

Importing References

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

The screenshot shows the 'Review Home' tab in the EPPI Reviewer interface. The 'Import Items' button is highlighted with a red circle. The interface includes a navigation bar with 'Review home', 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below the navigation bar, there are buttons for 'Review Items', 'Import Items', and 'Manage Duplicates'. A summary section shows 'Included: 0', 'Excluded: 0', 'Deleted: 0', and 'Duplicates: 0'. There are also buttons for 'My Reviews', 'My Work', and 'Sources'. A 'Coding Progress' section has a 'Coding Tools' dropdown and a refresh icon. A notification box states 'Your account expires on: 31 Dec 2022' and 'Current(shared) review expires on: 31 Dec 2022', with a 'Create Review' button.

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

The screenshot shows the 'References' tab in the EPPI Reviewer interface. The 'Import Items' button is highlighted with a red circle. The interface includes a navigation bar with 'Review home', 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below the navigation bar, there are buttons for 'Import Items', 'Cluster', 'Coding Report', 'In/Exclude', 'Export to RIS', and 'Run Reports'. A 'View Options' section shows 'Showing Included Items' and 'Enhanced selection is: On'. There are buttons for 'I', 'E', and 'D'. The main content area displays 'No items to display'.

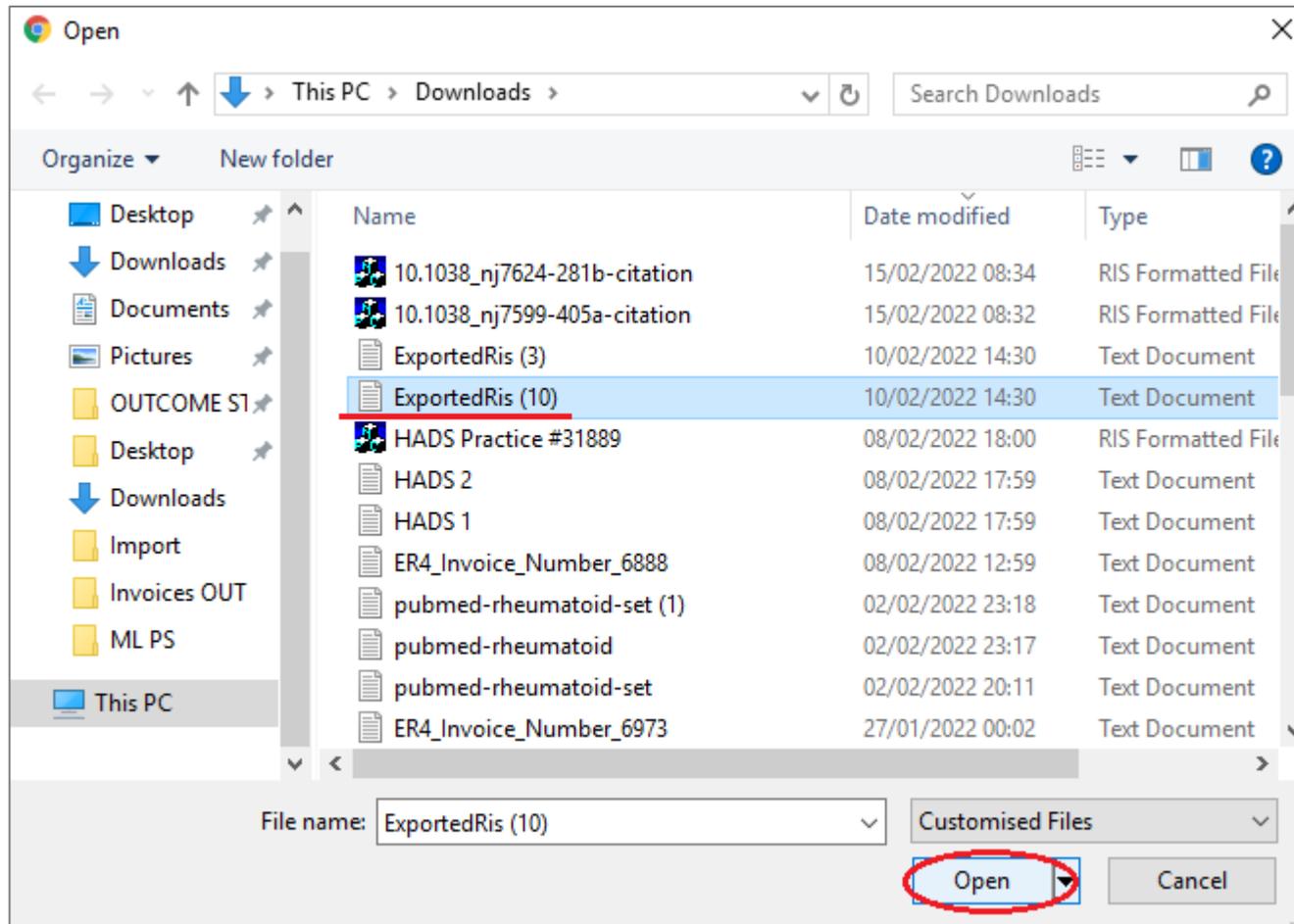
2. Select the **RIS** file format from the drop-down list, then press the **Select File** button (under the **Import Items** tab).

The screenshot shows the 'Import/Manage Sources' interface. At the top left is the 'ePPI REVIEWER Beta' logo. The main title is 'Import/Manage Sources'. On the right, there are buttons for 'Feedback', 'Help', 'ABCD ZAZA', and 'Logout'. Below the title bar are three tabs: 'Manage Sources', 'Import Items', and 'PubMed'. The 'Import Items' tab is selected. The main content area is titled 'Step 1: Choose file format and select file'. It contains a 'Filter' dropdown menu with 'RIS' selected. Below the dropdown is the text 'Pick the file to upload:' followed by a 'Select File' button, which is circled in red. On the right side of the interface, there is a sidebar with the text 'SOURCES in Review: No Sources in review.' and a 'Close/back' button.

(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 with a blue background. The dropdown is located within the 'Step 1: Choose file format and select file' section of the 'Import Items' tab.

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 Date of search

ExportedRis (10).txt 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; Abadi	4-9	1989

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 Date of search

Search String (optional)

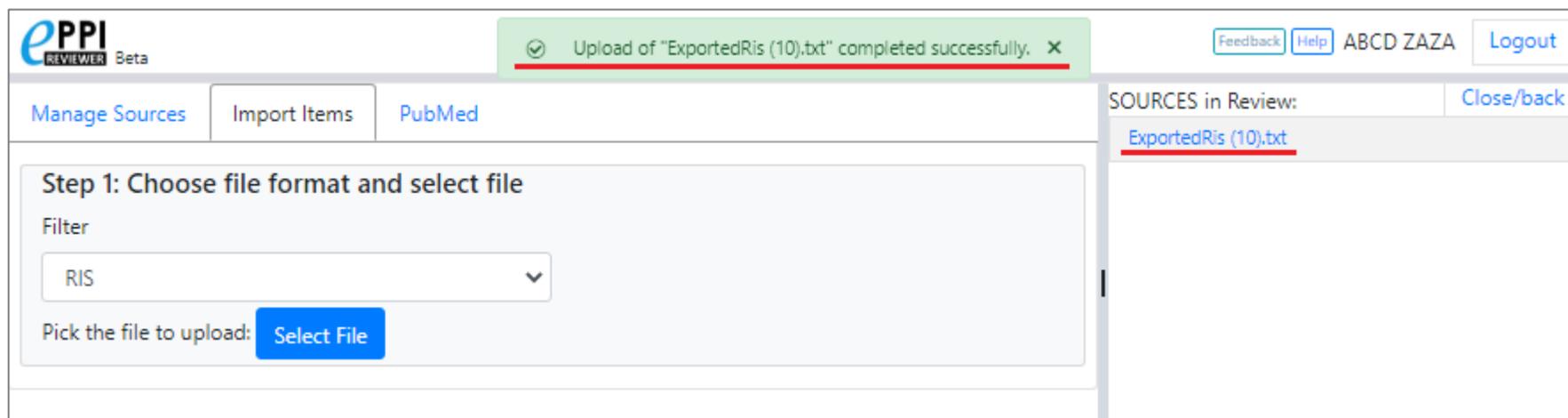
Database (optional)

Description (optional)

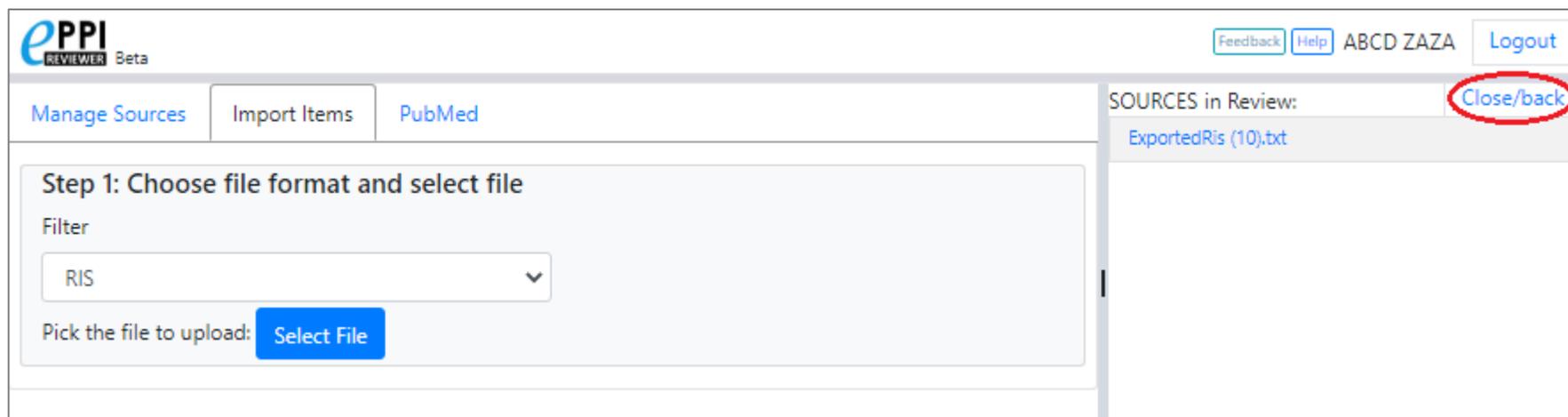
Notes (optional)

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 displays the EPPi Reviewer Beta interface. At the top, a green notification bar states "Upload of 'ExportedRis (3).txt' completed successfully." with a close button. The main navigation bar includes "Manage Sources", "Import Items", and "PubMed". The "Import Items" section is active, showing "Step 1: Choose file format and select file". A "Filter" dropdown is set to "RIS", and a "Select File" button is visible. On the right, a "SOURCES in Review:" panel is open, listing "ExportedRis (10).txt" and "ExportedRis (3).txt", with a "Close/back" button. The user's name "ABCD ZAZA" and a "Logout" button are also present in the top right.

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

Manage Sources Import Items PubMed

Source Name

Date of search

Database (optional)

Search String (optional)

Description (optional)

Notes (optional)

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 of duplicates may be deleted permanently.

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](#)

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

Date of search

Database (optional)

Search String (optional)

Description (optional)

Notes (optional)

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 of duplicates may be deleted permanently.

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.)

Review home | References | Reports | Search & Classify | Collaborate

Review Items | Import Items | Manage Duplicates

Included: 98 | Excluded: 0 | Deleted: 0 | Duplicates: 0

Coding Progress | Coding Tools | Refresh

Screening Tools:

- Screen on Title & Abstract | 0 | 0
- Screen on Full Text | 0 | 0

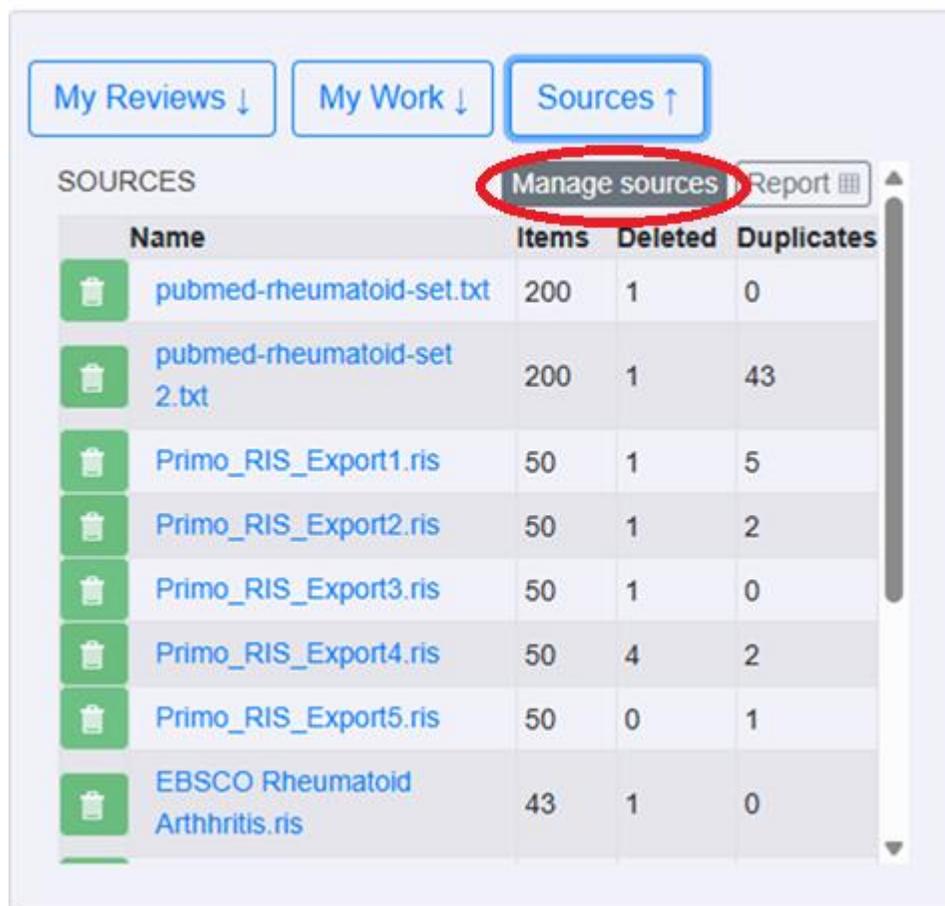
My Reviews | My Work | **Sources**

SOURCES in Review:

	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

Report

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

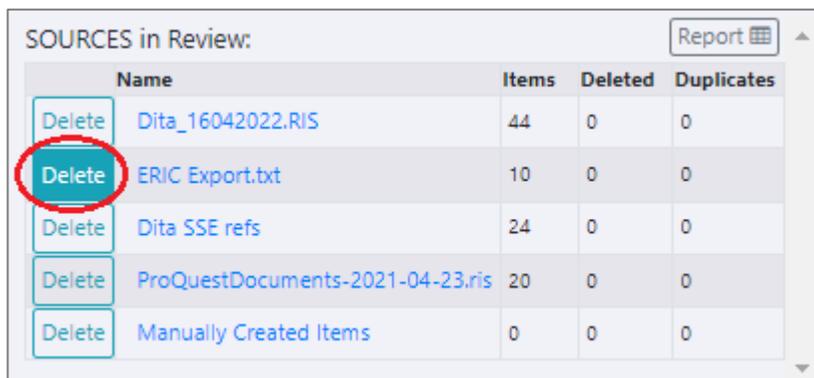


The screenshot shows the 'Sources' section of the EPPi Reviewer interface. At the top, there are three buttons: 'My Reviews ↓', 'My Work ↓', and 'Sources ↑'. Below these buttons, the 'SOURCES' section is displayed. A 'Manage sources' button is circled in red, and a 'Report' button is visible to its right. Below the buttons is a table with the following columns: Name, Items, Deleted, and Duplicates. The table lists several 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

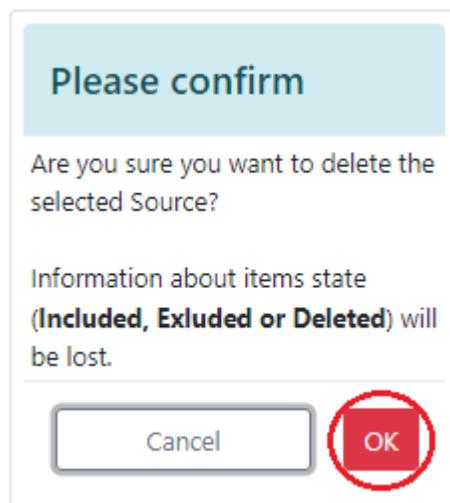
Deleting Sources

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.



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.

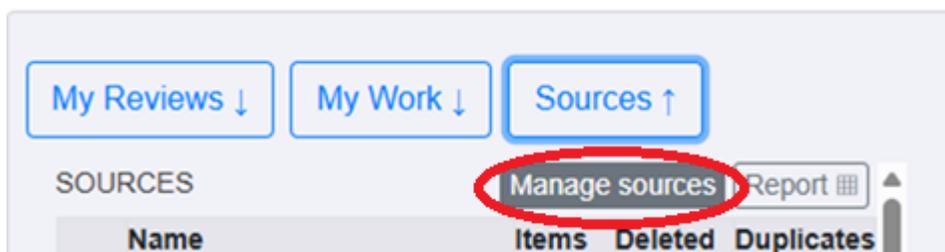
NOTE: The items in the source will be restored to the review, but they will not have any of their previous coding or state information associated with them.

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.

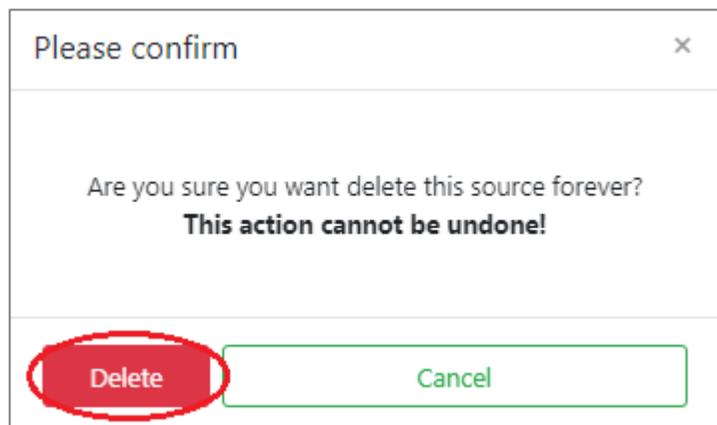


From here, you can select the file from the list on the right and then click the second **Delete** button to permanently remove the file from the review.

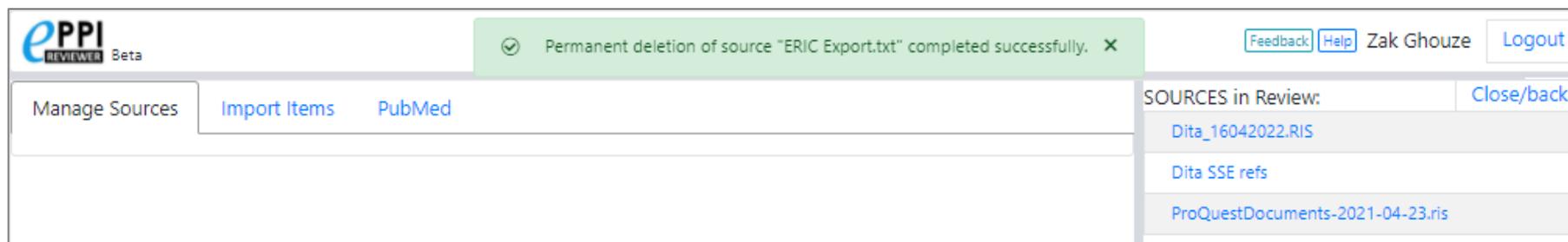
The screenshot shows the 'Import/Manage Sources' interface in the EPPi Reviewer. The page title is 'Import/Manage Sources' and the user is 'Zak Ghouze'. The interface is divided into several sections:

- Manage Sources:** Contains form fields for 'Source Name' (ERIC Export.txt), 'Date of search' (18-Apr-2021), 'Database (optional)', 'Search String (optional)', 'Description (optional)', and 'Notes (optional)'. At the bottom of this section are two buttons: 'Save Changes' and 'Delete'.
- Source Stats:** A summary box showing: 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, and Import Filter: RIS.
- SOURCES in Review:** A list on the right side containing: Dita_16042022.RIS, ERIC Export.txt (circled in red), Dita SSE refs, and 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.

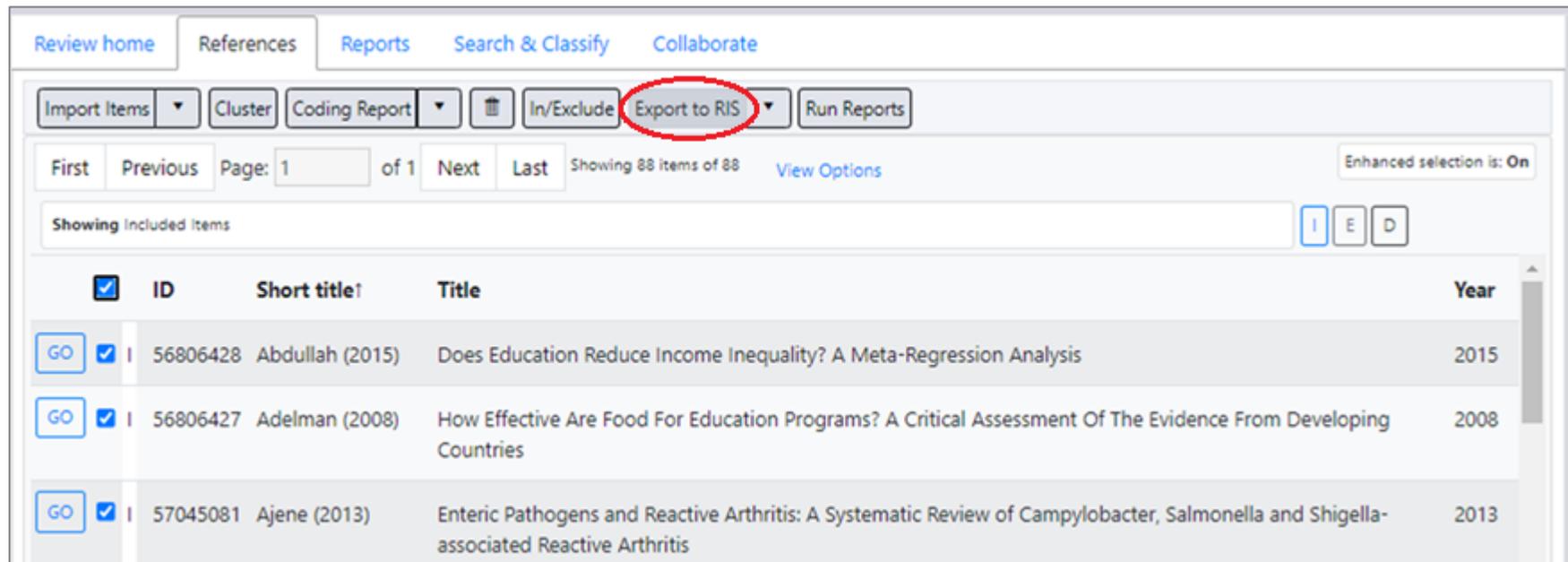
Exporting References in RIS format from EPPI Reviewer

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

The screenshot shows the EPPI Reviewer interface with the 'References' tab selected. The interface includes a navigation bar with tabs for 'Review home', 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below the navigation bar is a toolbar with buttons for 'Import Items', 'Cluster', 'Coding Report', 'In/Exclude', 'Export to RIS', and 'Run Reports'. The main content area shows a list of references with columns for 'ID', 'Short title', 'Title', and 'Year'. The first row is highlighted, and its checkbox is circled in red. The table contains the following data:

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

2. Click the **Export to RIS** button



The screenshot shows the EPPI Reviewer interface. At the top, there are navigation tabs: Review home, References, Reports, Search & Classify, and Collaborate. Below these are several buttons: Import Items, Cluster, Coding Report, In/Exclude, Export to RIS (circled in red), and Run Reports. Below the buttons, there is a pagination section with 'First', 'Previous', 'Page: 1 of 1', 'Next', and 'Last' buttons, along with 'Showing 88 items of 88' and 'View Options'. There is also a search bar and 'Enhanced selection is: On'. Below this is a table of items with columns for ID, Short title, Title, and Year. The table contains three rows of data.

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

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



The screenshot shows a Notepad window titled 'ExportedRis.txt - Notepad'. The window contains the following text:

```
File Edit Format View Help
TY - JOUR
T1 - Symposium
JF - Interchange
A1 - [Unknown]
KW - eppi-reviewer4
Canadian universities, governance issues
```

(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.)

The screenshot displays the EPPi Reviewer interface. At the top, there are navigation tabs: Review home, References, Reports, Search & Classify, and Collaborate. Below these are several action buttons: Import Items, Cluster, Coding Report, In/Exclude, Export to RIS (circled in red with a red 'B'), and Run Reports. The 'Export to RIS' button is highlighted with a red circle and a red 'B' above it.

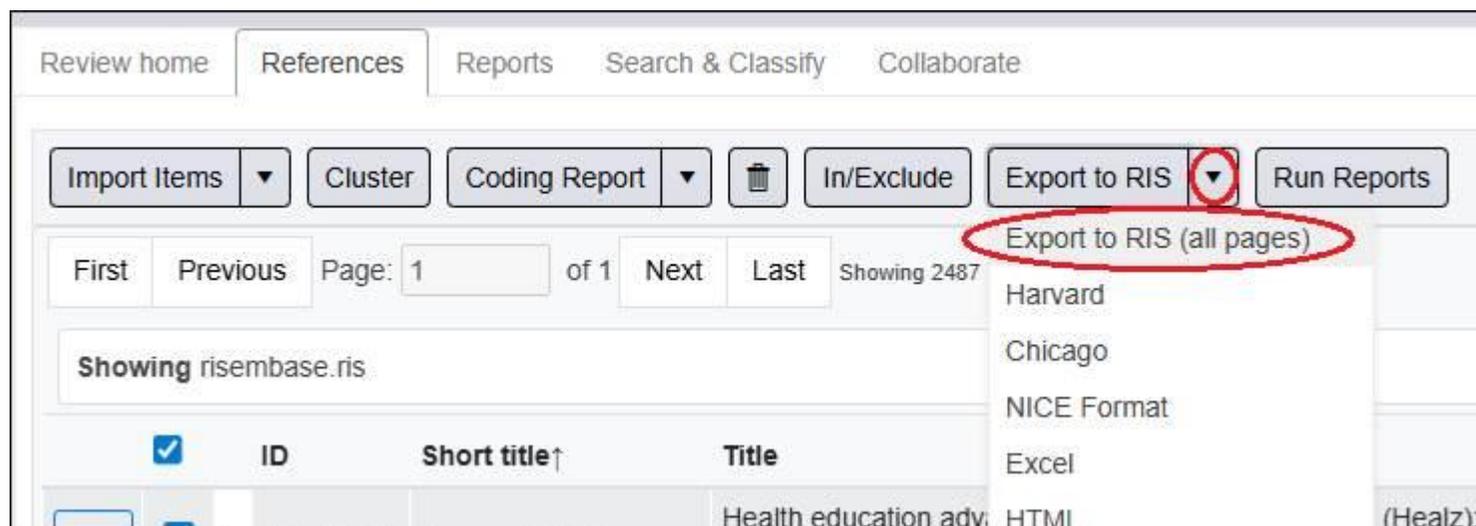
Below the buttons, there is a pagination section with 'First', 'Previous', 'Page: 1 of 25', 'Next', and 'Last' buttons. The 'Close Options' link is circled in red with a red '1' next to it. To the right, there is a toggle for 'Enhanced selection is: Off'.

The 'List Options' section is visible, containing a 'Page size' dropdown set to '4000' and an 'Apply Change' button (circled in red with a red '2'). Below this are several checkboxes for display options: Document ID, Short title, Title, Journal, Info, Enhanced Table Selection?, Your document ID, Authors, Year, Document type, and Score.

Below the options, there is a section for 'Showing risembase.ris' with 'I', 'E', and 'D' buttons. Below this is a table of references. The first checkbox in the table is circled in red with a red 'A' next to it.

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

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.

Review home References Reports Search & Classify Collaborate

<input type="checkbox"/>	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

<input type="checkbox"/>	No ↓	Name	Created By	Date	Hits
<input type="checkbox"/>	2	<input type="button" value="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.

18 July 2018 Search...

EPPI CENTRE EPPI-Reviewer 4 LOGIN

HOME FEATURES ACCOUNT MANAGER FORUM MANUALS **RIS EXPORT** ABOUT

► RIS Export

Export your search file to RIS format

Step 1: Select your file

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

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

Start tag End tag
 TY... ER...
 Publication type tag Source tag
 TY... SO...

Or is this an XML file? Or is it a .csv file? Or is it tab delimited?
 Select an XML file source Select a .csv file source Select a tab delimited file source

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.