

Configuring Screening

The first step in the Screening process is configuring the Exclusion reasons. The steps for adding and editing exclusion reasons will be covered here.

Steps for Configuring Exclusion Reasons:

1. Navigate to Configure Exclusion Reasons

Once you are in a nest, hover over the Nest menu and click on “Configure Exclusion Reasons” under Screening:



If someone has already set up Exclusion Reasons for the nest, they will appear here.

2. Add Exclusion Reasons

Click “Add Reason” and type your Exclusion Reason in the free text field. The software does not restrict what reasons you create, but you should ensure that these Exclusion Reasons reflect the inclusion and exclusion criteria for your study design.

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Exclusion Reasons: COVID-19 RCTs of Antivirals

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Add Reason

Reason	Excluded Records	No Full Text	Edit	Delete
Qualitative review of existing research	808	Signals No FT	Edit	
Not an RCT of a drug of interest	390	Signals No FT		
Systematic Review or Meta-analysis	250	Signals No FT		
Editorial, comment, or opinion article	246	Signals No FT		
Update or guidelines article	147	Signals No FT		
Published Before 2019-11-01	106	Signals No FT		
In vitro, in silico, or in vivo study	84	Signals No FT		
Protocol or Methods article	77	Signals No FT		
Case Study	59	Signals No FT		
Correspondence or Letter to the Editor	53	Signals No FT		
Not related to COVID-19	47	Signals No FT		
Not Published in English	36	Signals No FT		
Not an antiviral	25	Signals No FT		
Technical note	12	Signals No FT		
secondary analysis	4	Signals No FT		
Full Text Unavailable	4	Signals No FT		
Prophylaxis Not Treatment	2	Signals No FT		
Biased Subpopulation	2	Signals No FT		

Import an Exclusion Reason Set

If your Organization has created templated Exclusion Reason Sets, you can import them using the “Import Set” button.

This will open a modal where you can choose from your Organization's existing templated sets. Importing a Set will add all the Exclusion Reasons in the Set and add them on top of your existing reasons. For more information, see [Organizational Templates](#).

3. Editing and Deleting Exclusion Reasons

To edit an Exclusion Reason, click on the pencil icon. If you edit the text of an exclusion reason, your edits will also be reflected on studies to which that reason has already been applied.

To delete an Exclusion reason, click the trash icon. **Deleting an exclusion reason will permanently remove it from the system and will also remove it from studies to which it has been applied. These studies will be returned to the screening queue and will need to be screened again.**

Related Information

Add Exclusion Reasons on the Fly

You can add Exclusions Reasons as you screen. To do so, in the Screening module, begin typing in an

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Printed on 2024/05/18 15:04

Exclusion Reason. If the reason of interest has not yet been configured, you will be presented with the ability to “Add Option.” Select this option, and write out your full Exclusion Reason. Once you have added it, it will pop up in the Exclusion Reason drop-down and will be added to your Configure Exclusion Reasons page.

Signaling "No Full Text"

View this switch on the Configure Exclusion Reasons page. You can designate one exclusion reason as indicating that the full text was not available for a given reference. This information will be reflected in your [PRISMA flow diagram](#).

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Last update: **2022/05/24 20:41**