

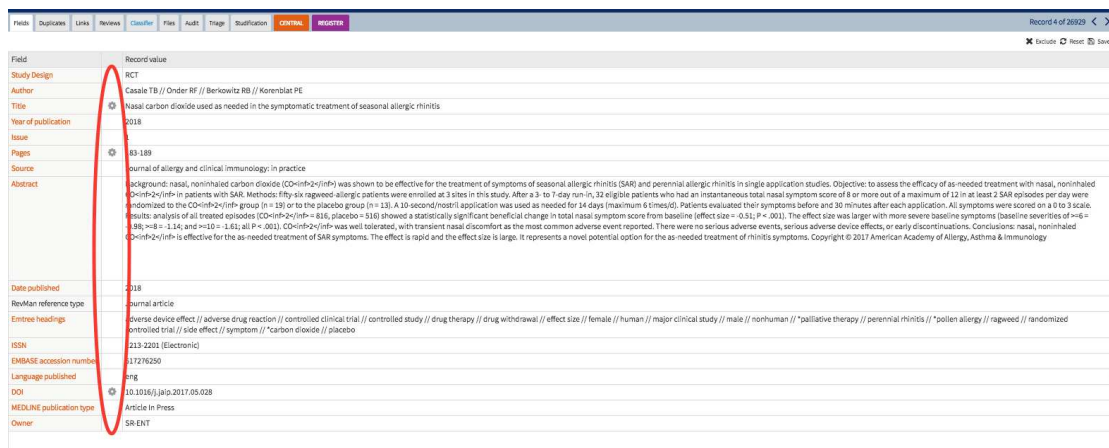


Layout 3 is the default view for CRS Web. When you have a record selected it will display in the bottom right hand corner. In order to view a record in full screen, select the symbol in the right-hand corner of the record panel.



Field

The Field tab shows the details of the record, with the field labels on the left. The field labels in orange are those that are published to CENTRAL.



The cog symbol appears next to a number of fields in a record (Title, Original title, Pubmed accession number, pages, URL and DOI); and performs a number of functions depending on the field.

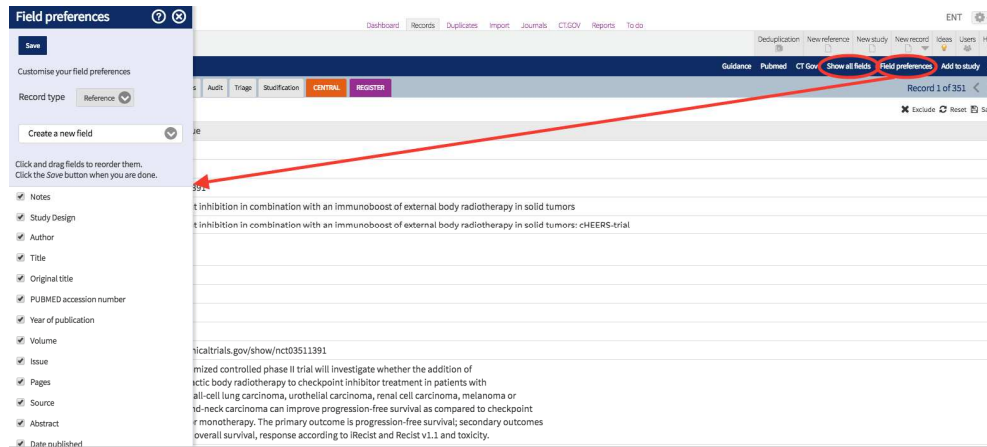
Title and Original title – allows you to convert the title to sentence case

Pubmed accession number – allows you to link to the Pubmed record online

Pages – allows you to convert to full pages

URL and DOI – allow you to follow the link in the field

The fields displayed are determined by the Field preferences. If you select field preferences you can show which fields you would like to display by ticking the relevant box, and the order by dragging a field label up and down. Once you have made your selection click save to display these preferences.



Alternatively you can select to hide empty fields.

The other actions for a record are:



Guidance - will display a brief summary of the HarmoniSR guidance below the field labels on the left.

Pubmed – will refresh the record directly from Pubmed, when a Pubmed accession number is available.

CT.Gov – will refresh the record directly from CT.gov, using the trial registry number.

Add to study – allows you to add the reference to an existing study, or create a new study and add the reference.

Not for CENTRAL – allows you to mark a record as not suitable for CENTRAL

Exclude – will remove the record from your Segment

Reset – allows you to undo changes you have made to record

Save – saves changes you have made to a record

To see information on the other tabs in the Records view, go to the PDF and Video: Working with Records 2.

If you have any questions about using the information in this guide contact: cis-support@cochrane.org.