Getting started with Covidence

Covidence is a web-based programme, developed in cooperation with Cochrane. It is suitable for organizing your references and is eligible for e.g., systematic reviews, meta-analysis, or clinical guidelines. You can import, screen, evaluate and validate by using the build-in tool for literature appraisal and finally you can export to a data flowchart.
In Covidence you can invite other reviewers, and you can be two to screen and/or evaluate the references.

Covidence is optimized to Google Chrome and Firefox.

Make an account www.covidence.org. Your E-mail is your user name.

The university library of Southern Denmark has bought access to an extended version of Covidence for SDU students and SDU and OUH employees, see section on access
.
Note To get to know the Covidence program, we recommend that you first practice in the free version of the program and use your SDU email to create a review:
https://www.covidence.org/home. *(It is possible to screen 500 references and one reviewer can be added).*

Make a review

Click on "Create new review" and name it. Click on "Next". You can now invite one reviewer more. If you have the payed version (e-mail approval), you can invite several reviewers. Inviting later in the process is under "Settings".
Only two reviewers can make choices!

Import references

From Dashboard, choose a review by clicking on it and click on "Import studies"
The references can be downloaded in XML CRS or the RIS format.
The RIS format is the best choice.
References can be imported from reference management tools e.g., EndNote, Zotero, Refworks or Mendeley. If you are exporting from EndNote, you must mark the relevant references and click on "File" and "Export". Choose the File Format "Text File" (*.txt) and the output style "Refman (RIS) Export". Finally click on "Save".
In Covidence choose the review, and click on "Import ". Choose "Import from File" and choose to "Import into: Screen".

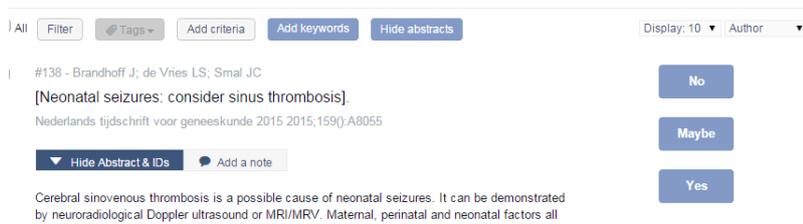## Duplicates in imported references

Before importing references, you may check for duplicates in EndNote or another reference management tool. References imported into Covidence, will also be checked for duplicates.
Duplicates will be placed in "Import" and "Manage imports". Click on "Check duplicates",

and Covidence original reference and duplicates will be shown side by side. If not a duplicate, Click on "Not a duplicate".

Title abstract screening

In the tab "Title-Abstract-Screening" all the imported references are placed.
Make your first screening by reading titles and abstracts and click on

"Yes", and it moves to "Full Text Screening", or "Maybe" and it moves to "Full Text Screening" (but add a note). By choosing "No" it will be placed into "Irrelevant".

When the screening is done, all the selected references are placed in "Full Text Screening".

Sort by "most relevant"

When screening on title-abstract level, you can choose to sort references as "most relevant". When sorting at least 25, Covidence (by an algorithm) will show the "most relevant". The more you sort the better the prediction, as you train the algorithm. This is based on machine learning.

Add full text

From the tab "Full Text screening" you can "Add Full text" to each of the references, one at a time. Click on the references and "Add Full text" and "Choose a file" and add the PDF. When Covidence shows an OK sign, you must click on "Finished".
Links and URL's can also be added to the references.

Finding full text of the selected studies, you can beneficially use EndNote.
To export references from Covidence to EndNote, Use "Export studies". Choose "Full Text Review" and "Reference Manager" is EndNote. Download the file.
In EndNote import is in "File", "Import" and "File", Import option is "Endnote Generated XML". Mark the references for full text searching and click on "References" and "Find Full Text". PDF's will be placed in "My EndNote Library.Data" > "PDF".

The full text will be added one at a time in Covidence.

Open Access reviews will automatically be added by Covidence

A bulk feature is also possible (more PDF's added at a time) see the guidance at
https://support.covidence.org/help/university-of-southern-denmark

Full text screening

In the full text screening process, while reading the chosen references, you must include or exclude references by marking "Include" or "Exclude".
If two reviewers, the references will be placed in "Awaiting other reviewer". If you do not

agree, and the references will be placed in "resolve conflicts".
You can add comments in "Add a note" and you must choose a reason for the exclusion.

Extraction
In Extraction all the included references is placed. In here you can use a customized template or the built-in Cochrane tool, to validate for quality assessment, and risk of bias.
You can compare your validations with another reviewer.
The tool is qualified to RCT studies.

Or you can use a customized template https://support.covidence.org/help/create-and-publish-a-data-extraction-template

See https://support.covidence.org/help/create-tables-in-extraction-2-0

The quality assessment can be accomplished by other tolls outside Covidence,
e.g., AMSTAR.

Look for references
You can look for specific references. To find a reference, you can write words from the title or an author name in the field "Find a study". You can choose "Filter" if you want more specifications. Need to see all references again, click on "Clear".

Export studies
In "Export studies" you can export to Revman (Review Manager).
By choosing "Prisma" you will be shown the selection process in a data flowchart.

Access to Covidence for employees
We recommend you start with the free version of the programme via https://www.covidence.org/home and use your SDU-Email.

If you are a SDU student or employed at SDU og OUH, you can get access to the extended version of Covidence.

For SDU students and employees you can get access from Covidence Self-Sign-Up
https://app.covidence.org/organizations/50dWQ/signup
Use your SDU E-mail for approval.

For OUH employees contact e-tss@bib.sdu.dk who will help you to get access.
Remember to inform on the name of your review!

When using the SDU library access to Covidence, you will get access to the full and un-limited version of Covidence. If you have used Covidence before, and used your SDU e-mail, you will be recognized and get access to the full version of Covidence. And this is even if you have used the trial-version, and it is without loss of data.

When you log in to Covidence, use: www.covidence.org

You can invite reviewers from other workplaces than SDU or OUH into your review. But be aware that you must NOT share full text reviews (or other licensed material) with these persons.

Uploading licensed material
We advise you NOT to upload documents licensed from the SDU library to Covidence. It might be illegal due to copyright regulations.

Be aware that you are not allowed to share licensed documents with persons, not em-ployed at SDU or OUH, or not students at SDU.

Know more on Covidence
https://support.covidence.org/
https://www.youtube.com/ Look for Covidence

Need help og guidance:

> **Access on E-resources and Covidence**
> **The University Library of Southern Denmark**
> e-tss@bib.sdu.dk
> Phone 6550 2632
>
> **Guidance in Covidence**
> https://support.covidence.org/help
> Guidance's and FAQ
> And
> https://support.covidence.org/help/university-of-southern-denmark