

## Creating Summary of Findings Tables

Authors of Cochrane systematic reviews can use GRADEpro to create a Summary of Findings (SoF) table to later import into a Review Manager file. GRADEpro will create the table but also facilitate GRADEing the evidence in the review.

GRADEpro is set up to make it easier to fill in the 3 key parts of a SoF table:

- i. information about the review (top part of SoF)
- ii. summary of the statistical results (first columns of the SoF)
- iii. grade of the quality of evidence (last column and footnotes of the SoF).

## Overall tasks to create a SoF table

1. After downloading GRADEpro, open GRADEpro. Choose <New Profile> in the welcome screen and name the file.
2. Create Profile Group Name
  - a. if you are working with a Review Manager file, import the data from RevMan file. From the <File> menu choose <Import From » Review Manager> and select the Review Manager 5.0 file (RevMan file) from which you want to import the data.
  - b. if you enter data from a systematic review, name the profile group (usually the overall topic of the review).
3. Create a profile (comparison)
  - a. if you imported data from a RevMan file, the title of your review (profile group), the 'comparisons' and the outcomes were imported. The 'comparisons' are translated into separate profiles which are individual SoFs. You can expand each profile on the left hand side to see the outcomes which were imported.
  - b. if you enter data manually, create a profile for each comparison (detailed health care question) in the review
4. Choose a comparison/profile. To fill in the top section of the SoF table with the 'PICO', add or edit the information in the right hand panel: health care question, intervention, comparison, setting, etc., and bibliography and authors.
5. Create, move, or delete outcomes
  - a. if you imported data from a RevMan file, the outcomes that have meta-analyses were imported. You will need to decide on the 7 outcomes important to decision making (e.g. patient important) to include in the SoF and delete the others; and add any outcomes which did not have data but are important. Ensure the names of the outcome are understandable to a general audience.
  - b. if you enter data manually you will need to create the outcomes
6. Select an outcome. For each outcome there are 2 sections: Summary of Findings screen and the Quality Assessment screen.
7. Select the Quality Assessment screen. Complete it by first confirming whether data has been 'pooled', 'not pooled', etc. Confirm the number of studies and choose the type of studies. Assess the quality of evidence for the outcome by downgrading or upgrading evidence according to GRADE criteria and enter footnotes when necessary or required.
8. Select the Summary of Findings screen. Confirm the data that were imported or add data manually. If data were imported, enter optional data (e.g. assumed risks, scale descriptions; follow-up; event rate denominator, and footnotes).
9. Repeat (#9 and #10) for all outcomes in the profile.
10. <Preview SoF table> and double check presentation and edit if necessary. Do not skip this step.
11. If, there is more than 1 comparison of importance in the review, you can repeat (#4 to #11) for all profiles to create another SoF table.
12. When satisfied with the table, choose from the <File> menu <Export as >> Review Manager SoF>. Name the file (it will be a .sof file). This file can be imported into RevMan. Alternatively you can save the file to another format if desired, but it cannot be imported into RevMan.
13. To import into a RevMan file, open your RevMan file, in the left hand panel expand <Tables>, click on <Summary of Findings Table>. In the right hand panel select the box <Add Summary of Findings Table> and follow the wizard.