

Pushing items from EPPI-Reviewer to Zotero and importing bulk PDFs

This video will teach you how to push or transfer items from EPPI-Reviewer to Zotero, and back again, in order to bulk upload PDFs.

In this review, I have 79 items that I have already identified to include on title and abstract. I have already uploaded some PDFs, but I would like to upload more.

On the review home page, click on the Zotero button. Click on the 'Show me' button to display the instructions.

The first step is to create a group library within Zotero, which you can do by clicking on 'here'.

You will already need to be signed in or create a Zotero account.

Choose a name for your new library group and choose 'Private Membership'. If you want to define sharing settings you can do so here, but I'll leave this for now.

Going back to EPPI-Reviewer, I advise you to click on 'Show me (new tab)' at step 3, so that you will be able to check the instructions as you go.

Once you have done that, click on the two checkboxes and click 'Start setup', then ok.

Click on 'Change Permissions' and uncheck the 'Allow library access' box. Scroll down and click on 'Per Group Permissions'. Find the review you have created and click on 'Read/write', then save the key. This will return you to the EPPI-Reviewer interface.

If you get this 'attempt failed' message, don't worry, just try again as it happens sometimes.

Just go through the steps again. And this time it's worked.

To choose the items you want to push to Zotero, select a code from your coding tools. Here I want to choose all with the 'Include on T&A' code.

EPPI-Reviewer has found my 79 items but to identify which ones don't yet have a PDF, click on More and then choose the filter 'Without docs'. I will now select these 17 items and push them to Zotero.

Opening up my Zotero app starts the syncing process, and your new library should appear any second. If it doesn't, click on the green sync button on the right-hand side.

Once your items appear, select them all, right click and choose 'Find available PDFs'. It is advisable to already be connected to your institution's VPN before this. Any PDFs that can be found with your permissions will be added automatically into the library.

To upload a PDF manually, double click on an item in Zotero, download the PDF to your computer, click on the paper clip symbol and choose 'Attached stored copy of file'. Find the file and click 'open'.

Now that you have your PDFs in Zotero, go back to EPPI-Reviewer and click on the refresh icon. You can see here how the items with a PDF now have a green Docs symbol next to them. Then, click on Pull (All) and click ok.

You can see that the only item in EPPI-Reviewer now without a PDF is this one.

Click on close/back.

Let's have a quick look at what that looks like within EPPI-Reviewer now.

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This item by Watson has just had a PDF added to it, so if we locate that in our list and click on 'Go', you can now see that it has a PDF attached to it in EPPI-Reviewer, which you can view by clicking on the green PDF icon at the top, or by clicking on the green eye icon.

Thanks for watching. Please don't hesitate to contact us at EPPISupport@ucl.ac.uk.