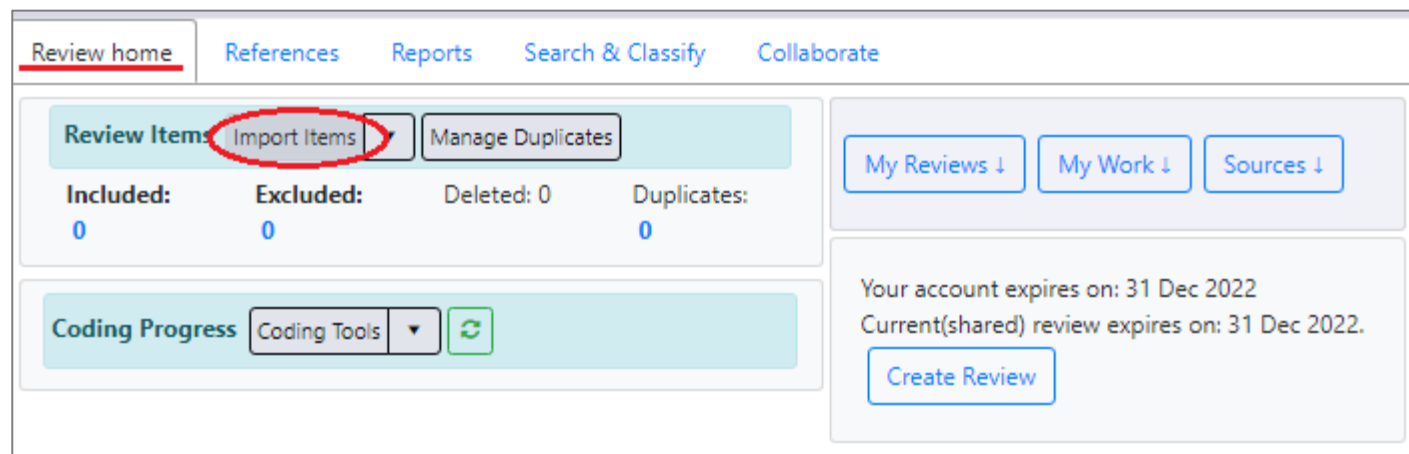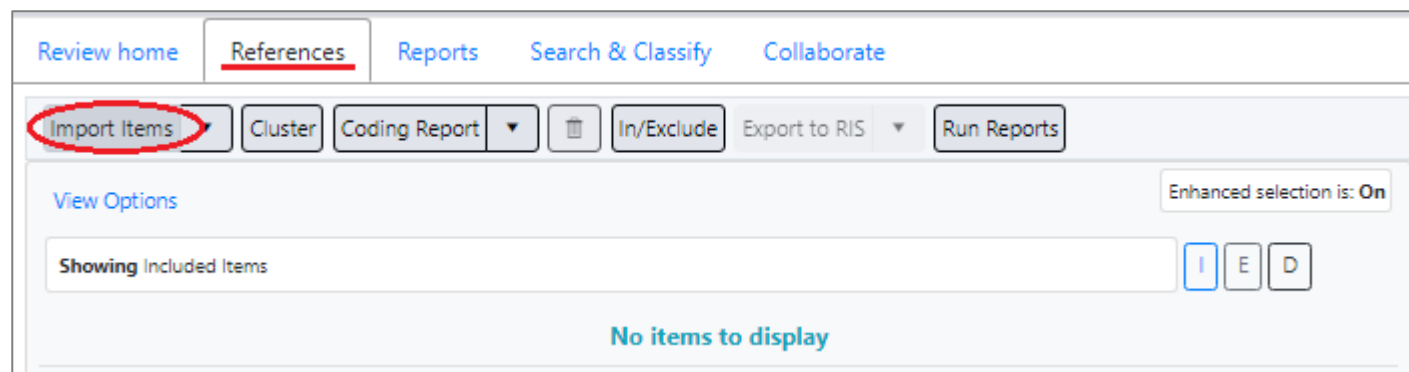# Importing References

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

(Alternatively, you can do the same thing from the **References** tab.)
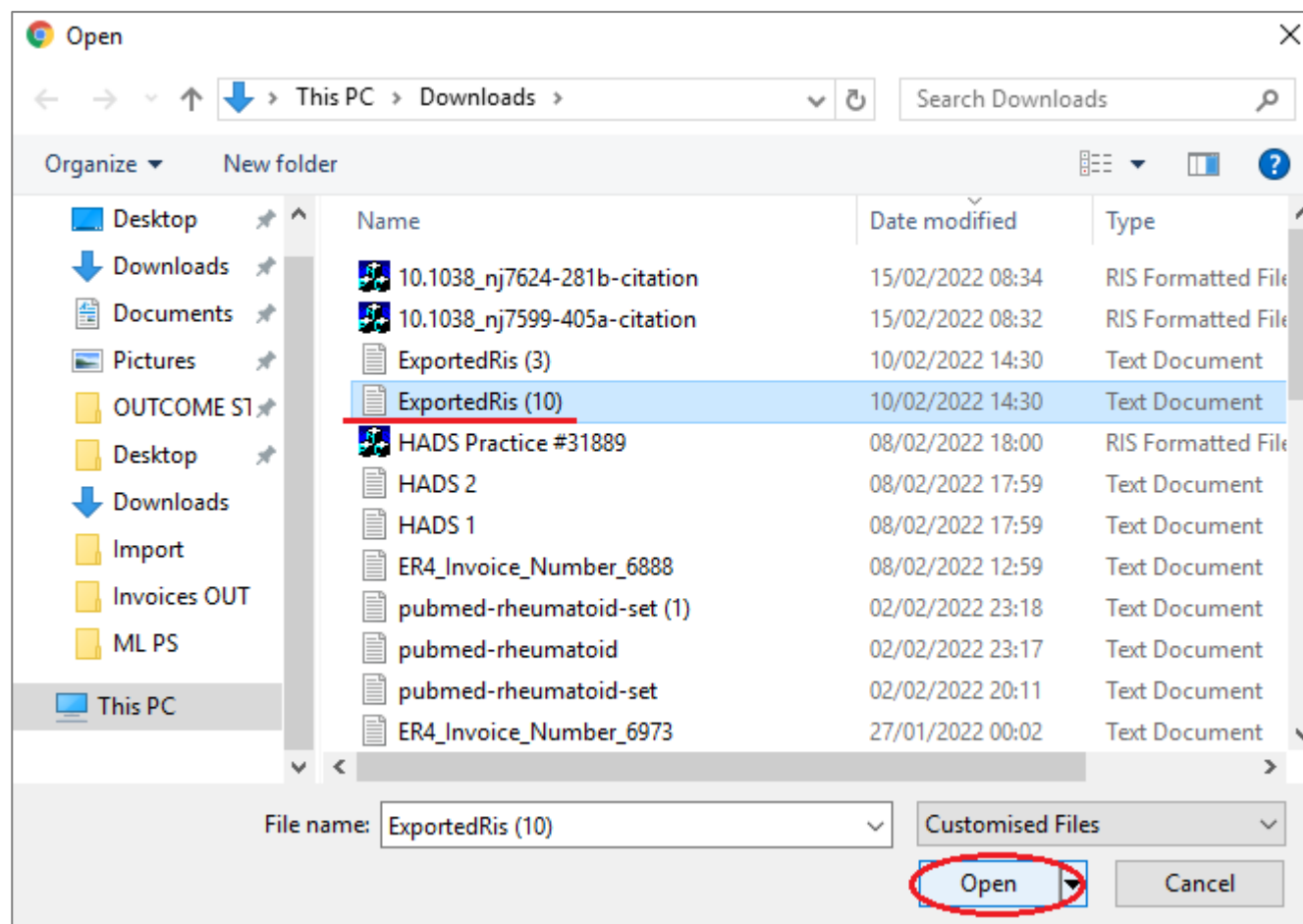
2. Select the **RIS** file format from the drop-down list, then press the **Select File** button (under the **Import Items** tab).

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

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.

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

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

(You can also enter additional notes on the source / reference file here, before you click the **Import** button.)
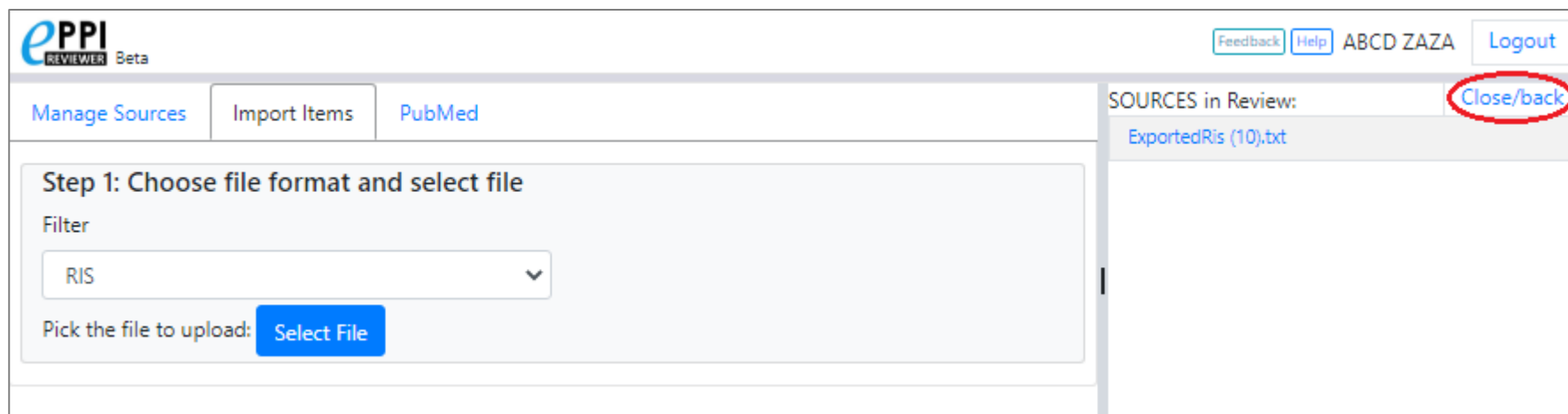
5. You will see confirmation of the upload and the file will appear in the list of sources on the right of the screen.
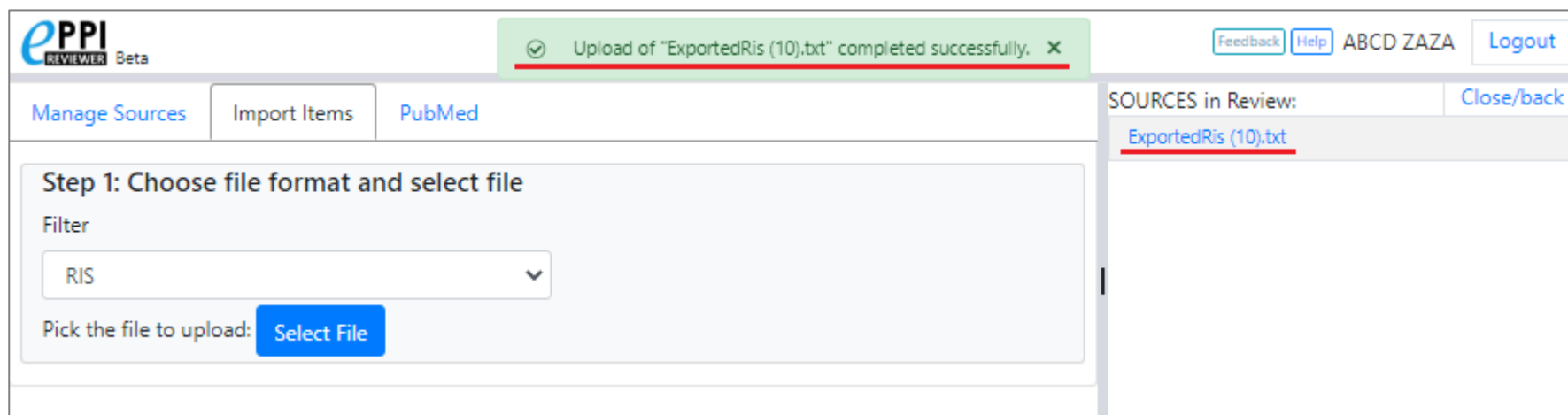
6. Click the **Close/back** button to return to your tab.

Further Notes

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

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

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

Manage Sources	Import Items	PubMed		SOURCES in Review:	Close/back

SOURCES in Review:

ExportedRis (10).txt

ExportedRis (3).txt

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)

Source Stats:

Items: **10**   Import Date: **17 Feb 2022**

Items coded: **0**

Uploaded documents: **0**   Is Deleted: **false**

Masters of duplicates: **0**   Duplicates: **0**

Deleted Items: **0**   Outcomes: **0**

                    Import Filter: **RIS**

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 of duplicates may be deleted permanentely.

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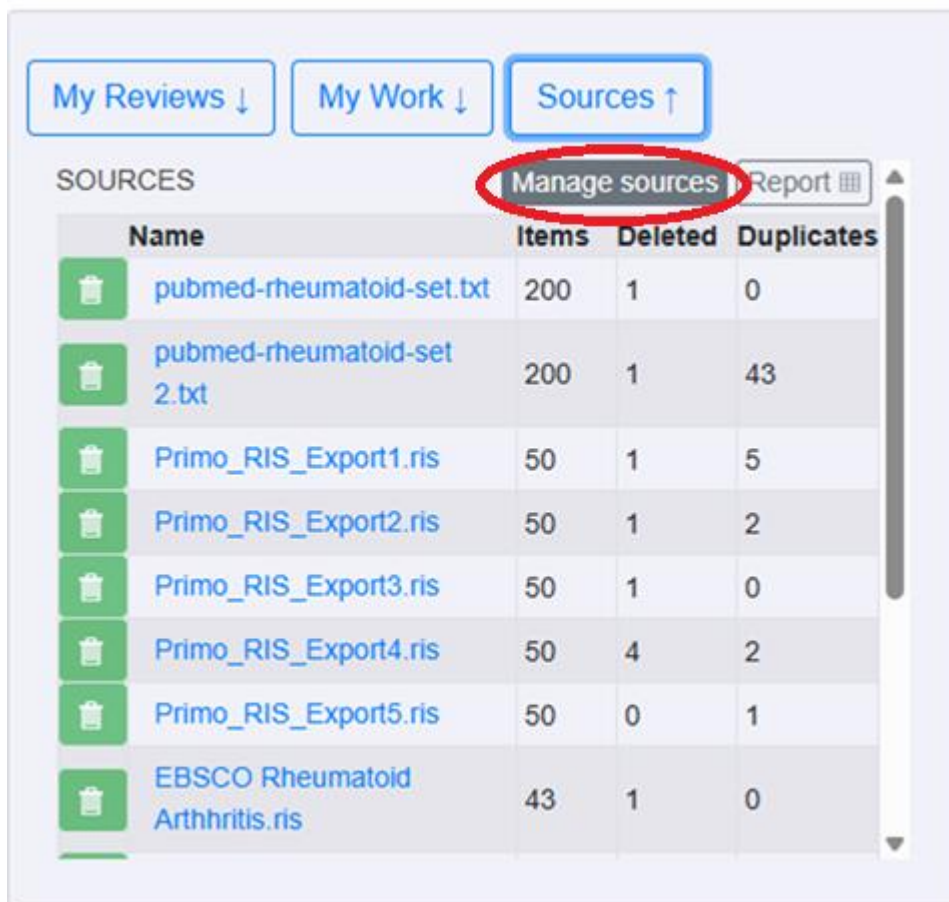
    (This list of Sources can be exported via the **Report** button – useful for documenting the review or record keeping.)

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

Deleting Sources

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

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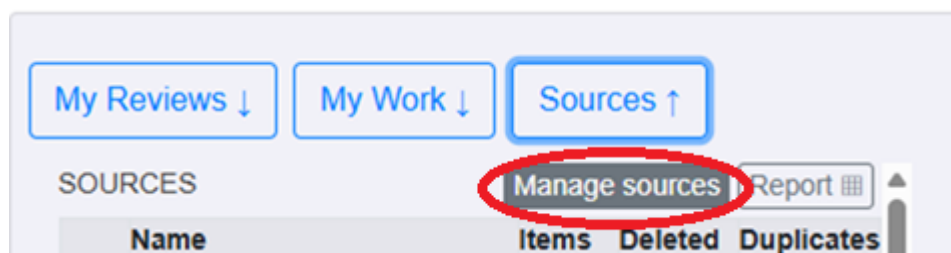
NOTE: The items in the source will be restored to the review, but they will not have any of their previous coding or state information associated with them.

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.

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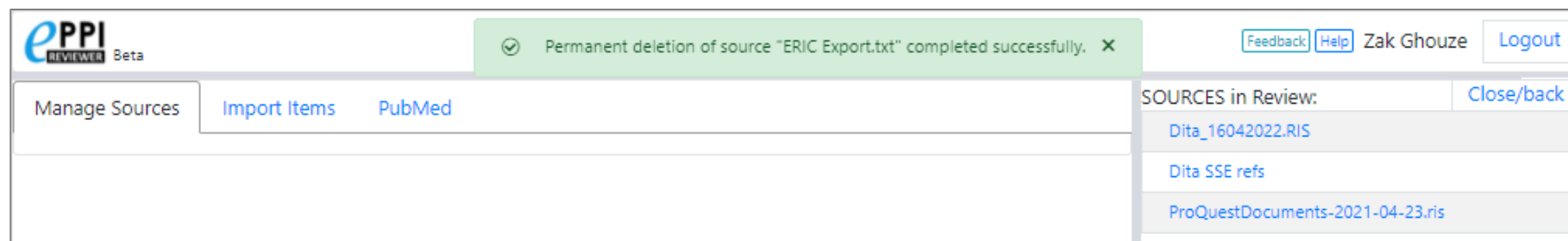
NOTE: You can only permanently delete sources if none of the items within that source are marked as the *Master item* of a **Duplicate Group**. See this video and this document for more information on Duplicates.

Exporting References in RIS format from EPPI Reviewer

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

2. Click the **Export to RIS** button
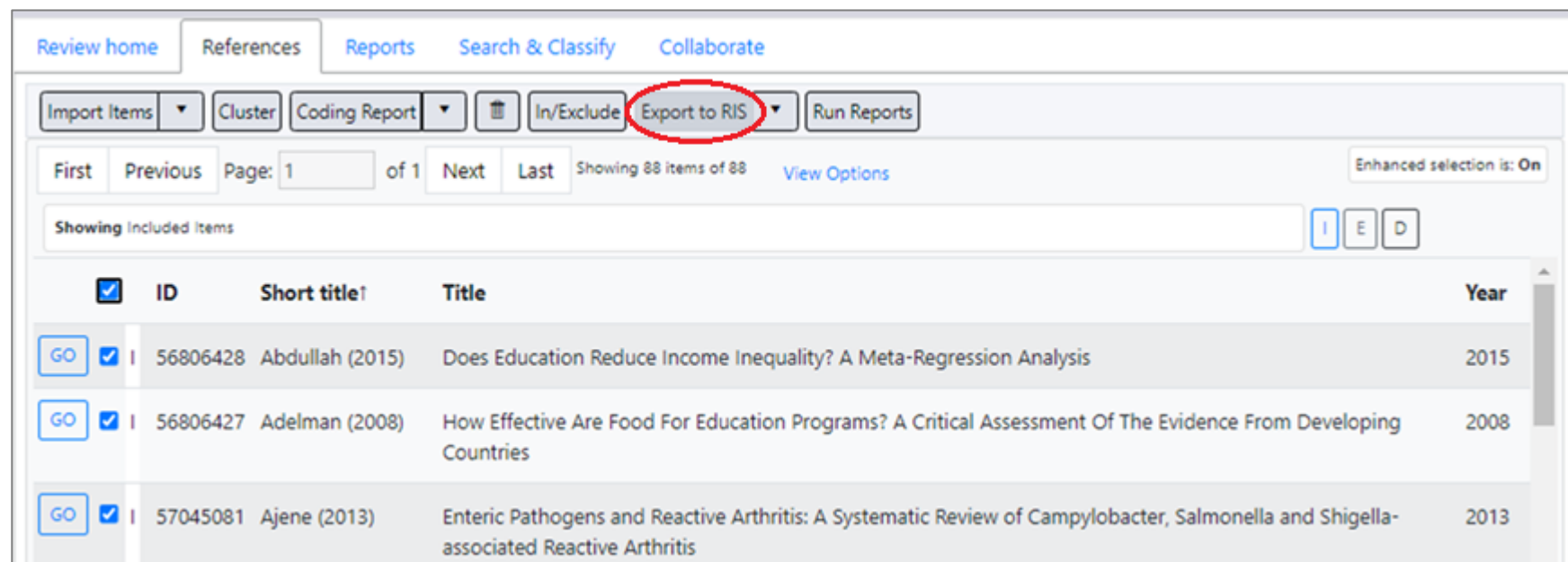
3. The file will automatically save in your Downloads folder under the name *ExportedRis.txt* and open in Notepad.
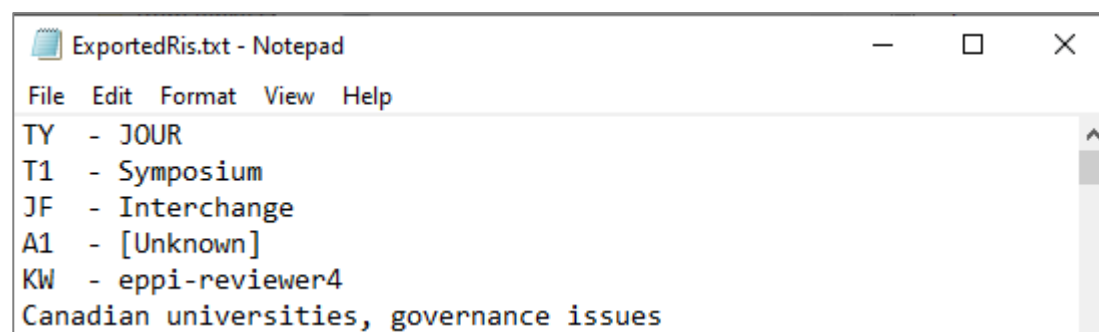
(You can show up to 4,000 items per page (and thus export up to 4,000 in one step). You can change the number of items shown per page via the **View / Close Options** link above the reference list.)

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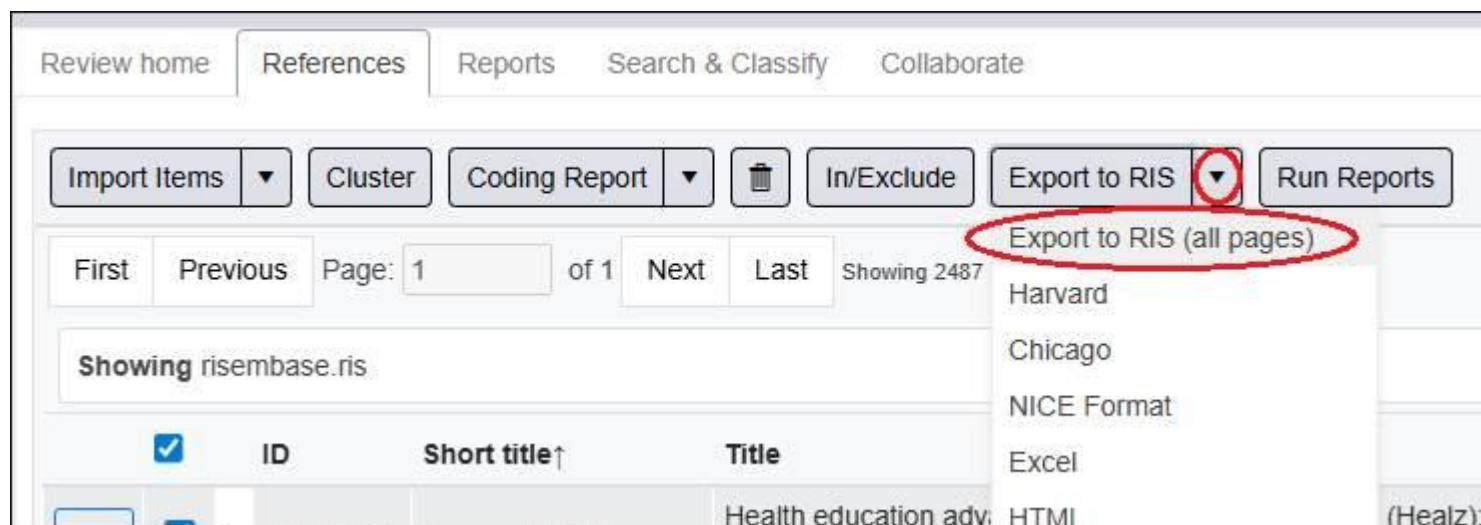
(RIS files can easily be joined together, if required. They can be opened in any standard text editor such as Notepad, and the contents simply copied and pasted into a new file.)

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 **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.