{NESTED} KNOWLEDGE

Formatting Tags to Match Your Export Spreadsheets

As you begin building your tag hierarchy to extract data, we recommend keeping in mind the desired format of your export spreadsheets and preemptively configuring your tags to match. This guide will show you how to configure tags to achieve specific outputs.

Building a Tag Hierarchy

Generally, **each tag** in the hierarchy represents **a column** in the exported spreadsheet (studies are listed by row). To start, we recommend creating overarching "root tags" for organizational purposes then adding more specific tags beneath, which will serve as the main column headers. Depending on your project type, you could start off with root tags like "Interventions" and "Outcomes" (however, do not create too many to avoid having to delete redundant columns after export!)

Column Content: Free Text vs. Standardized?

For each column in your export spreadsheet, determine the cell content format in order to configure each tag appropriately. Do the cells contain free text retrieved from the study (red) or do they contain one of a few specific options only (blue)?

	A	B	C	D	E
1	**Title**	**First Author**	**Year**	**Study Location (Text from Study)**	**Study Location (Options Only)**
2	Thrombectomy within 8	Jovin, Tudor G	2015	During a 2-year period at four centers in (	In EU
3	Endovascular therapy fo	Muir, Keith W	2017	Ten UK centres enrolled 65 patients betw	In EU
4	Mechanical thrombector	Bracard, Serge	2016	THRACE is a randomised controlled trial c	In EU
5	Thrombectomy for Strok	Martins, Sheila O	2020	This was a multicenter, prospective, rand:	Out of EU
6					

Instructions
Text from Study (default, less standardized, more flexibility)
- Create a tag with Question Type: Single Apply, input applicable Question and Create
- Now, in Tagging, the question is displayed alongside a free text box to input an answer

Study Location (Text from Study): What is the study location?

Annotate or Enter Text

Not Relevant   Apply

Instructions
Options only (more standardized, less flexibility)
- Create a tag with Question Type: Single Apply, input applicable Question and Create
- Click back into the tag, select "Contents," leave default Content Mode: Text, toggle on Options and add options to be selected from

Tag: Study Location (Options Only)

Edit   Contents   Hide   Merge   Delete

Content Mode

Text

Options

Add

⠿ In EU   ✕
⠿ Out of EU   ✕

Close

- Now, in Tagging, the question will show a dropdown menu of only the configured options to be chosen from with no accompanying text

Applying tags immediately adds the text excerpt or option to the study's column in the exported spreadsheet.

Collecting More Complex Data: Tag Tables

Whilst you can create a tag for each column in your spreadsheet, you may want to collect more specific data at once instead of within separate tags and export that table separately. This is where Tag Tables come in handy, below is an exported table for a Comorbidities tag.

				Comorbidities		
Title	Author	Publication Year	Intervention Group	Diabetes	Hypertension	Emphysema
Atorvastatin reduces allo:	Kukula, Osman	2022	Gefitinib	16/126	25/126	2/126
Atorvastatin reduces allo:	Kukula, Osman	2022	Carboplatin/Paclitaxel	12/124	16/124	0/124

Instructions
- Create a tag with Question Type: Single Apply, input applicable Question and Create
- Click back into the tag, select "Contents," select "Table" from the Content Mode dropdown and add custom column headers (left)
- By default, in Tagging, there will be free text boxes beneath the column headers for flexible input (right)

- To create selectable options under a column, head back to tag contents, select the column, toggle on Options and add options to be selected from (left)
  - Now, in Tagging, the column's cells will show a dropdown menu of only the configured options to be chosen from with no accompanying text (right)

Tag: Comorbidities
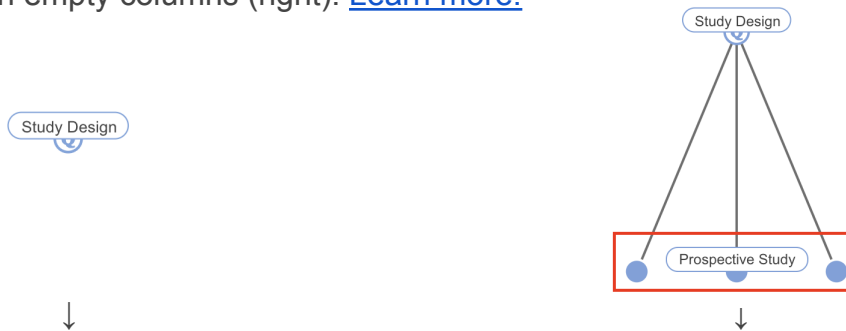
- While options help to speed up the data extraction process, the above export can be created via either text input or options

Question Types

By default, all nests are in Form-based Tagging mode, meaning you can configure questions to be answered in a form. There are 3 question types, but our recommendation for the cleanest spreadsheet exports is to stick with the "Single Apply" question type. Since only one tag is created, one column is exported (left) or only the table columns if a tag table is configured.

Single and Multi Select question types are fantastic for separating out data as tags to be visualized in Nested Knowledge exports (Synthesis) but can be finicky for spreadsheets. Since every tag, including child tags (red), generates a column, this quickly bulks up the spreadsheet with empty columns (right). Learn more.

	A	B	C	D
1	Title	First Author	Year	Study Design (Single Apply)
2	Thromb	Jovin, Tud	2015	Randomized Controlled Trial
3	Endovas	Muir, Keith	2017	Prospective Study
4	Mechani	Bracard, S	2016	Randomized Controlled Trial
5	Thromb	Martins, Sl	2020	Randomized Controlled Trial

	A	B	C	D	E	F	G
1	Title	First Author	Year	Study Design (Single/Multi Select)	Randomized Controlled Trial	Prospective Study	Retrospective Study
2	Thromb	Jovin, Tud	2015		Randomized Controlled Trial		
3	Endovas	Muir, Keith	2017			Prospective Study	
4	Mechani	Bracard, S	2016		Randomized Controlled Trial		
5	Thromb	Martins, Sl	2020		Randomized Controlled Trial		

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Exporting Your Data

Once you've finished Data Extraction, head to Study Inspector, filter to the studies you want to export data on, click "Download" in the top right corner, and go to the "Tags" dropdown. Select the contents you want to export: Text or Tables. When you select Tables, you can select a specific table of choice.

To create a custom table with custom bibliographic columns of your choosing, head to the Export page.

Download

Type

Tags ⌄

Download applied tags for all filtered records, including columns from inspector. When a tag is applied, its text contents will be included in the sheet, and if no text contents were added the tag name will be used.

Contents ⓘ
◯ Text Contents
● Table Contents

Table Contents Tag

Comorbidities ⌃

All
Comorbidities

Cancel   Download

FAQs

What is the difference between Options and Tags?
Options are configured for a specific tag in either text or table contents and replace a text excerpt. You can think of tags as the concepts of interest, and options as the data attached.

When should I create a tag vs. a table?
It depends on what your spreadsheets look like. See our blog on tags vs table for more.

I use all the question types in my hierarchy. Will this be difficult to export?
No, when downloading in Study Inspector, there may be some redundant columns but they can easily be removed. Alternatively, you can use Custom Tables on the Export page, to add/remove the columns of your choosing before exporting.

If I customize a table for one tag, can I copy them over to other tags?
No, customized tables are tag-specific therefore columns will need to be created for each tag with table contents.

Can I import tables into tags?
No, tables must be created in the software for each tag.

Can I add text AND table contents to a tag?
Only text *or* table contents can be configured at one time. However, if you already applied a tag using one content type then switched to another, your nest will retain both sets of information. Note: a simple way of adding additional text to a tag table, if needed, is to add an extra column for comments.

Is Table Contents compatible with different Tagging modes?
Yes, Table Contents can be configured regardless of whether you are in Standard or Form-based Tagging modes.