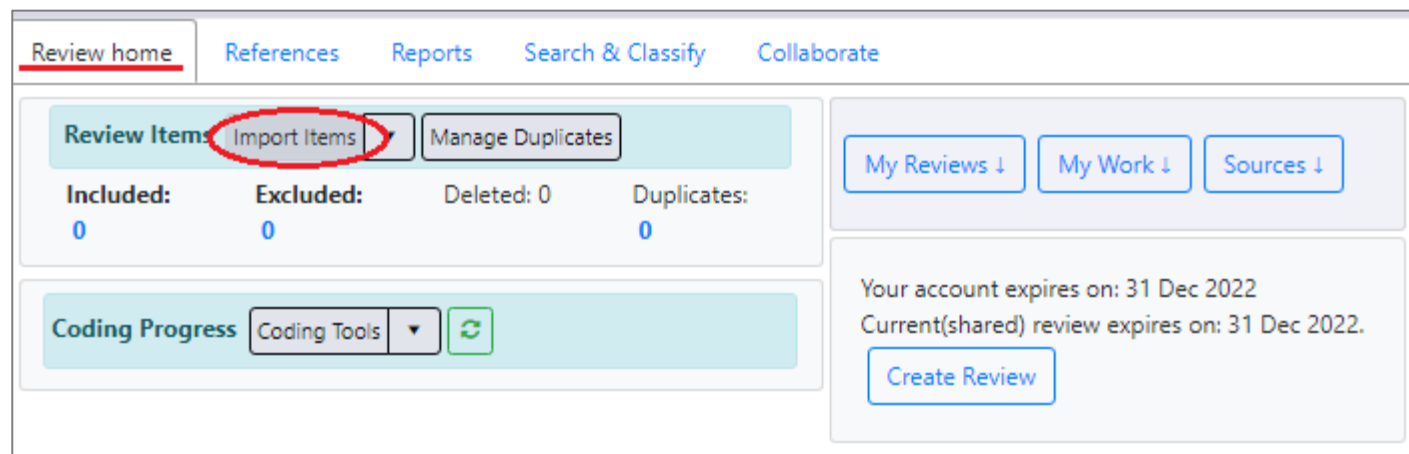
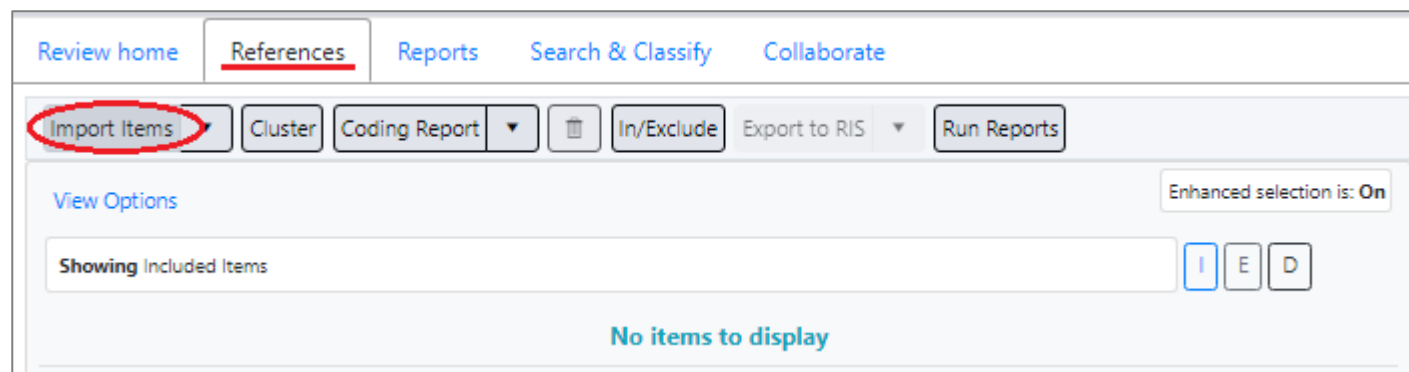


Importing References

1. On the **Review Home** tab, click the **Import Items** button.



(Alternatively, you can do the same thing from the **References** tab.)



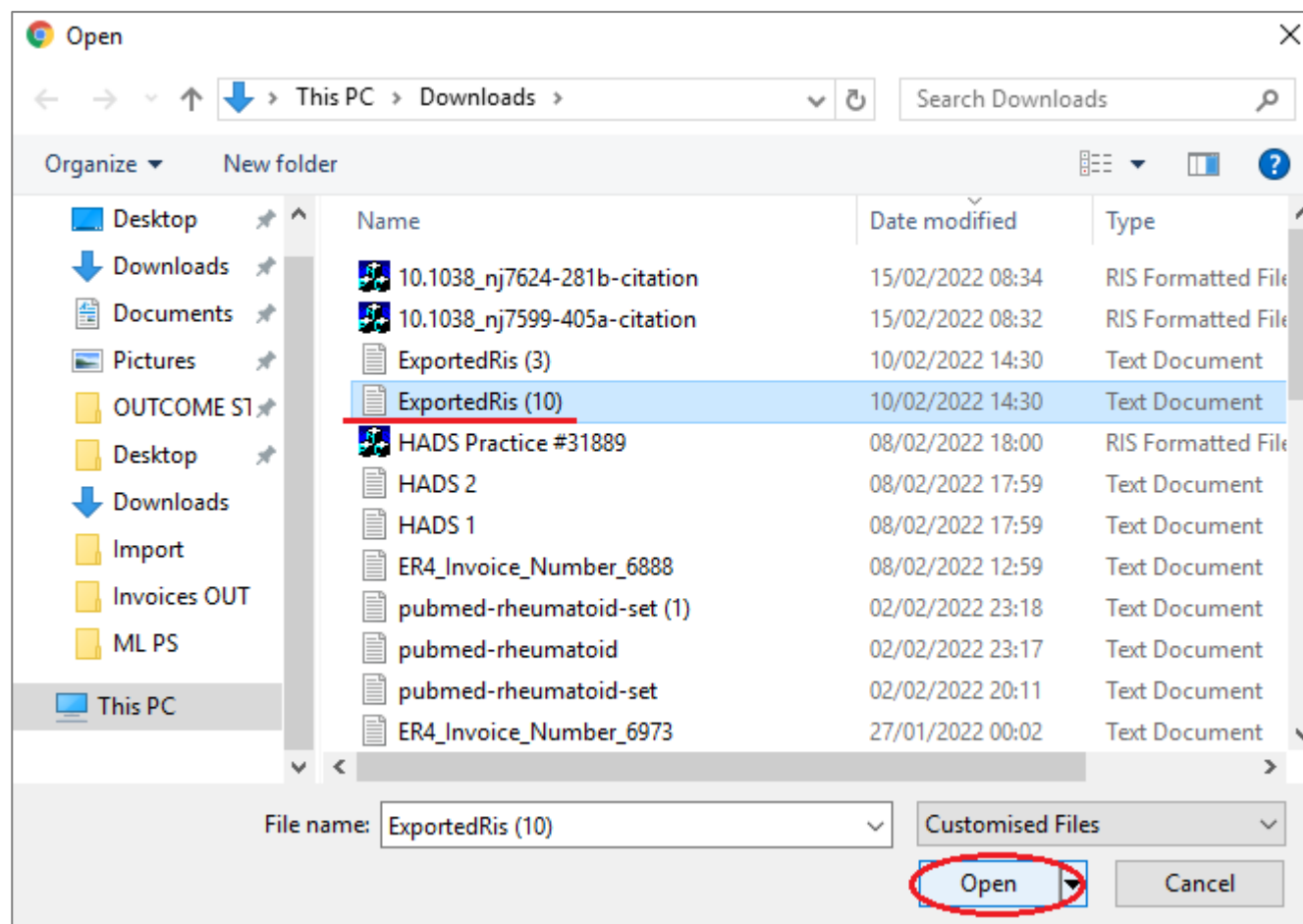
2. Select the **RIS** file format from the drop-down list, then press the **Select File** button (under the **Import Items** tab).

The screenshot shows the 'Import/Manage Sources' page in EPPI Reviewer. The 'Import Items' tab is selected. In the 'Step 1: Choose file format and select file' section, the 'Filter' dropdown menu is open, showing 'RIS' as the selected option. Below this, the text 'Pick the file to upload:' is followed by a blue 'Select File' button, which is circled in red. On the right side of the page, there is a sidebar with the text 'SOURCES in Review: No Sources in review.' and a 'Close/back' button. The top navigation bar includes 'Manage Sources', 'Import Items', and 'PubMed' tabs, along with 'Feedback', 'Help', 'ABCD ZAZA', and 'Logout' links.

(Other formats are available, though generally you will be working with RIS format files.)

This is a close-up of the 'Filter' dropdown menu. The dropdown is open, showing a list of file formats: RIS, PubMed, RefWorks, Web of Science, psycINFO, and OVID RIS. The 'RIS' option is highlighted in blue. The dropdown is circled in red.

3. Browse to your reference file and click the **Open** button.



4. You will see confirmation of the number of items found in the file; click the **Import** button.

[Manage Sources](#) [Import Items](#) [PubMed](#)

Step 2: Preview and import:

back

Show Preview

Results: Total references = 10

Source Name

ExportedRis (10).txt

Date of search

17-Feb-2022

Search String (optional)

Database (optional)

Description (optional)

Notes (optional)

Import

You can click the **Show Preview** button to see summaries of the references to be imported (so you can check their format and content).

Step 2: Preview and import:

[back](#) [Show Preview](#)

Results: Total references = 10

Journal	Title	Authors	Pages	Year
BMC Health Services Research	A human factors intervention in a hospital - evaluating the outcome of a TeamSTEPPS program in a surgical ward	Aaberg O R; Hall-Lord M L; Husebo S I; E; Ballangrud R;	114	2021
European Journal of Psychotraumatology	But were you drunk? Intoxication during sexual assault in Norway.	Aakvaag Helene Flood; Strom Ida Frugard; Thoresen Siri;		2018
Nursing Research	Perceived and received support: Effects on health behavior during pregnancy.	Aaronson Lauren S;	4-9	1989
		Abadi		

Click the **Hide Preview** button to remove the summaries again.

Step 2: Preview and import:

[back](#) [Hide Preview](#)

Results: Total references = 10

(You can also enter additional notes on the source / reference file here, before you click the **Import** button.)

[Manage Sources](#) [Import Items](#) [PubMed](#)

Step 2: Preview and import:

back

Show Preview

Results: Total references = **10**

Source Name

ExportedRis (10).txt

Date of search

17-Feb-2022

Search String (optional)

Rheumatoid AND Arthritis

Database (optional)

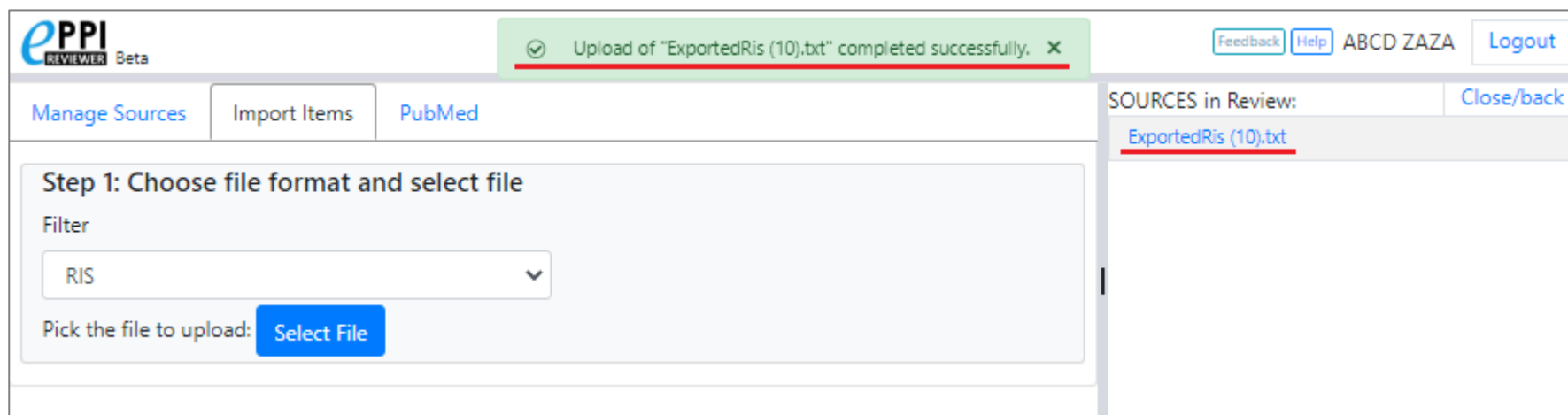
EBSCO (ERIC)

Description (optional)

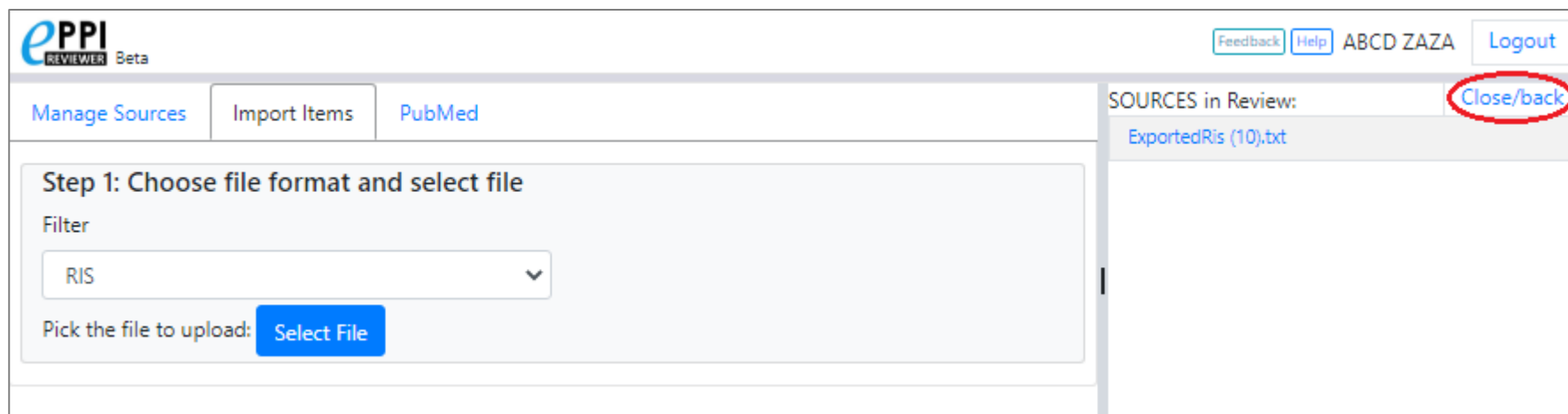
Notes (optional)

Import

5. You will see confirmation of the upload and the file will appear in the list of sources on the right of the screen.



6. Click the **Close/back** button to return to your tab.



Further Notes

7. As you import more files, they will appear in the same list.

The screenshot shows the EPPI Reviewer Beta web interface. At the top, there is a navigation bar with the logo, a success message 'Upload of "ExportedRis (3).txt" completed successfully.', and user links for Feedback, Help, ABCD ZAZA, and Logout. Below the navigation bar, the 'Import Items' tab is selected, and the 'PubMed' sub-tab is active. The main content area is titled 'Step 1: Choose file format and select file'. It features a 'Filter' dropdown menu set to 'RIS' and a 'Pick the file to upload:' section with a 'Select File' button. On the right side, a panel titled 'SOURCES in Review:' contains a list of files: 'ExportedRis (10).txt' and 'ExportedRis (3).txt'. The second file is highlighted with a red rectangular box. A 'Close/back' link is located at the top right of this panel.

SOURCES in Review:	
ExportedRis (10).txt	
ExportedRis (3).txt	

8. Clicking on a source will bring up its details.

Manage Sources

Import Items

PubMed

Source Name

ExportedRis (10).txt

Date of search

17-Feb-2022

Database (optional)

EBSCO (ERIC)

Search String (optional)

Rheumatoid AND Arthritis

Description (optional)

Notes (optional)

Save Changes

Delete

Source Stats:

Items: 10

Import Date: 17 Feb 2022

Items coded: 0

Is Deleted: false

Uploaded documents: 0

Duplicates: 0

Masters of duplicates: 0

Outcomes: 0

Deleted items: 0

Import Filter: RIS

SOURCES in Review:

Close/back

ExportedRis (10).txt

ExportedRis (3).txt

To permanently delete a source it must first be marked as deleted on the Review home page.

Only deleted sources that do not contain master items or duplicates may be deleted permanently.

9. You can return to this page by clicking an **Import Items** button, followed by the **Manage Sources** tab.

Manage Sources

Import Items

PubMed

Source Name

ExportedRis (10).txt

Date of search

17-Feb-2022

Database (optional)

EBSCO (ERIC)

Search String (optional)

Rheumatoid AND Arthritis

Description (optional)

Notes (optional)

Save Changes

Delete

To permanently delete a source it must first be marked as deleted on the Review home page.

Only deleted sources that do not contain master items or duplicates may be deleted permanently.

Source Stats:

Items: 10

Items coded: 0

Uploaded documents: 0

Masters of duplicates: 0

Deleted items: 0

Import Date: 17 Feb 2022

Is Deleted: false

Duplicates: 0

Outcomes: 0

Import Filter: RIS

SOURCES in Review:

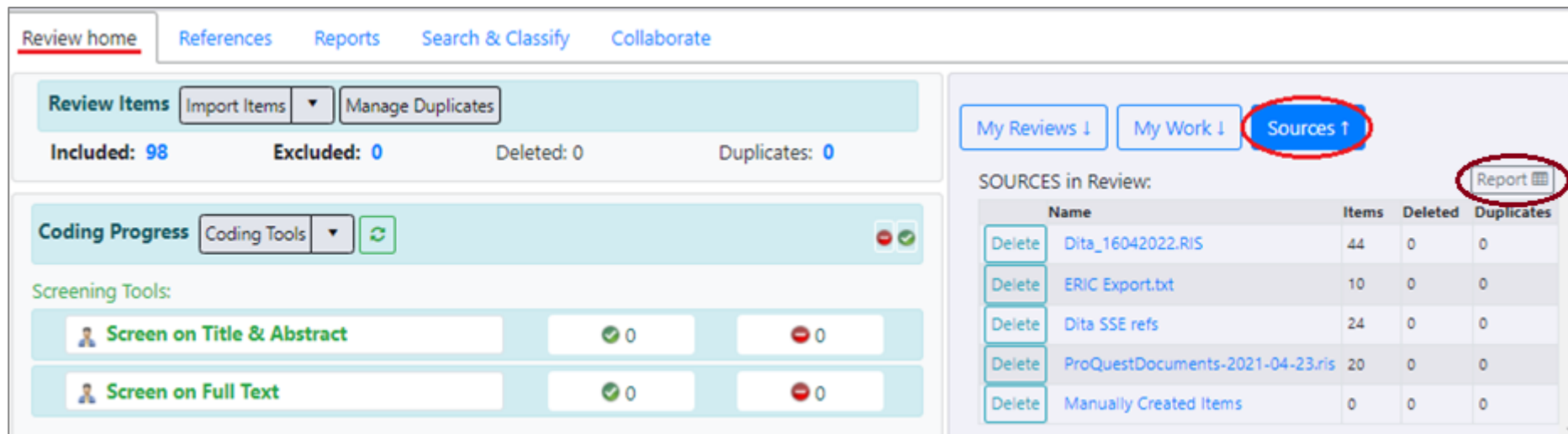
Close/back

ExportedRis (10).txt

ExportedRis (3).txt

10. You can also list your imported files from the **Review Home** tab via the **Sources** button. The list of sources (each detailed with numbers for total items, deleted items and duplicate items) will be listed beneath.

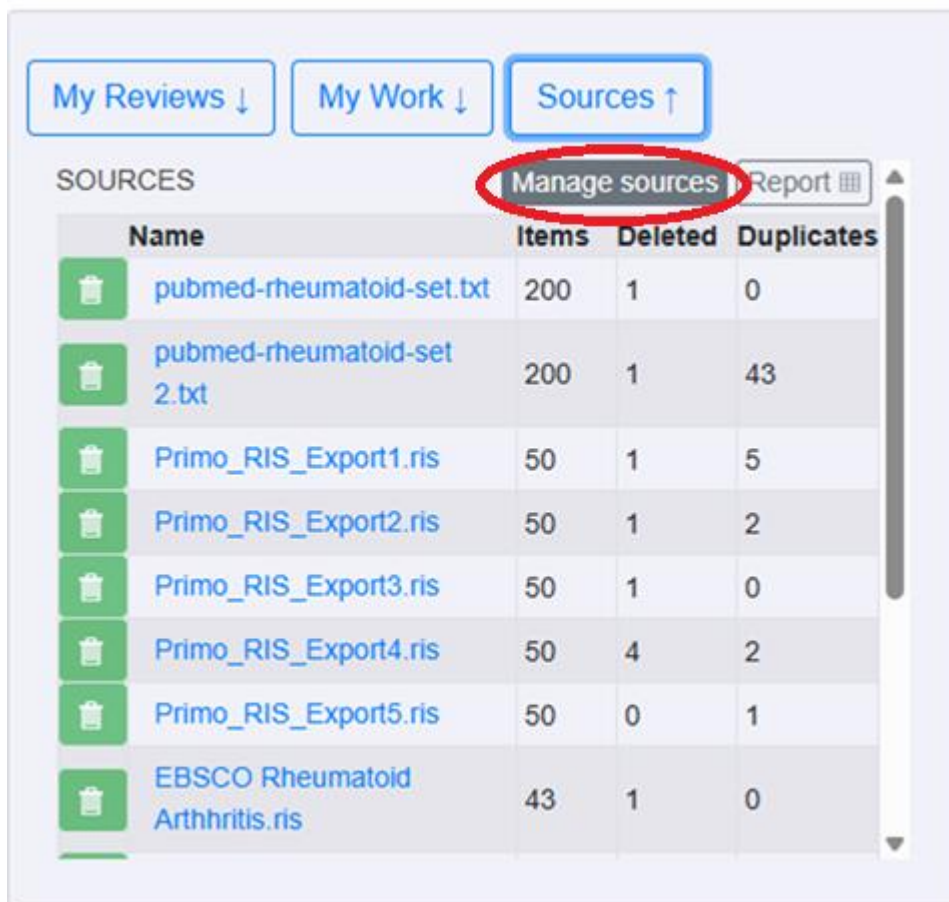
(This list of Sources can be exported via the **Report** button – useful for documenting the review or record keeping.)











The screenshot shows the 'Review home' tab in EPPI Reviewer. The top navigation bar includes 'Review home' (selected), 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below this, the 'Review Items' section shows 'Included: 98', 'Excluded: 0', 'Deleted: 0', and 'Duplicates: 0'. The 'Coding Progress' section shows 'Coding Tools' and a refresh button. The 'Screening Tools' section shows two tools: 'Screen on Title & Abstract' and 'Screen on Full Text', both with a green checkmark and '0' items. On the right, the 'Sources' button is highlighted with a red circle. Below it, the 'SOURCES in Review:' section shows a table with columns 'Name', 'Items', 'Deleted', and 'Duplicates'. A 'Report' button is also highlighted with a red circle.

Name	Items	Deleted	Duplicates
Delete Dita_16042022.RIS	44	0	0
Delete ERIC Export.txt	10	0	0
Delete Dita SSE refs	24	0	0
Delete ProQuestDocuments-2021-04-23.ris	20	0	0
Delete Manually Created Items	0	0	0

(You can access the **Manage Sources** functionality here too.)



The screenshot shows the 'Sources' tab in the EPPI Reviewer software. At the top, there are three buttons: 'My Reviews ↓', 'My Work ↓', and 'Sources ↑'. Below these, the 'SOURCES' section is visible. A red circle highlights the 'Manage sources' button, which is next to a 'Report' button. Below the buttons is a table with the following columns: Name, Items, Deleted, and Duplicates. The table lists seven sources, each with a green trash icon to its left.

Name	Items	Deleted	Duplicates
 pubmed-rheumatoid-set.txt	200	1	0
 pubmed-rheumatoid-set 2.txt	200	1	43
 Primo_RIS_Export1.ris	50	1	5
 Primo_RIS_Export2.ris	50	1	2
 Primo_RIS_Export3.ris	50	1	0
 Primo_RIS_Export4.ris	50	4	2
 Primo_RIS_Export5.ris	50	0	1
 EBSCO Rheumatoid Arthritis.ris	43	1	0

Deleting Sources

11. You can “delete” an imported file from the Sources pane shown above, by clicking the adjacent **Delete** button.

SOURCES in Review: Report

	Name	Items	Deleted	Duplicates
Delete	Dita_16042022.RIS	44	0	0
Delete	ERIC Export.txt	10	0	0
Delete	Dita SSE refs	24	0	0
Delete	ProQuestDocuments-2021-04-23.ris	20	0	0
Delete	Manually Created Items	0	0	0

12. You will be asked to confirm the deletion.

Please confirm

Are you sure you want to delete the selected Source?

Information about items state
(**Included, Excluded or Deleted**) will be lost.

13. Though the source has been deleted and its constituent items will no longer show in your review, you can still **Restore** a source after this deletion, should you wish. Just click the adjacent **Restore** button.

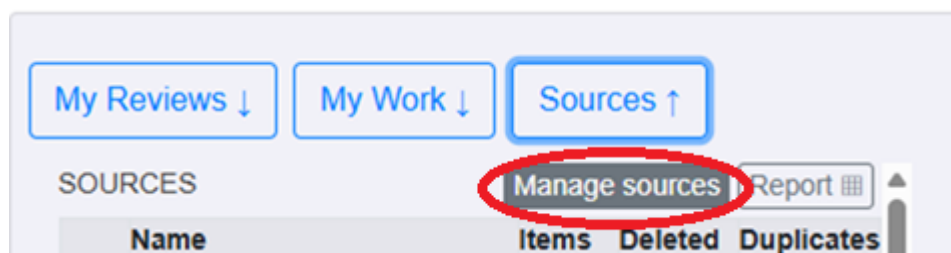
NOTE: The items in the source will be restored to the review, but they will not have any of their previous coding or state information associated with them.

SOURCES in Review: Report

	Name	Items	Deleted	Duplicates
Delete	Dita_16042022.RIS	44	0	0
Restore	ERIC Export.txt	10	10	0
Delete	Dita SSE refs	24	0	0
Delete	ProQuestDocuments-2021-04-23.ris	20	0	0
Delete	Manually Created Items	0	0	0

14. If you are sure you want to permanently remove an imported file from your review, first **Delete** it via the **Sources** pane as shown previously.

Then navigate to the **Manage Sources** functionality.



From here, you can select the file from the list on the right and then click the second **Delete** button to permanently remove the file from the review.

EPPI REVIEWER Beta

Import/Manage Sources

[Feedback](#) [Help](#) Zak Ghouze [Logout](#)

Manage Sources [Import Items](#) [PubMed](#)

Source Name
ERIC Export.txt

Date of search
18-Apr-2021

Database (optional)

Search String (optional)

Description (optional)

Notes (optional)

[Save Changes](#) [Delete](#)

Source Stats: [Report](#)

Items: **10** Import Date: **18 Apr 2021**

Items coded: **0** Is Deleted: **true**

Uploaded documents: **0** Duplicates: **0**

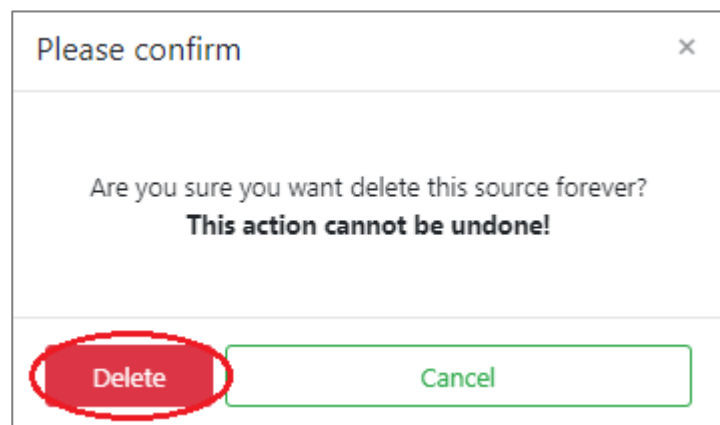
Masters of duplicates: **0** Outcomes: **0**

Deleted Items: **10** Import Filter: **RIS**

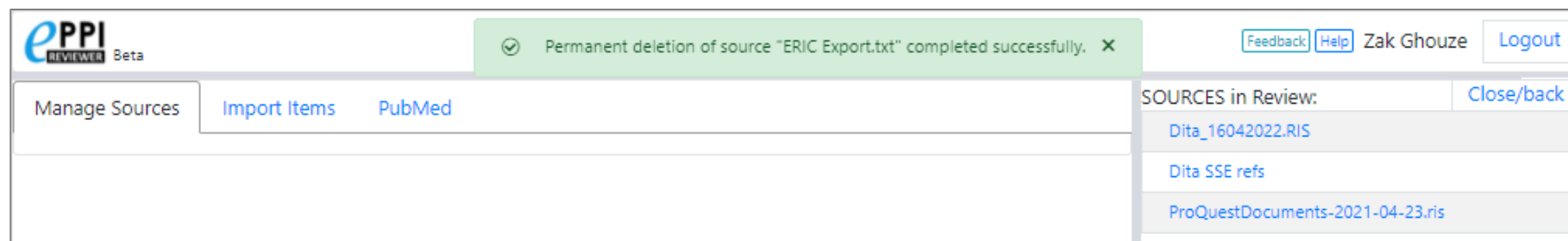
SOURCES in Review: [Close/back](#)

- [Dita_16042022.RIS](#)
- [ERIC Export.txt](#)
- [Dita SSE refs](#)
- [ProQuestDocuments-2021-04-23.ris](#)

You will be asked to confirm the deletion,



You will see a status message once the action has completed; the file should be removed from the list of sources.



NOTE: You can only permanently delete sources if none of the items within that source are marked as the **Master item** of a **Duplicate Group**. See this [video](#) and this [document](#) for more information on Duplicates.

Exporting References in RIS format from EPPI Reviewer

1. Select the relevant references in the normal manner (under the **References** tab).

Review home References Reports Search & Classify Collaborate

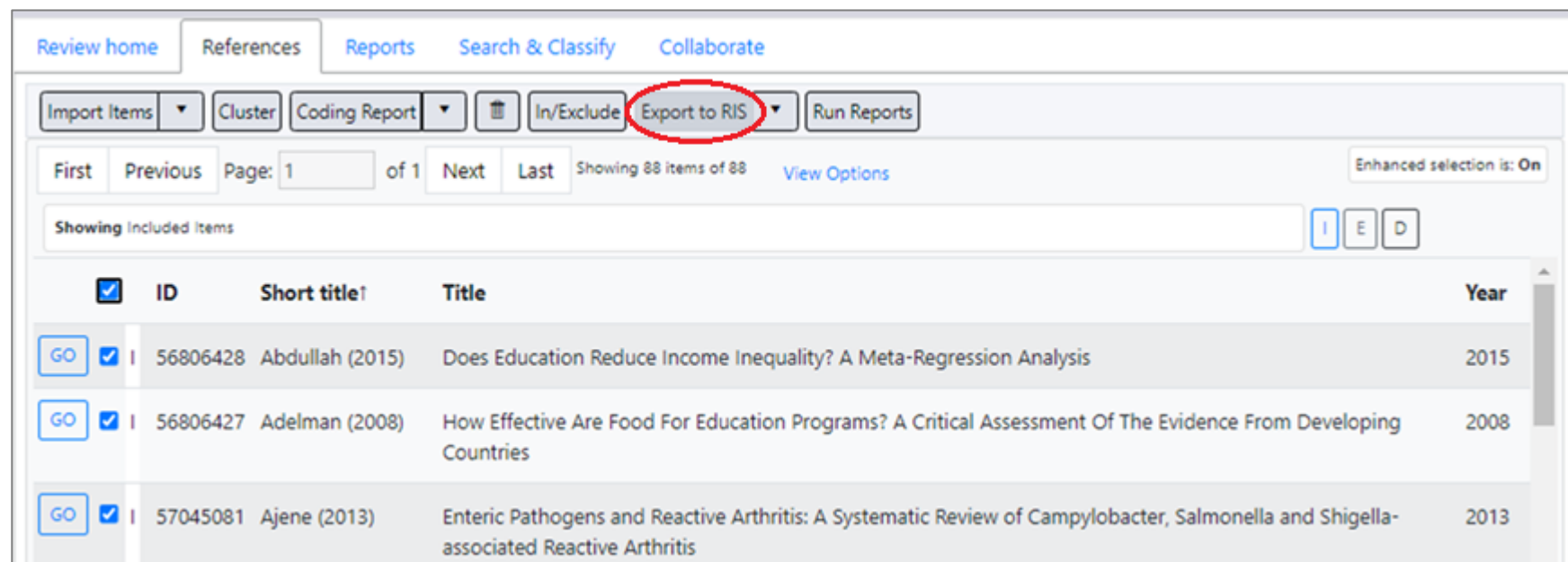
Import Items Cluster Coding Report In/Exclude Export to RIS Run Reports

First Previous Page: 1 of 1 Next Last Showing 88 items of 88 View Options Enhanced selection is: On

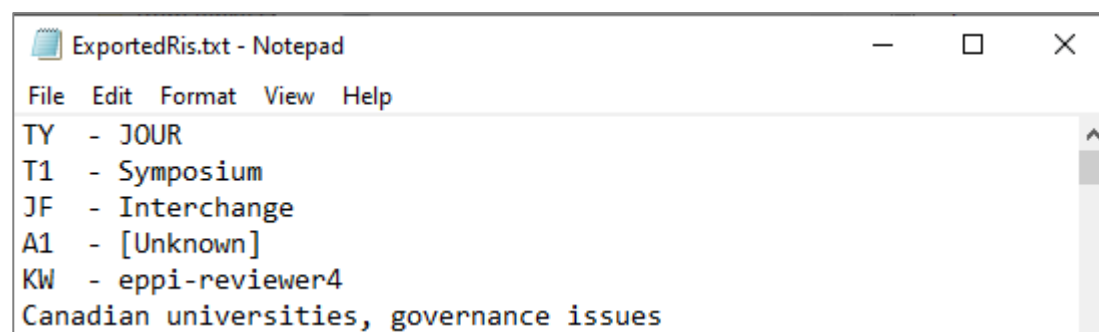
Showing Included Items I E D

<input checked="" type="checkbox"/>	ID	Short title†	Title	Year
<input checked="" type="checkbox"/> GO	56806428	Abdullah (2015)	Does Education Reduce Income Inequality? A Meta-Regression Analysis	2015
<input checked="" type="checkbox"/> GO	56806427	Adelman (2008)	How Effective Are Food For Education Programs? A Critical Assessment Of The Evidence From Developing Countries	2008
<input checked="" type="checkbox"/> GO	57045081	Ajene (2013)	Enteric Pathogens and Reactive Arthritis: A Systematic Review of Campylobacter, Salmonella and Shigella-associated Reactive Arthritis	2013

- Click the **Export to RIS** button



- The file will automatically save in your Downloads folder under the name *ExportedRis.txt* and open in Notepad.



(You can show up to 4,000 items per page (and thus export up to 4,000 in one step). You can change the number of items shown per page via the **View / Close Options** link above the reference list.)

Review home References Reports Search & Classify Collaborate

Import Items Cluster Coding Report In/Exclude **Export to RIS** Run Reports

First Previous Page: 1 of 25 Next Last Showing 100 items of 2487 **Close Options** 1 Enhanced selection is: Off

List Options:

- ☒ Document ID
- ☒ Short title
- ☒ Title
- ☐ Journal
- ☐ Info
- ☐ Enhanced Table Selection? ?

Page size: 4000 **Apply Change** 2

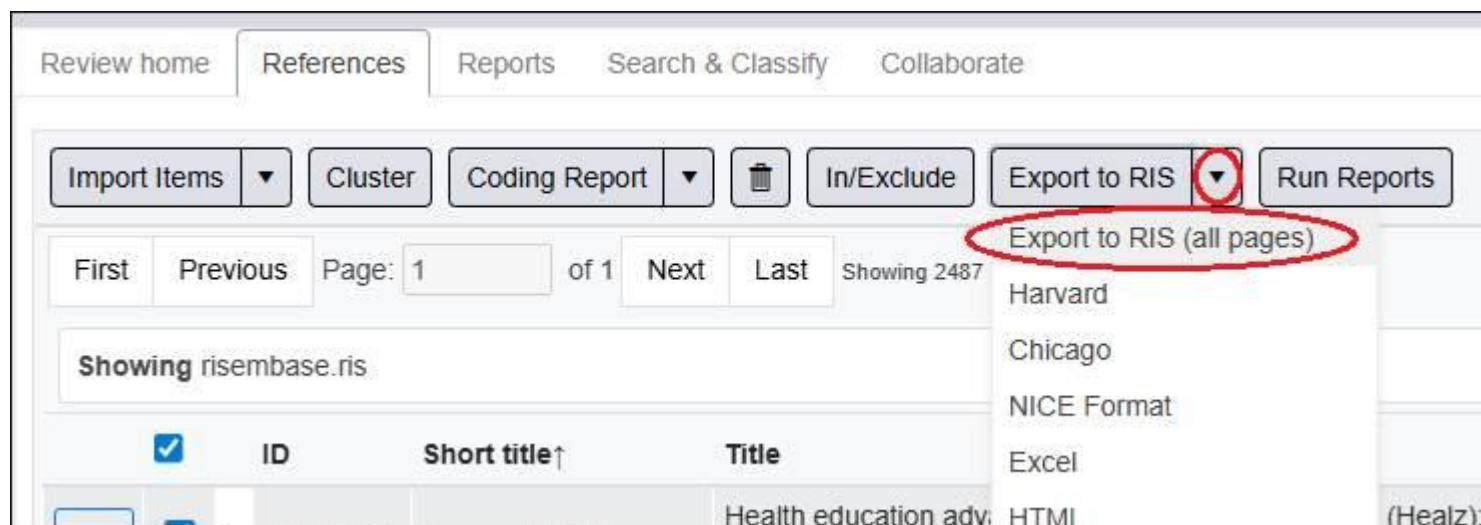
- ☐ Your document ID
- ☐ Authors
- ☒ Year
- ☐ Document type
- ☐ Score

Showing risembase.ris I E D

	A <input checked="" type="checkbox"/>	ID	Short title↑	Title	Year
GO	<input checked="" type="checkbox"/>	I 110852044	Aagaard (2018)	Health education advanced leadership for Zimbabwe (Healz): Developing the infrastructure to support curriculum reform	2018
GO	<input checked="" type="checkbox"/>	I 110852573	Aase (2013)	Teaching interprofessional teamwork in medical and nursing education in Norway: a content analysis	2013

Codes

Even if you do have over 4,000 items to export, you can export them in parts via the **Export to RIS (all pages)** function.



(RIS files can easily be joined together, if required. They can be opened in any standard text editor such as Notepad, and the contents simply copied and pasted into a new file.)

If you only want to export the items under consideration from a source (i.e. without their duplicates or deleted items), you can **Search** for the required items.

The screenshot shows the 'Search & Classify' tab in the EPPI Reviewer software. The interface includes a top navigation bar with 'Review home', 'References', 'Reports', 'Search & Classify' (active), and 'Collaborate'. Below this is a toolbar with buttons: 'New Search' (circled in red and labeled 1), 'Combine', 'Build Model', 'Classify', 'Check Screening', and 'Priority screening simulation'. The main area contains a 'Run Search' button (circled in red and labeled 5) and a 'From source(s)' dropdown menu (circled in red and labeled 2). Below the dropdown is a table with columns: Id, Name, Items, Deleted, and Duplicates. The first four rows are selected (checkboxes circled in red and labeled 3):

	Id	Name	Items	Deleted	Duplicates
<input checked="" type="checkbox"/>	270279	risembase.ris	2487	0	29
<input checked="" type="checkbox"/>	270280	risERIC.ris	71	0	13
<input checked="" type="checkbox"/>	270281	risMedline.ris	1254	0	840
<input checked="" type="checkbox"/>	270282	risPsychInfo.ris	160	0	94
<input type="checkbox"/>	271238	My Library 1_50.ris	736	0	329


Below the table is a 'Only included' dropdown menu (circled in red and labeled 4). At the bottom, a summary table shows the results:

	No	Name	Created By	Date	Hits
<input type="checkbox"/>	2	Sources search (4 IDs: 270279,270280,270281...) - Only included	Zak Ghouze	19 Aug 2025	2996

(The **Only included** option refers to the FLAG applied to these items, rather than any screening codes. You're basically selecting all items under consideration here, so without deleted or duplicate items.) Once you've ran the search, just click the number of hits and export the resultant items as a RIS file.

RIS Export Utility

You may also wish to try our [RIS Export Utility](#) to assist in conversion between RIS formats. See <https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=2934> for further details.


EPPI-Reviewer 4
18 July 2018

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[FORUM](#)
[MANUALS](#)
[RIS EXPORT](#)
[ABOUT](#)

► RIS Export

Export your search file to RIS format

Step 1: Select your file

My Endnote Library.txt The maximum file size is 4 Meg.

Step 2: Select a conversion filter based on the uploaded file

Start tag End tag

Publication type tag Source tag

The following filters use the selected special tags. Click 'Select' to begin the conversion process.

Filter source	Filter	Notes	Select filter
Generic RIS	Tagged from Classifier	Filter Comments	Select

Choosing a filter

This utility will take your search result file and return an RIS formatted text file that can be imported into most reference management software including EPPI-Reviewer 4.

If you are having difficulties finding the best filter for your file please click [here](#) to get instructions on how to use this function.