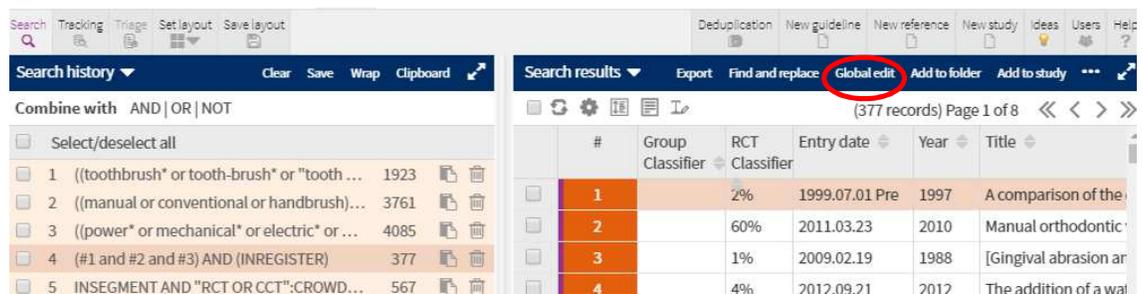


It is possible to globally edit a set of records in the CRS. You can globally edit the results of a search by highlighting the search line of interest so that the records appear in the record listing, or you can globally edit a folder of records, again by highlighting the folder so that the records appear in the records listing.

**TIP:** The global edit will only change records that are in your segment – so if the search results are from CENTRAL, only the records that have been added to your segment from the CENTRAL search will be changed.

To globally edit the records, go to the “Global Edit” menu item above the “Search results” or “Folder” record listing – on small screens this item may be hidden, you can reveal it by clicking on the ellipse :



The screenshot shows the Cochrane Register of Studies interface. On the left, there is a search history panel with a list of search queries and their result counts. On the right, there is a search results table. The table has columns for #, Group Classifier, RCT Classifier, Entry date, Year, and Title. The first four rows of the table are highlighted in orange. Above the table, there is a menu bar with several options: Search history, Export, Find and replace, Global edit (circled in red), Add to folder, and Add to study. The Global edit option is circled in red.

#	Group Classifier	RCT Classifier	Entry date	Year	Title
1		2%	1999.07.01 Pre	1997	A comparison of the
2		60%	2011.03.23	2010	Manual orthodontic
3		1%	2009.02.19	1988	[Gingival abrasion ar
4		4%	2012.09.21	2012	The addition of a wal

The global edit pull out panel gives several options, and guides you through the global edit.

You can:

- Copy the text in one field to another (you can choose whether to keep the text in the field of origin too or to remove it);
- Add some text to the start of a field
- Add some text to the end of a field
- Add the content of one field to another field
- Set the content of a field (this will overwrite the text that might be a field already)

Click “Next” to go into the next screen and choose which fields are effected:

## Global edit

Copy the content of one field to another. Check *Clear the content of the source field* to remove any content once it has been copied.

**Records to be actioned**  
All records from current search line

**Global edit option:**

Copy content from:

Copy content to:

  
  
 Clear the content of the source field

Back Next

The field names boxes are a type ahead, so if you begin typing a field name, it should appear in the drop down menu.

Clicking on “Next” will take you through to a final screen, where you can confirm the action by choosing “Process” (there is no “Undo” feature, so make sure you’re OK with the change before clicking “Process!):

## Global edit

Prepend the text below to the field selected

**Global edit action:**  
The text '\*' will prepend the content of the **Comments** field for **all** records from the current search line.

Select the process button to run this action

Back Process

If you have any questions about global editing records in the CRS contact [cis-support@cochrane.org](mailto:cis-support@cochrane.org).