Cochrane Register of Studies
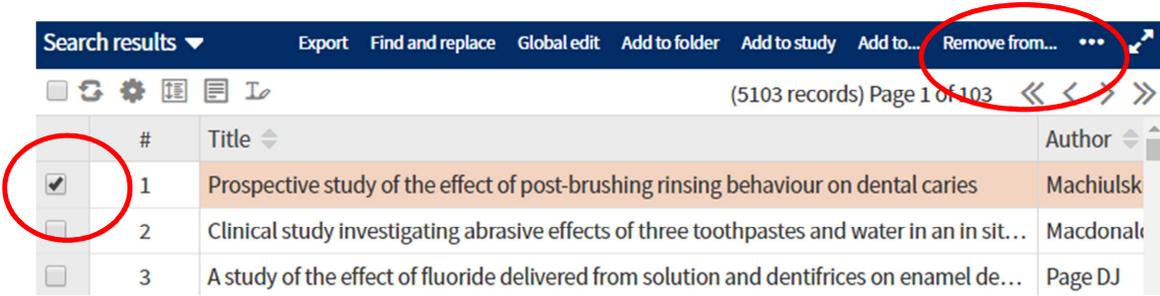
Quick ref guides
Excluding records from
the CRS

It is possible to exclude records from your CRS segment, so that they never come up again when you search your segment.

You can do this either on a single record, or a group of records in a folder.

To exclude a single record, mark it using the check box on the left:


Choose "Remove from…" from the menu bar. Remember that this may not be an option you can see on a smaller screen, but you can reveal the hidden options by clicking on the three dots.

You will then be asked whether you want to remove all the records from the search results, or the folder, or just the single marked record. Choose "Remove single marked record" and click "Remove now". You'll then be asked to confirm.

Note that the record will still appear in the folder, but now the tick box will turn to red to show that the record has been excluded.

To remove the record from the folder, you must choose "Remove from folder" from the menu:
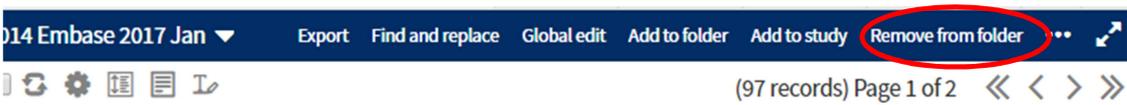
TIP: if the records in the listing are search results rather than a folder, you will not see the "Remove from folder" option.

To remove a folder of records in one go, you can go to the folders panel, and choose "Exclude" (again this option may be hidden behind the three dots:
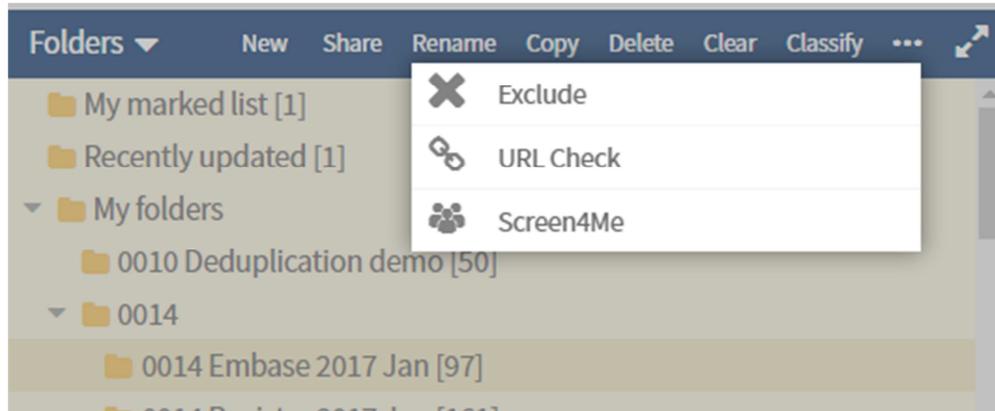
You will then be asked to confirm that you want to Exclude all of the records from the folder from your segment.

TIP: Removing records from your segment will not remove them from the CRS. This is because the records may also belong to someone else who is using the CRS. But these records will no longer be retrieved in any search of your segment or register.

If you have any questions about excluding records from the CRS contact cis-support@cochrane.org.