

**University of Kentucky**

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**From the Selected Works of Lauren E. Robinson**

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# Using AirTable for Team Based Project and Systematic Review Management

Stephanie Henderson, *University of Kentucky*

Rebecca J Morgan, *University of Louisville*

Lauren E Robinson



# USING AIRTABLE FOR TEAM BASED PROJECT AND SYSTEMATIC REVIEW MANAGEMENT

STEPHANIE HENDERSON, NURSING LIAISON LIBRARIAN  
LAUREN ROBINSON, MEDICINE LIAISON LIBRARIAN  
REBECCA MORGAN, HEALTH SCIENCES LIBRARIAN



# PROPOSAL



The Covid-19 lockdown in March 2020 led to a pause in health research at academic medical centers. Many researchers turned to systematic reviews as a means for continuing their research productivity virtually. As a result, the Medical Center Library at the University of Kentucky had an increase in the number of requests for systematic review assistance. To help manage this increased workload we utilized Airtable, an online platform for creating and sharing databases. We will describe how we modified an existing template to suit our needs for tracking each project from start to finish. Attendees will learn how tips for adapting Airtable for their unique needs.

# BACKGROUND

## OUR EXPERIENCE

- Faculty and clinicians needed to continue their research productivity
- Systematic reviews and other evidence synthesis projects provide a way for them to stay productive in the virtual environment
- Trend in health science libraries

*"My library also experiences increased requests for systematic review or research synthesis services from both faculty and students. The research synthesis projects provide great opportunities for faculty to collaborate and stay productive while working remotely." (Mi, et al, 2020)*

*A survey of 266 hospital librarians found that their number of search requests increased 35% between February and August 2020. (Teolis, et al, 2021)*



# WHAT IS A SR?

	Literature Review	Systematic Review
Definition	Qualitatively summarizes evidence on a topic using informal or subjective methods to collect and interpret studies	High-level overview of primary research on a focused question that identifies, selects, synthesizes, and appraises all relevant high-quality evidence
Goals	Provide a summary or overview of a topic	Answer a focused question and eliminate bias
Timeline	Weeks to months	A year to 18 months on average, often longer
Team	One or more	Three or more

# TRACKING SR ACTIVITIES

## SPRINGSHARE LIBANSWERS & LIBINSIGHTS

- Using the library system wide program for reference question with no way to modify the time spent options
- Too many details in the “Internal Notes” field and not sortable
- No customizable form
  - Consults in another system
  - Follow ups

### Time Spent

0-9 minutes  
10-59 minutes  
1-2 hours  
2-8 hours  
8-16 hours  
16+ hours

# AIRTABLE TRANSITION

A net of a cube is shown, consisting of six squares arranged in a cross shape. The top square is labeled 1, the middle square is labeled 2, the bottom square is labeled 3, the left square is labeled 4, the right square is labeled 5, and the square to the right of the middle square is labeled 6.

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**SR Management**

Interfaces **NEW**

Projects Review Time Review Team Instructions for Use +

VIEWS Master: Do not modify Hide fields Filter Grouped by 1 field Sorted by 1 field Color Share view

Find a view

- Master: Do not modify
- Lauren
- Cayla
- Stephanie
- Bekki

Create... ▾

- Grid +
- Form +
- Calendar +
- Gallery +
- Kanban +
- Timeline Pro +
- Gantt Pro +

*TOPIC QUESTION	*RECORD ...	ation Link or DOI Link	Notes	Total Time
<b>Master: Do not modify</b>				
Editing Everyone can edit the view configuration.				
Student Consumption	Project			Sum 40:30
2 Rehabilitation & Hospitaliz...	Project			5:00
3 Recovery Housing	Project			27:00
+				8:30
<b>*STATUS</b>				
Search Completed	Count 9			Sum 222:45
4 Nature webcams Scoping ...	Project			13:30
5 Fentanyl Testing Attitudes	Project			26:00
6 Physical Activity and Heari...	Student Consu...			9:15
7 Guideline-directed medica...	Project	<a href="#">www.crd.york.ac.uk/pros...</a>	potential journals for submis...	28:00
8 Africa PPD Interventions	Student Consu...			14:15
9 Intracranial Stenosis	Project			12:00
10 Pediatric Urology	Project			25:15



# CUSTOMIZING THE TEMPLATE TO FIT OUR NEEDS

We customized by:

- Adding multiple contributors
- Adding student consults to the project type sections
- Adding more options to track where in process the SR was located (i.e., writing methods, writing complete, unknown status, etc.)

We also customized the template so that each librarian could track their hours of work individually.

Master: Do not modify

Lauren ✓

Cayla

Stephanie

Bekki

Create...

Grid +

\*STATUS

In Process

1 Recove

2 Rehabi

+

\*STATUS

Search Co

3 A Syste

4 Diabeti

5 Phyeic

# HIGHLIGHTS OF USING AIRTABLE

Go home

Interfaces

NEW

SR Management

SHARE

HELP

6

Projects

Review Time

Review Team

Instructions for Use

+

VIEWS

Master: Do not modify

Hide fields

Filter

Grouped by 1 field

Sorted by 1 field

Color

Share view

Find a view

Master: Do not modify

Lauren

Cayla

Stephanie

Create...

Grid

Form

Calendar

Gallery

Kanban

Timeline

Gantt

New section

	*Topic Question	*Record ...	Publication Link or DOI Link	Notes	Total Time
*STATUS					
In Process		Count 3			Sum 40:30
1	Cancer Neuropathy Qualit...	Student Consu...			5:00
2	Rehabilitation & Hospitaliz...	Project			27:00
3	Recovery Housing	Project			8:30
+					
*STATUS					
Search Completed		Count 9			Sum 222:45
4	Nature webcams Scoping ...	Project			13:30
5	Fentanyl Testing Attitudes	Project			26:00
6	Physical Activity and Heari...	Student Consu...			9:15
7	Guideline-directed medica...	Project	<a href="https://www.crd.york.ac.uk/pros...">https://www.crd.york.ac.uk/pros...</a>	potential journals for submis...	28:00
8	Africa PPD Interventions	Student Consu...			14:1
9	Intracranial Stenosis	Project			1:30
+					
50 records					Sum 860:56

# HIGHLIGHTS OF USING AIRTABLE

Interfaces **NEW** SR Management SHARE

Projects Review Time Review Team Instructions for Use

VIEWS Grid view Hide fields Filter Group Sort Color Share view

Find a view

Grid view ✓

Create... +

- Grid +
- Form +
- Calendar +
- Gallery +
- Kanban +
- Timeline Pro +
- Gantt Pro +
- New section Pro +

<input type="checkbox"/>	A Name	Email	A Department/Unit	Projects
<input type="checkbox"/>	Nancy Schoenburg	<a href="mailto:nesch@uky.edu">nesch@uky.edu</a>	Department of Behavioral...	eHealth in Appalachia
2	Nate Morelli	<a href="mailto:nathan.morelli@uky.edu">nathan.morelli@uky.edu</a>	Athletic Training and Clini...	IMUs, MS, and Balance
3	Hannah Yeager	<a href="mailto:hannahjyeager99@gmail.com">hannahjyeager99@gmail.com</a>	Student Researcher	eHealth in Appalachia
4	Elizabeth Rhodus	<a href="mailto:elizabeth.rhodus@uky.edu">elizabeth.rhodus@uky.edu</a>	Sanders-Brown Center o...	A Systematic Review of Sensory Processing
5	Kirby Mayer	<a href="mailto:kpmaye2@uky.edu">kpmaye2@uky.edu</a>	Physical Therapy	Rehabilitation & Hospitalization Muscle Po
6	Kaylee Wilson	<a href="mailto:Kaylee.wilson@uky.edu">Kaylee.wilson@uky.edu</a>	Medical Student	OBGYN Preterm Birth
7	Peter Morris	<a href="mailto:peter.morris@uky.edu">peter.morris@uky.edu</a>	Critical Care and Pulmona...	ARDS Mechanical Power: A new concept i
8	Jack Laureano	<a href="mailto:jackson.laureano@uky.edu">jackson.laureano@uky.edu</a>	Medical Student	ENT Surgical Infections
9	Alex Sklivas	<a href="mailto:absklivs@uky.edu">absklivs@uky.edu</a>	Physical Therapy	Muscle Power
10	Tom Calderaro	<a href="mailto:tjca243@g.uky.edu">tjca243@g.uky.edu</a>	Honor's College	PreMeds and Medical School Acceptance
11	F.D., Scutchfield	<a href="mailto:scutch@uky.edu">scutch@uky.edu</a>	Honor's College, Public H...	PreMeds and Medical School Acceptance
12	Tania Padilla Conde	<a href="mailto:Tania.PadillaConde@uky.edu">Tania.PadillaConde@uky.edu</a>	Ophthalmology	Diabetic Retinal Telemedicine
13	Kshitij Thakur	<a href="mailto:kshitij.thakur@uky.edu">kshitij.thakur@uky.edu</a>	Gastroenterology	Hepatology and Qualitative
14	Christine Sharrer	<a href="mailto:Christine.Sharrer@uky.edu">Christine.Sharrer@uky.edu</a>	ENT	SES, Race, etc. AND cochlear implants EN

67 records

# HIGHLIGHTS OF USING AIRTABLE

Hide fields Filter Grouped by 1 field Sorted by 1 field Color Share view

*Topic Question	*Record ...	Collaborators	*Review Time
*STATUS In Process Count 3			Summary
<input type="checkbox"/> Cancer Neuropathy Qualit...	Student Consu...	Annabelle Smith	+ 4:00 x 1:00 x
2 Rehabilitation & Hospitaliz...	Project	Cayla Robinson	4:00 2:00 2:00 2:00 1:00 1:00
3 Recovery Housing	Project		1:00 1:30 0:30
+			
*STATUS Search Completed Count 9			

Unnamed record  
Record from Review Time

Review Time

hours:minutes

Type

Select...

Date

mm/dd/yyyy

Project

Cancer Neuropathy Quality of Life

\*RECORD TYPE \*INFORMATIONIST COLLABORATORS

Student Consults Cayla Robinson Annabelle Smith

Informationist

Cayla Robinson



# HIGHLIGHTS OF USING AIRTABLE

<input type="checkbox"/>	🕒 Review Time ▾	▼ Type ▾	📅 Date ▾	
134	0:30	Project work	8/19/2021	II
135	1:00	Consultation/Meeting	8/13/2021	II
136	1:00	Publication Writing	8/12/2021	F
137	5:00	Project Work	8/10/2021	E
138	1:00	Consultation/Meeting	8/10/2021	C
139	1:00	Project Work	8/9/2021	C
140	1:00	Consultation/Meeting	8/5/2021	F
141	1:00	Project Work	7/27/2021	F
142	1:00	Consultation/Meeting	7/26/2021	C
143	2:00	Project Work	7/21/2021	F
144	1:00	Consultation/Meeting	7/20/2021	S
145	1:00	Publication Writing	7/6/2021	e
146	2:00	Publication Writing	7/6/2021	M

# AIRTABLE LIVE DEMO



# **ADAPTING AIRTABLE FOR UNIQUE NEEDS**

# BENEFITS OF AIRTABLE

## COLLABORATE

Collaborate with  
internal AND external  
team members

## CUSTOMIZE

Customize to collect  
valuable data missed  
by institutional  
statistics

## LOBBY

Use evidence to  
lobby for service  
development or  
expansion, additional  
support, etc.



# NOT ONLY FOR SYSTEMATIC REVIEWS

- Our case shows a single example of customizing one template
- Hundreds of free customizable templates available for different projects
- Projects such as:
  - Event planning
  - Workshop series planning and development
  - Marketing/outreach campaigns



## Content Calendar

Content calendars (often known as editorial calendars) are essential for production teams of all sizes and...



## Marketing Campaign Trac...

Performance marketing campaigns can get complicated. But thanks to this template, tracking those campaigns doesn't need t...



## Content Operations

Behind every great content marketing team is a complex web of processes—often known as content operations. These...



## Social Media Calendar

World-class social media teams move fast. Part content calendar, part culture calendar, this social template helps you...



## Blog Editorial Calendar

Even the most battle-hardened editorial team needs a plan of attack. And that plan is called an editorial calendar. It's a crucial...



## Event Planning

Managing events is one part coordination, one part collaboration, and one part fire juggling. This template helps you catalog...



# QUESTIONS?

Stephanie Henderson

[stephanie.henderson@uky.edu](mailto:stephanie.henderson@uky.edu)

Lauren Robinson

[laurene.robinson@uky.edu](mailto:laurene.robinson@uky.edu)

Rebecca Morgan

[rebecca.morgan@uky.edu](mailto:rebecca.morgan@uky.edu)





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Ayeni, P. O., Agbaje, B. O., & Tippler, M. (2021). A Systematic Review of Library Services Provision in Response to COVID-19 Pandemic. *Evidence Based Library and Information Practice*, 16(3), 67–104. <https://doi.org/10.18438/ebliip29902>

University of Michigan Taubman Health Sciences Library. (n.d.) UM Systematic Search Tracking Pilot Documentation. Retrieved from:  
<https://docs.google.com/document/d/19CHUvFVOK97gNnOJiTZayBKrUbbL7sV3d3YJ1Ri42eA/edit>

Template Link:  
<https://airtable.com/appUoMcg9PualxCB8/tblbLE2VmQHfXEXGD/viwx2YPYiDJqt3zBr?blocks=hide>