

Covidence: Getting Started

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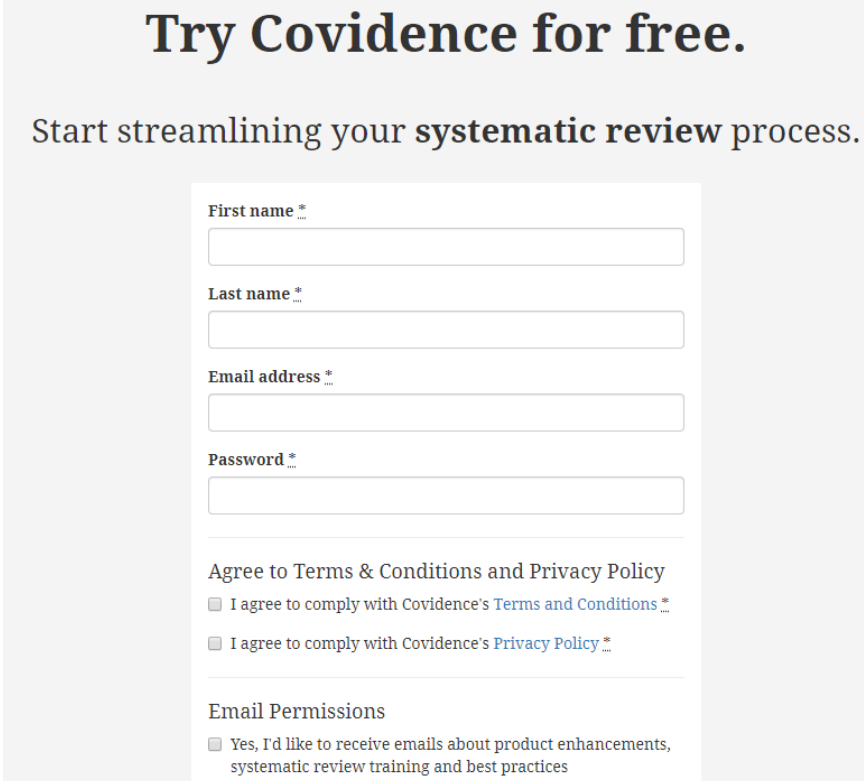
Setting Up An Account:

You must use an email address with uq.edu.au.

Students:

sXXXXXXX@student.uq.edu.au

- Create a Covidence account at <https://www.covidence.org/signups/new> using your **uq.edu.au** email address. **It will not work with any other email** eg. upconnect.edu.au, uq.net.au OR personal email.



Try Covidence for free.

Start streamlining your **systematic review** process.

First name *

Last name *

Email address *

Password *

Agree to Terms & Conditions and Privacy Policy

☐ I agree to comply with Covidence's [Terms and Conditions](#) *

☐ I agree to comply with Covidence's [Privacy Policy](#) *

Email Permissions

☐ Yes, I'd like to receive emails about product enhancements, systematic review training and best practices

1. Once you have an account, go to the UQ Covidence page at <https://www.covidence.org/organizations/QNNjQ/signup>

Request invitation to join University of Queensland Library's Covidence account!

Start streamlining your **systematic review** process.

First name

Email address *

By requesting an invite to University of Queensland Library's account, you agree to Covidence's [Terms & Conditions](#) and [Privacy Policy](#)

[Request Invitation](#)

2. Enter your name and email address and click the **Request Invitation** link.
3. Accept the invitation in your email.
4. Log in to your Covidence account.

Creating A New Review:

1. Once logged in, click on the **Start a new Review** option.

Your reviews

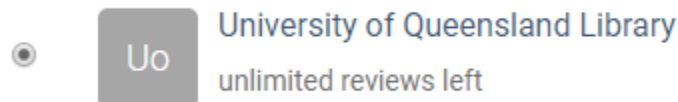
[Current reviews](#) [Archived reviews](#)

[Start a new review](#)

Sort by [Newest](#) ▼

University of Queensland Library

2. Make sure you have selected the **University of Queensland Library** option. This allows you to create multiple reviews.



3. Select **No** unless you are doing a Cochrane Review.
4. Give your review a title. This needs to be unique so be specific.
5. Click on **Create Review**.

Adding References:

- You can import references into your review in one these formats:
 - EndNote XML
 - PubMed text file (Save > Format > PubMed)
 - RIS text format
- Files can be up to 50 MB in size and hold up to 15,000 references. You can import one file at a time, and there is no limit on the number of imports.
- Duplicates are automatically removed and included on the PRIMSA flow chart.
- In **Review Summary**, click on **Import**.

Import references
 0 total duplicates removed
Import

- Select where you'd like the references to go.

Import in to

Screen

Please select

Screen
 Full text review
 Included
 Excluded
 Irrelevant

- Choose your file. Click on **Import**.
- It will report on what has been imported.

Import references
 7 total duplicates removed
Import

IMPORT HISTORY


05 MAR 2020	43 studies added to Title and abstract screening	7 duplicates were removed
-------------	--	---------------------------

[VIEW DETAILS](#)

- Click on **View Details** to view the full information.

Duplicates:

1. You can check the duplicates that have been removed. Click on **[n] total duplicates removed**.
2. The kept reference and its duplicate(s) will be listed.

In use: Title and abstract screening	Duplicate
<p>Olson, K. L.; Emery, C. F.</p> <p>Mindfulness and weight loss: a systematic review</p> <p>Ref ID: -</p> <p>DOI: 10.1097/psy.0000000000000127</p> <p>Journal: Psychosomatic Medicine</p> <p>Year: -</p> <p>Page(s): 59-67</p> <p>Abstract: OBJECTIVE: Mindfulness training has been incorporated increasingly into weight loss programs to facilitate dietary and physical activity changes. This systematic review of studies using mindfulness-based programs for weight loss evaluated study methodologies with the goal of determining the current evidence in</p> <p>SHOW FULL ABSTRACT</p>	<p>Olson, L. Kayloni; Emery, F. Charles</p> <p>Mindfulness and Weight Loss: A Systematic Review</p> <p>Ref ID: -</p> <p>DOI: 10.1097/PSY.0000000000000127</p> <p>Journal: Psychosomatic Medicine</p> <p>Year: -</p> <p>Page(s): 59-67</p> <p>Abstract: OBJECTIVE: Mindfulness training has been incorporated increasingly into weight loss programs to facilitate dietary and physical activity changes. This systematic review of studies using mindfulness-based programs for weight loss evaluated study methodologies with the goal of determining the current evidence in</p> <p>SHOW FULL ABSTRACT</p> <p> Not a duplicate</p>

3. If you find a reference that is not a duplicate, click on **Not a duplicate** and it will be returned to your kept references.

Manually Adding Duplicates To Duplicate List:

It is not possible to manually add duplicates to the list. However, Covidence suggests the following workaround:

1. Create a tag to identify a duplicate. You can then vote to exclude it, and use the filter by tag option later on to quickly get a count of how many references were tagged as a duplicate.
2. To do this, go to **Settings** and click on **Study Tags**.
3. Add a **Duplicate** tag.

Manage study tags

NOTE: Some special system tags, such as Ongoing study and Awaiting classification, can not be deleted.

Awaiting classification

Ongoing study

- This will now be available to added to any references you want to identify as a duplicate. (Make sure you check the reference for the “Tags” option to become active.)

☒ #13 - Olson
Olson, L. Ka
Mindfulne
Psychosom
Copyright ©
▼ Hide Abstract & IDs

Tag with:

☐ Ongoing study
☐ Awaiting classification
☒ Duplicate

Systematic Review
-67
omatic Society 2015

- When you see this tag, it can then be excluded.
- You can then use the **Tag** filter option to count the number of duplicates.

Removing Imports:

- It is possible to remove an import (this will be the whole import, not selected references). If you have performed **any actions** eg. voted on any of the references in that import, **it can't be deleted**.
- From the **Review Summary**, click on **Import References** then **View Details** at the bottom.

Import references

[7 total duplicates removed](#)

IMPORT HISTORY

14 JUL 2020	8 studies added to Title and abstract screening	No duplicates found
20 MAY 2020	16 studies added to Full text review	1 duplicate was removed
20 MAY 2020	0 studies added to Full text review	1 duplicate was removed
20 MAY 2020	1 studies added to Full text review	No duplicates found
05 MAR 2020	43 studies added to Title and abstract screening	7 duplicates were removed

[VIEW DETAILS](#)

- This will take you to the **Import History**. If you are able to delete an import, the **Undo this import** button will appear below the import. Click on it to remove it.

File import to Screen

06/01/2021

TOTAL ADDED TO SCREEN	REFERENCES	DUPLICATES	ERRORS	IMPORTED
1	1	0	0	1

Undo this import

Warning: this will remove all added studies from this import.

Settings:

Adding Reviewers:

- You should have at least one other reviewer for your systematic review. Extra reviewers can be added in **Settings**.
- Click on **Add/remove reviewers**. Click on **Invite reviewers**.

This review is part of a **Unlimited Institutional License plan** for **University of Queensland Library**. You can invite an unlimited number of reviewers.

Invite another reviewer

Invited reviewers will receive an email notifying them of your invitation to join your review.

- Add their name and email. They will then receive an invitation to join your review. You can add an unlimited number of reviewers. The reviewers can also be external to the University of Queensland. (They will only have access to this review).

Team Settings:

- You can set up rules for how and who can undertake the screening.
- To set up rules for your team, go to **Settings** then click on **Team Settings**.
- By default, all reviewers are able to do everything. Click on **Manage Rules** to add limits.

Rules

☐ Everyone can do anything
 ☒ Manage rules

ALL STUDIES MUST BE SCREENED BY EITHER
Anyone
<div>Select a reviewer ▼</div> <div>Add</div>

CONFLICTS CAN BE RESOLVED BY
Anyone
<div>Select a reviewer ▼</div> <div>Add</div>

- You can then set who screens the studies and who can resolve any conflicts. The reviewers can be different for each area.

Adding Inclusion and/or Exclusion Reasons:

- You are able to add your inclusion and exclusion criteria to your screening processes. You can add them for both the title and abstract and full text screenings. If working as a team, discuss and have agreement on the terms to add.
- To add them, click on **Settings** at the top, right of the screen.

Review Summary

Settings

PRISMA

Export

- Click on **Criteria & Exclusion Reasons**.
- Add your inclusion and exclusion criteria.

Manage criteria for screening and full text review

Inclusion criteria

English language
 Published after 2010
 RCT study design|

Save

Exclusion criteria

- You can also manage the exclusion reasons for the full text screening.

Edit exclusion reasons

Wrong study design	<input type="button" value="X"/>
Wrong setting	<input type="button" value="X"/>
Wrong route of administration	<input type="button" value="X"/>
Wrong patient population	<input type="button" value="X"/>
Wrong outcomes	<input type="button" value="X"/>
Wrong intervention	<input type="button" value="X"/>
Wrong indication	<input type="button" value="X"/>
Wrong dose	<input type="button" value="X"/>
Wrong comparator	<input type="button" value="X"/>
Paediatric population	<input type="button" value="X"/>
Adult population	<input type="button" value="X"/>

Adding Highlights:

1. Highlights, based on your inclusion and exclusion criteria, can be added to words in a reference to assist with screening. These will be in the title and the abstract fields.
2. Green highlights are used for inclusion keywords and red is used for exclusion keywords.
3. To set up your highlights, go to **Review Summary > Settings**. Click on **Criteria & exclusion reasons**.

Settings

[Review settings](#)
[Add/remove reviewers](#)
[Team settings](#)
[Criteria & exclusion reasons](#)
[Study tags](#)

4. Move down the page to **Manage highlights** and click on it.

Manage Highlights

Keywords for inclusion

Keywords for exclusion

5. Add your inclusion and exclusion keywords. Click on **Done** when finished.
6. If working in a team, ensure these terms are created and agreed by the team. Also remember to document them.
7. The highlights can then be used within each screening process.

Creating Tags:

- There are two methods of creating tags. They can be done in **Settings** or during the screening process.
 - Discuss possible tag names with fellow reviewers prior to OR during the screening process. Document the tags as well.
1. Go to the **Review Summary > Settings**.

Settings

[Review settings](#)
[Add/remove reviewers](#)
[Team settings](#)
[Criteria & exclusion reasons](#)
[Study tags](#)

2. Create a tag name and click **Add** button.
3. Tags can also be deleted, except for Covidence's pre-set tags.
4. You can filter references based on these tags.

Title and Abstract Screening:

1. This is the first screening process.
2. You can have one or two reviewers. It is best practice to have two reviewers. When using two reviewers, the screening is blinded so your other reviewer won't see your selections. This helps avoid bias.
3. To start or continue your screen, click on **Continue** in the **Review Summary**.

Title and abstract screening

0 irrelevant 44 studies to screen

TEAM PROGRESS

0

0

0

44

DONE

ONE VOTE

CONFLICTS

NO VOTES

[Team settings](#)

YOU CAN STILL

SCREEN

44

[Continue](#)

You've screened 0 studies so far

- Each reference is listed with the abstract.

#49 - Baltzell 2018

Baltzell, Amy; Cote, Trevor

Mindfulness

Applied exercise psychology: The challenging journey from motivation to adherence. 2018;():399-416

New York, NY, US Routledge/Taylor & Francis Group 2018

[▼ Hide Abstract & IDs](#)

No

Maybe

Yes

This chapter will introduce the concept of mindfulness, highlight how mindfulness has been an integral component of some exercise and discuss how mindfulness-based approaches can further be used to enhance exercise engagement and adherence. Within the field of exercise psychology, there is a strong interest in understanding what contributes to enhancing self-regulation with the end goal of engaging consistently in healthy physical activity. Until recently, mindfulness-based interventions and approaches primarily have focused on addressing physical or psychological suffering and have not focused on exercise. Mindfulness approaches have demonstrated efficacy for clinical issues, particularly stress reduction for those with physical diseases and reduction of psychological disorders, such as anxiety and depression. The focus on bringing mindfulness-based practices to those deemed healthy (i.e., not suffering from psychological or physical disorders) is a relatively new phenomenon in current research. Ironically, Buddhist philosophy has long contended that mindfulness meditation should be practiced to achieve enduring happiness. Empirically we know that mindfulness practices can lead to a plethora of wellness-related benefits including self-regulation, enhanced attention functions and cognitive flexibility, and enhanced adaptive response to stress. This chapter will consider the use of mindfulness-based strategies for the non-clinical exercise population to help enhance well-being via exercise participation and exercise adherence. (PsycINFO Database Record (c) 2018 APA, all rights reserved)

[View history](#)

[Add a note](#)

- You can display the inclusion/exclusion criteria by clicking on **Show Criteria** at the top of the screen.

[Filter](#)

[Tags](#)

[Show criteria](#)

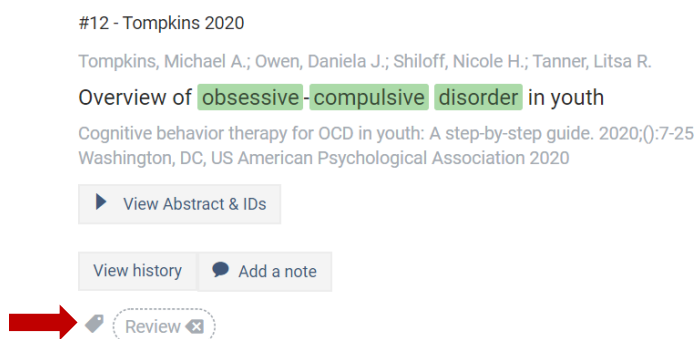
[Add highlights](#)

[Hide abstracts](#)

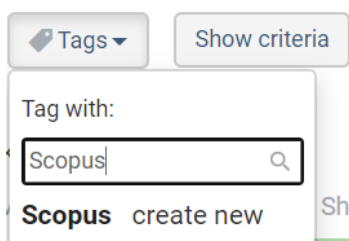
- Notes can be added and you can view the history for each article. Notes will include who added it and the date. If your reference doesn't have an abstract, it could be added to the Note instead. (References can't be edited).



- Tags can be added as well. Click in the check box to select references you want to which you want to add a Tag. The **Tag** button will become active. Choose the Tag to add. (Tags will appear at the end of a reference.)



- You can add a new tag by selecting the reference(s) and clicking on **Tags**. Start typing the new tag name. Click on **Create new**.



Voting:

- You can vote **Yes**, **Maybe**, **No**.

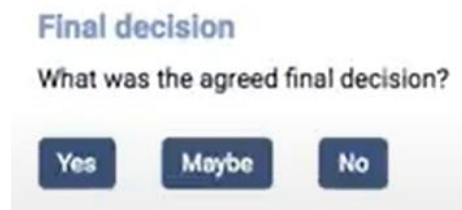
Single Reviewer Mode:

- If you vote **Yes** or **Maybe**, the reference will be moved to the **Full Text Review** section.
- If you vote **No**, it will be moved to the **Irrelevant References** area.

Screen references 33 Resolve conflicts 0 Awaiting other reviewer 1 Irrelevant references 0

Two Reviewer Mode:

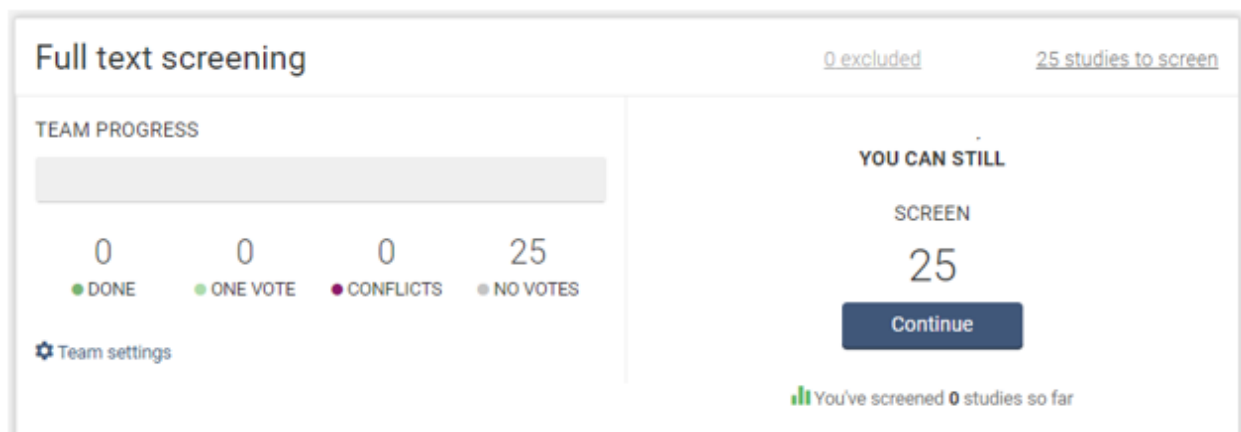
- Each reviewer works independently, to keep the screening blinded. This is specified in the **Settings**.
- A third reviewer is used to resolve any decision conflicts.
- If you are the first person to vote on a reference, it is moved to the **Awaiting Other Reviewer** area. You will see your vote in dark blue in this area. It is possible to change your vote at this stage.
- If you are the second person to vote on that reference, and it agrees with the other reviewer's vote ie. Yes/Yes, Yes/Maybe or Maybe/Maybe, it will be moved to the **Full Text Review**.
- If your vote doesn't agree with the other reviewer's vote ie. No/Maybe or No/Yes, it is moved to the **Resolve Conflicts** area.
- The third reviewer will then have the final vote in this section. The third reviewer won't see how the reviewers voted but they will see the name of the reviewers.



- If both reviewers vote **No**, the reference will be moved to the **Irrelevant references** area and be removed from the screening process. You can return a reference to the screening list by clicking on the **Return to screening** button at the end of a reference.
- You can view the voting history by clicking on the **View History** button at the end of a reference.

Full Text Screening:

1. This includes references that have received a Yes or Maybe vote.
2. If using two reviewer mode, you can start working on references that have had agreement in the voting.



3. Click on **Continue** to start or continue the screening.

Adding Full Articles:

- You can either bulk or individually upload references.

Bulk Upload:

- This is more useful if you have a large number of text references to add.

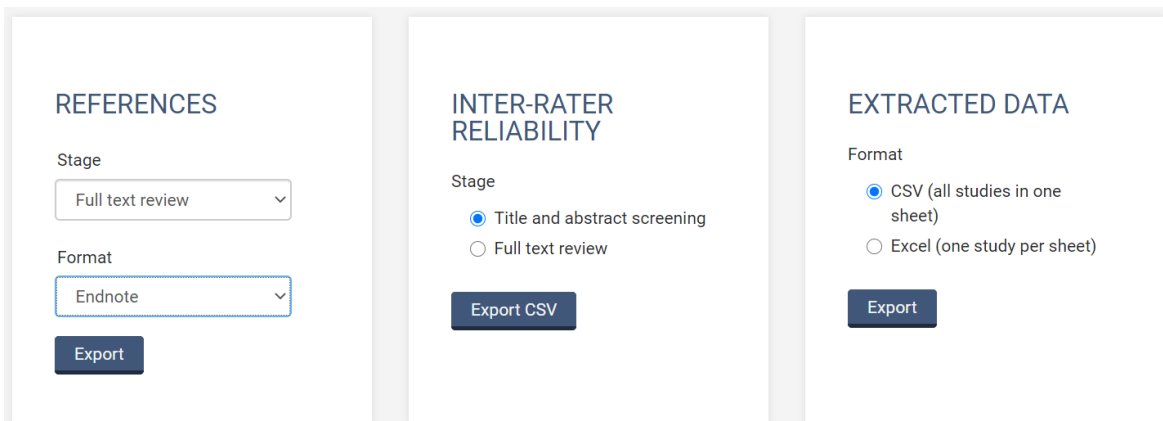
Export Full Text Screening References:

1. You first need to create a list of the references that have moved to the **Full Text Screening** stage.
2. From the **Review Summary** page, click on **Export**.

Review Summary



3. Choose the **References** option. Select **Full text Review** in the **Stage** drop down and **EndNote** in the **Format** drop down.
4. Click on **Export**. It can take a few minutes for the download file to be created.


 A screenshot of the 'Review Summary' page showing three export options: 'REFERENCES', 'INTER-RATER RELIABILITY', and 'EXTRACTED DATA'.
 - The 'REFERENCES' panel has a 'Stage' dropdown set to 'Full text review' and a 'Format' dropdown set to 'Endnote', with an 'Export' button below.
 - The 'INTER-RATER RELIABILITY' panel has a 'Stage' section with radio buttons for 'Title and abstract screening' (selected) and 'Full text review', and an 'Export CSV' button below.
 - The 'EXTRACTED DATA' panel has a 'Format' section with radio buttons for 'CSV (all studies in one sheet)' (selected) and 'Excel (one study per sheet)', and an 'Export' button below.

5. In the **Recent Exports** box below the export options, look for your file to say **Download**. Once this appears, click on it to download the file.

Recent exports

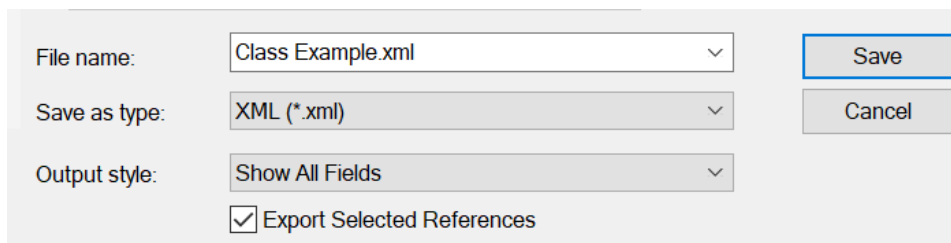
Exported	Type	Stage	
25 minutes ago	References (endnote)	Full text review	Download

Adding PDFs to EndNote:

1. Ensure any PDFs you already have downloaded are saved to the same folder, accessible by your systematic review team.
2. In EndNote, import the exported Covidence file to a new library. Go to **File > Import > File**.
3. Choose the **Reference Manager (RIS)** option. You may need to click on **Other Filters** to select this option.
4. Ensure the way in which EndNote names your PDFs is set correctly as either Author-Year or Author-Title-Year.
5. To do this, go to **Edit > Preferences** (Windows) or **EndNote X9 > Preferences** (Mac). Click on the **PDF Handling** option. Select Author-Year or use the **Custom** option to add the Author-Title-Year format. Click on **OK**.
6. Manually add the PDFs or use the **Find Full Text** option. (Tip: If working from home, ensure you are logged into the Library and use the UQ VPN.)

Creating the EndNote XML File:

1. Once the references are imported, select these references so they are highlighted.
2. Export them as a XML file. Go to **File > Export**. In the **Save As** drop down, choose **XML** and select **Show All Fields** in the **Output Style** drop down.



File name: ▼ Save
 Save as type: ▼ Cancel
 Output style: ▼
☒ Export Selected References

Uploading the PDFs:

1. In **Full Text Screening**, click on **Bulk upload PDFs**.

Full text review

Screen references 2

Resolve conflicts 0

Awaiting other reviewer 0


Excluded references 6

 Bulk upload PDFs

2. Add the XML file containing your references with full text.

Drag your EndNote XML file here...

OR

 Select file...

3. Covidence will then attempt to import the full references. This may take some time.
4. You can have multiple uploads but only one file can be done at a time.
5. Once the file has uploaded, two numbers will appear - the number of studies matched to the full text screening list and how many had a PDF attached.

File: EndNote XML fulltext.xml



7

studies found



7

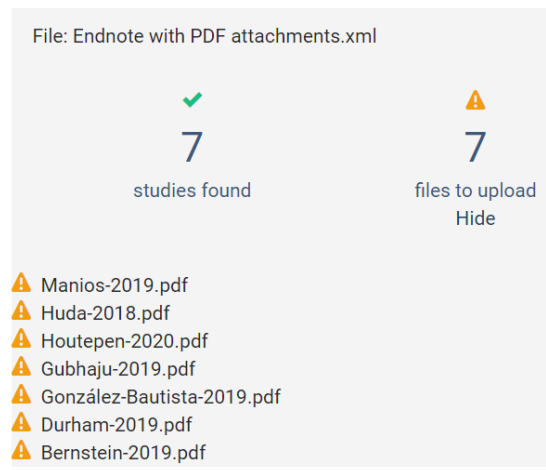
files to upload
[Show](#)

Drag your EndNote directory here...

OR

 Select files...

6. Click on **Show** under the files to upload number. This will list the relevant PDFs.

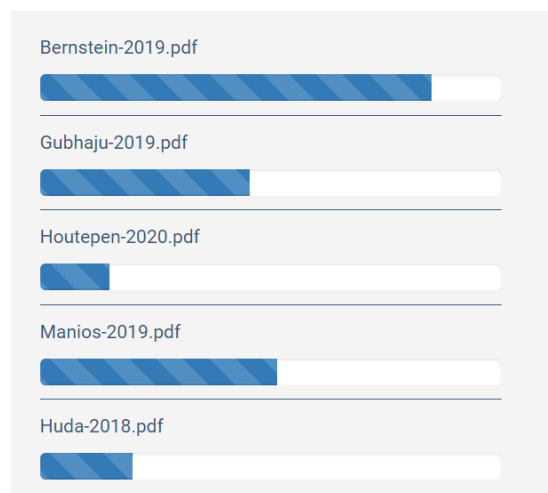


- Click on the **Select files** button on the right.
- Go to the DATA folder associated with your EndNote library. Find and select the relevant PDFs. Click on **Open**.

Tip: PDFs are saved to individual folders by EndNote. You can use a folder merger program to avoid opening each folder.

Tip: Use * in the Search option in File Explorer if using Windows to find the contents of sub-folders.

- The files will be uploaded.



- Return to the **Full Text Screening**. The PDFs should now be available.
- You can filter your references to display those that still need the full text added. Click on the **Filter** button. You can filter by **All Studies**, **Has Full Text** or **Needs Full Text**.

ADD A FILTER Type a keyword and press enter

☐ ALL STUDIES
☐ HAS FULL TEXT
☒ NEEDS FULL TEXT

12. These can then be individually uploaded.

Individual Upload:

1. In the reference, click on **Add full text**.

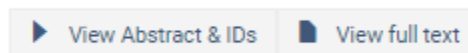


2. Select the file you wish to upload.

Add PDF

Study title: Mindfulness-based cognitive therapy: An efficacy study for mental health care
 Upload PDF files
 You can select multiple files to be uploaded for this reference.
 No file chosen
 Add a reference URL

3. Click on **Finished**.
4. The PDF is now accessible by clicking on **View full text**.

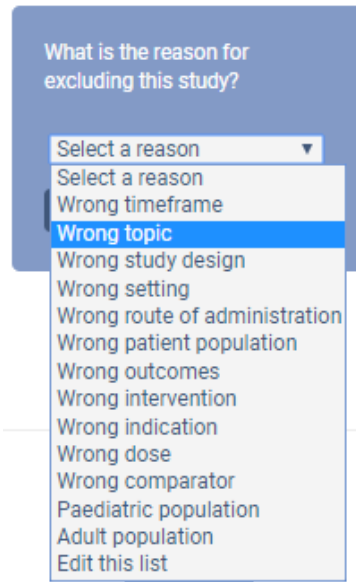


5. You can also add a link to the paper. **Note:** If you add a link to UQ subscription based articles, these will not be available to reviewers external to UQ.

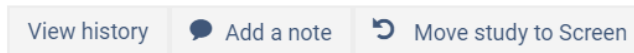
Voting:

1. The Full Text Review can also be done by one or two reviewers. It is best practice to have two reviewers.
2. The reviewers can be different in each screening process.
3. You can vote to **Include** or **Exclude** each reference.

- If you select **Exclude**, you need to add your reason for excluding it. Covidence provides a list of criteria. You can also add your own. Ensure you have agreement amongst your review team for any added exclusion reasons.
- To add criteria, click on **Edit this list** from the **What is the reason for excluding this study?** drop down menu. Click on **Confirm**.



- As with the Title and Abstract screening, you can use **Tags**, **Highlights** and **Show Criteria**. You can also add/view/edit notes and View the history.
- You can also return a reference to the title and abstract screening stage. Click on **Move study to screen** button at the bottom of the reference.

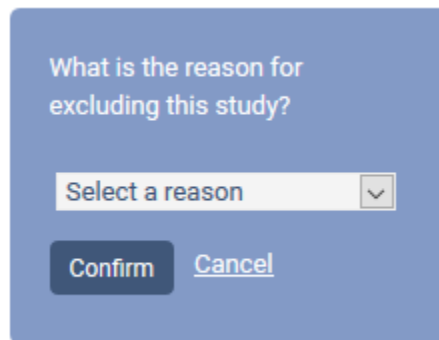


One Reviewer:

- If you choose **Include**, it will move on to the **Data Extraction** area.
- If **Exclude** is chosen, a reason must also be specified. It is moved to the **Excluded References**.

Two Reviewers:

- Each reviewer will work through the references separately so it will be blinded.
- If you are the first to vote on a reference, it will be moved to **Awaiting Other Reviewer**. You see which references are waiting for the second vote but not the vote selected. You can return the reference to title and abstract screening by clicking **Move study to Screen**.
- If you vote to **Exclude**, you need to specify a reason for exclusion.

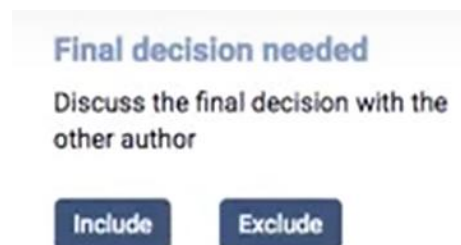


What is the reason for excluding this study?

Select a reason

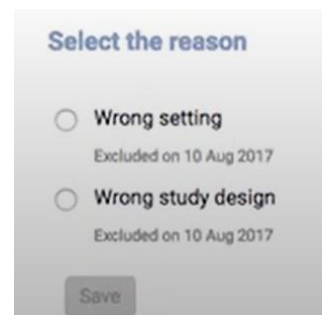
[Cancel](#)

- Covidence provides a list of exclusion criteria, but you can amend /add you own. Click on **Edit this list** (last option in the drop down list). If working in a team, these should be discussed and agreed by the team.
- If there are multiple valid reasons for excluding, Covidence suggests setting the exclusion criteria as a hierarchy, agreed by the team. You would then choose the top reason in this hierarchy as your exclusion reason.
- If you have both decided to **Include** it, the reference will be moved to **Data Extraction**.
- If both reviewers have voted but your decisions don't match ie. Include/Exclude or Exclude for different reasons, they will go to **Resolve Conflicts**. This then needs to be decided by the third reviewer.
- The third reviewer won't see how the reviewers voted but will see the exclusion reasons if that is was the conflict. They will make the final decision.



Final decision needed

Discuss the final decision with the other author



Select the reason

☐ Wrong setting
Excluded on 10 Aug 2017

☐ Wrong study design
Excluded on 10 Aug 2017

Extraction:

- Once the screening process is completed, the next step is to extract information from the included studies. Any included studies have automatically been brought through to this stage by Covidence.
- Only a brief overview is provided on extraction. Discuss with your team or supervisor.
- The extraction section involves several important processes:
 - You can merge related references under the one study
 - Quality Assessment (Risk of Bias)
 - Data Extraction

Extraction

0 extracted
 1 studies to extract

TEAM PROGRESS

0 DONE

0 COMPARISON REQUIRED

0 STARTED

1 NOT STARTED


[Team settings](#)

YOU CAN STILL

EXTRACT

1

[Continue](#)

 You've completed 0 extractions so far

- Click **Continue** to begin

☐ All
 [Merge as study](#)
[Export](#)
[Filter](#)
[Tags](#)

Display: 25
 Relevancy

☐ #1 - Bromley 2014
 Bromley, R; Weston, J; Adab, N; Greenhalgh, J; Sanniti, A; McKay, AJ; Tudur Smith, C; Marson, AG
 Treatment for epilepsy in pregnancy: neurodevelopmental outcomes in the child
 Cochrane Database of Systematic Reviews 2014;(10):
 John Wiley & Sons, Ltd 2014

[View Abstract & IDs](#)
[Add full text](#)

[View history](#)
[Add a note](#)
[Move study to Full text review](#)

1st Reviewer	2nd Reviewer	Consensus
Unassigned	Unassigned	Consensus
QUALITY ASSESSMENT		
Start	Start	Unavailable
DATA EXTRACTION		
Start	Start	Unavailable
Manage Reviewers		

Merge as Study:

- It is at the extraction stage that you can merge references which relate to the same trial to create a study record, so they all come under the one record.

NB: Once you have selected Merge as Study – this cannot be undone!

Quality Assessment:

- You will have the choice to customise your own quality assessment (eg. You may be using a particular tool, for example, Newcastle Ottawa, Downs and Black, JADAD etc.).
- You will need to re-create/build the questions and responses of the tool in this section before actually using it.
- You can also use the Cochrane Risk of Bias tool, which is already embedded in the software.
- For more information and guidance, see <https://support.covidence.org/help/quality-assessment-new>

Data Extraction:

- In this section, you can extract data from each study.
- The data extraction form has been based on the PICO format.
- For each study, you can record:
 - Summary
 - Identification details – funding, contact details
 - Methods of the study
 - Population (including inclusion/ exclusion criteria)
 - Intervention
 - Outcomes
- For more information and guidance, see <https://support.covidence.org/help/data-extraction-new-version>

Benefits and Limitations:

Benefits	Limitations
<ul style="list-style-type: none"> • Allows and works well for numerous people to work on the review at the same time, regardless of their location • Allows individuals to work through at their own pace – does not require full completion of different sections before other sections can be worked through. • Automatically de-duplicates • Can set up authorisation parameters – who and how many can screen, change exclusion criteria etc • Can upload and store full text papers at point of full text review • Guide through the process of a review – helpful for novice reviewer • Has place to record search strategies and inclusion exclusion criteria • Manages reviewing of papers well, including recording and managing conflicts. 	<ul style="list-style-type: none"> • De-duplication may not pick up less obvious ones (i.e. same study reported at different conferences) and some manual changes may be required • PRISMA diagram is basic and may not meet needs of some reviews - doesn't record records retrieved from various sources, or how many included for qualitative and then meta-analysis. • Although has place to record search strategy and inclusion/exclusion criteria, this is not part of the set up/compulsory process and can be overlooked. • Anybody can add reasons for full text review exclusions – this can lead to the same exclusion being recorded differently by different people and can become messy

Source: Cleo, G., Scott, A.M., Islam, F., Julien, B., & Beller, E. (2019) Usability and acceptability of four systematic review automation software packages: a mixed method design. *Systematic Reviews*, 8, Article 145. <https://doi.org/10.1186/s13643-019-1069-6>