**Cochrane Register of Studies**

**Quick ref guides**
Adding included
studies to CENTRAL

One of the key tasks for CISs is to ensure that references to all included studies in published reviews are in CENTRAL where they meet the inclusion criteria.

Go to the Dashboard tab, and click on the widget called "Included not in CENTRAL". You may have to scroll down the page to find it. If this doesn't appear on your Dashboard, you can add it by following the instructions in the Quick Ref Guide to the Dashboard.

This will run a search across all of your reviews to find those references linked to included studies which are not currently in CENTRAL.
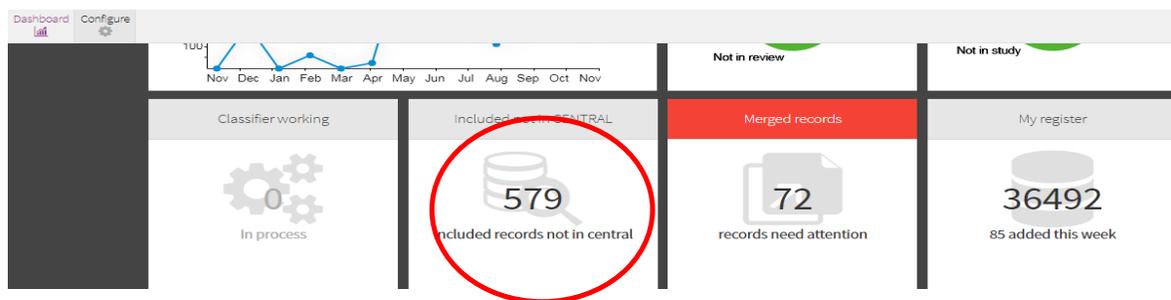


It's good practice to add these records to a folder so that you can easily find them again. You can do this by dragging the search line from the search box into the relevant folder with your mouse.
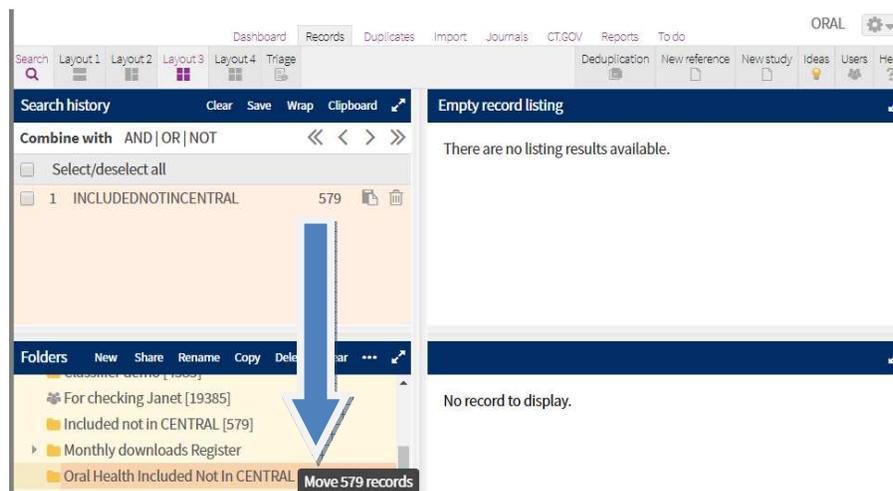


Run through the following steps to add the records to CENTRAL:

1. Run a deduplication process to check that the records are not already on CENTRAL. If you find duplicates, merge them together. Any which are already in CENTRAL will then be matched with the included reference record in the review. See the videos and Quick Ref Guides for more information on how to deduplicate.

2. For those that were not duplicates, check that the record is eligible for publication in CENTRAL. References must be to randomised controlled trials, quasi-randomised controlled trials, interrupted time series or controlled before and after studies. If you think the record does not meet the criteria for inclusion in CENTRAL then you can indicate that by clicking the *Not for CENTRAL* button in the record. This will prevent the record being flagged as not in CENTRAL in your list in future so you won't have to keep checking it.

3. Check that the records are compliant with the HarmoniSR guidance. You can find this guidance within the CRS by clicking on "Guidance" in any individual record. Records that do not comply with HarmoniSR should not be published in CENTRAL.

4. Add the records to CENTRAL. Go into an individual record and click on the CENTRAL tab. This will publish the record in CENTRAL and add your Group's tag. The tab will turn orange after you've marked it for publication.



You can add records in a batch to CENTRAL by going to the ellipse on the toolbar and selecting "Add to" on the dropdown menu.
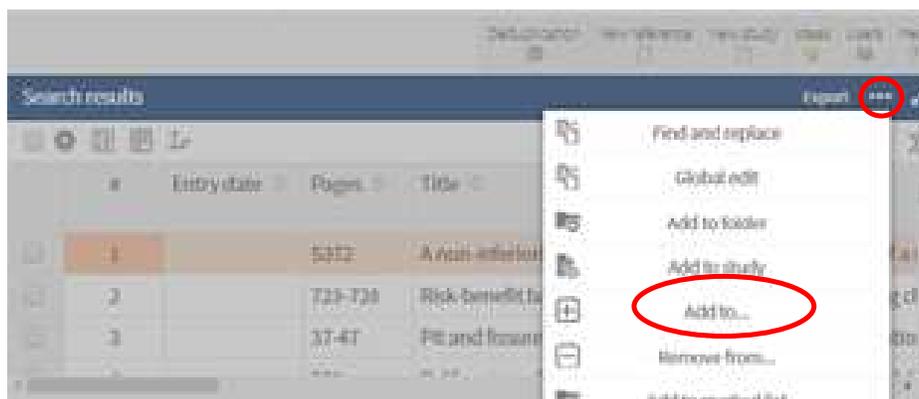


This will open a panel. Select "Add records to CENTRAL" and "Add records" to add the whole folder to CENTRAL in one go.

If you have any questions about adding Included Studies to CENTRAL, contact cis-support@cochrane.org.