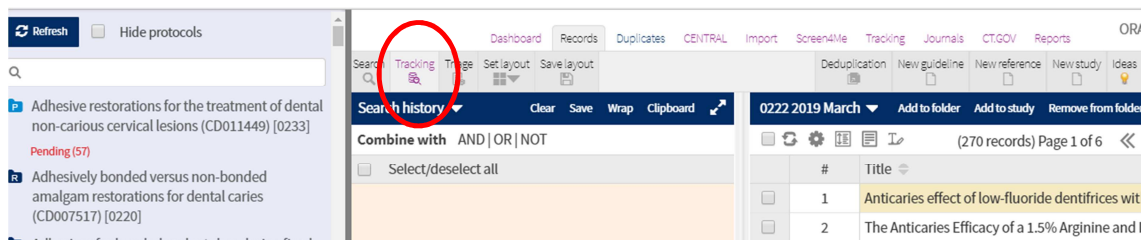


The tracking feature in the CRS can be used to send references to the authors of a Cochrane review. Advantages of this include:

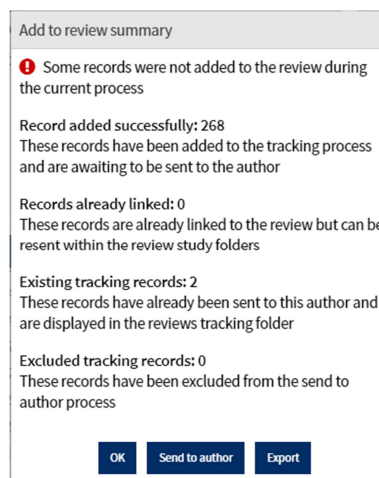
- The references are linked to the Cochrane review, giving a full audit trail of what has been sent to an author and when;
- If a reference has already been sent to an author, the CRS will filter it out, meaning that authors do not have to rescreen references they have already seen.

To track the references for a review and send them to the author, click on “Tracking” in the search panel:



This will retrieve a list of reviews and protocols from Archie. It may take a few seconds to populate the list if it is the first time you're doing it.

You can use the search box at the top to filter by keywords from the title, CD number, or the Archie review number to find the review of interest. Select the folder of records you want to send, and drag and drop it onto the review title. You will then get a pop up box, showing the results.



It will tell you how many records have been added successfully, how many are already linked to the review (as included, excluded, awaiting assessment or ongoing studies), how many are existing tracking records, and how many have been excluded from the process. Existing tracking records are those which have already been sent to the author, but have not been incorporated in some way in the review.

You can export this information and save it for future reference by clicking on “Export”.

If you choose “Send to author”, this will open up the Tracking screen, where you can see all of the references that are “Pending” to be sent to the author. If at this stage, you choose not to do this, you can click “Remove from tracking” to remove the records.

Choose “Send to author” to send the records to the author directly from the CRS. To bypass this, you can choose “Mark as previously sent”. This will link the records to the review in the audit trail, but without sending the records to the author.

Fluoride toothpastes of different concentrations for preventing dental caries in children and adolescents (CD007868) [0222]

Show: All (3870) | Pending (453) | Already sent (188) | Not picked up (3229)

Buttons: Send to author, Remove from tracking, Mark as previously sent, Export

Search: Start typing a word or phrase to filter the list

(453 records) Page 1 of 5

Status	Study name	Reference	Email	Date created	Date
PENDING	Abbas 2016	Abbas NH, Sabet NE, Hassan IT, Evaluation of corticotomy-facilitated orthodontics and piezocision in rapid canine retraction. <i>American journal of orthodontics and dentofacial orthopedics</i> 2016;149(4):473-480		28 Mar 2019	
PENDING	Abdelrahman 2015	Abdelrahman RSh, Al-Nimri KS, Al Maaitah EF, A clinical comparison of three aligning archwires in terms of alignment efficiency: a prospective clinical trial. <i>Angle orthodontist</i> 2015;85(3):434-439		28 Mar 2019	
PENDING	Abed 2010	Abed Y, Brin I. Early headgear effect on the eruption pattern of		28 Mar 2019	

Choosing “Send to author” will pull out the “Send to author” panel. Choose the file format from the dropdown menu, at the moment only RIS and RevMan format are active. You can choose to send all the fields in the record, or just the main citation fields by unchecking the “Export all fields” option.

Selected records

Re-send all records sent previously and send all pending records
 Send all pending records

File format

RIS

Export all fields

Email template

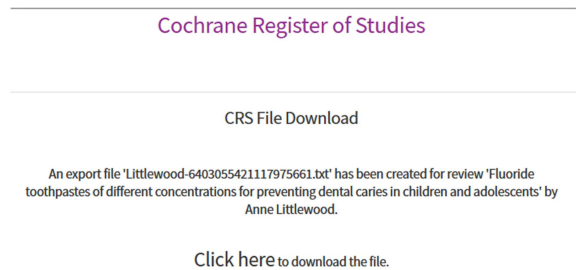
Send to existing author

You can then choose which email template to use using the dropdown menu (see the guide to What's what on the tracking screen to find out how to set up an email template).

Fill in the fields in the template, and add a customised message. Click "Send". At this point, the status of the records will change from "Pending" to "Processing"

The author will receive an email with a link from CRS Support, they can then choose to follow the link and download the records at their leisure.

Following the link sends the author to this page:



If you have any questions about using the tracking screen in the CRS, contact cis-support@cochrane.org.