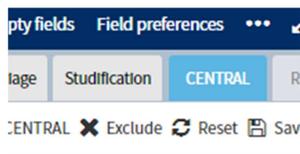


Quick ref guides Publishing records to CENTRAL: automated check for duplicates

It is important to keep CENTRAL free of duplicate records. If you are publishing records to CENTRAL, the CRS will run an automated check to make sure that any records you are adding are not duplicates of any records that are already in the database. If a match is found, the record will not be automatically published, you will have to check that it is not a duplicate before it can appear in CENTRAL.

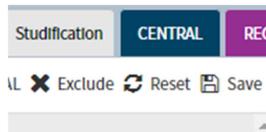
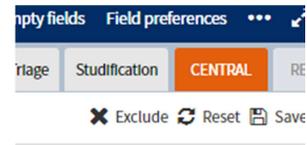
Records are published to CENTRAL by clicking on the CENTRAL tab in the record. Records already in CENTRAL with your group's tag are orange. Any that are not in CENTRAL have the tab greyed out.



When you click on the CENTRAL tab, the CRS will run the automated check, and tab will change colour to light blue.

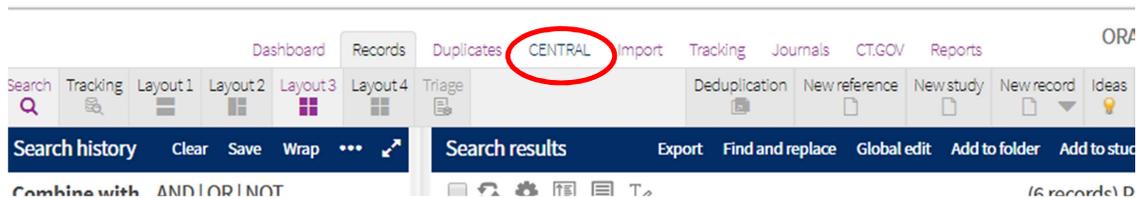
This will usually take a couple of seconds.

If no match is found and there is no potential duplicate, the tab will turn orange, and there is no further action you need to take.



If the tab does not turn orange, but changes to a darker blue, then you will need to investigate the potential duplicate, as the record will not be published until you have done this.

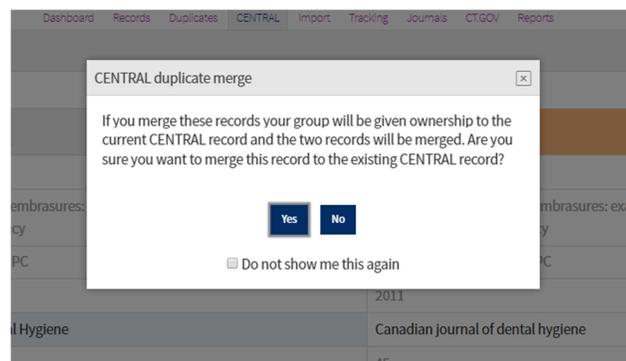
To find and deal with the potential matching record, go the “CENTRAL” tab on the main toolbar:



Select the record by clicking on it, where you can view your record and the potential duplicate side-by-side, your record on the left, and the potential match on the right:

Field	Your record	CN-01616846
	<input type="checkbox"/> Marked list <input checked="" type="checkbox"/> Select all fields <input type="button" value="Add to CENTRAL"/> <input type="button" value="Not for CENTRAL"/> 	<input type="checkbox"/> Marked list <input checked="" type="checkbox"/> Select all fields <input type="button" value="Not a duplicate"/> <input type="button" value="Merge records"/>
CRSD ID	10610924	8921344
Title	Interdental brush in type I embrasures: examiner blinded randomized clinical trial of bleeding and plaque efficacy	Interdental brush in type I embrasures: examiner blinded randomized clinical trial of bleeding and plaque efficacy
Author	Imai PH // Hatzimanolakis PC	Imai PH // Hatzimanolakis PC
Year of publication	2011	2011
Source	Canadian Journal of Dental Hygiene	Canadian journal of dental hygiene
Volume	45	45
Issue	1	1
Pages	13-20	25-32
Abstract		Background: Daily oral biofilm disruption is necessary for periodontal health; however, clients' dental flossing compliance is low. This study explores the interdental brush for bleeding and plaque reduction in sites of intact interdental

If the record is a duplicate, you can choose to merge the records together by choosing “Merge records”. You can choose to select all of the fields from either record to appear in the final merged record. This message will display which you have to confirm. Once you have done this, the tab will turn orange, and the merged record will appear in CENTRAL with your tag.



If you decide you would prefer to edit the record further first, you can click “Marked list” to add the record to your marked list. You can find it again in the “Records” tab, in the My Marked List folder.

If the record is not a duplicate, you can choose “Not a duplicate” to add the record to CENTRAL.

Alternatively, if you decide that your record should not be in CENTRAL after all, you can rescind the decision to publish by choosing “Not for CENTRAL”.

If you have any questions about the automated CENTRAL duplicate check in CRS, contact cis-support@cochrane.org.