' Code Group for editing, Blake first select **Edit Details**:



Anaphylaxis (ICD10) [ID:15492]

Code Group Details [\[Edit Details\]](#)

Anaphylaxis (ICD10) was created by blake@dancinghouse.co.uk
The group is checked in at version 1

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)

Reviewer
Type to start searching

Days to complete review
10 days

Note for reviewer (optional)

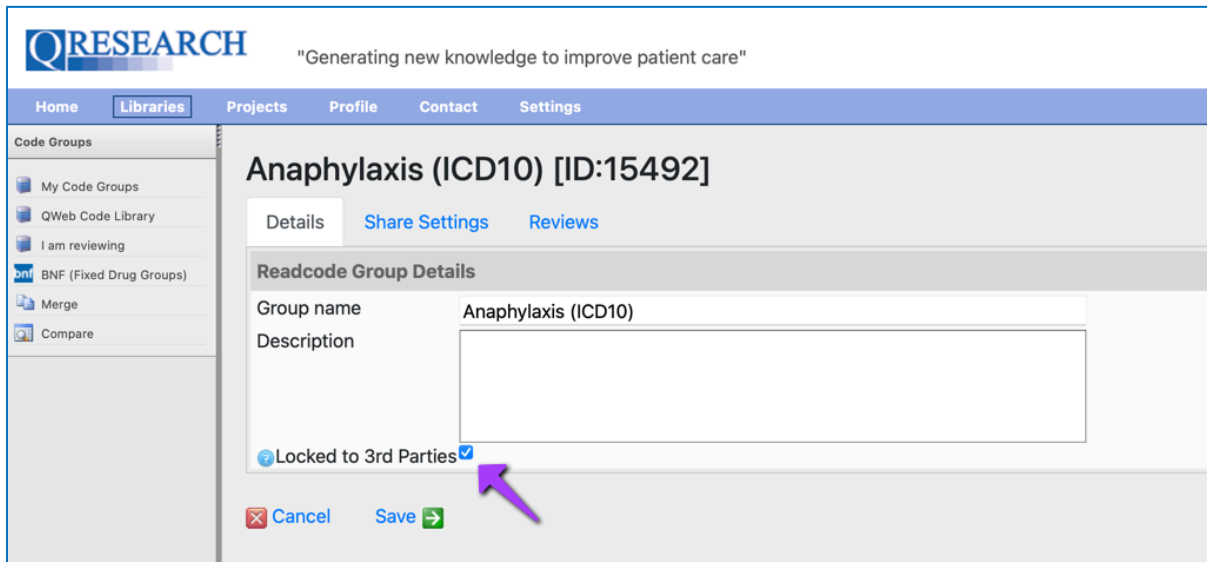
[Request review](#)

Project Usage

This codegroup is currently linked to the following projects:

319: Project 1 Alex (alex@dancinghouse.co.uk)

19. The 'Locked to Third Parties' box is currently ticked. Click in the checkbox to remove the tick:



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Home Libraries Projects Profile Contact Settings

Code Groups

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

Anaphylaxis (ICD10) [ID:15492]

Details [Share Settings](#) [Reviews](#)

Readcode Group Details

Group name Anaphylaxis (ICD10)

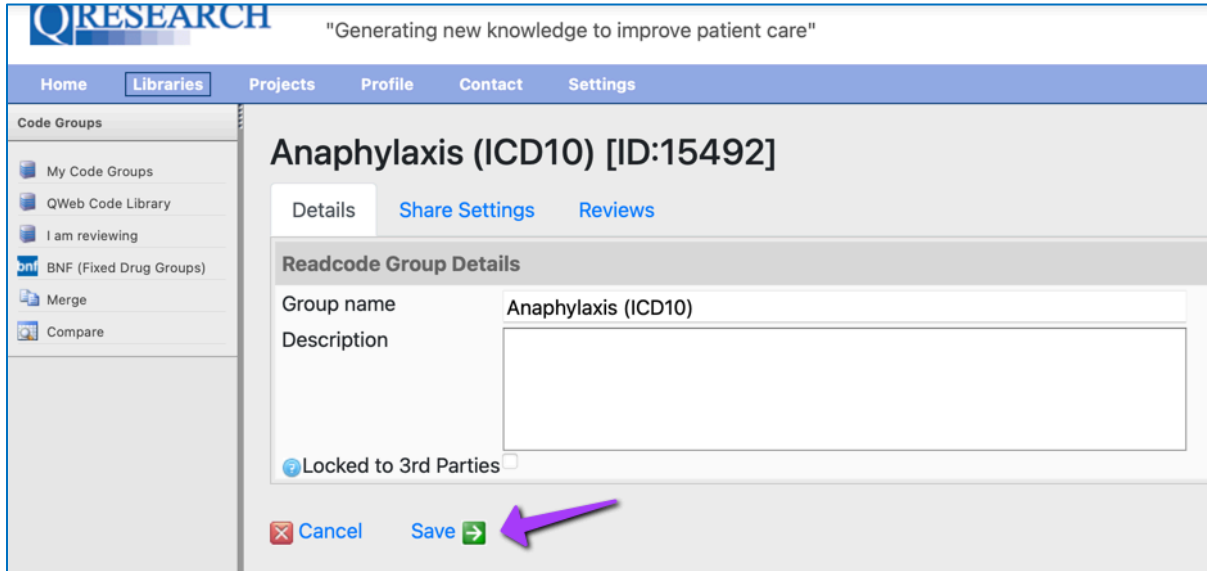
Description

☒ Locked to 3rd Parties

[Cancel](#) [Save](#)

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and click on [Save](#):



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

Anaphylaxis (ICD10) [ID:15492]


Details Share Settings Reviews

Readcode Group Details

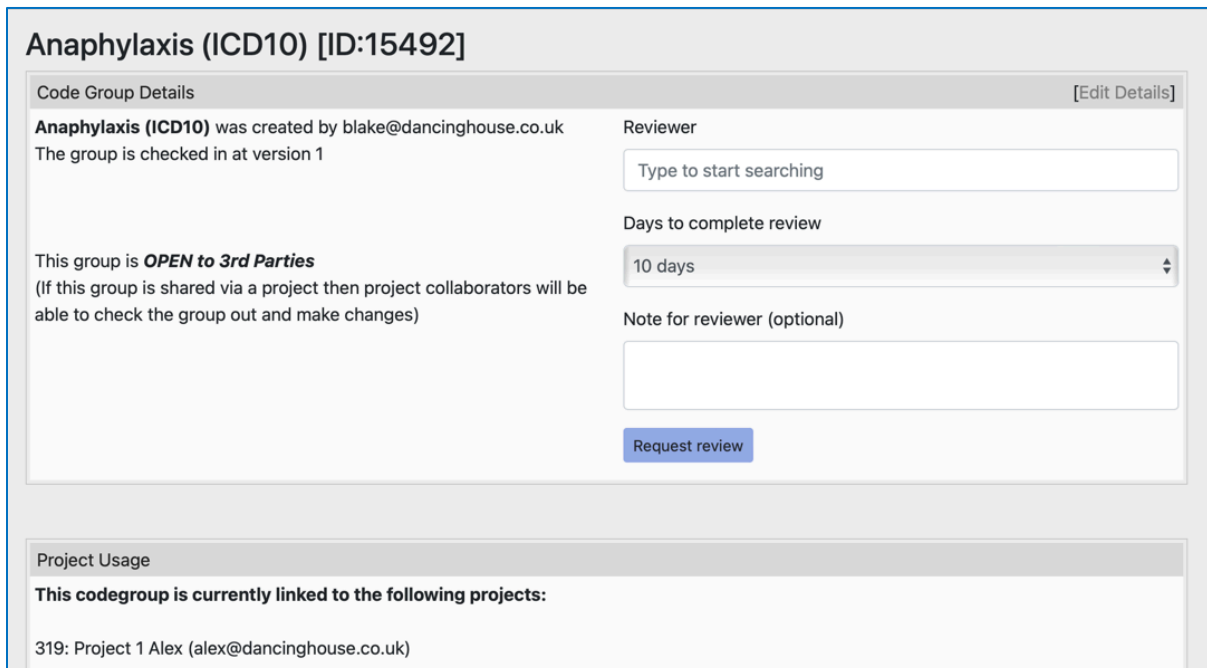
Group name Anaphylaxis (ICD10)

Description

☐ Locked to 3rd Parties



20. The 'Anaphylaxis' Code Group in Blake's Code Group Library is now 'OPEN to Third Parties' for editing, as shown below:



Anaphylaxis (ICD10) [ID:15492]

Code Group Details [Edit Details]

Anaphylaxis (ICD10) was created by blake@dancinghouse.co.uk
The group is checked in at version 1

This group is **OPEN to 3rd Parties**
(If this group is shared via a project then project collaborators will be able to check the group out and make changes)

Reviewer

Type to start searching

Days to complete review

10 days

Note for reviewer (optional)

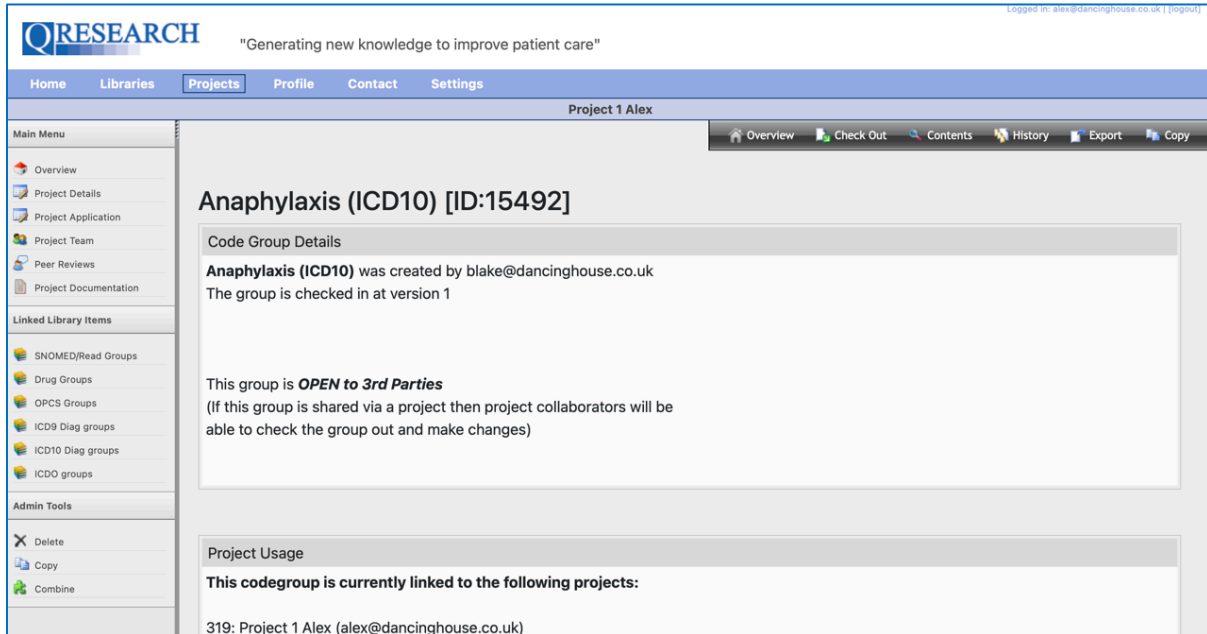
Project Usage

This codegroup is currently linked to the following projects:

319: Project 1 Alex (alex@dancinghouse.co.uk)

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This is also shown in the Details of the Project to which the Code Group has been Linked:



The screenshot displays the QRESEARCH web interface. At the top, the QRESEARCH logo and tagline "Generating new knowledge to improve patient care" are visible. A navigation bar includes links for Home, Libraries, Projects (selected), Profile, Contact, and Settings. The user is logged in as alex@dancinghouse.co.uk. The main content area shows the details for "Project 1 Alex" and a specific code group, "Anaphylaxis (ICD10) [ID:15492]". The code group details section states it 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 project usage section indicates that this codegroup is currently linked to the following projects: 319: Project 1 Alex (alex@dancinghouse.co.uk). A left sidebar contains a Main Menu with options like Overview, Project Details, Project Application, Project Team, Peer Reviews, and Project Documentation, as well as Linked Library Items and Admin Tools.

Now not only is the Code Group Linked to the Project, but it can also be edited by members of the Project Team.

This User Guide has demonstrated how to View Projects and Project Teams; Add and Remove Code Groups to another User's Project; and allow Editing to Third Parties.