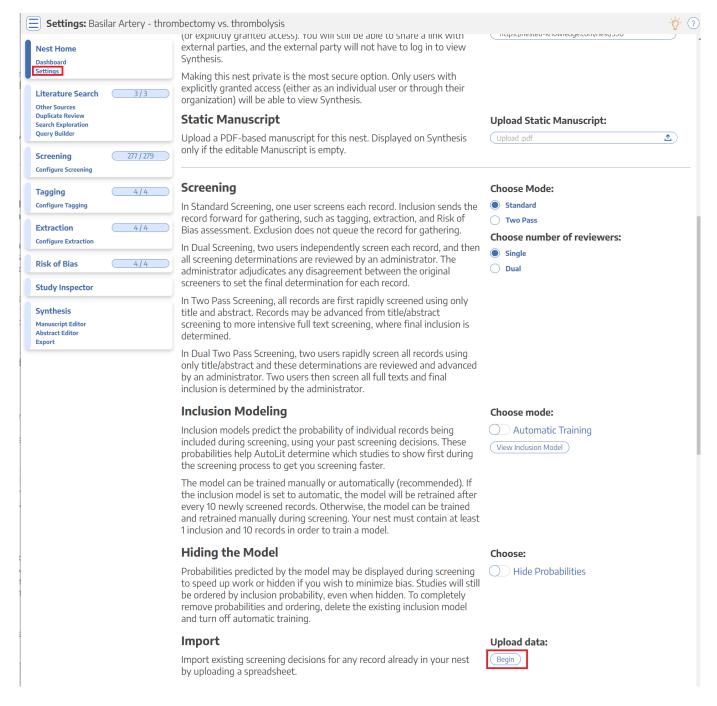
# **Import Existing Screening Decisions or Tags**

This page addresses how to move existing review data, specifically screening & tagging, from spreadsheets into your nest.

# Where to Import

Import can be found under Settings.



- For Screening, see the "Import" section under Screening select "Begin" under "Upload Data"
- For Tagging, see the "Import" section under Tagging select "Begin" under "Upload Data"



You **cannot** import Screening and Tagging in a single sheet; all Import must be completed with only one module (Screening or Tagging) at a time.

**Warning:** New records CANNOT be added to the nest via Import; you can **only adjust the Screening and Tagging of existing records in the nest**. To import new records to the nest, see Import Records.

# **Import Screening Decisions**

To import Screening Decisions, you will need to bring an Excel sheet or CSV formatted **exactly** as outlined below; you can use our template to ensure the formatting is correct.

Once you have selected "Begin," a modal will open showing the ability to download the template, upload an Excel or CSV, and adjust settings:

#### **Format and Template**

You can download the template from the Import Modal (see first red outline below):

#### **Import Screening**

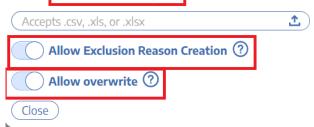
Import final screening decisions for any records **already present** in the nest. Your sheet must contain 1 to 3 of the following columns for matching:

- Title
- DOI
- PubMed ID

Additionally, the sheet should contain columns:

- Exclusion Reason (required): If the record is to be excluded, a reason for exclusion; left empty to include the record.
- Full Text Review (optional): true/false, yes/no are acceptable, used to indicate if the screening decision was made using the full text. Empty values, or column not supplied, indicate that screening decisions did not result from a full text review.

Import Screening: Upload a .csv or .xlsx sheet to proceed. A spreadsheet of any non-matching records will be returned to you after import. Download Template



Import

The titles of your sheet must have the following exact column names:

- DOI
- Title
- PubMed Id
- Exclusion Reason

[Optional] Full Text Review

You must provide, in those columns:

- At least one bibliographic item (DOI, Title, or PubMed Id)
- For all Included records, a **blank cell** in the Exclusion Reason column
- For all Excluded records, the exact Exclusion Reason
- For all records that underwent Full Text Review, the text "TRUE" in the Full Text Review cell.

See below for a correctly-filled-out example sheet:

	Α	В	C	D	E F
1	DOI	Title	PubMed Id	Exclusion Reason	Full Text Review
2	10.1001/ja	Effect of Intravenous Tirofiban vs P	35943471		
3	10.1161/st	Aspiration Thrombectomy After Intr	27486173	Does not report stroke	TRUE
4	10.1056/n	A Randomized Trial of Intravenous	34758251	Published before 2012	TRUE
5	10.1056/n	Thrombectomy for Stroke in the Pul	32521133	Animal (in vitro)	TRUE

In this sheet, the first record would be Included (without full text review) while the other three would have Exclusion Reasons added matching the text in that column, and would be marked "Full Text reviewed."

#### **Settings: Allow Exclusion Reason Creation**

The first setting (first red arrow above) determines whether the nest should automatically create new Exclusion Reasons based on the imported sheet.



If there is an Exclusion Reason listed in the sheet that is **not already configured in the nest,** leaving this setting toggled "on" will automatically create any missing reasons.

If you would prefer that **no new Exclusion Reasons be created** in your nest, toggle this setting off.



If there are any Exclusion Reasons that do not **exactly match** Exclusion Reasons in the nest, the import of records with those non-matching Reasons will fail import and a list of records that failed Screening import will be displayed to you.

# **Settings: Allow overwrite**

The second setting (second red arrow above) determines whether the decisions in your import should override decisions already present in the nest. That is, if you want any existing Exclusion Reason to be **replaced by the imported decisions**, leave this setting toggled "on."

If you would prefer that existing decisions be left (and not overwritten), toggle this setting off. If

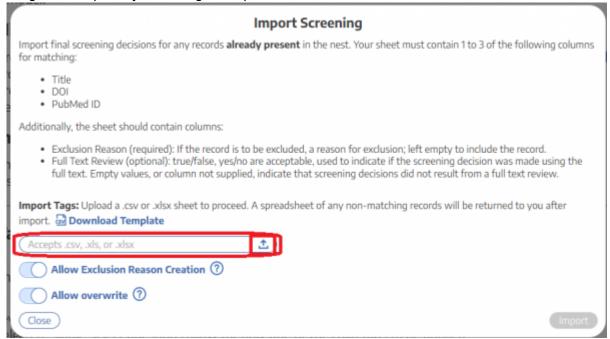
toggled off, no overwriting will be completed over existing decisions.



Be careful about this action, because no report will be returned regarding overwriting of records!

#### **Import Screening Decisions**

Once you have **ensured that your import sheet is the proper format**, upload your sheet by drag-and-drop or by selecting the Upload button:



When complete, check your nest for the Screening Decisions you uploaded and to ensure that they were altered as you had planned.

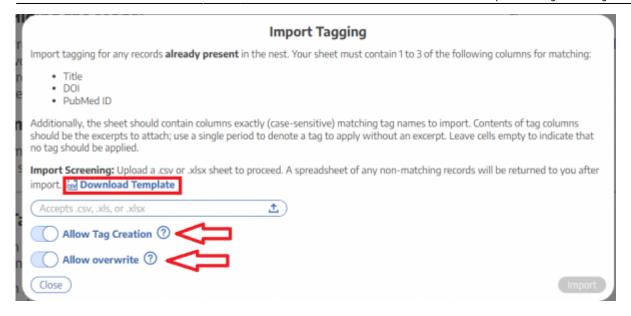
# **Import Tags**

To import Tags, you will need to bring an Excel sheet or CSV formatted **exactly** as outlined below; you can use our template to ensure the formatting is correct.

Once you have selected "Begin," a modal will open showing the ability to download the template, upload an Excel or CSV, and adjust settings:

#### Format and Template

You can download the template from the Import Modal (see red outline below):



The titles of your sheet must have the following **exact column names**:

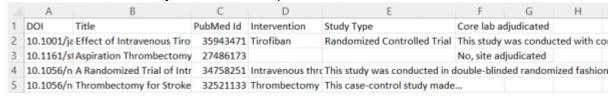
- DOI
- Title
- PubMed Id

Then, every column to the right of these **must be an exact Tag name**; the cells under the Tag Name will indicate whether that Tag should be added to the record in question with the text in the cell as the Tag Excerpt.

You must provide, in those columns:

- At least one bibliographic item (DOI, Title, or PubMed Id)
- For all Tags to be applied to any record, the exact Tag name in the column header,
- For all records a Tag should be applied to, fill in your desired Text Excerpt in the cell. If the
  cell is left blank, this indicates that the Tag in question should NOT be added to that
  record.

See below for a correctly-filled-out example sheet:



In this sheet, the first two records would have all three tags listed added to them; the second record would have only one tag added: "Core lab adjudicated", with the Text Excerpt of "no." The third would have two out of three tags added, with none added for "Core lab adjudicated."

### **Settings: Allow Tag Creation**

The first setting (first red arrow above) determines whether the nest should automatically create new Tags based on the imported sheet.



If there is a Tag listed in the sheet that is **not already configured in the nest,** leaving this setting toggled "on" will automatically create any missing Tags.

These Tags will be added to your nest without Parent Tags, so make sure you check Configure Tagging and assign the appropriate Parent Tags after Import.

If you would prefer that **no new Tags be created** in your nest, toggle this setting off.



If there are any Tags that do not **exactly match** Tags in the nest, the import of records with those non-matching Tags will fail import and a list of records that failed Tag import will be displayed to you.

#### **Settings: Allow overwrite**

The second setting (second red arrow above) determines whether the tag excerpts in your import should override tag excerpts already present in the nest. That is, if you want any existing tag excerpts to be **replaced by the imported excerpts**, leave this setting toggled "on."

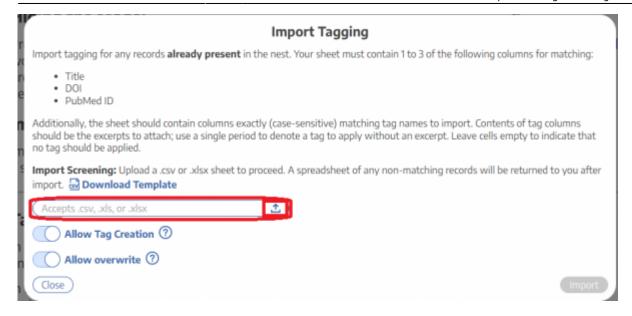
If you would prefer that **existing tags be left (and not overwritten)**, toggle this setting off. If toggled off, no overwriting will be completed over existing tags.



Be careful about this action, because no report will be returned regarding overwriting of records!

## **Import Tags**

Once you have **ensured that your import sheet is the proper format**, upload your sheet by drag-and-drop or by selecting the Upload button:



When complete, check your nest for the new Tags you uploaded and to ensure that they were altered as you had planned.

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