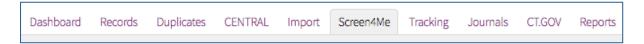


## **Quick ref guides** Screen4Me

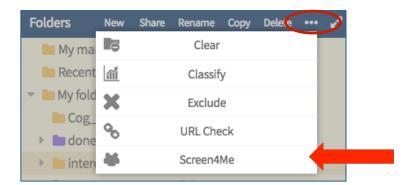
Screen4Me is a workflow accessed via CRS that enables you to use the RCT Classifier and, optionally, the Cochrane Crowd, for search results. It also shows 'known assessments' on records that have already been through Cochrane Crowd.

Screen4Me is only applicable if you are looking for randomised controlled trials (RCTs). It does not currently help with identifying diagnostic or non-randomised studies.

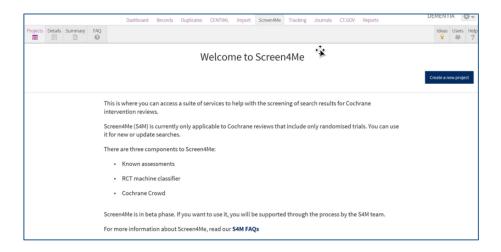
Screen4Me can be accessed in two ways from within CRS. One way is through the menu items at the top of CRS Web



The other way to access Screen4Me is through the folders section. Select the folder of records you wish to put through S4M, click on the ellipsis and select Screen4Me.



The first time you use Screen4Me you'll see a page that provides a brief summary of what Screen4Me is, and access to some FAQs.

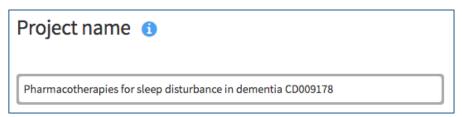


To use Screen4Me you need to create a 'project'. By project we mean a discrete set of records that have been put into a single folder ready to go through the Screen4Me workflow. The most common use for Screen4Me projects are sets of search results for Cochrane intervention reviews.

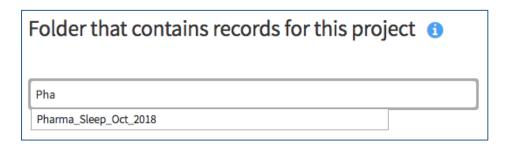
To start the workflow, click Create a new project.

Create a new project

A screen will appear that guides you through the Screen4Me options. The first thing to do is to give your project a name. Most people use the review title or CD number if they are using S4M for specific Cochrane reviews. You can edit your project name at any time.



Next, depending on how you accessed Screen4Me, you need to select the folder you want to use (if you accessed Screen4Me via the Folders area, your folder should already be visible here). Start typing in the name of the folder you want to use. As you type, the correct folder should be listed. When you see it, select it.



Once the correct folder has been selected, you'll see it as a purple folder like this:



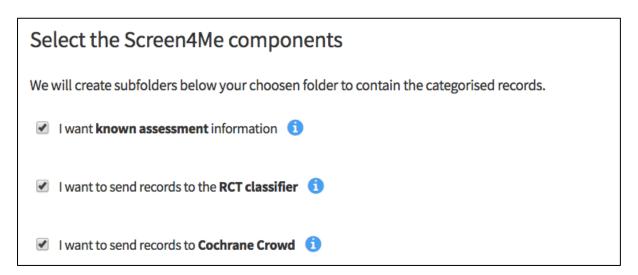
The next part of Screen4Me is about choosing which of the components of S4M you would like to use. There are three main components: 1. Known assessments (these are records that have been through Cochrane Crowd and have a final classification of RCT or Not an RCT; 2. RCT classifier (a machine learning routine that can distinguish between records potentially describing an RCT and records not describing an RCT); 3. Cochrane Crowd -

Cochrane's crowdsourcing platform where contributors help to identify RCTs and other study types.

In the S4M workflow you can choose just to make use of the Known Assessments component and the RCT classifier. You cannot choose to use <u>only</u> Cochrane Crowd. You can only use Cochrane Crowd if you have also made use of the Known Assessments and RCT Classifier components.

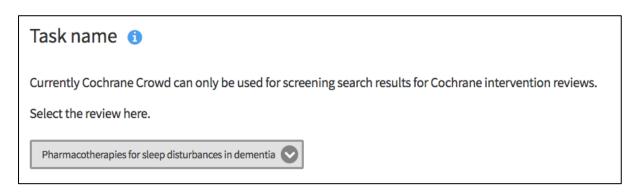
If you select Cochrane Crowd, but later decide you don't want to use the Crowd, that's fine. You can edit your project details any time before going live with the project.

In this example, we'll select to use Cochrane Crowd, as well the Known Assessments and the RCT Classifier:

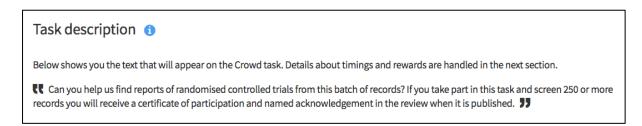


If you select the Crowd component, you'll need to complete some further questions in order for the Cochrane Crowd management team to be able to create your Crowd task.

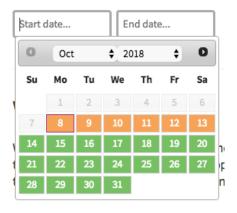
The first question is Task name. You can only use Cochrane Crowd for Cochrane intervention reviews. Just select the review title from the list. You will only be shown reviews that are in your review group.



Next, you'll be shown the Crowd task description. This is the text that will appear on the Cochrane Crowd task dashboard panel. You cannot change or edit this text from within CRS.

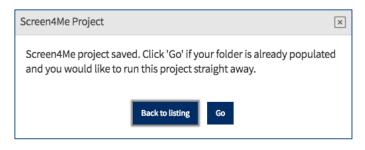


The final section of the workflow is where you select your preferred date range for when your Crowd task should be live. When you click on Start date, the calendar should open. Days that are red are already fully booked up with other Screen4Me projects. Days that are orange mean that there are still some spaces for Screen4Me projects. Days that are Green are completely clear.



Select your preferred start date. The end date will then be auto-populated two weeks from the start date. If the crowd need more time to complete the task, the Cochrane Crowd management team can extend the end date.

Finally, click Save to save your S4M project details. When you click Save a pop-up will appear asking you if you'd like to start the project straightaway. If you click Go, the Known Assessments and RCT Classifier components will start working on your records, and the Crowd management team will be notified of your proposed Crowd task.



If you have any questions about Screen4Me, contact <a href="mailto:cis-support@cochrane.org">cis-support@cochrane.org</a>.