

You can use tracking to update searches for reviews previously conducted outside the CRS. You can do this by exporting the references from the references management software you used originally.

Please refer to the quick reference guide (QRG) entitled CRS Web import filters for the appropriate export style.


Then import these into CRS Web. See QRG called importing records.

**Import**

Select an import filter and drop files in the box below to import them into CRS.

Platform	Custom RIS	▼
Database	EndNote	▼
Filter	Endnote CRS tagged text	▼

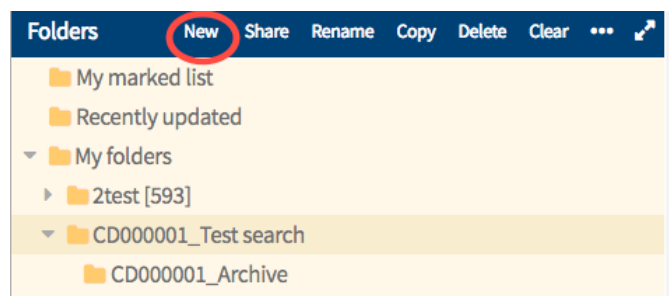
[Show me an example](#)



Once imported, you will need to re-add any excluded references to your segment so you can send them to the review.

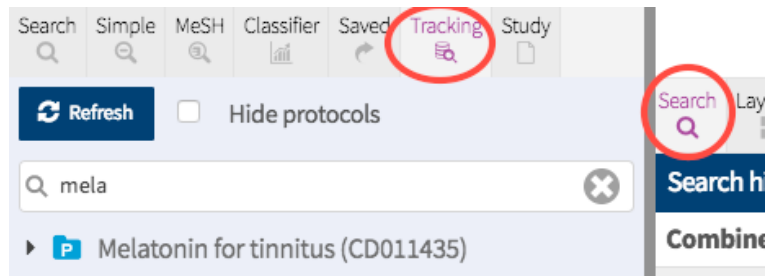
NB you can re-exclude them afterwards.

Once imported, you will need to think about how you want to organise your search folders; and create these. See QRG on creating folders and subfolder.

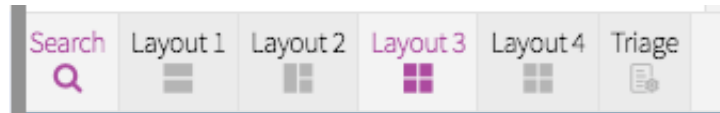


You will then move the imported records to your folder. See QRG on adding records to folders.

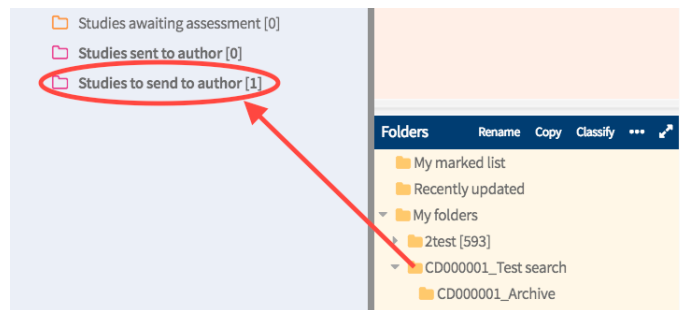
Then open up the Tracking screen by selecting Search then Tracking; and find the review.



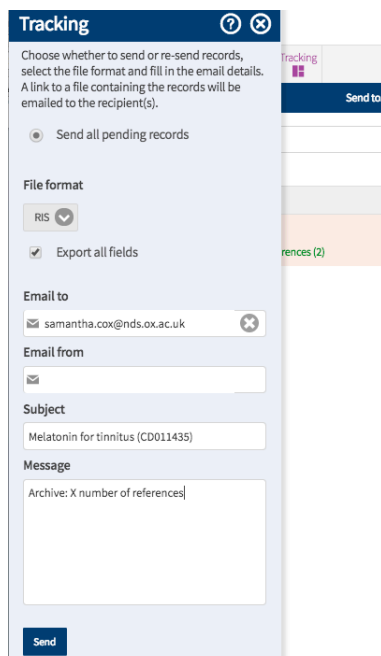
Go back to your folder of results by selecting Layout 3.



You can then drag your folder of records into send to author.



Then select Send to author. Select send to, and send to yourself.



This will make these records part of the review; and enable CRS to identify whether new search results have already been sent.

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

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