Systematic Review Data Repository (SRDR) User Manual

Version 1.0

Tufts EPC

July 2011

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Introduction

What is the SRDR?

The Systematic Review Data Repository (SRDR) is a powerful and easy-to-use Web-based tool for the extraction and management of data for systematic review or meta-analysis. It is also an open and searchable archive of systematic reviews and their data. With the SRDR you can:

- Create flexible extraction forms for use by your research team
- Manage team members and their privileges
- View, validate and analyze data extracted for your systematic review project

Forthcoming:

- Easily import data from previous reviews or extracted with other software, for simplified search and management
- Search for, view, and download all archived reviews, data, and extraction forms

SRDR was designed and implemented by the Tufts Evidence-based Practice Center via a grant from the Agency of Healthcare Research and Quality, a division of the U.S. Department of Health and Human Services. Its goal is to reduce the burden of conducting systematic reviews by encouraging researchers to contribute data to a shared archive, allowing the wider scientific community to easily find, evaluate, and repurpose these data in future research. The online software application component of the SRDR serves as the interface for this database as well as a compelling option for organizing and carrying out systematic review projects.

User Manual Goals

The purpose of this manual is to familiarize users with the SRDR software and archive, and to provide step-by-step instructions for all of the most common tasks. Specifically, users will be instructed how to:

- Create and edit systematic review projects
- Add users to projects and adjust user privileges
- Create and edit extraction forms
- Deposit data

Getting Started

In this section, the manual will provide a brief overview of general conventions of the user manual as well as the SRDR Web site, including basic terminology, how to navigate your workspace, the typical workflow and lifecycle of an SRDR project, and how to access the system's online help resources.

Using the Manual

Within the manual, text appearing within square brackets denote links or buttons (e.g., "[Save]"), angle brackets pages (e.g., "<New Study>"), curly braces tabs (e.g., "{Arms}"), and stars selectable options (e.g., "*Yes*"), either as radio buttons, check boxes, or within drop-down lists).

How Does the SRDR Work?

All data within the SRDR are organized into **projects**. Projects are self-contained and comprise all information related to an individual systematic review. Among this information are the central research queries the project is intended to address, called **Key Questions**. At least one Key Question must be defined for any project. Projects further contain sub-elements called **studies** and **extraction forms**. Extraction forms are the dialogs by which users extract data from publications into an SRDR project. A study, as defined within the SRDR, represents an individual extracted publication (one filled in extraction form).

The general life-cycle of a project begins with creation and then proceeds through the definition of Key Questions, design of one or more extraction forms, addition/extraction of one or more studies, and then review and publication. "Publication" denotes a project's formal deposition into the SRDR and the point at which it and its data become publically accessible.

Registration

Before you can access the SRDR software or archive, you must first register an account. To do so:

1) Click the [*Register*] link at the top right of the SRDR home page, or above the “Login” and “Password” fields.
2) On the <Create New Account> page, you will be directed to provide a username, password, and some personally identifying information including a valid email address. Once all the fields have been properly filled in, click [Submit] at the bottom of the page. In the future, a verification email will be sent to the email address you provided with instructions on how to activate your account; however, for now, your registration is complete. Once your account has been created, you can begin using the SRDR system by logging in on the home page with your chosen username and password.

Your Workspace and Basic Navigation

Whenever logging into the SRDR, you will be taken to your <My Work> page. This page will serve as your home base for all your interactions within the SRDR. From here you'll be able to see and access all the projects that you lead or are collaborating on. You may always return to the <My Work> page by clicking [My Work] at the top of the page.

A navigation menu will be displayed on the right-hand side of the screen when working within a particular project. This menu will allow you to skip around within/among tasks/sections when interacting with the various components of your projects. To access individual extraction forms or studies associated with a particular project, select the desired project from the <My Work> page and then click the corresponding link ([Extraction Forms] or [Add Studies], respectively) from the right-hand navigation menu.

A box containing context-specific tools and functionality will also be available at the top right of screen throughout the SRDR site.

Help and SRDR Iconography

You may access SRDR help resources from anywhere within the SRDR site by clicking the [Help] link at the top right of the screen. On the <Help> page, you can view SRDR demo videos on a number of topics as well as review the legend of commonly used icons and other graphical elements appearing within the SRDR seen below.

Commonly Used Icons

Save Form or Table Data
Add Item, Record or Table Row
Cancel
Delete Item or Close Window
Informational Message
Warning or Error Message
Search
Continue
Print

How To

Create a Project

To create a new project, on the <My Work> page click [New Project].

Project Information

Upon arriving at the <Project Information> page of your new project:

1) Enter the project's title, description, funding source, and any additional project notes in the data fields provided.
2) You may also add Key Questions to your review project on this page. To do so, click [Add Key Question] at the bottom of the page and enter your question in the resulting pop-up. Click [Save] once finished entering your question, or [Cancel] if you'd like to return the <Project Information> page without saving. All Key Questions added to your project will appear in a table at the bottom of the page. Questions are numbered in the order they are created; however, Key Questions can be reordered or deleted using the controls (and , respectively) in the table's right-most column (they may also be edited by clicking the icon next to the relevant question).
3) Click [Save and Continue] when finished entering your project's information.

Edit an Existing Project

To edit an existing project, first navigate to the <My Work> page and then click on the name of the project you'd like to edit in the {Projects that I lead} tab. Initially, you will be taken to the selected project's <Project Information> page. From here, you may edit the project's general information (title, description, etc.), or proceed to any of the project's other sections by using the navigation menu on the right-hand side of the page.

1) Edit the project's title, description, funding source, and any additional project notes in the data fields provided.
2) You may also edit Key Questions by clicking the icon next to the relevant question.
3) Click [Save and Continue] when finished editing your project's information, or [Continue Without Saving] to proceed to editing other sections of your project without saving any changes you may have made.

Add/Edit Users and User Roles

To add or edit a project's users or their roles, first navigate to the <My Work> page and then click on the name of the desired project in the {Projects that I lead} tab. Initially, you will be taken to the selected project's <Project Information> page. From there, navigate to the <Managing Users> page by clicking on the [Add Users] link in the right-hand navigation menu.

- If you'd like to add a user:

1) Enter the email address or username of the user in the provided field, select their role (Lead or Collaborator), and then click [Add User to Project]. All project users will appear in a table at the top of the page.

- If you'd like to change an existing user's role:

1) Existing users' roles can be changed or users removed by selecting the appropriate option in the table at the top of the page and then clicking [Update User Roles].

Create an Extraction Form

To create a new extraction form, you must first navigate to the <Extraction Forms> page of the relevant project. If you've created a project and just finished filling out the project's general information, you should already be on the correct page. To reach the <Extraction Forms> page from elsewhere within the SRDR site, first navigate to the <My Work> page and then click on the name of the project to which you'd like to add an extraction form in the {Projects that I lead} tab. Initially, you will be taken to the selected project's <Project Information> page. From there, navigate to the <Extraction Forms> page by clicking on [Extraction Forms] in the right-hand navigation menu. Finally, to begin creation of an extraction form, click [Add New Extraction Form].

Title and KQs

On the {Title and KQs} tab, you may specify the title of your extraction form, as well as the Key Questions it addresses.

1) Enter the title of your extraction form in the field provided, and select the Key Questions that this extraction form will address by checking the appropriate boxes.
2) Click [Save and Continue] when finished.

Publications

Please note: *Although not enabled here, additional study identifiers can be added during individual study extraction.*

Arms

In the {Arms} tab, you may suggest titles for the arms that will appear on your extraction form.

- If you would like to pre-specify an arm to your extraction form:
  1) Click [Add a New Arm].
  2) In the resulting pop-up, enter the title and description in the fields provided, and click [Save]. To return to the {Arms} tab without saving, click [Cancel]. Note that previously added arms can be edited or deleted using the controls in the right-most column of the "Arms Added to this Form" table at the bottom of the {Arms} tab.
  3) Repeat steps 1 and 2 as needed.
  4) Click [Next] to continue editing the next section of your extraction form.

Design

In the {Design} tab, you may specify the queries concerning study design that will appear on your extraction form. Two questions are provided by default. These may be edited (see instructions below) or deleted by clicking the or icons, respectively, next to the relevant query. If you are happy with the default options, simply click [Next] to continue. Otherwise:

- If you do not wish your extraction form to include a design details section:
  1) Select *No* from the drop-down within the shaded box at the top of the tab.
  2) Click [Next] to continue editing the next section of your extraction form.
- If you would like to edit existing design details queries:
  1) Click the icon next to the relevant query.
  2) In the resulting pop-up, edit the question's text and optional instructions to the extraction form's user in the fields provided, and then change the query's format from the drop-down list as desired. The format may be one of five options (each option has a short description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the appropriate check box. When finished click [Save Edits], or to return to the {Design} tab without saving, click [Cancel].
  3) Repeat steps 1 and 2 as needed.
  4) Click [Next] to continue editing the next section of your extraction form.
- If you would like your extraction form to include additional design detail queries:
  1) Click [Add a New Design Detail].
  2) In the resulting pop-up, enter the question's text and optional instructions to the extraction form's user in the fields provided, and then select the query's format from the drop-down list. The format may be one of five options (each option has a short description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the corresponding check box. When adding a sub-question, enter the text of the followup in the corresponding field and then choose which response option will trigger it by marking the relevant check box. When finished click [Save], or to return to the {Design} tab without saving, click [Cancel].
  3) Repeat steps 1 and 2 as needed.
  4) Click [Next] to continue editing the next section of your extraction form.

Baselines

In the {Baselines} tab, you may specify the queries concerning baseline characteristics that will appear on your extraction form.

- If you do not wish your extraction form to include a baseline characteristics section:
  1) Select *No* from the drop-down within the shaded box at the top of the tab.
  2) Click [Next] to continue editing your extraction form.
- If you would like to add a new baseline characteristics query to your extraction form:
  1) Click [Add a New Baseline Characteristic].
  2) In the resulting pop-up, enter the question's text and optional instructions to the extraction form's user in the fields provided, and then select the query's format from the drop-down list. The format may be one of five options (each option has a short

description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the corresponding check box. When adding a sub-question, enter the text of the followup in the corresponding field and then choose which response option will trigger it by marking the relevant check box. When finished click [Save], or to return to the {Baselines} tab without saving, click [Cancel].
3) Repeat steps 1 and 2 as needed.
4) Click [Next] to continue editing the next section of your extraction form.

Outcomes

In the {Outcomes} tab, you may suggest the names of outcomes that will appear on your extraction form.

- If you do not wish your extraction form to include an outcomes section:
  1) Select *No* from the drop-down within the shaded box at the top of the tab.
  2) Click [Next] to continue editing your extraction form.
- If you would like to add a new outcome to your extraction form:
  1) Click [Add a New Outcome Name].
  2) In the resulting pop-up, enter the outcome’s title and description in the fields provided, and then specify whether the outcome is categorical or continuous by selecting the appropriate option. When finished click [Save], or to return to the {Outcomes} tab without saving, click [Cancel].
  3) Repeat steps 1 and 2 as needed.
  4) Click [Next] to continue editing the next section of your extraction form.

Adverse Events

In the {Adverse Events} tab, you may specify what information concerning adverse events will be queried on your extraction form by adding columns to an Adverse Events table. A number of columns are provided by default. These can be deleted by clicking the [x] within the desired column.

- If you do not wish your extraction form to include an adverse events section:
  1) Select *No* from the drop-down within the shaded box at the top of the tab.
  2) Click [Next] to continue editing your extraction form.
- If you would like to add a new column to the adverse events table on your extraction form:
  1) Click [Add a New Adverse Event Column].
  2) In the resulting pop-up, enter the adverse event column title and description in the fields provided. You may also optionally specify a header. (Columns with the same header will be grouped together.) When finished click [Add], or to return to the {Adverse Events} tab without saving, click [Cancel].
  3) Repeat steps 1 and 2 as needed.
  4) Click [Next] to continue editing the next section of your extraction form.

Quality

In the {Quality} tab, you may specify what information concerning study quality will be queried on your extraction form by adding columns to a Quality Dimensions Data table. You will also be able define the rating scale used within your extraction form.

- If you do not wish your extraction form to include a quality section:
  1) Select *No* from the drop-down within the shaded box at the top of the tab.
  2) Click [Next] to continue editing the next section of your extraction form.
- If you would like to add a new quality dimension field to the Quality Dimensions Data table:
  1) Click [Add a New Quality Dimension Field].
  2) In the resulting pop-up, choose the quality dimension name using the drop-down. A number of commonly used dimensions are provided as options, for your convenience; however, you may add one of your own by selecting the *Add other dimension not in this list* option at the bottom, and then specify it in the resulting text field. After specifying the dimension name, enter any relevant notes concerning this dimension to relate to users of your extraction form. When finished click [Save], or to return to the {Quality} tab without saving, click [Cancel].
- If you would like to add values to a Quality Ratings scale:
  1) Click [Add a New Quality Rating Field].
  2) In the resulting pop-up, enter the rating value in the field provided. When finished click [Add New Item], or to return to the {Quality} tab without saving, click [Cancel].
  3) Repeat steps 1 and 2 as needed. Note that newly created ratings will appear in the order they are created, and that a preview of the drop-down list that will be presented to users of your extraction form will appear below the table. Ratings may be reordered, edited, or deleted by using the , , and icons, respectively, in the right-most column of the ratings table.
  4) Click [Next] to continue editing the next section of your extraction form.

Finalize

Forthcoming. In the {Finalize} tab, you may indicate that the extraction form design as complete, as well as notify data extractors that the extraction form is ready for use.

Edit an Existing Extraction Form

To edit an existing extraction form, first navigate to the <My Work> page and then click on the name of the project to which the extraction form belongs in the {Projects that I lead} tab. Initially, you will be taken to the selected project's <Project Information> page. From there, navigate to the <Extraction Forms> page by clicking on the link in right-hand navigation menu. Finally, to begin creation of an extraction form, click [Add New Extraction Form].

Title and KQs

On the {Title and KQs} tab, you may specify the title of your extraction form, as well as the Key Questions it addresses.

3) Enter the title of your extraction form in the field provided, and select the Key Questions that this extraction form will address by checking the appropriate boxes.
4) Click [Save and Continue] when finished.

Publications

Please note: *Although not enabled here, additional study identifiers can be added during individual study extraction.*

Arms

In the {Arms} tab, you may suggest titles for the arms that will appear on your extraction form.

- If you would like to pre-specify an arm to your extraction form:
  5) Click [Add a New Arm].
  6) In the resulting pop-up, enter the title and description in the fields provided, and click [Save]. To return to the {Arms} tab without saving, click [Cancel]. Note that previously added arms can be edited or deleted using the controls in the right-most column of the "Arms Added to this Form" table at the bottom of the {Arms} tab.
  7) Repeat steps 1 and 2 as needed.
  8) Click [Next] to continue editing the next section of your extraction form.

Design

In the {Design} tab, you may specify the queries concerning study design that will appear on your extraction form. Two questions are provided by default. These may be edited (see instructions below) or deleted by clicking the or icons, respectively, next to the relevant query. If you are happy with the default options, simply click [Next] to continue. Otherwise:

- If you do not wish your extraction form to include a design details section:

3) Select *No* from the drop-down within the shaded box at the top of the tab.
4) Click [Next] to continue editing the next section of your extraction form.

- If you would like to edit existing design details queries:

5) Click the icon next to the relevant query.
6) In the resulting pop-up, edit the question's text and optional instructions to the extraction form's user in the fields provided, and then change the query's format from the drop-down list as desired. The format may be one of five options (each option has a short description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the appropriate check box. When finished click [Save Edits], or to return to the {Design} tab without saving, click [Cancel].
7) Repeat steps 1 and 2 as needed.
8) Click [Next] to continue editing the next section of your extraction form.

- If you would like your extraction form to include additional design detail queries:

5) Click [Add a New Design Detail].
6) In the resulting pop-up, enter the question's text and optional instructions to the extraction form's user in the fields provided, and then select the query's format from the drop-down list. The format may be one of five options (each option has a short description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the corresponding check box. When adding a sub-question, enter the text of the followup in the corresponding field and then choose which response option will trigger it by marking the relevant check box. When finished click [Save], or to return to the {Design} tab without saving, click [Cancel].
7) Repeat steps 1 and 2 as needed.
8) Click [Next] to continue editing the next section of your extraction form.

Baselines

In the {Baselines} tab, you may specify the queries concerning baseline characteristics that will appear on your extraction form.

- If you do not wish your extraction form to include a baseline characteristics section:

3) Select *No* from the drop-down within the shaded box at the top of the tab.
4) Click [Next] to continue editing your extraction form.

- If you would like to add a new baseline characteristics query to your extraction form:

5) Click [Add a New Baseline Characteristic].
6) In the resulting pop-up, enter the question's text and optional instructions to the extraction form's user in the fields provided, and then select the query's format from the drop-down list. The format may be one of five options (each option has a short description next to its name). Selecting any format other than *Text* will further allow you to specify the options presented in your extraction form. Additionally, all formats other than *Text* will allow you to add sub-questions by marking the corresponding check box. When adding a sub-question, enter the text of the followup

in the corresponding field and then choose which response option will trigger it by marking the relevant check box. When finished click [Save], or to return to the {Baselines} tab without saving, click [Cancel].

7) Repeat steps 1 and 2 as needed.
8) Click [Next] to continue editing the next section of your extraction form.

Outcomes

In the {Outcomes} tab, you may suggest the names of outcomes that will appear on your extraction form.

- If you do not wish your extraction form to include an outcomes section:
  3) Select *No* from the drop-down within the shaded box at the top of the tab.
  4) Click [Next] to continue editing your extraction form.
- If you would like to add a new outcome to your extraction form:
  5) Click [Add a New Outcome Name].
  6) In the resulting pop-up, enter the outcome’s title and description in the fields provided, and then specify whether the outcome is categorical or continuous by selecting the appropriate option. When finished click [Save], or to return to the {Outcomes} tab without saving, click [Cancel].
  7) Repeat steps 1 and 2 as needed.
  8) Click [Next] to continue editing the next section of your extraction form.

Adverse Events

In the {Adverse Events} tab, you may specify what information concerning adverse events will be queried on your extraction form by adding columns to an Adverse Events table. A number of columns are provided by default. These can be deleted by clicking the [x] within the desired column.

- If you do not wish your extraction form to include an adverse events section:
  3) Select *No* from the drop-down within the shaded box at the top of the tab.
  4) Click [Next] to continue editing your extraction form.
- If you would like to add a new column to the adverse events table on your extraction form:
  5) Click [Add a New Adverse Event Column].
  6) In the resulting pop-up, enter the adverse event column title and description in the fields provided. You may also optionally specify a header. (Columns with the same header will be grouped together.) When finished click [Add], or to return to the {Adverse Events} tab without saving, click [Cancel].
  7) Repeat steps 1 and 2 as needed.
  8) Click [Next] to continue editing the next section of your extraction form.

Quality

In the {Quality} tab, you may specify what information concerning study quality will be queried on your extraction form by adding columns to a Quality Dimensions Data table. You will also be able define the rating scale used within your extraction form.

- If you do not wish your extraction form to include a quality section:
  3) Select *No* from the drop-down within the shaded box at the top of the tab.
  4) Click [Next] to continue editing the next section of your extraction form.
- If you would like to add a new quality dimension field to the Quality Dimensions Data table:
  3) Click [Add a New Quality Dimension Field].
  4) In the resulting pop-up, choose the quality dimension name using the drop-down. A number of commonly used dimensions are provided as options, for your convenience; however, you may add one of your own by selecting the *Add other dimension not in this list* option at the bottom, and then specify it in the resulting text field. After specifying the dimension name, enter any relevant notes concerning this dimension to relate to users of your extraction form. When finished click [Save], or to return to the {Quality} tab without saving, click [Cancel].
- If you would like to add values to a Quality Ratings scale:
  5) Click [Add a New Quality Rating Field].
  6) In the resulting pop-up, enter the rating value in the field provided. When finished click [Add New Item], or to return to the {Quality} tab without saving, click [Cancel].
  7) Repeat steps 1 and 2 as needed. Note that newly created ratings will appear in the order they are created, and that a preview of the drop-down list that will be presented to users of your extraction form will appear below the table. Ratings may be reordered, edited, or deleted by using the , , and icons, respectively, in the right-most column of the ratings table.
  8) Click [Next] to continue editing the next section of your extraction form.

Finalize

Forthcoming. In the {Finalize} tab, you may indicate that the extraction form design as complete, as well as notify data extractors that the extraction form is ready for use.

Add a Study

To add a study for extraction, navigate to the {Projects that I lead} tab in the <My Work> page and click [Add a Study] under the "Actions" column of the project you would like modify. Alternatively, if you are already within the desired project, you may click the [Add Studies] link in the right-hand navigation menu, and then, on the <Add Studies to This Project> page, click [Add a New Study]. (Note: You must have at least one extraction form associated with a project before adding a study.) Upon arriving on the <New Study> page:

- If you'd like to add one study individually:
  1) Select the *One study…* option, and then indicate the Key Questions that are addressed by this study by marking all relevant check boxes.
  2) Click [Save and Continue] when finished.
- If you'd like to add multiple studies at once:
  1) Select the *Many studies…* option, and then indicate the Key Questions that are addressed by the studies you will be adding by marking all relevant check boxes.
  2) Enter the PubMed IDs of the studies you would like to add (note: individual IDs should be separated by at least one space or line) and click [Add Studies]. You will then be taken to the <Add Studies to This Project> page, where your newly added studies should now appear among the list of studies already added to the current project.

Extract a Study

To begin, complete, or edit the extraction of a study, you must first navigate to the {Add Studies to this Project} page of the project to which that study currently belongs. If you are the Lead on the project, first open the {Projects that I lead} tab on the <My Work> page, select the desired project, and then click the [Add Studies] link in the right-hand navigation menu. If you are a Collaborator on the project, open the {Projects on which I collaborate} tab on the <My Work> page, and then select the relevant project. Upon arriving at the {Add Studies to this Project} page, click the name of the study you'd like to extract. Note that, while you may proceed through each stage of extraction in order, you may alternatively use the right-hand navigation menu to view and/or edit particular portions of the study extraction dialog.

1) On the <Begin Data extraction> page, click [Begin Editing] to first define basic information regarding the study. To view a summary of the selected study at any time during the study extraction process, click [View Study Summary] at the top of the page.
2) On the <Key Questions> page, indicate the Key Questions that are addressed by the selected study by marking all relevant check boxes, and then click [Save Questions]. Click [Next] when finished. Note: The appropriate extraction form(s) (i.e., the extraction form(s) defined as addressing the corresponding Key Questions) will be automatically chosen for use with your study depending on your choices here.
3) On the <Publication Information> page, you may edit information concerning the primary publication from which the data for this particular study will be extracted. Data fields for title, authors, affiliation, and journal information (including name, year,

volume, and issue) are provided by default. You may add additional identifying information by clicking [Add an Identifier] and filling out the resulting fields (and repeating as necessary). If the study was initially added manually or incorrectly, you may also automatically retrieve identifying publication information by entering the PubMed ID into the appropriate field and clicking [Retrieve]. Once finished, click [Save]

- If you'd like to associate additional, secondary publications to your study:
    - i. Click [Add a New Secondary Publication] at the bottom of the screen. The resulting pop-up will be identical to the primary publication information page with the addition of one drop-down list, which allows for designation of the rationale for the secondary publication's inclusion. Click [Save] once all information has been entered (or [Cancel] if you would like to quit out of the secondary publication dialog).
    - ii. Repeat step i as necessary.

4) Click [Next] to begin extracting study data using the associated extraction form(s).
5) You will now proceed through the extraction form(s) associated with your study. The particular sections appearing, as well as your ability to add to or modify default data fields, will vary depending on the underlying extraction form as defined by the project Lead. Upon completing each section, click [Next] at the bottom right of the screen.

Review/Publish a Project

To review and publish (i.e. finalize and make publically viewable) a project, first navigate to the {Projects that I lead} tab on the <My Work> page and click the name of the project you would like to inspect, and then click the [Save and Review] link in the right-hand navigation menu. Once you have reviewed the project to your satisfaction, click [Continue to Publish this Project] at the bottom of the page or the [Publish Externally] link in the right-hand navigation menu. Upon arriving at the <Publish this Project> page:

1) Update your project status from “Incomplete” to “Complete” by selecting the appropriate radio button option and click [Save].

Please note: *Publication cannot be undone, so be sure that your project is complete prior to conversion.*