

Updating Classification System: guide to applying to Cochrane Reviews

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1. About the Updating Classification System

The Updating Classification System (UCS) guides readers as to whether a Cochrane Review (intervention and diagnostic test accuracy, and not protocols) is up to date, likely to be updated in future, or does not need updating at the current time. The system can also help Cochrane Review Groups (CRGs) with prioritisation decisions for individual Cochrane Reviews. The UCS follows a decision framework (see below) that asks about the usage and currency of the review question, the availability of new studies or information, and how new information would impact on the review; and also, whether new methods will make important changes to the review.

The UCS allows an editorial team to apply an Updating Status in Archie. These will be published alongside a Cochrane Review (i.e. are not part of the article). The Updating Status can be applied and updated as frequently as needed, as its publication is not dependent on publication of the Cochrane Review (although the two are closely linked in certain cases).

The Updating Classification System has three parameters:

- **Updating Status:** Provides readers with a guide to the status of the Cochrane Review, and the likely future plans for the Cochrane Review with respect to updating.
- **Rationale:** Provides a brief reason for the relevance and status.
- **Explanation [editorial]:** Provides more detail to readers about the reasoning for the relevance and status. It also guides readers to more relevant Cochrane Reviews if available. This section is free text, but sample texts are provided for editors to adapt (see Table 2).

The Updating Classification System (UCS) has been available for Cochrane Review Groups (CRGs) to use from July 2016. As described below, there is an 'Updating' tab in the Cochrane Review Properties Sheet, and there is functionality for searching and running reports. As of 2019 the ['Update Classification System publication' publication project](#) is underway with the goal for all Cochrane Review Groups to have started publishing the 'update status' for published Cochrane Reviews (intervention and DTA) by the end of 2019.

2. How to apply the Updating Classification System to a Cochrane Review

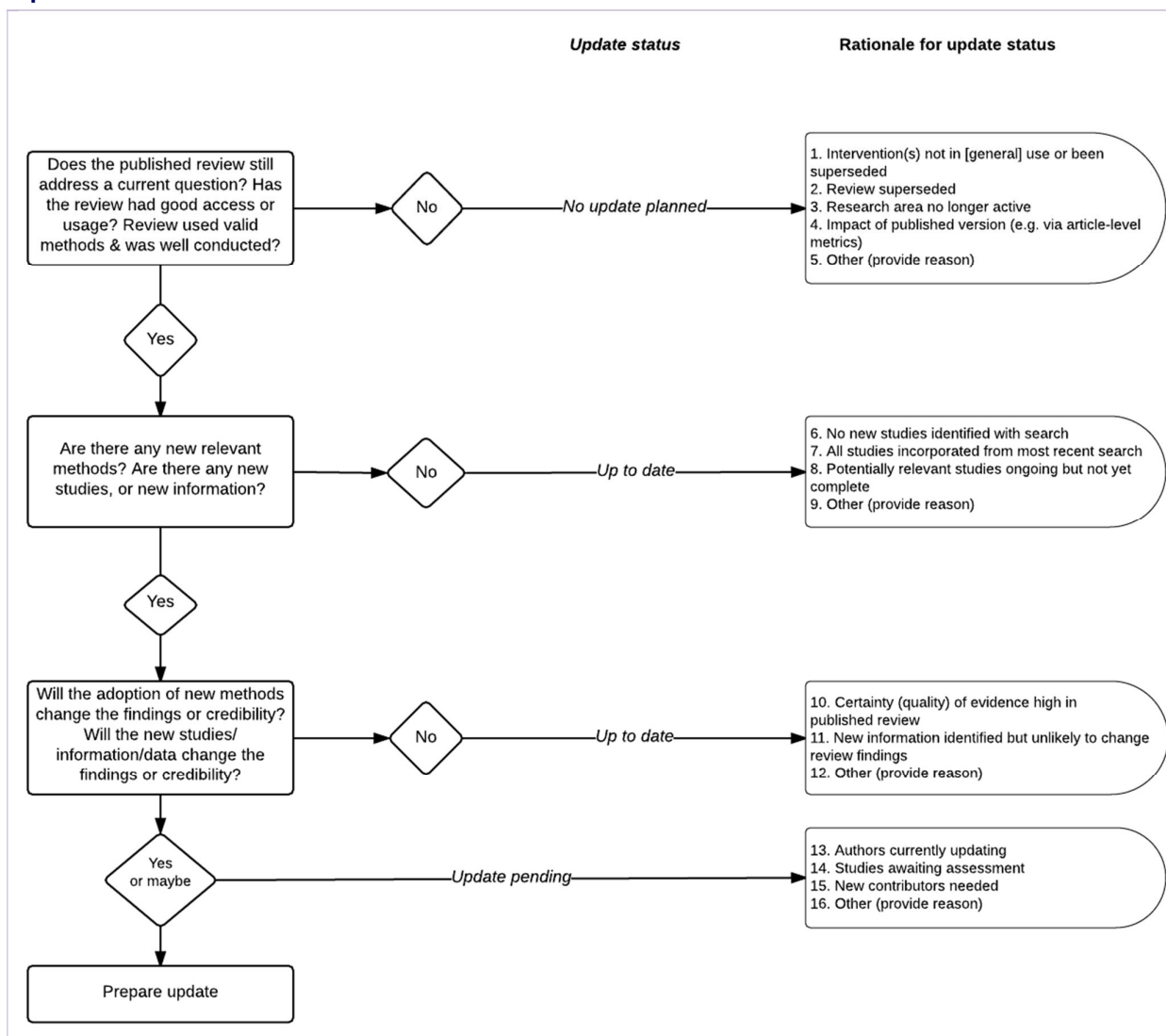
2.1. Which Cochrane Reviews will need to have the UCS applied?

The Updating Classification System is available for full reviews only (active or withdrawn), and only for intervention and diagnostic test accuracy (DTA) reviews.

2.2. How to determine the current classification of a Cochrane Review

See Figure 1 for a decision framework to help you apply the Update Status to a Cochrane Review. The 'Rationales' and sample editable texts for the 'Explanations' are shown in Table 1, and accompany the corresponding number in the flowchart in Figure 1.

Figure I. Decision-making flowchart to assess systematic reviews for updating, with standard terms to report these decisions



Adapted from: Garner P, Hopewell S, Chandler J, MacLehose H, Akl EA, Beyene J et al. [When and how to update systematic reviews: consensus and checklist](#) *BMJ* 2016; 354 :i3507

2.3. Some tips on how to answer the questions in the decision-making flowchart

In Table 1, there are some brief examples of how you might use the decision-making flowchart (Figure 1) to make your updating status decision.

Table 1. Examples of sources of information to answer flowchart questions

No.	Question	Potential source of information (currency) you could use	Note
1	Does the published review still address a current question? Has the review had good access or usage (or both)? Has the review used valid methods, and was it well conducted?	<ul style="list-style-type: none"> Editor or author knowledge Article-level metrics for the published Cochrane Review Access or usage: article metric statistics (downloads, Altmetric, access statistics) 	<p>For article-level metrics:</p> <ul style="list-style-type: none"> CRGs can use the annual download statistics provided by Wiley (in the annual impact factor report: [http://community.cochrane.org/editorial-and-publishing-policy-resource/overview-cochrane-library-and-related-content/databases-included-cochrane-library/cochrane-database-systematic-reviews-cdsr#metrics]). CRGs can contact Tony Aburrow at Wiley for updated download statistics. <p>Each published Cochrane Review has an Altmetric score (see details: www.cochranelibrary.com/about/alternative-metrics.html). CRGs can review this and could compare to scores of similar reviews (also published within a similar timeframe).</p> <p>It may be more useful to start with a new or updated protocol if the original review methods were not valid (e.g. vague inclusion criteria) or the review was not conducted well.</p>
2	Are there any new studies, or new information or data for included studies? Are there any new relevant methods?	<p>New studies: search for studies (full search or scoping search)</p> <p>New information or data (e.g. from review authors contacting study authors; or new data released; or study retracted)</p>	<p>A full search includes electronic search strategies run in full in all relevant databases and all search results are assessed for eligibility and either included or excluded; while a scoping search describes electronic search strategies run in selected databases to determine if an update is required. For more detailed information on searching please refer to http://community.cochrane.org/editorial-and-publishing-policy-resource/cochrane-review-management/reporting-search-dates-cochrane-reviews</p> <p>As described in the link above, running a full search will mean the review needs a new citation.</p>
3	Is the new study (or studies), or new information or data, likely to impact the review findings or credibility?	<p>Informal approach (e.g. editor or authors make assessment)</p> <p>Formal tool (statistics tool)</p>	

Table 2. Sample editable texts for the ‘Explanation’

	Reviews of interventions		Reviews of diagnostic test accuracy	
Update status	Rationale	Explanation: free-text box with proposed sample text	Rationale	Explanation: free-text box with proposed sample text
No update planned	1. Intervention(s) not in [general] use or been superseded	If intervention superseded: The [Intervention] has been replaced by [Newer intervention] and is no longer used [in general]. See [link to another Cochrane Review] for the [Newer intervention]. If intervention withdrawn or no longer available: The [Intervention] has been withdrawn from the market worldwide because [reason for withdrawal (e.g. causes serious adverse effects)].	1. Index test(s) or reference standard not in general use or been superseded	If test or reference standard superseded: The [test(s) or reference standard] has been replaced by [insert] and is no longer used [in general]. See [link to another Cochrane Review] for the [Newer test]. If test or reference standard withdrawn or no longer available: The [test(s) or reference standard] has been withdrawn from the market worldwide because [reason for withdrawal (e.g. causes serious adverse effects)].
	2. Review superseded	This Cochrane Review has been superseded because [it has been merged together with another review/split into two or more reviews]. See [insert link to review].	2. Review superseded	This Cochrane Review has been superseded because [it has been merged together with another review/split into two or more reviews]. See [insert link to review].
	3. Research area no longer active	[insert reason, such as no new studies expected in this area or ethical reasons].	3. Research area no longer active	[Insert reason, such as no new studies expected in this area or ethical reasons].
	4. Impact of published version	[This Cochrane Review has had low usage or impact and is not a priority for updating.]	4. Impact of published version	[This Cochrane Review has had low usage or impact and is not a priority for updating.]
	5. Other	[Insert text]	5. Other	[Insert text]
Up to date	6. No new studies identified with search	If a new full search: No potentially relevant new studies identified during the most recent search. If a scoping search: No potentially relevant new studies identified after a scoping search (electronic search strategy run in selected databases). The conclusions of this Cochrane Review are therefore still considered up to date.	6. No new studies identified with search	If a new full search: No potentially relevant new studies identified during the most recent search. If a scoping search: No potentially relevant new studies identified after a scoping search (electronic search strategy run in selected databases). The conclusions of this Cochrane Review are therefore still considered up to date.
	7. All studies incorporated from most recent search	Following a new full search: All studies identified during the most recent search have been incorporated in the review.	7. All studies incorporated from most recent search	Following a new full search: All studies identified during the most recent search have been incorporated in the review.
	8. Potentially relevant studies ongoing but not yet complete	A search for studies has identified ongoing [study or studies] (see ‘Characteristics of ongoing studies’).	8. Potentially relevant studies ongoing but not yet complete	A search for studies has identified ongoing [study or studies] (see ‘Characteristics of ongoing studies’).
	9. Other	[Insert text]	9. Other	[Insert text]
Up to date	10. Certainty (quality) of evidence high in published review	There is high-quality evidence that [Intervention] [is not effective/is effective] meaning further research is unlikely to change our confidence in the estimate of effect.	10. Certainty of evidence high in published version	There is high-quality evidence and further research is unlikely to change our confidence in the estimates of test accuracy.

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	11. New information identified but unlikely to change review findings	[A new study has OR new studies have] been identified with a recent search but the new information is unlikely to change the review findings [as assessed by Editors/using a specific tool/other]. The conclusions of this Cochrane Review are therefore still considered up to date.	11. New information identified but unlikely to change review findings	[A new study has OR new studies have] been identified with a recent search but the new information is unlikely to change the review findings [as assessed by Editors/using a specific tool/other]. The conclusions of this Cochrane Review are therefore still considered up to date.
	12. Other	[Insert text]	12. Other	[Insert text]
Update pending	13. Authors currently updating	The update is due to be published [month/year].	13. Authors currently updating	The update is due to be published [month/year].
	14. Studies awaiting assessment	A search for studies has identified potentially relevant studies (see 'Characteristics of studies awaiting classification'). These studies have not yet been incorporated into this Cochrane Review.	14. Studies awaiting assessment	A search for studies has identified potentially relevant studies (see 'Characteristics of studies awaiting classification'). These studies have not yet been incorporated into this Cochrane Review.
	15. New contributors needed	The Editors are looking for contributors to update and maintain this Cochrane Review. Contact [insert] for further information.	15. New contributors needed	The Editors are looking for contributors to update and maintain this Cochrane Review. Contact [insert] for further information.
	16. Other	[Insert text]	16. Other	[Insert text]

2.4. Does the UCS affect a review’s citation and/or What’s New events?

No. The UCS is separate from a publishing activity (one that affects citation/DOI/changes content/uses a What’s New event). The UCS is a system that provides a comment or explanation of the update status of a Cochrane Review. The Update Status can be added or modified without republishing the review as it is a ‘comment’ on the updating status of a review. Applying and publishing a UCS is not (always) dependent on publishing the Cochrane Review, and the UCS can be added or revised between review publications). The UCS will be visible only in the *CDSR* (e.g. not on PubMed).

2.5. How often should you review the Updating Status of a Cochrane Review?

CRGs are able to run reports on the updating statuses applied to reviews. Editorial teams should monitor the statuses and may evaluate these on a regular basis, to fit in with standard editorial practice and workflows.

Because the updating classifications are separate to publishing the Cochrane Review, the editorial team can update these as frequently as needed. There is also the facility in Archie (Figure 5) to display your reviews ordered by their classification status to allow you to see which reviews have UCS applied, and which status they are currently displaying.

3. Publication in the Cochrane Database of Systematic Reviews (CDSR)

3.1. When will the applied Updating Statuses appear in the Cochrane Database of Systematic Reviews (CDSR)?

These will go live alongside the published Cochrane Reviews in 2019; all Cochrane Review Group editorial teams will receive advance notice of the switch-on date for their CRG.

The following Figures show examples of how the updating status will appear in the Cochrane Library. Figure 2 shows how the status will appear alongside the review in a search results list. Figure 3 shows the updating status under the title and author by-line of a Cochrane Review. Clicking on the ‘question mark’ icon next to the status opens an information panel containing detailed information regarding the updating status including the Status, Rationale and Explanation (Figure 4).

Figure 2. Example of the Updating Status of a Cochrane Review in search results list

The screenshot shows a search results page with a filter sidebar on the left and a main results area on the right. The sidebar includes filters for 'Date' (with options like 'The last 3 months', 'The last 6 months', 'The last 9 months', 'The last year', 'The last 2 years') and 'Update status' (set to 'Up to date'). The main results area shows two reviews:

- 1** **Functional endoscopic balloon dilation of sinus ostia for chronic rhinosinusitis**
 Jahangir Ahmed, Surojit Pal, Claire Hopkins, Samuel Jayaraj
 Show Preview Intervention Review 6 July 2011 Up to date
- 2** **Topiramate versus carbamazepine monotherapy for epilepsy: an individual participant data review**
 Sarah J Nevitt, Maria Sudell, Catrin Tudur Smith, Anthony G Marson
 Show Preview Intervention Review 6 December 2016 Free access Up to date

Figure 3. Example of the Updating Status for a published Cochrane Review

The screenshot shows the Cochrane Library website interface. At the top left is the Cochrane Library logo with the tagline "Trusted evidence. Informed decisions. Better health." To the right, there are navigation links for "English", "Cochrane.org", and "Sign In". Below this is a search bar with the placeholder text "Title Abstract Keyword" and buttons for "Browse" and "Advanced search". A purple navigation bar contains links for "Cochrane Reviews", "Trials", "Clinical Answers", "More Resources", "About", and "Help". The main content area displays the title "Functional endoscopic balloon dilation of sinus ostia for chronic rhinosinusitis" and identifies it as a "Cochrane Systematic Review - Intervention" published on 06 July 2011. An "Up to date" status is shown with a question mark icon and an AM score of 4. Below this, author names "Jahangir Ahmed | Surojit Pal | Claire Hopkins | Samuel Jayaraj" are listed. On the right side, a panel offers options to "View PDF", "Cite this Review", "Request Permissions", and "Comment on Review", along with "Print", "Share", and "Email" icons.

Figure 4. Example of the Information panel showing details of the Updating Status, Rationale and Explanation (using test data)

The screenshot shows the "Information" panel for the same Cochrane Review. The header and navigation elements are consistent with Figure 3. The main title "Functional endoscopic balloon dilation of sinus ostia for chronic rhinosinusitis" is displayed. Below the title, the "Information" section provides the following details: DOI: 10.1002/14651858.CD008515.pub2 (with a "Check for updates" button); Database: Cochrane Database of Systematic Reviews; Version published: 06 July 2011; Type: Intervention; Stage: Review; Cochrane Editorial Group: Cochrane ENT Group; Classified: Up to date (with a question mark icon). Below the classification, it states "No new studies identified with search" and provides "Paragraph 1 of the Explanation. (test info)" and "Paragraph 2 of the Explanation." with an assessment date of "Assessed: 19 April 2018". The copyright notice at the bottom reads "Copyright © 2018 The Cochrane Collaboration. Published by John Wiley & Sons, Ltd."

3.2. What information about the Updating Classification System will be visible to readers of the reviews in the CDSR?

In the CDSR the 'Updating status' of each Cochrane Review will appear under its title. Clicking on the question mark icon next to the 'Classification status', will take you to an information window containing the 'Classification status', 'Rationale'; brief free-text explanation; and date the status was applied.

3.3. Searching and browsing by Update Status in the CDSR

A future objective for the UCS in the CDSR, is the ability to search and browse for reviews by their Update Status within the CDSR in the Cochrane Library.

4. How to use the Updating Classification System (UCS) in Archie

Also see the [Archie Help file](#), which also covers ‘adding DOIs and ‘date of search’ to the editable Explanation text, and viewing a classification’s history.

4.1. Which review types can I apply the UCS to?

The UCS is available to use in Archie for Cochrane intervention and diagnostic test accuracy (DTA) reviews only, although it may be expanded to other review types in future.

4.2. Applying an UCS status to a review

As stated previously, the CRG editorial base will use Archie to classify reviews and run reports. There is a column titled ‘Update status’ in the right-hand frame of the Resources view in Archie, when looking at the list of full reviews (Figure 55). Clicking on the ‘Update status’ column title will allow the reviews to be ordered under their three different types, as well as reviews which have not had a status applied. This will

Figure 5. View of frame showing full reviews under Resources tab in Archie

Title	Contact Person	Rev No	Write Phase	Modified	Type	Stage	Update Status
Acetaminophen (paracetamol)	Dong, Bi Rong	A145	Editorial	09/04/2015	Intervention revi	Full Review	1/1 No update planned
Acetylcysteine and carbocyste	Chalumeau, Mar	A002	Authoring	10/06/2013	Intervention revi	Full Review	1/1 No update planned
Amantadine and rimantadine f	Jefferson, Tom	A006	Editorial	08/12/2015	Intervention revi	Full Review	1/1 No update planned
Antibiotic therapy versus no a	Bhutta, Zulfiqar	A180	Editorial	07/12/2015	Intervention revi	Full Review	1/1 No update planned
Chinese medicinal herbs for int	Wu, Taixiang	A085	Authoring	22/02/2013	Intervention revi	Full Review	1/1 No update planned
High-flow nasal cannula therap	Beggs, Sean	A178	Authoring	07/12/2015	Intervention revi	Full Review	1/1 No update planned
Acellular vaccines for preventi	Zhang, Linjie	A001	Editorial	23/04/2015	Intervention revi	Full Review	2/1 No update planned
Nebulised hypertonic saline so	Zhang, Linjie	A129	Authoring	16/12/2014	Intervention revi	Full Review	1/1 No Update Status
Zinc supplementation as an ad	Bhutta, Zulfiqar	A139	Authoring	04/08/2014	Intervention revi	Full Review	1/1 No Update Status

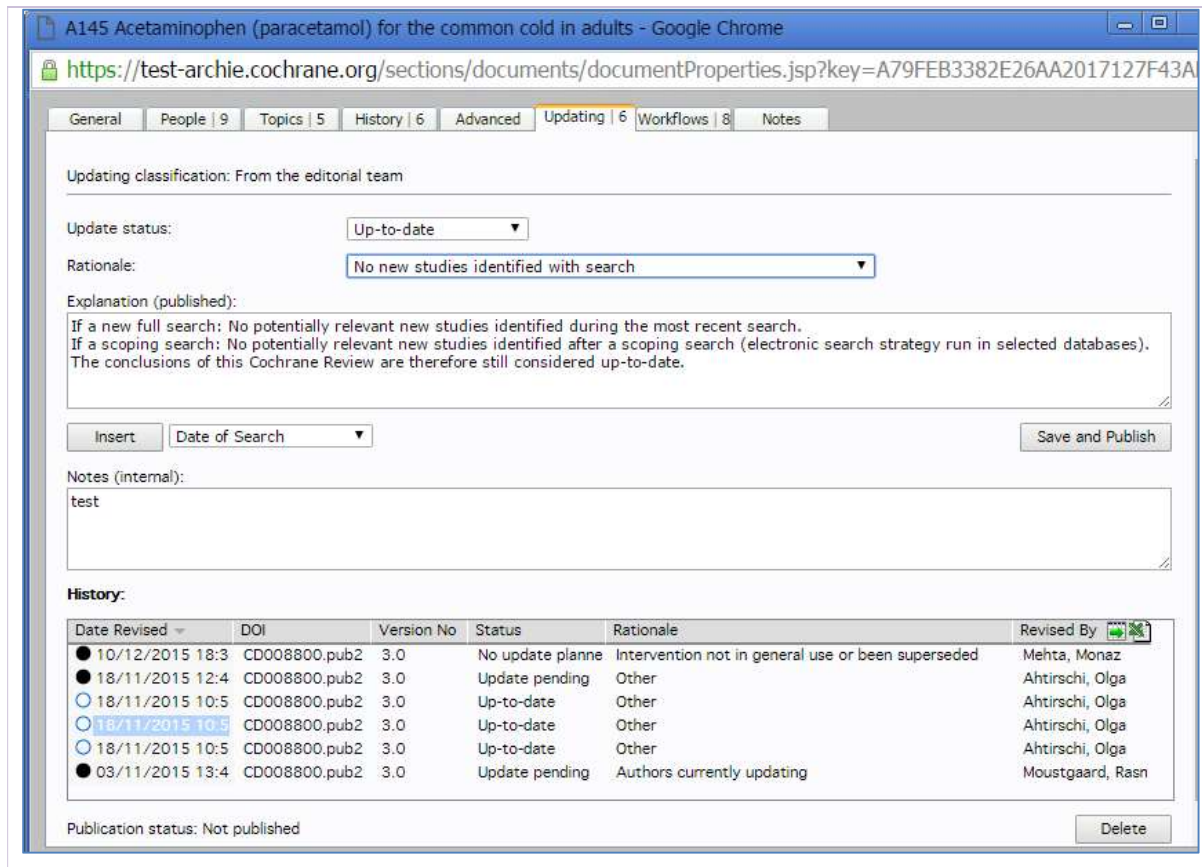
In the review Properties Sheet there is a tab called ‘Updating’ (see Figure 6) where the relevant updating classification information is entered in Archie. This tab may exist for all review types, but you will only be able to input data for intervention and DTA reviews, as it is not yet available for use with other review types.

The following information will be included or collected under this tab (

6)

- Date revised (automatic on saving)
- DOI of review version being assessed (automatic)
- Update status (dropdown list with specific options)
- Rationale (dropdown list with specific options)
- Explanation (free text box with character limit of 400 characters)
- Notes (internal)
- History

Figure 6. Review Properties Sheet showing 'Updating' tab



Once you have made the editorial decision on the classification, rationale for the classification, input your data under this tab in the review Properties Sheet.

It will be compulsory to complete steps 1 to 3 (following), each time an Update Status is added or revised.

Status: You can choose your review update status from the three choices in the dropdown list available: No update planned, Up to date, or Update pending.

Rationale (published): Accompanying your review status is a dropdown list pertaining to the 'rationale' behind your decision. The selection of rationale is related to the updating classification applied. This dropdown list changes according to the status you have chosen.

Explanation (published): The 'Explanation' box is provided for you to enter a brief explanation for the status which will be displayed live on the review header in the *CDSR* on the Cochrane Library. There is some sample text provided for editors to use and modify. These sample texts will differ according to the rationale selected. Please note that the explanation box has a maximum character count of 400 (including spaces). It is also important to note that the 'rationale' and 'explanation' will be published live, and will appear to readers of the review. Therefore, once you have entered the 'explanation' text you will get a pop-up reminder alerting you that this explanation will be published in the review in the *CDSR* and will be visible to readers. You will be able to go back and edit your comment or proceed to completion.

Within the Explanation box you will have the option to insert a link to:

- another Cochrane Review by inserting the DOI or a hyperlink to the review, but note that this will impact on the character count. To refer to another review use [first author surname] [year] [DOI in Crossref standard DOI display format¹] e.g. Thomas 2019 <https://doi.org/10.1002/14651858.CD004462.pub4>
- a section of the Cochrane Review (e.g. Characteristics of studies awaiting classification)
- the date field in the Cochrane Review (e.g. to 'Date of Search')

The CRG editorial team will be able to create or change an Update Status between published review versions. Update Statuses changed between published review versions will appear in the published review in 'publish when ready' time.

- **Notes (internal):** this box is a facility for private notes related to the updating classification decision. This will not be published and only visible to those with specific permission level [see section 5.8 below for information about permission levels].
- **History:** this section records the history of the updating classifications. Once you have confirmed and saved a classification a new draft appears at the top of the list in this section. Any classification is linked to a particular review version. If an already saved classification is edited and then saved, a new draft will be created in the History option, and will be considered to be the most recent update. The history of a review classification will include:
 - Date revised
 - DOI of review version assessed
 - Archie version number
 - Update status
 - Rationale
 - Explanation (pop up or field below rather than its own column)
 - Person who has applied the classification

You may find it useful to refer to the UCS Common Issues (Appendix 1, pg. 18) for further guidance on how to approach filling in the Rationale and Explanation free text boxes.

4.3. Can I apply more than one rationale at the same time?

No, you can only apply one rationale to your review. Please choose the one most applicable to your review, if more than one appears to be potentially applicable. You have the facility for a brief published explanation, and internal notes, for further clarification of your choice of rationale.

4.4. Does Updating Classification System link up with Archie workflows?

In this initial release of the Updating Classification System for Archie, you are not able to link the updating status to the workflow. However, currently you are able to add custom steps into your review workflow, and could use this to add UCS-related tasks; for example, steps can be introduced into the Review Update Template Workflow:

to inform author teams of the current UCS applied on publication of the review; or

to ask author teams to review the current UCS status after a period of time by introducing a task email with a specified timepoint.

4.5. When a review is first published, does the CRG need to manually apply an updating classification status or will there be an automatic default status?

¹ Note: This is the updated display format and will require manual editing in Archie pending future development.

You will need to manually apply the status. The status for a review published for the first time would generally be 'up to date', unless there are exceptional circumstances.

4.6. Should I classify reviews already marked as Stable or withdrawn?

Yes, you will need to apply a classification to all your CRG's reviews, so that the classification is helpful to someone accessing the review in the *CDSR*.

There is no change to the publishing/ 'What's New' events at this time, therefore you will need to apply a status to an already withdrawn review. In most cases in future, you will no longer need to withdraw a review, as one of the update statuses can be applied instead; you will only need to withdraw a review in exceptional circumstances ([see section in Cochrane Editorial and Publishing Policy Resource](#)).

As with existing withdrawn reviews, while you will need to apply a classification to existing Stable reviews, you should not need to do this in future as the UCS will replace the need to make a review Stable.

Please note that while assigning the classification status to Stable or withdrawn reviews, you should ensure the Explanation text is consistent with the reason for marking it as such in the published review.

4.7. Permission levels for the UCS

4.7.1. Who can see the information in the Update tab?

Only users with maximum review editing permissions will be able to see and apply statuses; e.g. a Managing Editor. This permission level can be allocated by a CRG as needed (http://www.cochrane-net.org/imshelp/resources/entities/entity_role_permissions.htm). See the Archie Help file for further information [http://www.cochrane-net.org/imshelp/resources/reviews/updating_classification.htm].

4.7.2. Who can apply or change a review status?

Only users with maximum review editing permissions will be able to access and apply statuses. This means that author level users will not have access to the UCS. See the Archie Help file for further information [http://www.cochrane-net.org/imshelp/resources/reviews/updating_classification.htm].

4.8. Publishing UCS

Applying a classification status is a separate system to the publication system, and will not change the history by itself. You will change the history if you open up a review and publish a new version of it.

4.8.1. Will I get a warning before I publish a status live, to appear on the *CDSR* live?

The statuses you apply in the first period of the UCS rollout will not go live until a date is confirmed. When you have completed the fields, which will appear in the review in the *CDSR*, you will receive an alert reminding you that what you have entered in steps 1 to 3 (above) will appear live in the *CDSR*, and whether you wish to check again or go ahead with publication.

4.8.2. How quickly with the Update Status be published alongside the review in the *CDSR*?

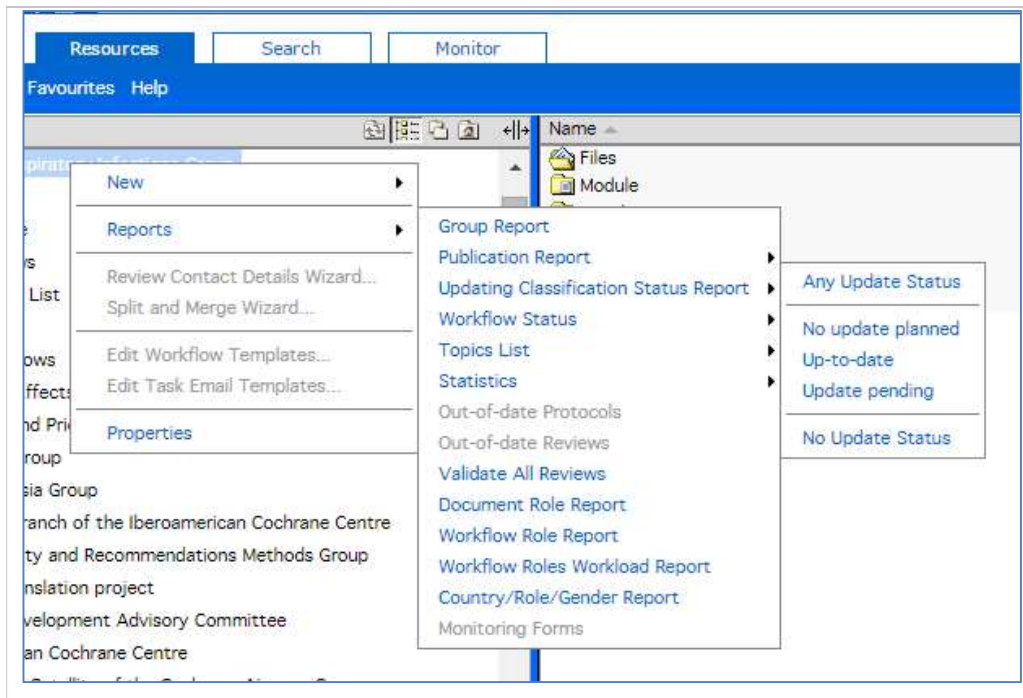
Once publishing starts (see Section 4), the UCS will be updated in 'publish when ready' time, as used for the publication Cochrane Reviews.

5. Updating Classification System reports in Archie

5.1. Types of Updating Classification System status reports

As well as classifying reviews, you will be able to run reports showing updating classification information from within Archie. See Figure 7.

Figure 7. Updating Classification System reports



Under the Updating Classification Status Report menu there are 5 sub-reports, and all are based on the most recently published update status:

- Any update status – shows all reviews which have been assigned an update status
- No update planned – shows all reviews with a status assigned as No update planned
- Up to date – lists all reviews with an Up to date status
- Update pending – lists all reviews with an Update pending status
- No update status – lists all reviews that have no classification assigned to them

Each report contains review titles, review number, review type (INT or DTA), review status (withdrawn/active), update status, rationale, date when status was added or revised, and the name of the person who applied the status. All the columns are sortable.

5.2. Can I print out a report showing the statuses, rationales, and explanations over time for a review?

Currently there isn't the facility to produce and print a report showing all the statuses, rationales, and explanations over a time period for a particular review. However, like other tables in Archie, you can export the History table to HTML or Excel for printing.

6. Searching by Updating Classification Status in Archie

6.1. Advanced Search in Archie

In the Archie Advanced Search Pane for Documents and Review Versions, you can now search for documents by updating classification statuses and associated information (Figure 8).

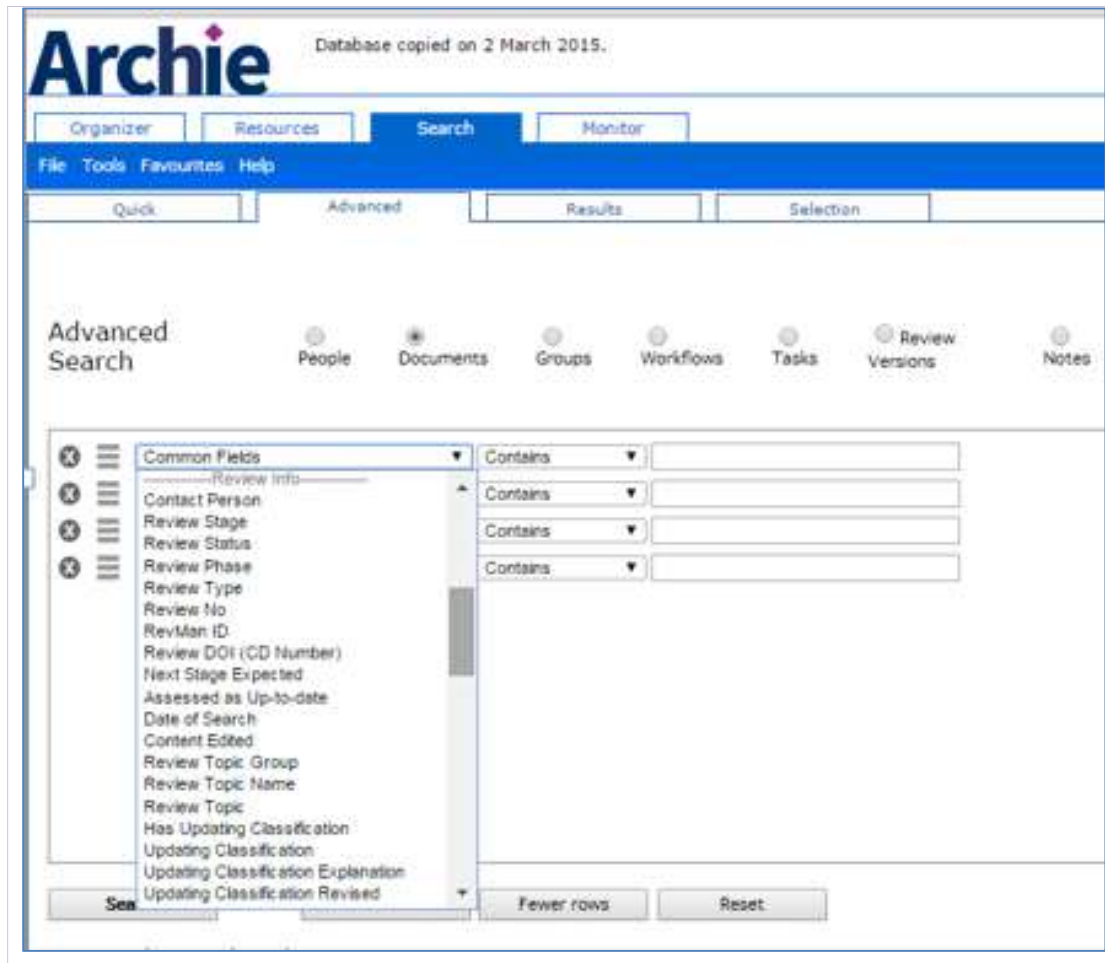
The user can search for reviews by:

- whether or not a review has an update status (Yes/No)

- updating classification (Up to date/Update pending/No update planned)
- updating classification explanation (Contains/Equals/Begins with - Enter a free-text search term)
- updating classification revised date (Before/After/Not Before/On/Not After - Choose a date by using the Calendar button).

A user is able to limit the search further by the associated Rationale (i.e. additional level of search) from a drop-down list of rationales.

Figure 8. Advanced search pane showing Updating classification options under 'Review Info'



6.2. Advanced search export function

In the Export Wizard you will be able to export search data by:

- update status
- rationale
- explanation
- date classification revised
- export function: add as an option (Update Status), Rationale, Explanation, Date revised.

6.3. Archie searches to help to identify UCS statuses by CRG

6.3.1. Step 1. Search 1 – how to locate all reviews with a UCS update status for a CRG

1. Go to Advanced search and select the following:
 - 1.1. Review versions search, Match all rows (AND)
 - 1.2. Versions Published between | Issue X**, 2019 (ongoing) | Issue X**, 2019 (ongoing)
 - 1.3. Stage | Is | Full Review
 - 1.4. Group | Is | *insert Cochrane Review Group (CRG)*
 - 1.5. Has Updating Classification | Yes

** where X is the latest issue

2. Run search
3. Select all the records
4. Select File format 'Excel' and use the Export wizard to select the following fields:
 - 4.1. Review Title
 - 4.2. Review number
 - 4.3. Review type
 - 4.4. DOI
 - 4.5. Update status
 - 4.6. Rationale
 - 4.7. Explanation
 - 4.8. Date classification revised
 - 4.9. Issue Version First Published
 - 4.10. Publication flag
 - 4.11. New citation
 - 4.12. Status

Please note the order in which you select the fields for export into Excel is a matter of personal preference.

5. The export function will send the Excel file to your Downloads folder for saving and naming.
6. Keeping the records from Search 1 selected, run Search 2 below.

6.3.2. Step 2. Search 2 – how to identify all reviews published in 2018/19 for a CRG

1. Go to Advanced search and select the following:
 - 1.1. Review versions search, Match all rows (AND)
 - 1.2. Versions First Published between | Issue 1, 2018 | Issue X**, 2019 (ongoing)
 - 1.3. Group | Is | *insert CRG*
 - 1.4. Stage | Is | Full Review
 - 1.5. Last Published Version

** where X is the latest issue

2. Run search
3. The search results will show how many reviews were published in 2018 and 2019 and those reviews which have a UCS status will show as previously selected. Any reviews without a UCS status will not be ticked (selected).
4. Make a note of any reviews in this set that do not have a UCS status as these must be completed to meet the minimum requirement check.

6.3.3. Step 3. Apply filtering to the Excel file

1. Filtering can be used to focus on specific groups of reviews.
2. Open the file in Microsoft Excel.
3. Select all the cells with data (can use control + A).
4. Go to Insert > Table → Insert table (and click 'My table has headers').
5. You can now filter the results by any of the columns.

6.3.4. Step 4. Apply relevant filters

For example:

- Filter/sort on 'Status' to identify withdrawn reviews.
- Filter/sort on 'Rationale' to check the entries in the 'Other' category (e.g. to check that no other predefined category should have been used instead).
- Filter/sort on 'Rationale' and then 'Review superseded' to check that a link has been included to the new review(s).

7. Contacts

For queries about the Updating Classification System in Archie: ucs@cochrane.org. This email is moderated by the Editorial Policy and Publication Unit, Editorial & Methods Department.

For information about the project to publish the Updating Classification System information for Cochrane Reviews, see <https://community.cochrane.org/organizational-info/people/cet-teams/cochrane-editorial-unit/projects#eppu>.

8. Acknowledgements

The Updating Classification System and contents of this guide are based on the decision flowchart to assess systematic reviews for updating included in the following publication:

Garner P, Hopewell S, Chandler J, MacLehose H, Akl E et al, for the Panel for Updating Guidance for Systematic reviews (PUGs). [When to update systematic reviews and how to do it: consensus and checklist](#). *BMJ* 2016; 354: i3507.

Background information about the system's development is available in the **2012 Strategic Session on Cochrane content** (Theme 6 – Cochrane Reviews: innovative reviews and methodology).

9. What's new

Version date	What's new
17 April 2019	Removed the section on 'Plan for rolling out the Updating Classification System'; Added Figures 3 and 4 to reflect new visual format of UCS information; new section 6.3 - Archie searches to help with UCS publication checklist contact details updated; added Appendix 1 - UCS: common issues with Archie entries
14 September 2016	Added reference and link to Figure 1; updated notes for question 1 in Table 1, section 5.6 (withdrawn/stable reviews), updated Archie Help file links in section 5.7; added link to reference in acknowledgements
15 August 2016	Updated Table 1 (row 1, notes), section 5.3 (about applying one rationale per review), and section 5.6, updated reference in Acknowledgements
8 July 2016	First version

10. Appendix. UCS: common issues with Archie entries

Updated: 4 April 2019

This Appendix contains examples of commonly occurring issues that may arise when populating the UCS Rationale and free-text Explanation field in Archie, along with suggestions of how to approach or improve them.

10.1. Unclear or uninformative free-text Explanation

No.	Example of issue	How to improve
1	Assessed as uncertain in relation to currency	Ensure the Explanations are informative with sufficient detail for users of the review to make a decision and use respectful language appropriate for publication and all users of the Cochrane Library.
2	Invalid methods used	
3	This review will not be updated in its present form.	
4	Individual Patient Data (IPD). Last search 1 Aug, 2003	
5	Other.	
6	Review withdrawn	
7	The research question is of implementation of integration.	
8	Review published April 2016.	
9	Split review; to be conducted once the other review is completed.	
10	The focus of this review is being revisited.	

10.2. Prioritization descriptions lacking detail: how would author or readers interpret these?

Example of issue	How to improve
Updating this review is not a current priority for CRG.	Provide information about the method of prioritization if the Explanation refers to a prioritization process or decision (e.g. for whom is the review a low priority and why?); and check the descriptions are clear and useful for readers.
As a result of a priority setting exercise 2016, this review has been identified as not a current priority for updating. The editorial team will not request nor expect to receive an update of the review. However, if the review authors choose to submit an update at some point in the future, the status of the review will be changed accordingly.	
Current low priority	
CRG did not consider this review to be an immediate priority for updating. It will be reassessed for updating in 2018.	
Low priority.	
Not identified as a priority topic at this time	

10.3. Out-of-date free-text Explanations

Example of issue	How to improve
Authors plan to update late 2017	All UCS statuses are current (e.g. check any dates included in free text are current and not in the past).

10.4. Critical Explanation

Example of issue	How to improve
Important topic but interventions are poorly defined in this review version	Ensure the Explanations are informative with sufficient detail for users of the review to make a decision and use respectful language appropriate for publication and all users of the Cochrane Library.
A Cochrane Review of randomised controlled trials is not the optimal type of evidence synthesis required to answer this question. Note published inclusion criteria: Parallel randomized or quasi-randomized controlled trials.	
No longer clinically interesting	

Review not suitable for updating in its current form. Not part of current updating workplan.	
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10.5. Incorrect Status or Rationale applied

No.	Current Status and Rationale	Current free-text Explanation	How to improve: change most appropriate Status or Rationale
1	No update planned: Other	This Cochrane Review will be superseded by a new suite of reviews on interventions for intervention, which will be conducted during 2018.	No update planned: Review superseded
2	No update planned: Other	No new studies identified in this or the previous update and currently there no on-going studies (1 June 2015). Therefore, the review is considered stable.	No update planned: Research area no longer active
3	No update planned: Other	No relevant studies identified from search of CRG Register of trials 2010-2017. Search updated 5 July 2017.	No update planned: Research area no longer active
4	No update planned: Other	Editors are establishing if additional new authors are required to update this review.	Update pending: New contributors needed
5	No update planned: Other	This intervention is not widely used for this condition.	No update planned: Intervention not in general use
6	No update planned: Other	This review will be replaced by a Living Systematic review on topic', to be published in 2018. Please contact the review group for more information.	No update planned: Review superseded
7	No update planned: Other	The review incorporates all completed studies identified with a search on 11 May 2016. This review was assessed as not needing to be updated as it's no longer considered to be an active research area.	No update planned: Research area no longer active
8	No update planned: Other	Certainty of evidence is high. No update is planned.	Up to date: Certainty (quality) of evidence high in published review
9	Update pending: Other	No recent trials but possibility of trials in the future	Up to date

10.6. Missing free-text Explanation/only template text/only symbols

Example of issue	How to improve
[insert text]	Ensure Explanation does not include only template text (e.g. [insert text]) or symbols (e.g. --- []). Note: this section will look 'wrong' to readers if left empty.

[Insert text]1 May, 2013	
[]	

10.7. Typographical errors in free-text Explanation

How to improve: Check for and correct any typographical, punctuation, and grammatical errors (in line with Cochrane Style Manual).