

# Updating Classification

The updating classification system is a decision-making framework to help editorial staff:

- decide which Cochrane Reviews to update
- report on the updating status of a Cochrane Review
- sort their portfolio of reviews into those in development and those up-to-date. See also [Reviews](#).

## Updating tab

The Updating tab appears on the Review Properties 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 results.

- Updating status - the overall status of the review. Only users with Max review permissions can apply an updating status. You can choose from:
  - Up to date
  - Update pending
  - No update planned
- Rationale - a brief reason for the relevance and status. There are set reasons to choose from, dependent on the update status.
- Explanation - provides more detail about the reasoning for the relevance and status. This section is free text, but sample texts are provided for editors to adapt.
- Internal notes - allows you to record further data, only visible on the Updating tab.
- History - records the history of the updating classifications. Each classification is linked to a particular review version.

The screenshot shows a web browser window titled 'ACU-AST Acupuncture for chronic asthma - Google Chrome'. The address bar shows the URL 'training-archie.cochrane.org/sections/documents/documentProperties.jsp?key=044199091508594917'. The interface has a top navigation bar with tabs: General, People | 7, Topics | 6, History | 9, Advanced, Updating | 3 (highlighted), Funding, Workflows | 2, and Notes | 1. The main content area is titled 'Updating classification: From the editorial team'. It contains the following fields and controls:

- Update Status:** A dropdown menu set to 'No update planned'.
- Reassess for updating:** An unchecked checkbox next to a text input field.
- Rationale:** A dropdown menu set to 'Other'.
- Explanation:** A large text area containing the text: 'Since this review was published, review methods have developed substantially. If this topic is prioritised a new review will be produced. The latest search date is reported in the review.'
- Insert:** A button next to a 'Date of Search' dropdown menu.
- Notes (internal):** A large text area.
- Save and Publish:** A button at the bottom right of the main content area.
- History:** A section at the bottom of the page.

At the bottom of the browser window, there are two buttons: 'Open in RevMan Web' and 'Close'.

## Apply a classification

1. Review Properties > Updating tab
2. Set Update Status
3. Set Rationale
4. Edit the default text in the Explanation text field if you wish. Note: the Explanation text field has a maximum character count of 400 characters (including spaces).
5. Click Save and Publish.
6. A new entry appears at the top of the list in the History table.



**Note:** If you edit an existing classification and then Save, the Updating Classification system will create a new draft in the History table.

## Set a date to reassess for updating

1. Review Properties > Updating tab
2. Tick the tickbox next to 'Reassess for updating'
3. Add a future date for reassessment
4. Click Save and Publish
5. The date will show in the 'Reassess' column in your Resources view, with the colour-coding below. See also [Reviews](#).
  - a. Dates in the past: Red
  - b. Dates less than 90 days in the future: Amber
  - c. Dates more than 90 days in the future: Green

General | People | 7 | Topics | 6 | History | 9 | Advanced | **Updating | 3** | Funding | Workflows | 2 | Notes | 1

Updating classification: From the editorial team

Update Status: No update planned ▼ ☒ Reassess for updating: 20/10/2023

Rationale: Other ▼

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<input type="checkbox"/>	5-Fluorouracil for glaucoma surgery		Wormald, Richard	RIWO01		Editorial	19/02/2014 16:54	Intervention review	0/0	No update planned	
<input type="checkbox"/>	Ab interno trabecular bypass surgery with iStent for op		Le, Jimmy T	MIGS05		Authoring	28/03/2019 11:52	Intervention review	1/0	Up to date	31/01/2022
<input type="checkbox"/>	Ab interno trabecular bypass surgery with Schlemm's		Otarola, Francisco	MIGS02		Authoring	09/03/2020 00:14	Intervention review	1/0	Up to date	31/03/2022
<input type="checkbox"/>	Ab interno trabecular bypass surgery with Trabectome		Hu, Kuang	MIGS01		Authoring	13/02/2021 09:51	Intervention review	0/1	Up to date	
<input type="checkbox"/>	Accommodative intraocular lens versus standard mon		Ong, Hon Shing	HOSH01		Editorial	01/05/2014 20:25	Intervention review	1/0	No Update Status	
<input type="checkbox"/>	Acupuncture for acute hordeolum		Shen, Xueyong	XUSH01		Authoring	09/02/2017 11:45	Intervention review	1/0	Up to date	01/10/2021
<input type="checkbox"/>	Acupuncture for glaucoma		Law, Simon K	SILA01		Authoring	07/02/2020 18:39	Intervention review	1/0	Up to date	14/12/2021
<input type="checkbox"/>	Acupuncture for slowing the progression of myopia in			MAWE01		Authoring	25/07/2011 15:15	Intervention review	1/0	No Update Status	
<input type="checkbox"/>	Adjunctive steroid therapy versus antibiotics alone for		Coleman, Anne L	ANCO02		Authoring	22/02/2017 10:01	Intervention review	2/0	Up to date	31/10/2021
<input type="checkbox"/>	Adjustable versus non-adjustable sutures for strabism		Haridas, Anjana	ANHA01		Authoring	12/03/2018 00:40	Intervention review	1/0	Up to date	
<input type="checkbox"/>	Aflibercept for neovascular age-related macular dege		Sarwar, Salman	SASA01		Authoring	08/02/2016 19:54	Intervention review	1/0	Up to date	

## 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.

## Update internal notes

1. Review Properties > Updating tab
2. Place the cursor in the notes text field and type your text
3. Click Save and Publish
4. Click OK to continue A new entry appears at the top of the list in the History table.

## View 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
- 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.