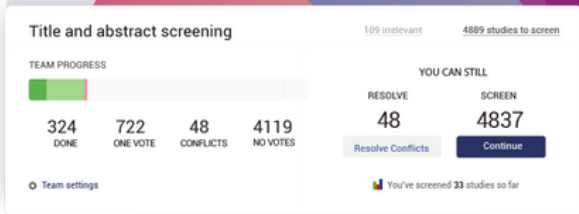


# Quick Start Guide



I want to do a systematic review  
**How can Covidence help me?**

Covidence is a powerful tool designed to streamline production of high-quality evidence reviews. Working with your academic library, guide your team through the rigorous processes involved in a review.



Before you start

**Consult your library to see if Covidence is available.**

# 01

## Get started on your review

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- ☑ Define your research question



- 
- ☑ Assemble your team



- 
- ☑ Work with your friendly information specialist to define and run a search strategy



- 
- ☑ Get your preliminary list of references



# Set up your Covidence project

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# 02

## Get your project and your team set up on Covidence:

Each team member sets up an individual account, then one person sets up the review and invites others to join.

SIGN UP/SIGN IN:

[covidence.org/sign\\_in](https://covidence.org/sign_in)

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RESOURCES ON SETTING UP AND SIGNING INTO A COVIDENCE ACCOUNT:

<https://bit.ly/38JmPoy>

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SET UP YOUR REVIEW- VIDEO:

<https://bit.ly/3kDSIBC>

## Start a new review

Are you creating a Cochrane review?

Yes  No

Name your review

Use the full working title or an informal working title. You can change this later.

# 03

## Begin screening your references

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The screenshot shows a web interface for "Title and abstract screening". At the top, there are navigation links: "Screen references 4837", "Resolve conflicts 48", "Awaiting other reviewer 4", and "Irrelevant references 109". Below this is a toolbar with buttons for "All", "Filter", "Tags", "Show criteria", "Hide highlights", and "Hide abstracts". A "Display 25" dropdown and an "Author" field are also visible. The main content area shows a list of references. The first entry is "#9272 - Alpert 2019" with a checkbox on the left. The title is "Self-perception of social isolation and loneliness in older adults", where "adults" is highlighted in green. To the right of the title are three buttons: "No", "Maybe", and "Yes". Below the title is a "Hide Abstract & IDs" button. The abstract text is partially visible below the title.

**You've set up your review and you've run your searches** - you're ready to import your references and start screening with your team!

**IMPORT YOUR REFERENCES:**

<https://bit.ly/3Fgugj9>

**SCREEN TITLES AND ABSTRACTS:**

<https://bit.ly/3s8oHy2>

# Continue with full text review

# 04

When you've completed title and abstract screening, you'll have a much smaller list of studies that you want to review in more depth.

**You're ready to do full text review!**

FULL TEXT REVIEW:

<https://bit.ly/3s3B8Lt>

IMPORT PDFS FOR FULL TEXT REVIEW IN BULK:

<https://bit.ly/3FaH0bf>

The screenshot shows a web interface for a 'Full text review' process. At the top, there's a navigation bar with a back arrow and the title 'Full text review'. Below this, a summary bar shows: 'Screen references 173', 'Resolve conflicts 0', 'Awaiting other reviewer 0', and 'Excluded references 17'. A prominent blue button labeled 'Bulk upload PDFs' is visible. The main content area features a list of references. The first reference is selected with a radio button. It includes a reference ID '#3054 - A 2004', a truncated title, and a snippet of the abstract: 'A risk adapted approach reduces the overall Institutional incidence of postoperative nausea and vomiting'. To the right of the abstract snippet are two blue buttons: 'Include' and 'Exclude'. Below the abstract, there are two buttons: 'View Abstract & Ds' and 'View full text'. At the bottom of the interface, there are three buttons: 'View History', 'Add a Note', and 'Move Study to Screen'. The interface also includes a filter section with 'All', 'Filter', 'Tags', 'Show criteria', and 'Hide highlights' options, along with a 'Display 25' dropdown and an 'Author' dropdown.

# 05

## Complete quality assessment and data extraction

Outcomes Add notes

Please contact the primary reviewer if you need to modify the outcomes

▼ Dichotomous outcome

	33 Weeks		
	m		N
CONTROL			
DRUG A			
DRUG B			
DRUG C			

▼ New Continuous outcome

	Baseline		3 Months		6 Months		9 Months		12 Months		
	mean	N	mean	N	mean	N	mean	N	mean	N	N
CONTROL											
DRUG A											

You're ready for the most **intensive task in your review**; assessing the methodological quality of your included studies and extracting data relevant to answering your research question.

STARTING DATA EXTRACTION:  
<https://bit.ly/3s5RKlO>

STARTING QUALITY ASSESSMENT:  
<https://bit.ly/3kR1eO9>



## What's next?

Once you've completed screening, assessment, and data extraction in Covidence, you can use the information you've gathered and exported for the next tasks in your evidence review project: whether you're doing a meta-analysis or narrative synthesis, the work you've done with Covidence will be organized and available for interpretation, write-up, and publication.

### What can we help you with today?

🔍 Search for answers...



**Covidence Academy |  
Covidence - Better systematic  
review management**

covidence.org

### Want more information?

We've got a full range of resources to support every part of the process on our Knowledge Base:

[support.covidence.org/help\\_center](https://support.covidence.org/help_center)

[covidence.org/covidence-academy/](https://covidence.org/covidence-academy/)

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Or send an email to our Community Management team with your questions:

[support@covidence.org](mailto:support@covidence.org)

We're happy to help, whether it's with tech support or understanding how to make Covidence work better for you!