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RevMan 5 and RevMan Web - important updates for Editorial Staff

Anupa Shah and Sally Bell-Syer, ME Support
Teo Quay, Managing Editor Anaesthesia & Emergency and Critical Care
Ursula Gonthier, Community Support
Rebecka Hall, RevMan Web Product Owner

Trusted evidence.
Informed decisions.
Better health.

Webinar Outline

❖ Introduction and general housekeeping

❖ RevMan 5.4

❖ Top tips and FAQs

❖ RevMan Web: tools for editing

  ❖ Experience with RevMan Web

❖ Ongoing & future developments in RevMan Web

❖ Questions

RevMan 5.4

Sally Bell-Syer, Managing Editor Support

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RevMan 5

❖ The first step to retire RevMan 5:
Releasing RevMan 5.4 and the formal launch of RevMan
Web

❖ Note RevMan 5 will not be retired until RMW supports all
review formats.

❖ Key message to MEs now: Support your authors in using
RevMan Web

Why RevMan 5.4?
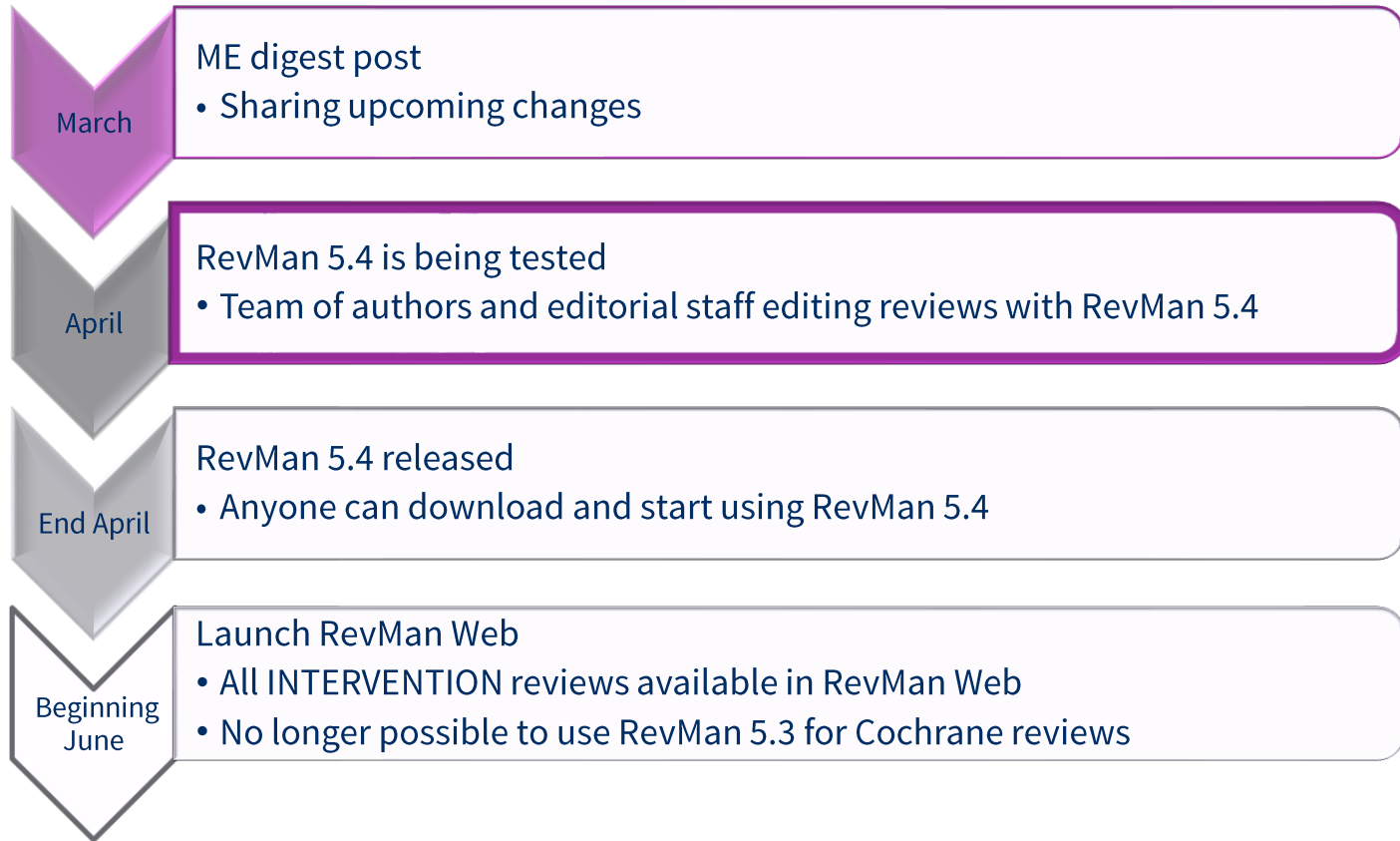
The three key reasons for the release of RevMan 5.4 are:

❖ to reduce the dependency between RevMan 5 and Archie in preparation for implementing the new Editorial Management System Key message to MEs now: Support your authors in using RevMan Web

❖ to simplify the process of starting to use RevMan Web (after a certain point all reviews will be available in RevMan Web)

❖ RevMan 5.3 was becoming a security concern.
The security settings in RevMan 5.4 bring the programme up to date. This is important because RevMan 5.4 will continue to be used for non-intervention reviews and by non-Cochrane users, when all intervention reviews are accessed in RevMan Web.

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What is different in RevMan 5.4?

❖ Not much!

❖ Review and author details should now be edited in Archie ONLY:

- Review title

- Adding/deleting authors and editing author Affiliation information

- Changing the review stage or phase

❖ Check out no longer available in Archie, only in RevMan 5.4

Timeline

March
ME digest post
• Sharing upcoming changes

April
RevMan 5.4 is being tested
• Team of authors and editorial staff editing reviews with RevMan 5.4

End April
RevMan 5.4 released
• Anyone can download and start using RevMan 5.4

Beginning June
Launch RevMan Web
• All INTERVENTION reviews available in RevMan Web
• No longer possible to use RevMan 5.3 for Cochrane reviews

Communication and Support

The support team will:

- ❑ include notification in Cochrane Digests
- ❑ email authors who have logged in to RevMan in the last 3 months
- ❑ draft a short piece for editorial teams to share with their active authors.

❖ New channel on Community slack for RevMan queries:
 #all-support-revman.
 Hands-on training with support available in Slack

RevMan Web:
Top Tips and FAQs

Ursula Gonthier, Cochrane Community Support Team

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Quick poll! (1)

For people who have used RevMan Web.

Which option best describes your use of RevMan Web?

1.   I use RevMan Web for the majority of my editorial tasks
2.   I use RevMan Web when authors do - I like to see what my authors are seeing
3.   I use RevMan Web in conjunction with RevMan 5

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Quick poll! (2)

For people who rarely/never use RevMan Web.

What would help you to recommend RevMan Web to your authors?

1. Confidence in using RevMan Web myself

2. Increased trust in RevMan Web's stability

3. A clear deadline for the retirement of RevMan 5

Reasons to get to know RevMan Web

1. **It's ready … and your authors are using it!**

   ❖ Recent changes in working patterns have seen a marked increase in uptake by authors

   ❖ The switchover from RevMan 5.3-5.4 will mean all intervention reviews are automatically available in RevMan Web

   ❖ You may choose not use RevMan Web for editorial tasks, but it's useful to know the basics to be comfortable answering author queries

2. **It's quick**

   ❖ No installation means you can open RevMan Web for the first time with one click

Reasons to get to know RevMan Web

3. It's easy ... and familiar

- ❖ You already know your way around RevMan Web. It's just RevMan ... on the Web!

- ❖ User feedback tells us it is more intuitive than RevMan 5

4. It's stable

- ❖ RevMan Web can help users who are experiencing problems with RevMan 5 freezing, lagging or crashing

- ❖ Support cases show that there are few reported issues with RevMan Web – early bugs and glitches have been solved

5. It's up to date

- ❖ RevMan Web is continuously updated, with new features added every 2 weeks

- ❖ It is on track with new developments in Cochrane (Handbook, new methods, Rapid Reviews)

RevMan Web: Top Tips and FAQs

- Questions from editorial teams

- Questions from authors (which editorial teams can answer!)

How painful is it to work in RevMan Web?

PAIN SCALE

0	1	2	3	4	5	6	7	8	9	10

No   Mild   Moderate   Severe   Very Severe   Worst Pain
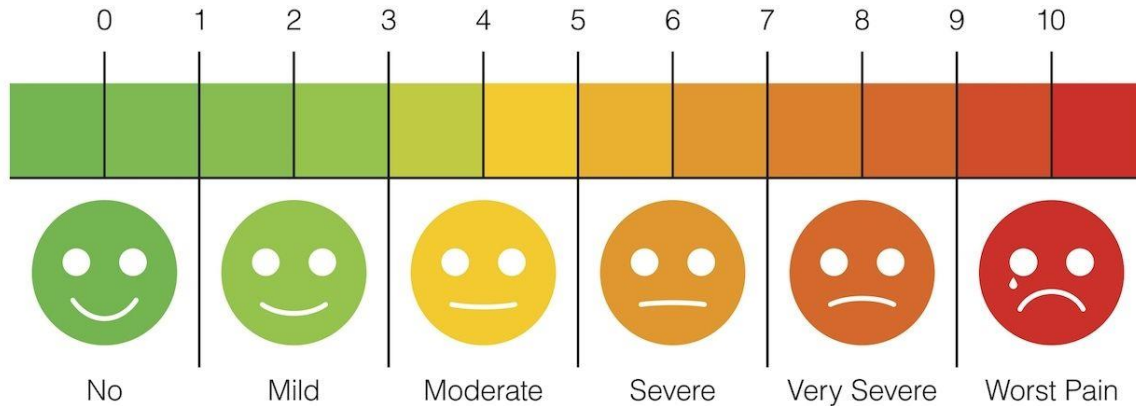
Difficulty rating for FAQs

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How do I open a review?
Editors 🙂

1. Go to Archie

2. Right-click on the review title

3. Select **Edit in RevMan Web**

4. The live, latest version of the review opens

TopTip

There is no 'check-out' action in RevMan Web

Authoring phase: authors can also be working in the review

Editorial phase: authors cannot access the review

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How do I open a review?
Authors ☺
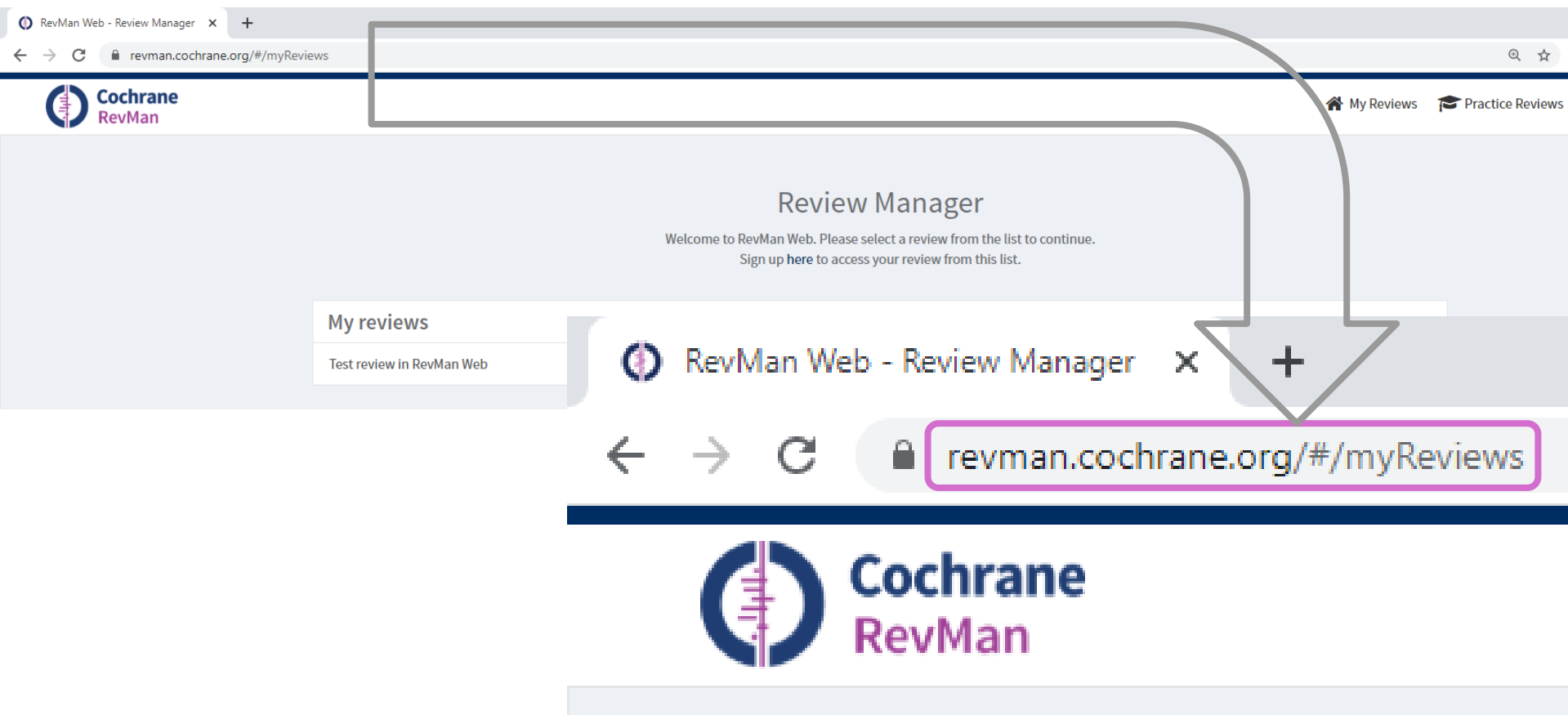
1. Go to RevMan Web

2. Log in with your Cochrane Account

3. Select the review title

Editorial phase: review title is greyed out

TopTip

Authors' eye view of RevMan Web

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How do I check in?
Editors and authors 🙂

1. Go to the History panel on the RevMan Web dashboard

2. Click **Check in to Archie**

3. Add a description and click **OK**

4. Confirm version shows in History panel

5. Checking in does not affect the review availability

Edits made in RevMan Web are continuously and automatically saved

Check in to store a version on the Archie History

Tag a version to note changes or milestones

TopTip

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Is my review in RevMan Web?
Editors ☺

1. Go to Archie

2. Right-click on the review title

3. Option **Edit in RevMan Web** is visible

4. Double-click on the review title

5. Availability on review properties General tab shows as **In RevMan Web**

TopTip

When RevMan 5.4 takes over from RevMan 5.3 all intervention reviews will be available automatically in RevMan Web – you can move any of your group's reviews into RevMan Web in the meantime

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Is my review in RevMan Web?
Authors 🙂

1. Go to RevMan Web

2. Log in with your Cochrane Account

3. Review title is not greyed out

TopTip

Review title greyed out? Your review could be:
- In the editorial phase
- Not yet available in RevMan Web

Contact your review group, email
support@cochrane.org or check in Archie to confirm

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How do RevMan Web and RevMan 5 interact?
Editors and authors 🙂

1. RevMan 5 and RevMan Web can be used to edit the same review, but not at the same time

2. Checking out a review to RevMan 5 makes it 'view only' in RevMan Web

3. 'Snapshot from RevMan Web' will no longer appear in the Archie History after the switchover from RevMan 5.3-5.4. Only *checked-in* versions will appear on the History.

    Author teams working exclusively in RevMan Web, experience fewer 'check-out clashes' and problems of version history

    TopTip

How do RevMan Web and RevMan 5 interact?
Editors and authors 🙂

1. Certain advanced integrations in RevMan Web mean reviews can no longer be accessed in RevMan 5

   ❖ GRADEPro

   ❖ Risk of Bias 2 (pilot)

   ❖ Study-centric data (pilot)

2. These integrations are only enabled with the agreement of the editorial base

   You can pick the right moment to enable these integrations

   TopTip

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How do RevMan Web and Archie interact?
Editors and authors 🙂

1. Text edited in RevMan Web does not sync automatically to Archie

2. Edits made in RevMan Web are continuously and automatically saved - in RevMan Web

3. The latest version of a review in RevMan Web can be different from the latest version on the Archie History

Update Affiliations, author order and other details in Archie

Refresh the review in RevMan Web to view

TopTip

Moving from RevMan 5 to RevMan Web
Editors

1. Start with a new author team, and/or a new title

2. Use the ('NEW2020') workflow template emails encourage authors to use RevMan Web and to signpost support

3. Use the resources on Cochrane Training

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Try it out … it's just one click!

We're here to help

support@cochrane.org

RevMan Web: tools for editing

Anupa Shah, Managing Editor Support

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Recap . . .

RevMan Web: a practical guide for editorial teams

https://training.cochrane.org/resource/revman-web-practical-guide-editorial-teams

- Access/open a review in RevMan Web

- How to use:
  - Track changes
  - Find & replace
  - Split tabs
  - Spell check
  - Notes

- How to edit:
  - References
  - Studies
  - Figures
  - Appendices
  - Footnotes

What's new . . .

- Validation Report

- Global spell check

- Global search and find

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Validation Report

Validation

Review info

Errors: 25

Text

Warnings: 15

Studies

Description	Location
New citation event present without corresponding update event.	Review info > Dates and events
Internal sources of support is empty.	Review info > Sources of support
External sources of support is empty.	Review info > Sources of support
Description of studies is empty.	Text > Results > Description of studies
Allocation (selection bias) is empty.	Text > Results > Risk of bias in included s

Other refer

Analyses

Tables

Figures

| External sources of support is empty. | Review info > Sources of support |

![Cochrane logo]

Internal sources of support

+ Add Source of support

Name	Country	Description	Action

External sources of support ⌃

+ Add Source of support

Name	Country	Description	Action

Help ▾   Log out   Context

Context

Standards   ‹
Summary of findings   ‹
Analyses   ‹
Notes   ‹
Validation errors   ‹
Validation warnings   ⌄

...Refresh

New citation event present without co...

Internal sources of support is empty.

External sources of support is empty.

Description of studies is empty.

Allocation (selection bias) is empty.

Blinding (performance bias and detect...

Incomplete outcome data (attrition bi...

Use the list to navigate to/address each error/warning

Global spell check

Description of the condition

Add Note

Daytime drowsyness is [...] fatigue after a normal amount of sleep (O'Connor 2004). Daytime drowsiness impairs social and occupational [...] ely that it has an impact on workplace productivity, with significant economic repercussions (O'Conno[...] timates indicate that up to 50% of the Australian population may suffer from daytime drowsiness (Hetrick 200[...]

- drowsy ness
- drowsiness
- drowsinesses
- More suggestions ▶
- Ignore all
- Add word
- 📋 Paste   Ctrl+V

Right-click the word

Global search and find

Use the Ctrl + F keyboard shortcut to open the Find function

TopTip

Full text
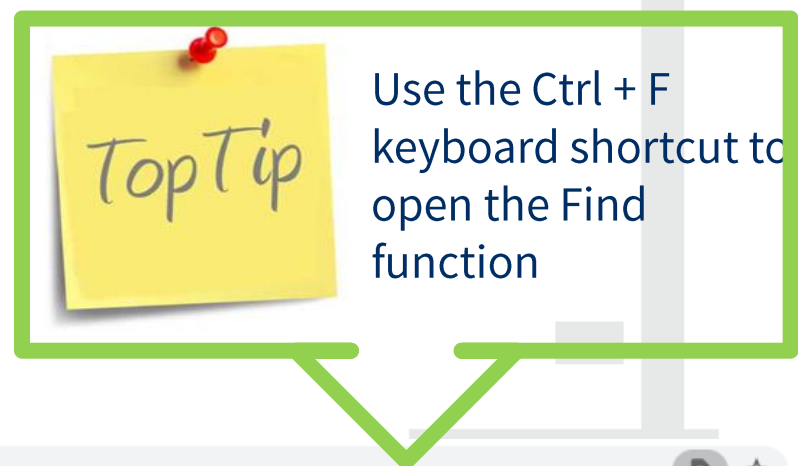
drowsiness   2/27

Description of the condition

Add Note

Daytime drowsiness is defined as self-reported fatigue after a normal amount of sleep (O'Connor 2004). Daytime drowsiness impairs social and occupational functioning, and it is likely that it has an impact on workplace productivity, with significant economic repercussions (O'Connor 2004). Self-reported estimates indicate that up to 50% of the Australian population may suffer from daytime drowsiness (Hetrick 2004).

Description of the intervention

Add Note

Caffeinated drinks are a traditional remedy for daytime drowsiness (Bolton 1981), including coffee, tea, cola, etc. Caffeinated drinks are regularly consumed in many countries as part of the daily diet, and are widely believed to increase alertness and alleviate drowsiness.

Tools for editing reviews

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Global validation report

Global search and find

Global spell check

Track changes

Add comments (Notes)

Find and replace

Edit: references, studies, footnotes, PRISMA

Resources for this section

- **RevMan Web: quickstart guide for editorial teams**

https://www.youtube.com/watch?v=9Hz2ickD5Rg&list=PLxFw8aTtvq-fR5wv2ilDu7FGQ2_GeICbG&index=2

- **RevMan Web: using the spell check to correct your review**

https://www.youtube.com/watch?v=uFMmbTmVluA&list=PLxFw8aTtvq-fR5wv2ilDu7FGQ2_GeICbG&index=1

- **RevMan Web: resolving Validation errors and warnings**

https://www.youtube.com/watch?v=10YX4kFAYTc&list=PLxFw8aTtvq-fR5wv2ilDu7FGQ2_GeICbG&index=4

https://documentation.cochrane.org/revman-kb

RevMan Web for Editorial Staff

What is RevMan Web? (Editorial Staff)

How can I access a review in RevMan Web? (Editorial Staff)

Which of my group's reviews are in RevMan Web? (Editorial Staff)

Finding your way around a review in RevMan Web (Editorial Staff)

How can I make a review available in RevMan Web? (Editorial Staff)

Version control and version history (Editorial Staff)

Working together in RevMan Web (Editorial Staff)

Managing the editorial process in RevMan Web (Editorial Staff)

Editorial base quality checks (Editorial Staff)

Troubleshooting (Editorial Staff)

RMW Knowledge Base

WEBINAR **RevMan Web: a practical guide for editorial teams**

RevMan Web:
My experience

Teo Quay, Managing Editor
Anaesthesia & Emergency and Critical Care

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Experience with RevMan Web

- Currently using for ~90% of reviews and updates (except for DTA, overviews, large NMAs etc.) and encouraging for new protocols

- Faster uptake by new author teams than legacy teams familiar with RevMan 5

- Increased author support required but RevMan Web Knowledge Base, Support Team and training webinars are good resources

- Recommend all past and upcoming webinars and following progress/updates

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Pros and Cons

- Plugins*

- Easy to access from anywhere

- Ability to work collaboratively (including joint editorial review)

- Autosave / responsiveness

- Accessible knowledge base

- Responsive & receptive RevMan Web team

- Easy to activate via Archie

- RoB-2 integration

- Very quick to learn

- Coordinating RoB-2 and GRADEPro activation & access to RevMan 5 (lack of CRG control)

- Slow/tentative uptake

- Increased author support / # of inquiries

- Lack of clarity on Archie to RevMan crosstalk

- Momentary technical errors

- Preview PDF and Status Report only via Archie

- Editing tables and figures

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Plugins

FIND & REPLACE

grammarly.com

SPLIT TABS

EndNote×9 X9

todoist

HREF

Common Author Queries

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What happens if I accidentally leave the review open on a shared computer?

What RoB-2 features are in RevMan Web? What other tools do I have to use?

What if I make interim changes and want to reverse them?

What can I do if there are network disruptions?

Are there any security concerns?

Is there training available?

What if I change my mind?

What features are/are not available compared to RM5

How do I update my author information?

Can I use GRADEPro, Covidence etc.?

Can I still use RevMan 5? Can authors use different RevMan platforms?

How do I access the PDF preview?

What browser should I use?

How do I access my Review?

RevMan Web

Ongoing & future development
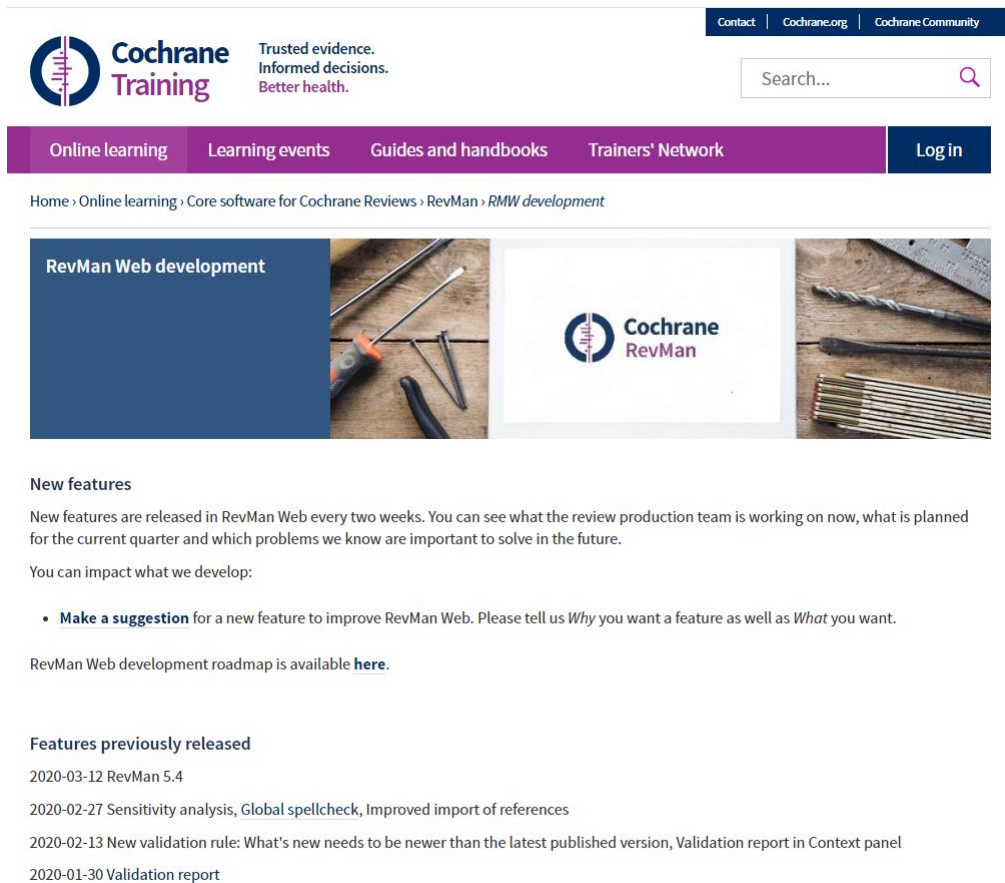
Rebecka Hall, ITS

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See what's new

The RevMan Web Roadmap

An overview of short-term and long-term improvements in RevMan Web

RevMan Web roadmap ☆ Personal | 🌐 Public | R | Invite

Now (ongoing 2 week iteration) ···

Make all intervention reviews available in RevMan Web by default

Support flexible reviews

Training day to help Managing Editors support authors in using RevMan Web

＋ Add another card

Next (until end of this quarter) ···

Define roadmap to RevMan 5 retirement

Compare and revert to other versions

＋ Add another card

Future (after this quarter) ···

Upgrade text editor

Collaboration features

Increase reliability of RevMan Web

Facilitate use of Risk of Bias 2

Enable more reviews to use study-centric data

Screening integration with Covidence

Insert dynamic analysis results

Non-Cochrane reviews

＋ Add another card

https://trello.com/b/2WiJIzpq/revman-web-roadmap

The RevMan Web Roadmap

Through an editorial lense

Now:
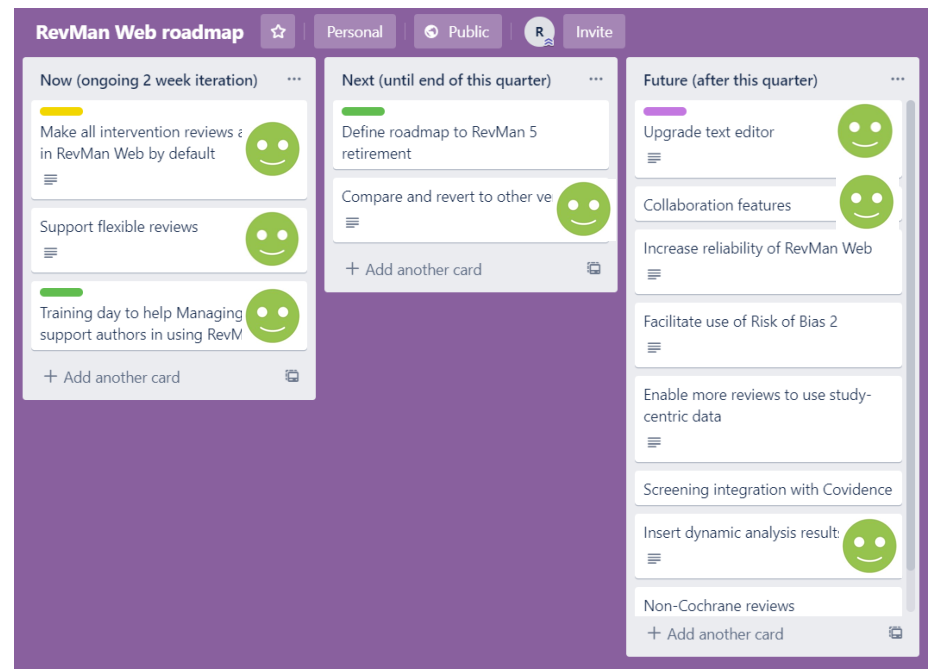
❖ All intervention reviews available in RevMan Web

❖ Support flexible reviews

Next:

❖ Compare and revert to previous versions

Future:

❖ Inline commenting system

https://trello.com/b/2WiJIzpq/revman-web-roadmap

Three ways to impact

- ❖ Send in a suggestion
- ❖ Join sprint demos
- ❖ Join the rmw-user-forum
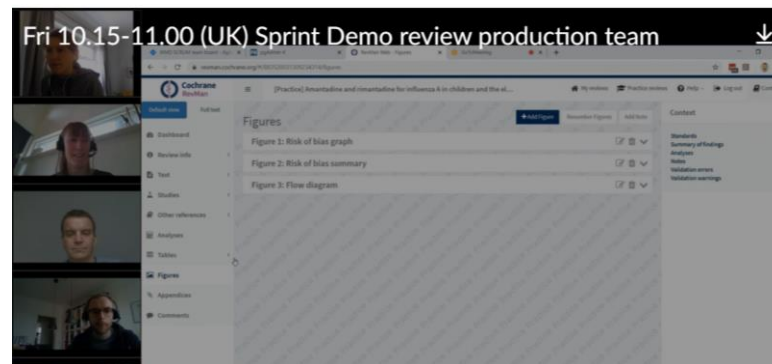
What happens with your feedback?

1. How much impact would the suggestion make on using RevMan Web?

2. Did someone already suggest something similar?

3. How much time does it take to implement?

   a) If small → improvement bucket → might be released within 2 weeks

   b) If big → added to backlog or rejected

Help and support

RevMan Web Knowledge Base
https://documentation.cochrane.org/revman-kb/

Cochrane Training RevMan Collection
https://training.cochrane.org/online-learning/core-software-cochrane-reviews/revman

RevMan Support channel on Slack
#all-support-revman

Online 'drop-in' RevMan clinic on Slack
Thursday 30 April, 2:00pm UTC

**Links to resources for authors (CRG website)
https://eyes.cochrane.org/resources-0**

support@cochrane.org