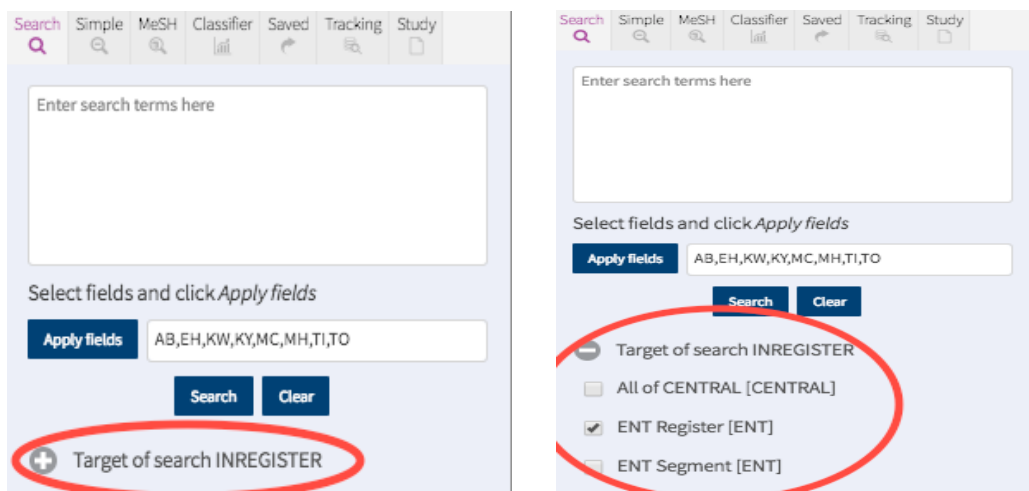


You should use the search to find all the records in your segment, your register or with and without your group tag in CENTRAL. First navigate to the **Records tab**.

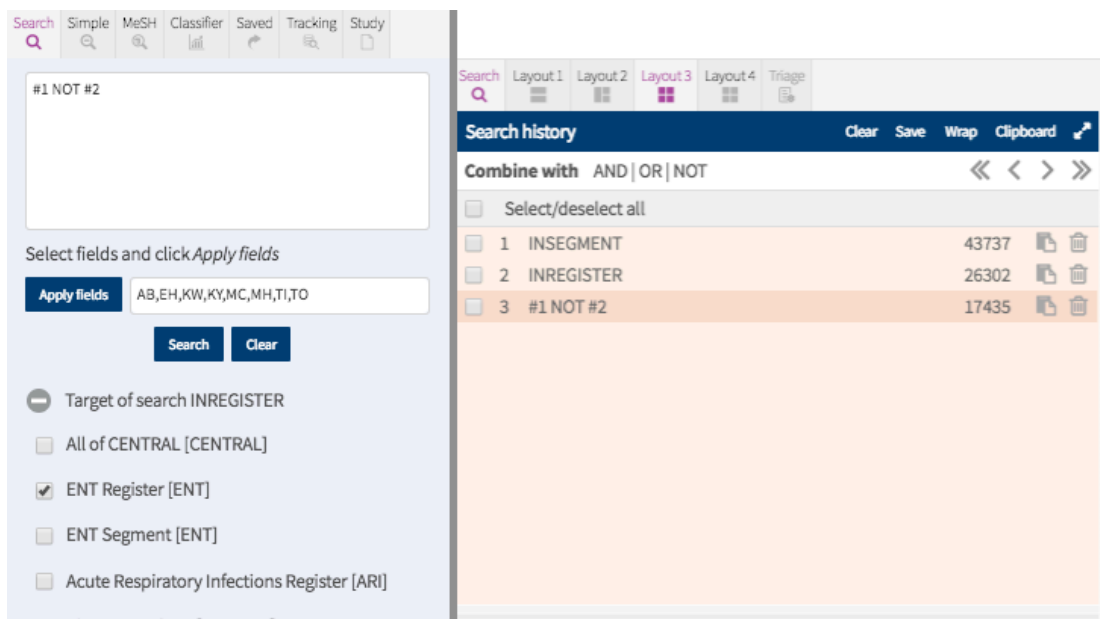
## For Register and Segment

Use Target of search. Select your preferred option, and click search.



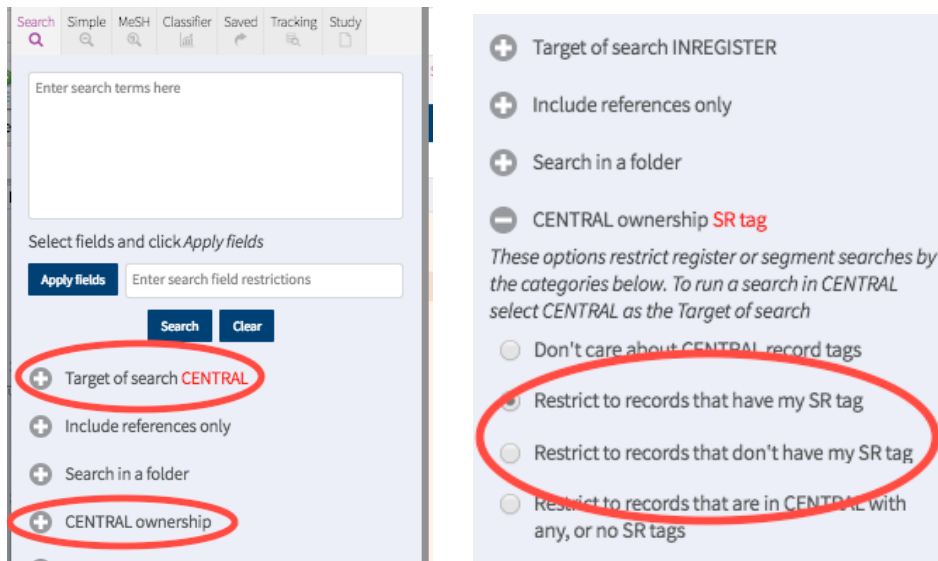
NB this defaults to in Register, but remembers your last selection per session.

These will be added to the Search history. They can then be combined, for example, to find all records in Segment NOT in Register.



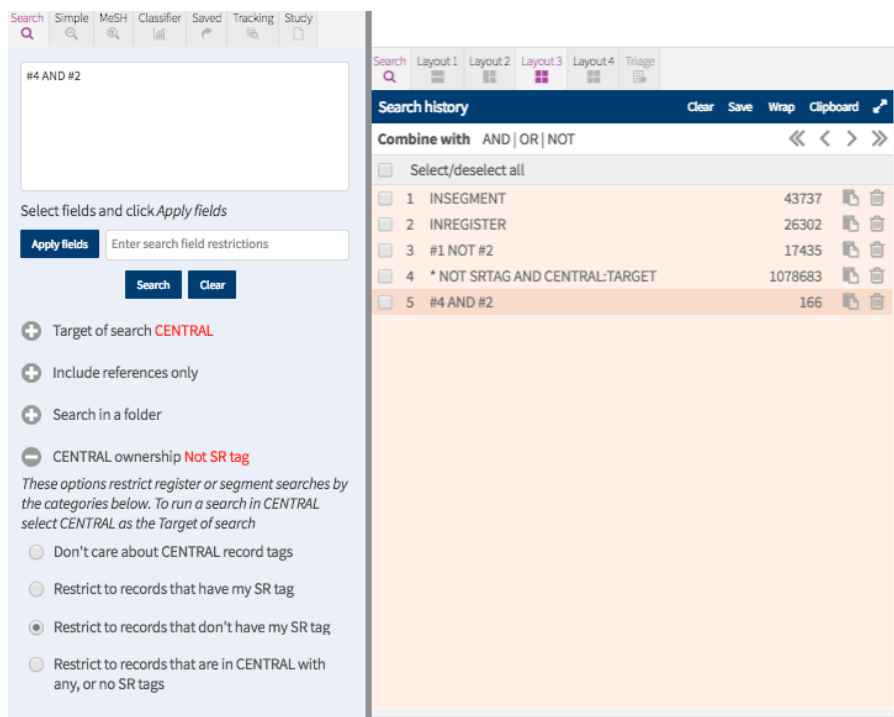
## For records with or without your group tag in CENTRAL

Use CENTRAL ownership. Select your preferred option, and click search.



NB make sure you select CENTRAL as Target of search.

These will be added to the Search history. They can then be combined, for example to find all records in Register without your SR Tag.



You can combine these options with any search, for example by date, folder or search terms.

As an alternative you can type the search syntax displayed above into the search box.

If you have any questions about using the information in this guide contact:

[cis-support@cochrane.org](mailto:cis-support@cochrane.org).