# Updating Classification

**The updating classification system is a decision-making framework to help Cochrane Review Groups decide which Cochrane Reviews to update and to be able to report on the updating status of a Cochrane Review. The updating statuses will be applied in Archie and displayed alongside the published Cochrane Reviews.**

**Note on publication: Initially, classification can only be done on the review Properties sheet. Publishing the update status is enabled for 'Pilot' groups only. If review group is not pilot - update status, rationale and explanation is held in Archie. Once publishing the update status is enabled for group, it will be published live next to the Cochrane Review in the Cochrane Database of Systematic Reviews.**

**For more information on the editorial aspects of using the systems, see the Editorial and Publishing Policy Resource: Updating Classification System for Cochrane Reviews.**

The classification system is only available for Full Reviews (Intervention and DTA). Only users with Max review permissions can apply an updating status.

The Updating tab appears on the review Properties sheet once a review has been published as a Full review. Classification status can be viewed in the Review folder view, and details are available as reports or when exporting Review data from search result.

## Elements of the Updating tab

The primary elements of the Updating Classification System are the three publishable fields:

- Updating status - the overall updating status of the review. There is a fixed list of statuses.
- Rationale - a brief reason for the relevance and status. There is a fixed list of rationales.
- Explanation - provides more detail to readers about the reasoning for the relevance and status. This section is free text, but sample texts are provided for editors to adapt.

In addition, the following can be:

- Internal notes - allows you to record further data, which will not be published and only visible on the Updating tab.
- History- Records the history of the updating classifications. Each classification is linked to a particular review version.

### To apply a classification

1. Open the review Properties sheet and choose the Updating tab.
2. Choose the status from the Update Status pull-down list.
3. Choose rationale from the Rationale pull-down list.
4. Enter the explanation text  in the Explanation text field. Note: The Explanation text field has a maximum character count of 400 characters (including spaces).
5. Click Save and then OK to confirm that the classification can be published. A new draft appears at the top of the list in the History option.

*__Note:__ If you edit to the already saved classification update and then press the Save button, the Updating Classification system will create a new draft in the History option. It will be considered as the most recent update.*

### To add fields to an explanation

1. Place the cursor in the explanation text field.
2. Choose a field from the pull-down list below the explanation text field and click Insert.

### To update internal notes

1. Open the review Properties sheet and choose the Updating tab.
2. Place the cursor in the notes text field and type your text.
3. Click Save and Publish. A warning appears that the classification has not changed and therefore will not be republished.
4. Click OK to continue A new draft appears at the top of the list in the History option.

*__Note:__ Internal notes can be added without a classification being published. However a new classification version will be created in the History. When a review is classified for the first time, the internal note that is added will be published and a classification version created in the History.*

## Viewing a classification's history

All classifications are recorded in the History table of the Updating tab. The History table consists of the following columns:

- Review's classification publication status - at the moment, the draft icon is used until a classification has been published.
- Date Revised - date and time when the review status has been revised.
- DOI - the DOI of the review's particular version.
- Version No - Archie review version which the classified status is linked to.
- Status - the Update status.
- Rationale - a brief description for the updated status.
- Revised By - the person who revised a classification version.

# Deleting versions

Only draft classifications can be deleted.

## To delete a draft from the History

1. In the History option choose any draft you want to delete.
2. Click Delete and then OK to confirm deleting.