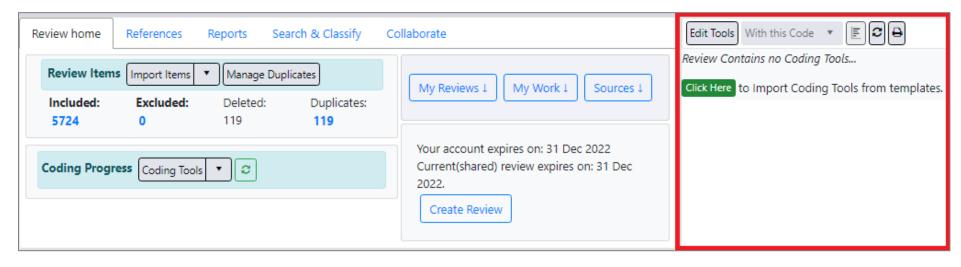
Codesets

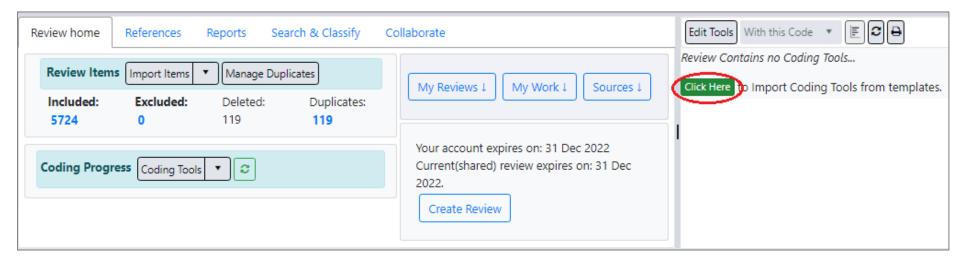
When creating a new review, you will see a blank area on the right-hand side of the screen, showing there are no codesets in the review.



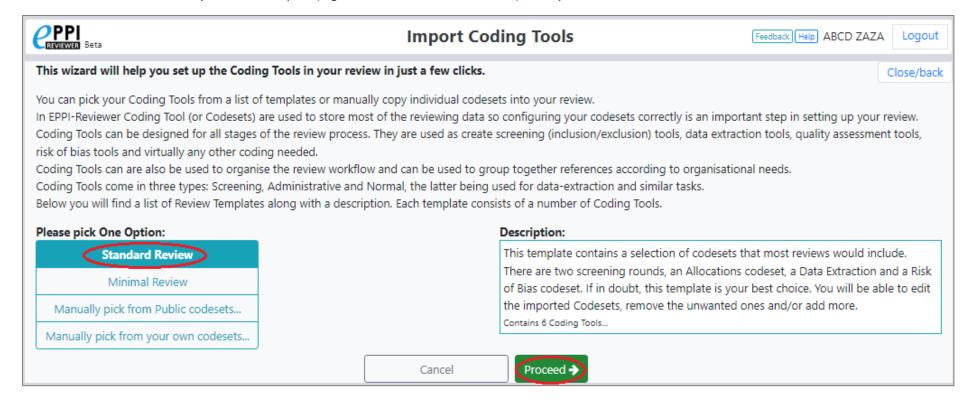
Importing Codesets

You can easily import standard codesets into the review (or codesets from your other reviews, or any of codesets we have made available to the public e.g. Home Office review guidelines for data extraction, NICE Quality appraisal checklist).

Just press the *Click Here* button.



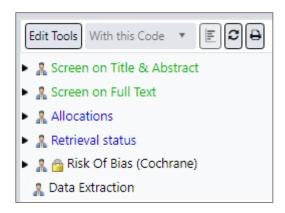
Select which kind of codesets you wish to import (e.g. those for a **Standard Review**), then press the **Proceed** button.

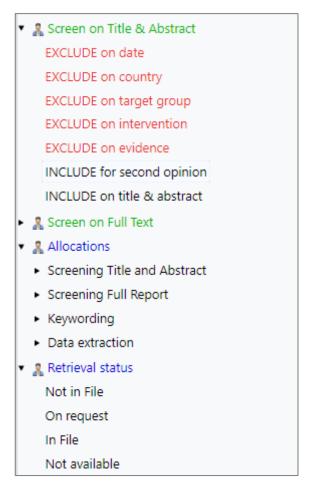


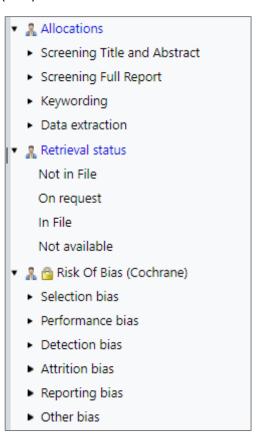
Editing and Creating Codesets

You will see the imported codesets for a Standard Review. You can expand a codeset to see its "child" codes by clicking the adjacent arrow.

Note that codesets are coloured according to type – Screening (green), Standard (black), or Administration (blue).

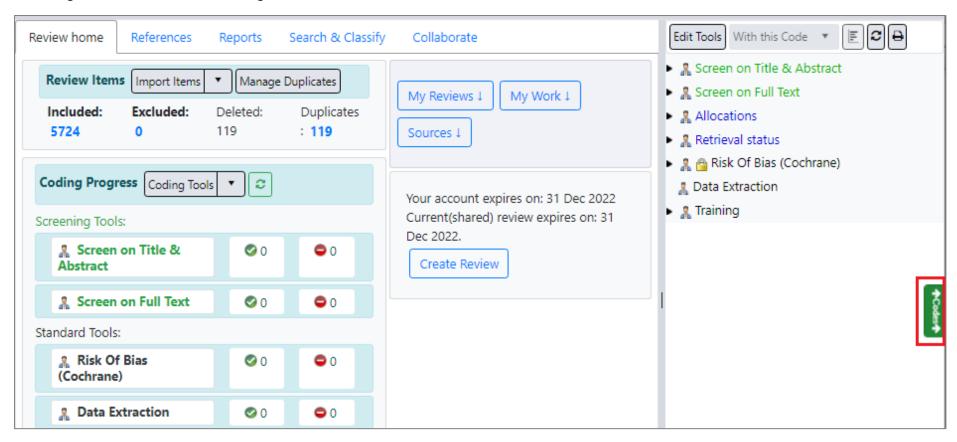




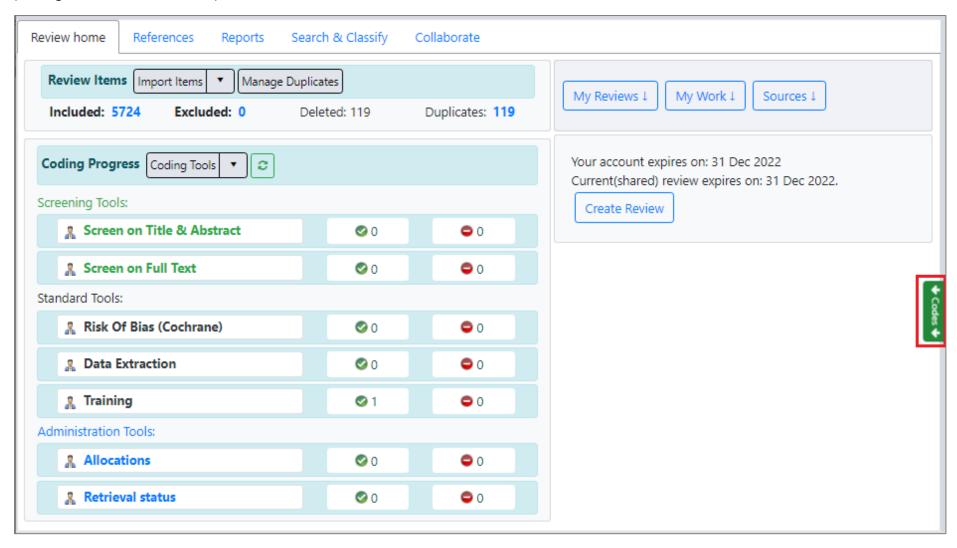


You can hide or show the codesets in your review, which can be useful if you are focusing on other aspects of the software.

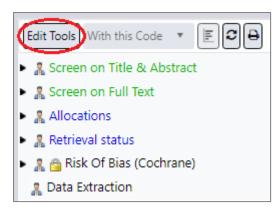
Click the green *Codes* tab at the centre-right of the screen to hide the codesets.



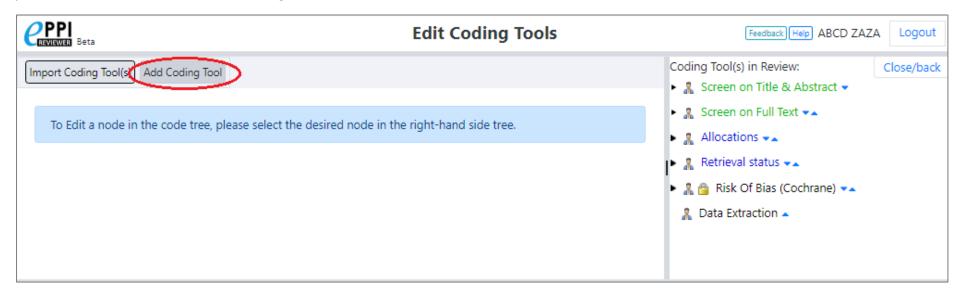
(Click again to show the codesets.)



To edit your codesets or their constituent codes, click the *Edit Tools* button above the list.

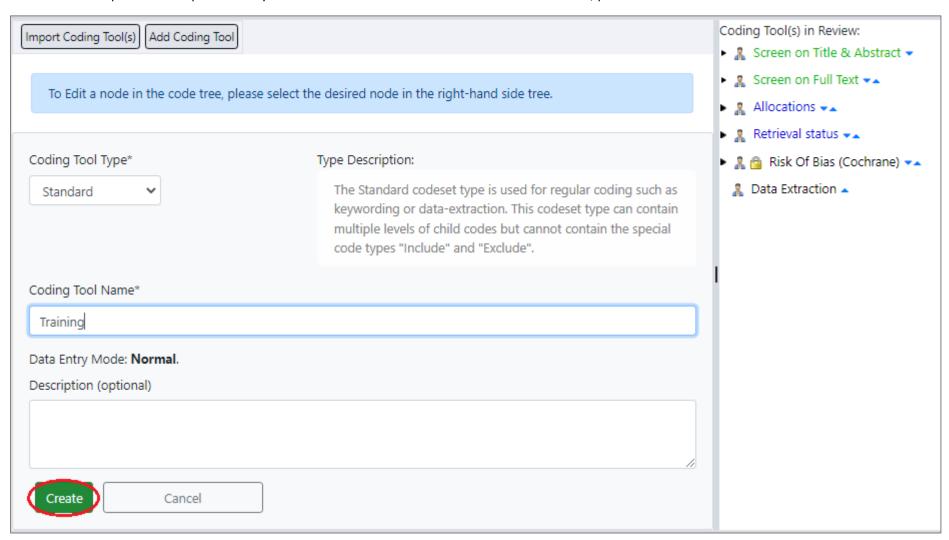


You can add a new coding tool by clicking the *Add Coding Tool* button. (You can also import further coding tools, edit existing coding tools, or change their position within the list within this *Edit Coding Tools* window.)

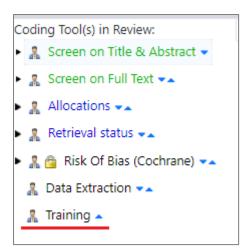


Here we are adding a **Standard**-type coding tool. It will be in **Normal** mode i.e. one reviewer will code each item with respect to this codeset (as opposed to **Comparison** mode, whereby multiple reviewers will code each item and then compare answers). The mode can be changed at any point.

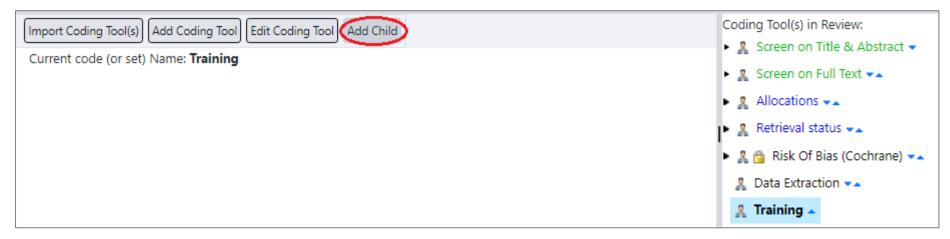
You can add an optional description for any codeset or the codes within. Once details are entered, press the *Create* button.



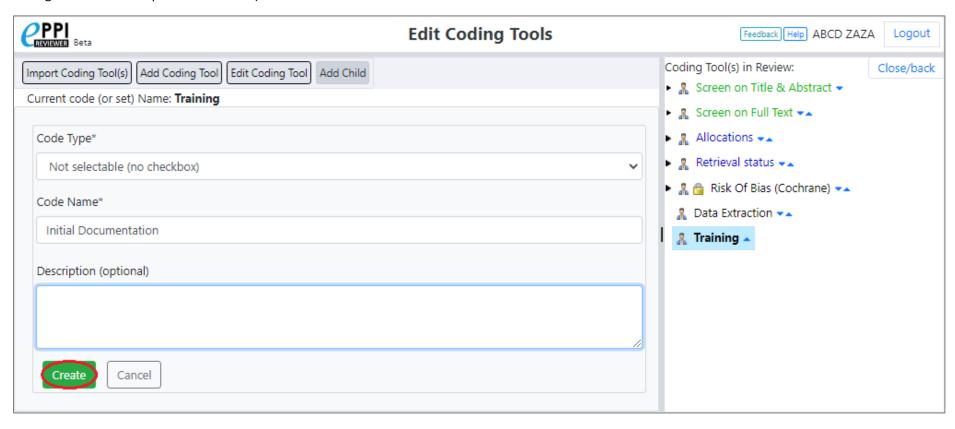
You will see the new codeset appear in the list.



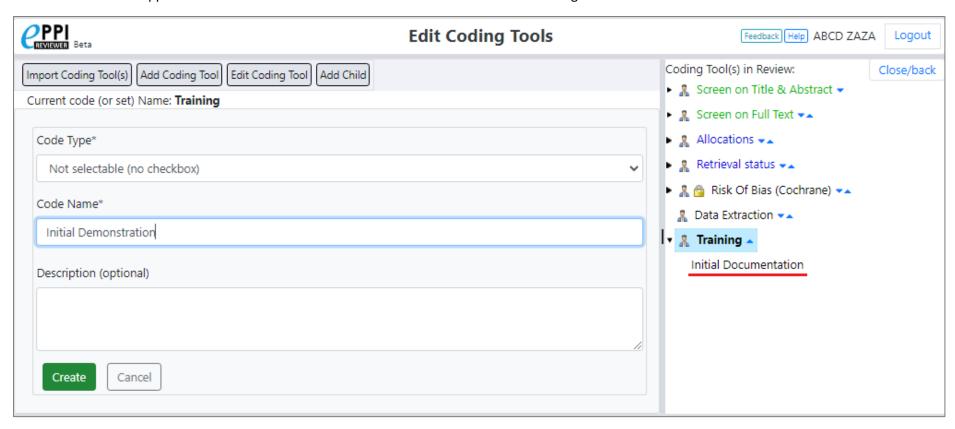
We can now add child codes to the new codeset using the *Add Child* button.



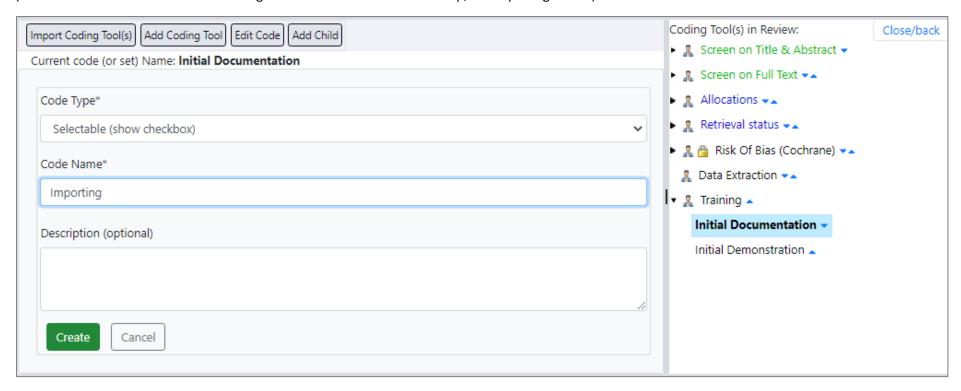
Enter the relevant details, then press the *Create* button. (A code can be selectable or not; if it selectable, it will show with a checkbox when reviewers are coding an item with respect to this code.)



You will see the code appear in the list. You can add further child codes to the codeset here e.g. *Initial Demonstration*.

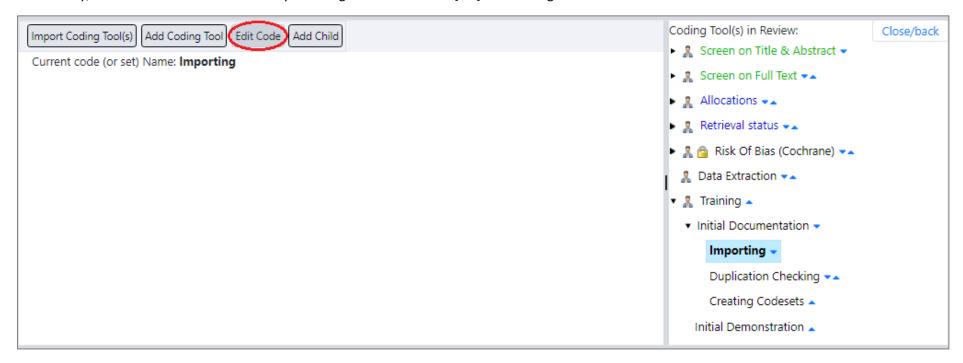


Codesets can be "nested" to aid organisation – so you can have "grandchild" codes. We can add codes beneath those we have already added e.g. *Importing*. (Note that we do not recommend nesting codes to more than 3 levels deep, to keep things clear.)



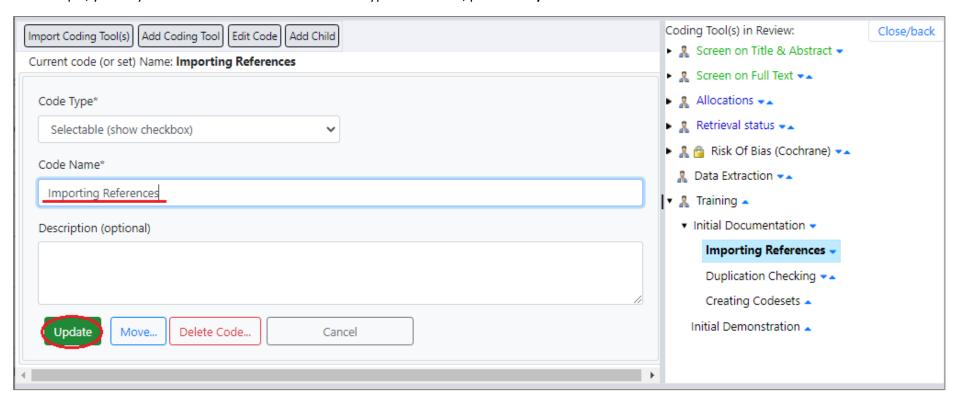
So here we have a top-level coding tool (*Training*), with two codesets underneath (*Initial Documentation* and *Initial Demonstration*) and further codes below the *Initial Documentation* codeset (*Importing, Duplication Checking*, and *Creating Codesets*).

If necessary, we can edit codes or codesets by selecting the relevant code[set] and clicking the *Edit Code* button.

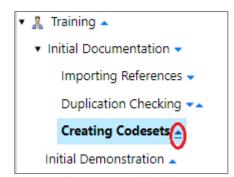


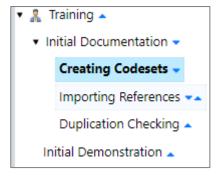
EPPI Reviewer Web ZG eppisupport@ucl.ac.uk

For example, you may wish to amend the code name or its type. Once done, press the *Update* button.

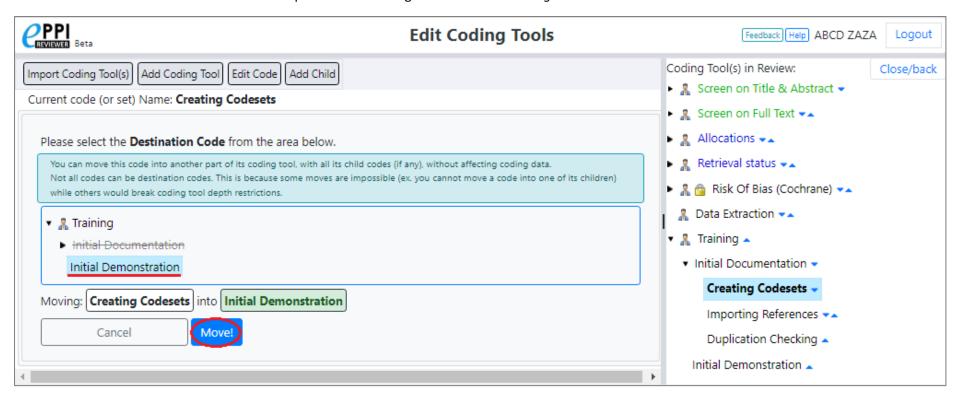


We can also use *Edit* mode to alter the position or order of codesets or codes, via the up and down arrows to their right.





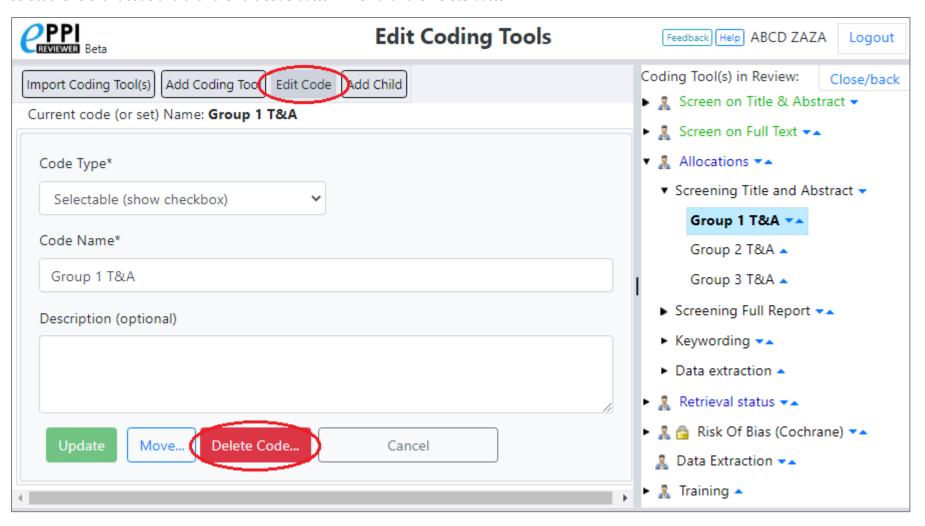
You can also *Move* codes or codesets between parent codesets e.g. we can move *Creating Codesets* from *Initial Documentation* into *Initial Demonstration*.



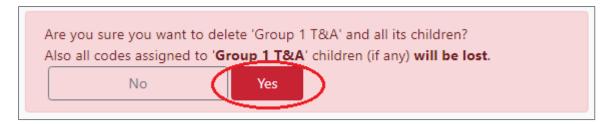
(NOTE: You can only move codes within their existing top-level coding tool. You cannot move them into another top-level coding tool e.g. you cannot move any of the codesets or codes within *Training* into the *Allocations* coding tool.

Deleting unwanted codes or entire codesets (including their child codes) is also done via the *Edit Tools* function.

Select the relevant code and click the **Edit Code** button. Then click the **Delete** button.



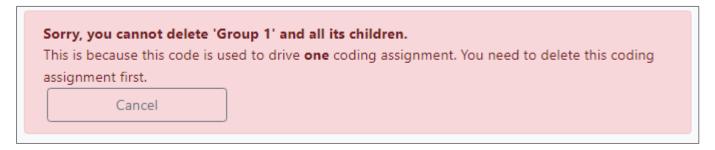
You will be asked to confirm the deletion.



NOTE -: any coding associated with a code that is being deleted will also be lost. (Deleting a codeset will also lose the coding associated with any of its child codes, as all child codes are deleted when the parent codeset is deleted.)

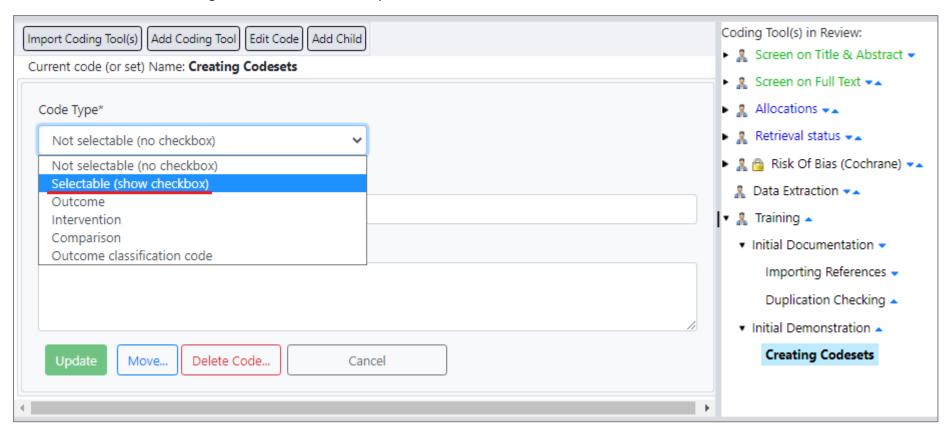


(You will not be able to delete any code that has been used as a reference group to create coding assignments. You will have to delete the associated coding assignment first.)

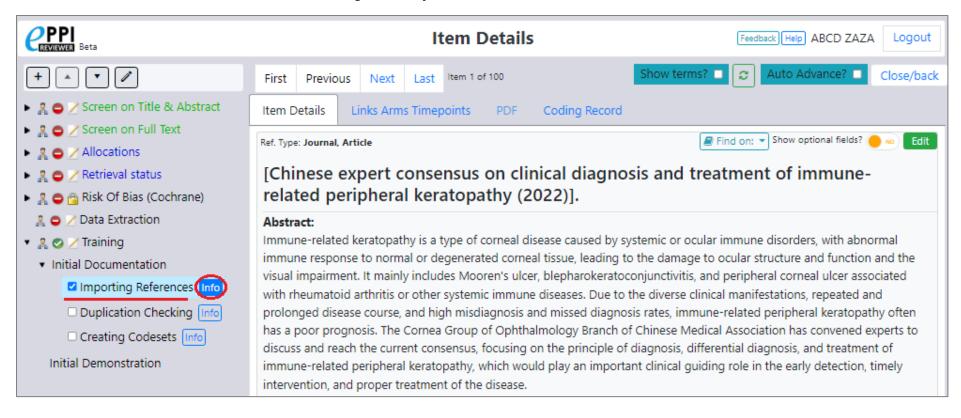


Entering and Working With Codes

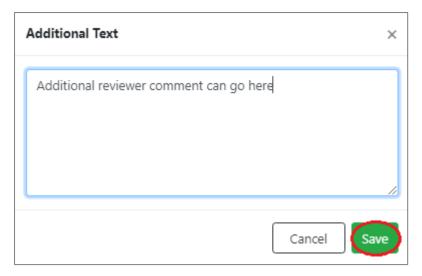
You can see the effect of choosing a *Selectable* codeset once you start to code references.



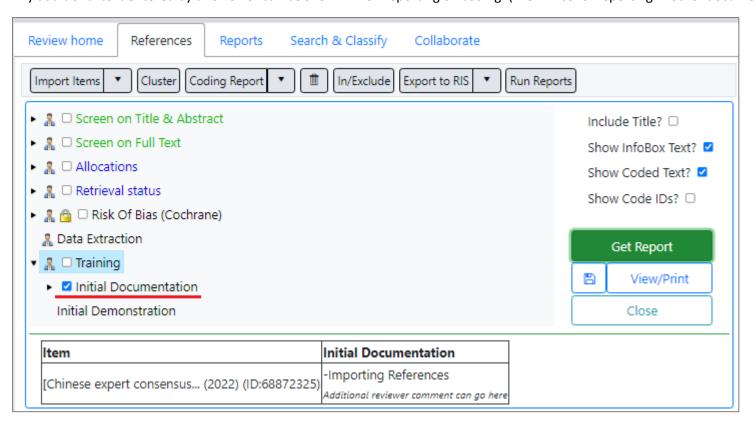
Each selectable code will have a checkbox next to it, along with an *Info* button.



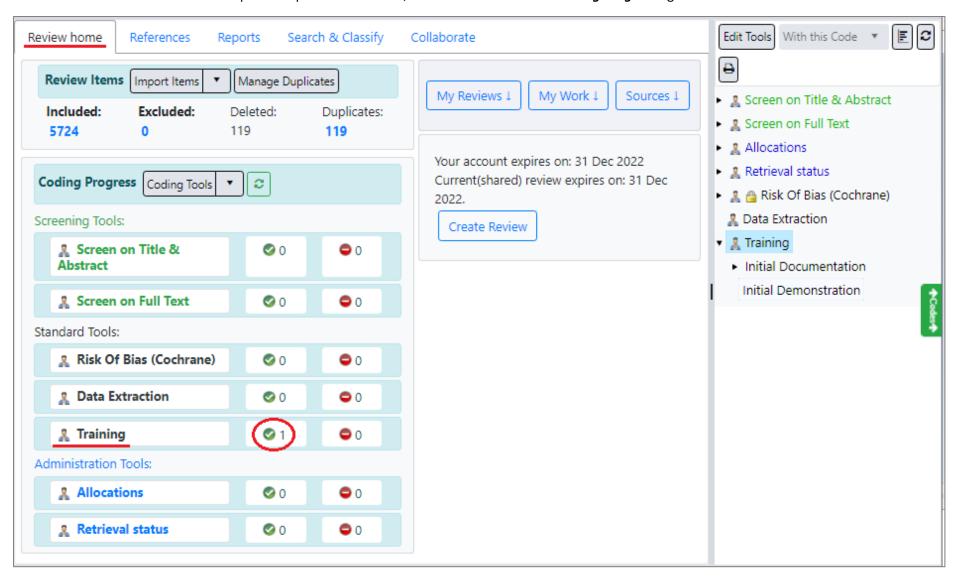
Clicking the *Info* button allows the reviewer to enter further comments, in addition to the code chosen. (Once entered, press the *Save* button.)



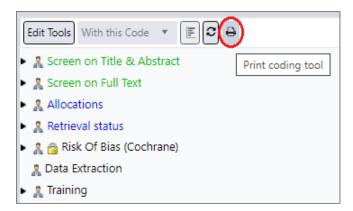
Any additional text entered by a reviewer can be shown when reporting on coding. (We will cover reporting in other documentation.)



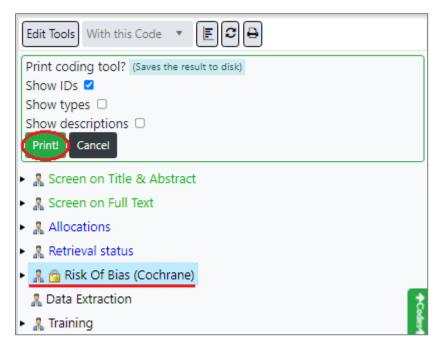
Once an item has been coded with respect to a particular codeset, this will be shown in the **Coding Progress** figures under the **Review Home** tab.



You can get a print-out of a coding tool via the **Print** icon above the code tree.



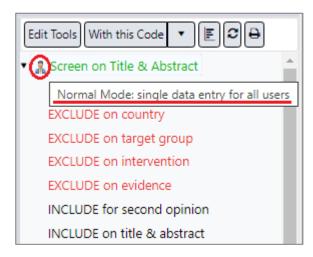
Select the coding tool, then press the **Print** button.



Codeset Modes

Codesets can be in *Normal* mode (where one reviewer is expected to code or screen each item, at which point it is automatically "completed"), or *Comparison* mode (where multiple reviewers are expected to code or screen each item, then compare results before a final answer is agreed upon, at which point the item is marked as complete).

You can see which mode a codeset is in via the small icon of a single person or two people, adjacent to the codeset name.





You can change a codeset's mode between *Normal* and *Comparison*.

