Describe the methods of charting data from the included sources of evidence (for example, calibrated forms or forms that have been tested by the team before their use, and whether data charting was done independently or in duplicate) and any processes for obtaining and confirming data from investigators.

Tips for reporting this item:

- Use a clear and comprehensive data charting form to extract relevant information from included sources of evidence
- Describe how items were selected for charting, the software used and how calibration was carried out among team members
- Provide details on the full charting process, including how many reviewers charted, whether this was done independently, how inconsistencies in charting were resolved and how the data were verified
- Specify revisions and rationales for changes that were made to the charting form if this process was iterative
- Provide information on how to obtain and confirm data from investigators

Example:

“A data-charting form was jointly developed by two reviewers to determine which variables to extract. The two reviewers independently charted the data, discussed the results and continuously updated the data-charting form in an iterative process.”