

Reporting

To get a report on the coding that has been applied to a set of items, first list your items.

(Here I've searched for all items with any coding from the *Data Extraction* coding tool. Click the resulting number to bring up a list of those items.)

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

New Search | Refresh List | Delete Selected | Combine | Build Model | Classify

Run Search

That have at least one code from this Coding Tool -

Data Extraction

Included Excluded

Coded by: Anyone This Person

| | N.. ↓ | Name | Created By | Date | Hits |
|--------------------------|-------|-----------------------------|------------|-------------|-----------|
| <input type="checkbox"/> | 98 | Coded with: Data Extraction | Zak Ghouze | 10 Feb 2025 | 82 |

(You can change the number of items shown per page, and thus the number of items you can select and operate on at once, using the **View / Close Options** link above the references 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 1 | Next | Last | Showing 82 items of 82 | **Close Options** | Enhanced selection is: Off

List Options:

Page size: 4,000 **Apply Change**

Document ID Your document ID
 Short title Authors
 Title Year
 Journal Document type
 Info Score
 Enhanced Table Selection? ?

Showing Coded with: Data Extraction [I] [E] [D]

| <input checked="" type="checkbox"/> | ID | Short title ↑ | Title | Year |
|-------------------------------------|----------|-----------------|---|------|
| <input checked="" type="checkbox"/> | 88534942 | Abaya (2011) | Health officials' perceptions of and preparedness for the impacts of climate variability on human health in the Somali region of Ethiopia | 2011 |
| <input checked="" type="checkbox"/> | 8853351 | Al-Shaqi (2010) | Care or Cure: Three years from Cystic Fibrosis. What have we learnt? | 2010 |

Quick Question Reports

These are the easiest reports to create. Just select the relevant items and the codesets you wish to report on.

- Select the items you wish to report on **(1)**.
- Click the **Coding Report** drop-down arrow and select **Quick Question Report** **(2)**.
- Select the codesets you wish to report on **(3)**. (Selecting a particular parent code will report on all its immediate child codes i.e. you will have to select each relevant parent code in a nested codeset.)
- Select any additional fields you wish to show in the report **(4)**.
 - full title
 - InfoBox text (additional comments entered by reviewers when coding)
 - coded text (highlighted in references' full-text PDFs and associated with a code)
- Click the **Get Report** button **(5)**.

The screenshot shows the 'Reports' section of a web application. 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' (with a dropdown arrow circled in red and labeled '2'), a trash icon, 'In/Exclude', 'Export to RIS', and 'Run Reports'. The 'Coding Report' dropdown menu is open, showing 'Quick Question Report' circled in red and labeled '2'. Below the menu is a list of codesets with checkboxes. 'Country' and 'Study design' are checked, and this list is circled in red and labeled '3'. To the right of the codesets is a panel with four options: 'Include Title?' (checked), 'Show InfoBox Text?' (checked), 'Show Coded Text?' (checked), and 'Show Code IDs?' (unchecked). This panel is circled in red and labeled '4'. Below this panel is a green 'Get Report' button circled in red and labeled '5', along with 'View/Print' and 'Close' buttons. At the bottom, there is a pagination bar with 'First', 'Previous', 'Page: 1 of 1', 'Next', and 'Last' buttons, and 'Showing 82 items of 82'. Below the pagination is a search bar with 'Showing Coded with: Data Extraction' and 'Enhanced selection is: On'. At the very bottom is a table with columns 'ID', 'Short title†', 'Title', and 'Year'. The first two rows are highlighted, and the first row has a blue checkmark in the 'ID' column circled in red and labeled '1'. The table data is as follows:

| ID | Short title† | Title | Year |
|---|------------------|---|------|
| GO <input checked="" type="checkbox"/> I 88534942 | Abaya (2011) | Health officials' perceptions of and preparedness for the impacts of climate variability on human health in the Somali region of Ethiopia | 2011 |
| GO <input checked="" type="checkbox"/> I 88532351 | Al-Shaqsi (2010) | Care or Cry: Three years from Cyclone Gonu. What have we learnt? | 2010 |

Once the report is created, you can save it.

The screenshot shows a software interface with a top navigation bar containing 'Review home', 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below this is a toolbar with buttons for 'Import Items', 'Cluster', 'Coding Report', 'In/Exclude', 'Export to RIS', and 'Run Reports'. The main area is divided into two columns. The left column contains a list of items with checkboxes: 'Screen on Title & Abstract', 'Screen on Full Text', 'Allocations', 'Retrieval status', 'Data Extraction' (with sub-items 'Country', 'Type of climate related problem', 'Health system pillar', 'Scoping review research question', and 'Study design'). The right column contains a settings panel with checkboxes for 'Include Title?', 'Show InfoBox Text?', 'Show Coded Text?', and 'Show Code IDs?'. Below the settings is a green 'Get Report' button, a blue 'View/Print' button (circled in red), and a 'Close' button. At the bottom is a table with the following data:

| Item | Title | Country | Study design |
|-----------------------------------|---|-----------|---|
| Abaya (2011) (ID:88534942) | Health officials' perceptions of and preparedness for the impacts of climate variability on human health in the Somali region of Ethiopia | -Ethiopia | -Mixed methods <i>A survey questionnaire with open ended questions given as an interview</i> |
| Al-Shaqsi (2010) (ID:88532351) | Care or Cry: Three years from Cyclone Gonu. What have we learnt? | -Oman | -Qualitative primary study |
| Alga (2018) (ID:88535072) | Hope for the Best, Prepare for the Worst-An Assessment of Flood Preparedness at Primary Health Care Facilities in Central Vietnam | -Vietnam | -Quantitative primary study -Qualitative primary study |

The report will be saved as an HTML file, but can be opened in Excel and edited or added to as you wish. Just make sure Excel is set to show all files, rather than just Excel spreadsheets.

The screenshot shows a Windows File Explorer window titled 'Open'. The address bar shows the path 'OneDrive - University Colleg... > Desktop >'. The left sidebar shows the 'Desktop' folder selected. The main pane displays a list of files with columns for 'Name', 'Status', and 'Date r'. The file 'QQR - Interventions.html' is selected. At the bottom, the 'File name' field contains 'QQR - Interventions.html' and the file type dropdown is set to 'All Files (*.*)' (circled in red). The 'Open' button is visible.

You can then colour-code columns, freeze titles, automate totals or item counts, etc.

| Item ID | Short Title | Title | Year | Country | Study design |
|----------|------------------|---|------|--|--|
| 88534942 | Abaya (2011) | Health officials' perceptions of and preparedness for the impacts of climate variability on human health in the Somali region of Ethiopia | 2011 | Ethiopia | Mixed methods [Info] A survey questionnaire with open ended questions given as an interview |
| 88532351 | Al-Shaqsi (2010) | Care or Cry: Three years from Cyclone Gonu. What have we learnt? | 2010 | Oman | Qualitative primary study |
| 88535072 | Alga (2018) | Hope for the Best, Prepare for the Worst-An Assessment of Flood Preparedness at Primary Health Care Facilities in Central Vietnam | 2018 | Vietnam | Quantitative primary study Qualitative primary study Mixed methods |
| 88532428 | Alhassan (2017) | Challenges and Opportunities for Mainstreaming Climate Change Adaptation into WaSH Development Planning in Ghana | 2017 | Ghana | Qualitative primary study |
| 88537840 | Amis (2014) | Review of research and policies for climate change adaptation in the health sector in Southern Africa | 2014 | Malawi South Africa Zimbabwe | Mixed methods |
| 88537442 | Araos (2016) | Public Health Adaptation to Climate Change in Large Cities: A Global Baseline | 2016 | Multi country with no identification of included | |

Configurable Reports

The alternative is to create a **Configurable Report**. The benefit of this that you can run it at any time without having to select the codes you wish to report on. The report design can be saved and instantly re-run on any set of items (either all those currently selected or all those with a particular code).

Review home
References
Reports
Search & Classify
Collaborate

Frequencies and crosstabs
Configurable reports
Run Reports

Save
Save and Close
Cancel

Data Extraction - Country & Study Design

Report Type: Question
Add column

Selected code: Study design

Report Columns

Col 1

Country

Col 2

Study design

Reports list

New Report

Data Extraction - Country & Study Design

Click in a column to edit that column's content.

Save
Save and Close
Cancel

Again, you have various options on what information is included in the report. There are also layout options.

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

Frequencies and crosstabs Configurable reports **^ Run Reports**

Items: All selected items

Order by: Short title

Reports

Standard Risk Of Bias Outcomes

Report Name: DE - Country and Study Design

Display Options:

- Item Id
- Imported Id
- Short title
- Title
- Year
- Abstract
- Uncoded Items
- Add Bullets to Codes

Alignment: Horizontal Vertical Additional Text Tag: [info]

Run/view [Print] Cancel

Data Extraction - Country & Study Design

| Item ID | Short Title | Title | Year | Country | Study design |
|----------|------------------|---|------|----------|--|
| 88534942 | Abaya (2011) | Health officials' perceptions of and preparedness for the impacts of climate variability on human health in the Somali region of Ethiopia | 2011 | Ethiopia | Mixed methods [info] A survey questionnaire with open ended questions given as an interview |
| 88532351 | Al-Shaqsi (2010) | Care or Cry: Three years from Cyclone Gonu. What have we learnt? | 2010 | Oman | Qualitative primary study |
| 88535072 | Alga (2018) | Hope for the Best, Prepare for the Worst-An Assessment of Flood Preparedness at Primary Health Care Facilities in Central Vietnam | 2018 | Vietnam | Quantitative primary study Qualitative primary study Mixed methods |
| 88532428 | Alhassan (2017) | Challenges and Opportunities for Mainstreaming Climate Change Adaptation into WaSH Development Planning in Ghana | 2017 | Ghana | Qualitative primary study |
| 88537840 | Alvir (2014) | Review of research and policies for climate change | 2014 | Malawi | |

The report can then be saved as HTML.

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

Frequencies and crosstabs **Configurable reports** ^ Run Reports

Items: All selected items ▼

Order by: Short title ▼

Reports

Standard Risk Of Bias Outcomes

Report Name: Data Extraction - Country & Study Design ▼

Display Options:

| | |
|---|---|
| <input checked="" type="checkbox"/> Item Id | <input checked="" type="checkbox"/> Year |
| <input type="checkbox"/> Imported Id | <input type="checkbox"/> Abstract |
| <input type="checkbox"/> Short title | <input checked="" type="checkbox"/> Uncoded Items |
| <input checked="" type="checkbox"/> Title | <input type="checkbox"/> Add Bullets to Codes |

Alignment: Horizontal Vertical

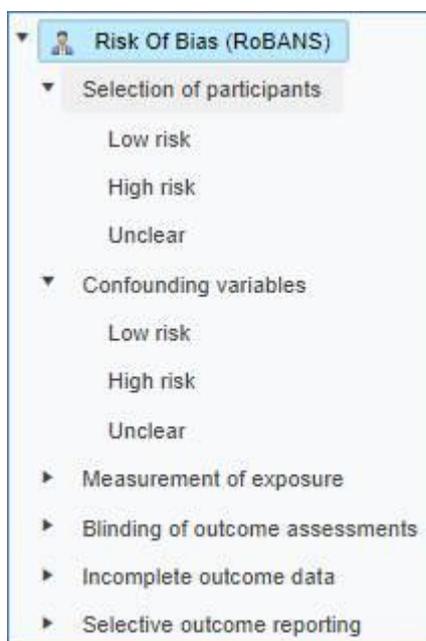
Additional Text Tag: [info]

Run/view  Cancel

Reports can either be in **Question** format or **Answer** format.

Question reports summarise all the answers or codes directly below a specified code or code set. (So if you add a codeset to a particular column in a Question Report, all the codes within that codeset will appear in your report.) You can also have multiple codes per column in a Question report (so they can be a lot quicker and easier to create).

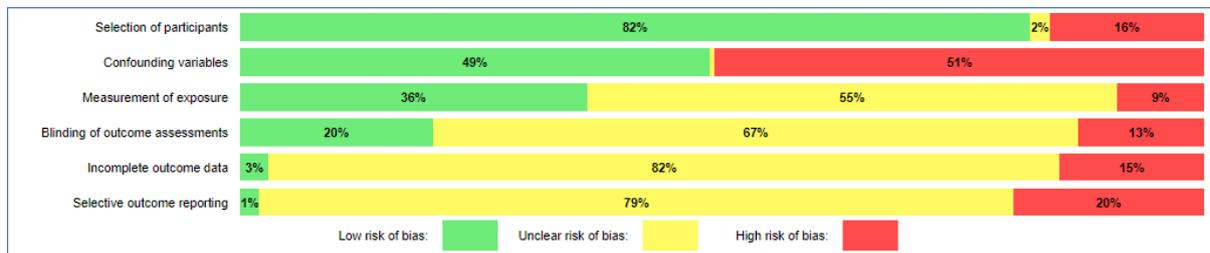
Question Reports can also be used for **Risk of Bias** reports. Where you have a suitable coding tool, the codes within can be shown in a colour coded format according to the level of risk (low, high, or unknown) per reference.



RoB Report

| Short Title | Selection of participants | Confounding variables | Measurement of exposure | Blinding of outcome assessments | Incomplete outcome data | Selective outcome reporting |
|-----------------|---------------------------|-----------------------|-------------------------|---------------------------------|-------------------------|-----------------------------|
| Alberty (2003) | ? | - | - | ? | ? | - |
| Alberty (2005) | ? | - | - | ? | ? | - |
| Arellano (2010) | - | + | ? | ? | ? | ? |
| Balonas (2006) | + | + | - | ? | ? | ? |

An overall summation of risk is also shown.



Note there is a separate tab for RoB reports.

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

Frequencies and crosstabs Configurable reports ^ Run Reports

Items: All selected items

Order by: Short title

Reports

Standard **Risk Of Bias** Outcomes

Report Name:

Display Options (show):

- Item Id
- Imported Id
- Uncoded Items

Risk of Bias reports are "Question" reports shown as Risk of Bias figures. The order of the classification codes in the risk of bias codeset must be:

- Low (1 code only)
- High (1 code only)
- Unclear (1 or more)

Run/view [Print] Cancel

You can sort a configurable report's output on particular fields e.g. **Short title**, as well as alter the main output options.

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

Frequencies and crosstabs **Configurable reports** ^ Run Reports

Items: All selected items

Order by: Short title

Reports

Standard Risk Of Bias Outcomes

Report Name: Table of characteristics of included studies

Display Options:

- Item Id
- Imported Id
- Short title
- Title
- Year
- Abstract
- Uncoded Items
- Add Bullets to Codes

Alignment: Horizontal Vertical

Additional Text Tag: [info]

Run/view Cancel

(As mentioned, there are several options for configurable reports - horizontal or vertical layout, presence or otherwise of additional / coded text, etc.).

Display Options:

- Item Id
- Imported Id
- Short title
- Title
- Year
- Abstract
- Uncoded Items
- Add Bullets to Codes

Alignment: Horizontal Vertical

Additional Text Tag: [info]

In addition, each column can be further edited to adjust the column headers, etc.

Just click the **Pencil / Edit** icons.

Col. 1 name: Add code +

Complementary therapies Close

Codes in column:

Display Name: I. Manual therapies

Code Name: I. Manual therapies

Show code names:

Show infobox text:

Show coded text:

Done

II. Mind-body therapies [edit] [up] [down] [trash]

III. Natural products therapies [edit] [up] [down] [trash]

IV. Specific diets [edit] [up] [down] [trash]

For example, I often remove the code name from the **Display Name** field, and just show it in the **Column Name**.

Save Save and Close Cancel You have unsaved changes!

Table of characteristics of included studies - Answer

Report Type: Answer Selected code: Complementary therapies

Report Columns

| Col 1 | Col 2 | Col 3 |
|---|---------------------------------------|---------------------------|
| <u>I. Manual therapies</u> I. Manual therapies | New Column Complementary therapies | New Column Acupuncture |

Reports list

- Table of characteristics of included studies
- Table of characteristics of included studies - Answer

Col. 1 name: I. Manual therapies Close

Codes in column:

Display Name:

Code Name: I. Manual therapies

Show code names:

Show infobox text:

Show coded text:

Done

Save Save and Close Cancel You have unsaved changes!

Thus you can have the codeset name only at the top of the column, rather than repeated for each entry.

The screenshot displays a software interface for configuring a report. At the top, there are buttons for 'Save', 'Save and Close', and 'Cancel'. The main title is 'Data Extraction - Country & Study Design', with an 'Add column' button and an 'Edit' icon. Below the title, it indicates 'Report Type: Question' and 'Selected code: Study design'.

The 'Report Columns' section shows two columns: 'Col 1' (Country) and 'Col 2' (Study design). A red circle highlights a green plus icon between the two columns, indicating the addition of a new code to the second column.

The 'Reports list' on the left shows a list of reports, including 'test' and 'Data Extraction - Country & Study Design'. The 'Data Extraction - Country & Study Design' report is selected.

The configuration panel for 'Col. 2 name' shows 'Study design' and an 'Add code +' button. Below this, the 'Codes in column:' section displays the following configuration:

- Display Name: [text box]
- Code Name: Study design
- Show code names:
- Show infobox text:
- Show coded text:

A 'Done' button is located at the bottom of the configuration panel.

Frequency Reports

To see how many items were applied a particular code from a codeset, you can run a **Frequency Report**.

Just select the relevant codeset and then click the **Frequencies** button.

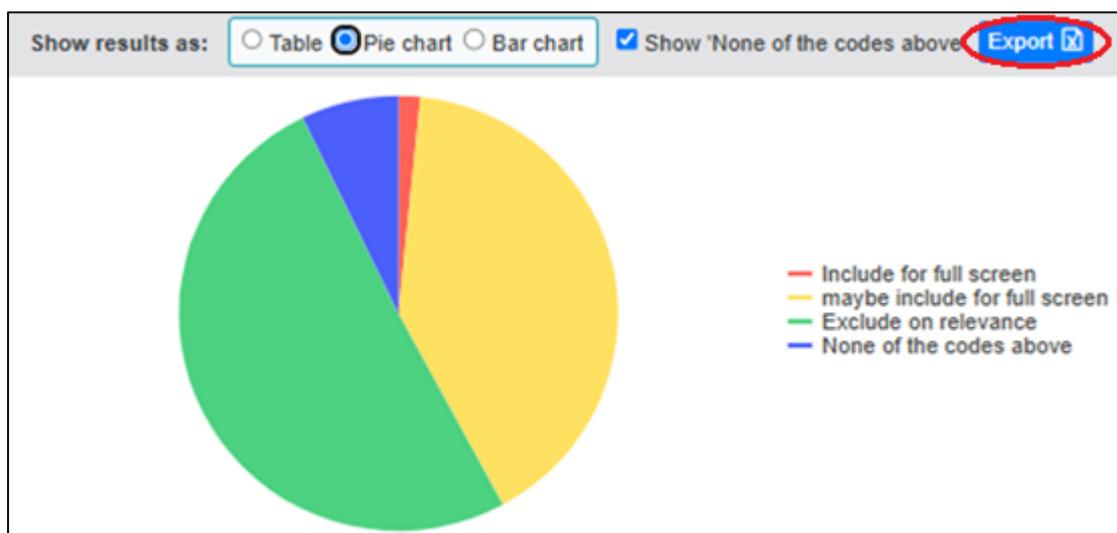
(Alternatively, select the relevant codeset, click the **Set** button and then the **Get Frequencies** button.)

You can click on any number in the resultant Frequency Report to get a list of those items in the **References** tab.

The screenshot shows the 'Reports' section of a software interface. The 'Rows' field is set to 'Screen on title and abstract'. The 'Columns' field is 'Not set (only used for Crosstabs)'. The 'Filter' field is 'Not set (optional)'. The 'Get Frequencies' button is highlighted with a red box. Below the form, there are radio buttons for 'Included', 'Excluded', and 'Both', with 'Both' selected. The 'Show results as:' section has radio buttons for 'Table', 'Pie chart', and 'Bar chart', with 'Table' selected. A checkbox for 'Show 'None of the codes above'' is checked. An 'Export' button is also visible. The table below shows the following data:

| Code | Count |
|-------------------------------|-------|
| Include for full screen | 146 |
| maybe include for full screen | 3707 |
| Exclude on relevance | 4641 |
| None of the codes above | 656 |

You can export the report as a spreadsheet. You can also view it as a pie or bar chart.



Crosstab Reports

A **Crosstab** report shows the distribution of codes across two codesets, one on each axis.

So, for example, here we are showing *drugs of interest* against *population*.

The screenshot shows a web application interface for generating Crosstab Reports. The interface includes a navigation bar with 'Review home', 'References', 'Reports', 'Search & Classify', and 'Collaborate'. Below the navigation bar, there are tabs for 'Frequencies and crosstabs', 'Configurable reports', and 'Run Reports'. The 'Frequencies and crosstabs' tab is active, and the 'Get CrossTab' button is highlighted with a red circle.

The report configuration section shows the following settings:

- Rows: Population
- Columns: Weight loss drug(s) of interest
- Filter: Not set (optional)
- Buttons: Get Frequencies, Get CrossTab, Set Filter, Clear Filter
- Radio buttons: Included, Excluded, Both (Both is selected)
- Current code: Weight loss drug(s) of interest

The data table shows the following results:

| | Orlistat (Xenical, Alli, Tetrahydrolipastatin) | Liraglutide (Saxenda, Victoza) | Semaglutide (Wegovy, Ozempic) | Tirzepatide (Mounjaro) | 2 or more drugs of interest | None of these |
|--------------------------|--|--------------------------------|-------------------------------|------------------------|-----------------------------|---------------|
| Type 2 Diabetes | 0 | 109 | 114 | 17 | 84 | 2 |
| Overweight / obese | 8 | 19 | 18 | 4 | 15 | 0 |
| Cardiovascular disease | 0 | 21 | 18 | 0 | 16 | 0 |
| Other condition | 3 | 13 | 6 | 0 | 6 | 0 |
| Other CVD risk factor(s) | 3 | 10 | 7 | 0 | 6 | 0 |

The sidebar on the right shows a tree view of categories, including 'Weight loss drug(s) of interest', 'Population', 'Type 2 Diabetes', 'Overweight / obese', 'Cardiovascular disease', 'Other condition', 'Other CVD risk factor(s)', 'No existing condition', 'Main CVD outcomes(s)', 'Allocations', 'AMSTAR2', 'Review Admin', 'Autocoding V1', and 'Autocoding V2'.

Again these can be exported as spreadsheets.

NOTE: For both Frequency and Crosstab Reports, the **Include**, **Exclude**, and **Both** options refer to FLAGS given to items, rather than any screening codes you may have given to them...

See this [document](#) for more on flags.

You can **filter** both Frequency Reports and Crosstabs. So here, for example, we are looking at the distribution of codes within the *drugs of interest codeset*, but only for items with the *Population code Cardiovascular disease* code.

The screenshot displays a software interface for generating reports. The main configuration area includes:

- Rows:** Weight loss drug(s) of interest
- Columns:** Not set (only used for Crosstabs)
- Filter:** Cardiovascular disease (highlighted with a red box)
- Buttons:** Get Frequencies, Get CrossTab, Set Filter, Clear Filter, Set, Get Frequencies, Set
- Show results as:** Table (selected), Pie chart, Bar chart
- Options:** Included, Excluded, Both (selected), Show 'None of the codes above' (checked), Export
- Current code:** Weight loss drug(s) of interest

The results table is as follows:

| Code | Count |
|--------------------------------|-------|
| Liraglutide (Saxenda, Victoza) | 21 |
| Semaglutide (Wegovy, Ozempic) | 18 |
| 2 or more drugs of interest | 16 |
| None of the codes above | 0 |

The right-hand pane shows a navigation tree with 'Cardiovascular disease' highlighted under the 'Weight loss drug(s) of interest' category. A red box highlights the list of codes under this category:

- Orlistat (Xenical, Alli, Tetrahydrolipastatin)
- Liraglutide (Saxenda, Victoza)
- Semaglutide (Wegovy, Ozempic)
- Tirzepatide (Mounjaro)
- 2 or more drugs of interest

(You can also use a Crosstab of a codeset against itself to see where items have been given multiple codes from the same codeset. The main coding will be along the diagonal. Items given multiple codes will also appear above the diagonal (repeated below the diagonal).

So 8 items have both the Liraglutide and Orlistat codes. 2 items have both the Semaglutide and Orlistat code.

Rows:

Columns:

Filter:

Included Excluded Both Current code: Weight loss drug(s) of interest

| <input type="button" value="Export"/> | Orlistat (Xenical, Alli, Tetrahydrolipastatin) | Liraglutide (Saxenda, Victoza) | Semaglutide (Wegovy, Ozempic) | Tirzepatide (Mounjaro) | 2 or more drugs of interest | None of these |
|--|--|--------------------------------|-------------------------------|------------------------|-----------------------------|---------------|
| Orlistat (Xenical, Alli, Tetrahydrolipastatin) | 12 | 8 | 2 | 1 | 7 | 0 |
| Liraglutide (Saxenda, Victoza) | 8 | 145 | 108 | 6 | 103 | 0 |
| Semaglutide (Wegovy, Ozempic) | 2 | 108 | 137 | 9 | 100 | 0 |
| Tirzepatide (Mounjaro) | 1 | 6 | 9 | 20 | 8 | 0 |
| 2 or more drugs of interest | 7 | 103 | 100 | 8 | 107 | 0 |
| None of the above | 0 | 0 | 0 | 0 | 0 | 0 |

We have more on reports on our Help page at <https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=3822>.

- [Coding and Quick Question Reports](#) (3:46) Coding Reports and Quick Question Reports.
- [More on the Reports Tab](#) (3:01) Creating Frequency and CrossTab reports.
- [Configurable Reports](#) (4:18) How to create a configurable report, for easier analysis in Excel.

Do contact eppispport@ucl.ac.uk if you have any further questions.