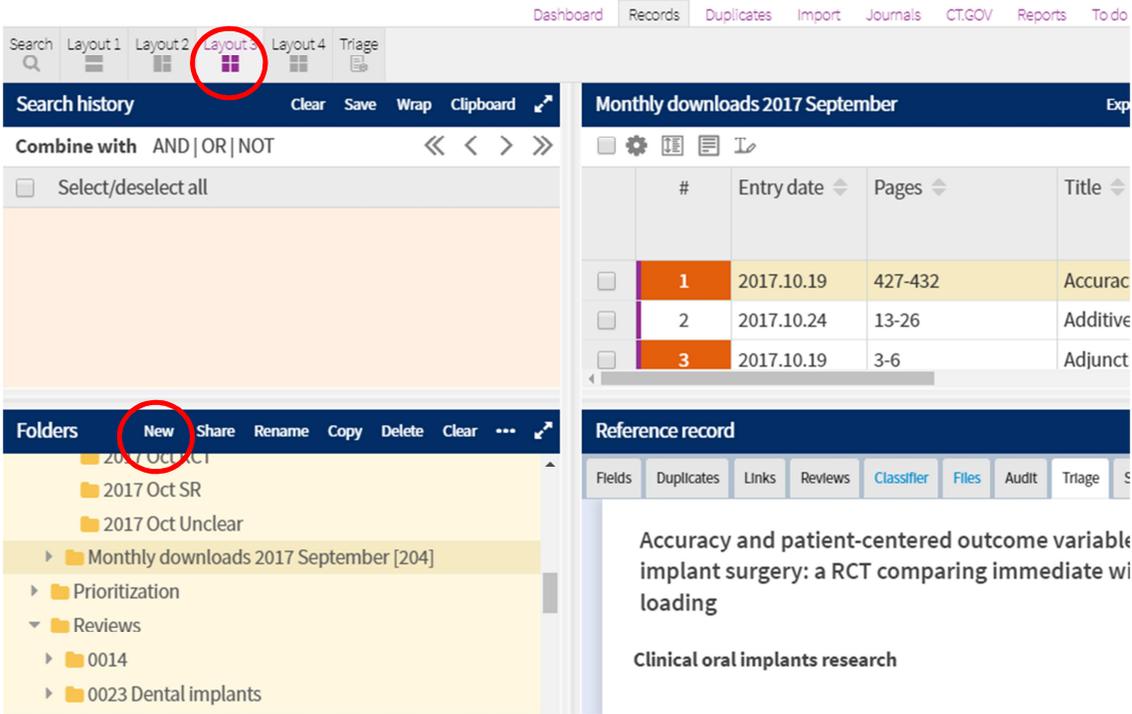


The triage tool is a way to help you screen records in CRS Web. It can be used to screen records that are to be added to a specialised register, or even for an individual review.

Any folder of records within CRS Web can be triaged. Layout 3 is the best layout to use to start.

Highlight the folder of records that needs to be screened by clicking on it, and create a series of subfolders underneath it by selecting “New” to create the new folders.

The new folders can be named according to preference.



Dashboard Records Duplicates Import Journals CT.GOV Reports To do

Search Layout 1 Layout 2 **Layout 3** Layout 4 Triage

Search history Clear Save Wrap Clipboard

Combine with AND | OR | NOT << < > >>

Select/deselect all

Folders **New** Share Rename Copy Delete Clear ...

- 2017 Oct SR
- 2017 Oct Unclear
- ▶ Monthly downloads 2017 September [204]
- ▶ Prioritization
- ▼ Reviews
 - ▶ 0014
 - ▶ 0023 Dental implants

#	Entry date	Pages	Title
<input type="checkbox"/> 1	2017.10.19	427-432	Accurac
<input type="checkbox"/> 2	2017.10.24	13-26	Additive
<input type="checkbox"/> 3	2017.10.19	3-6	Adjunct

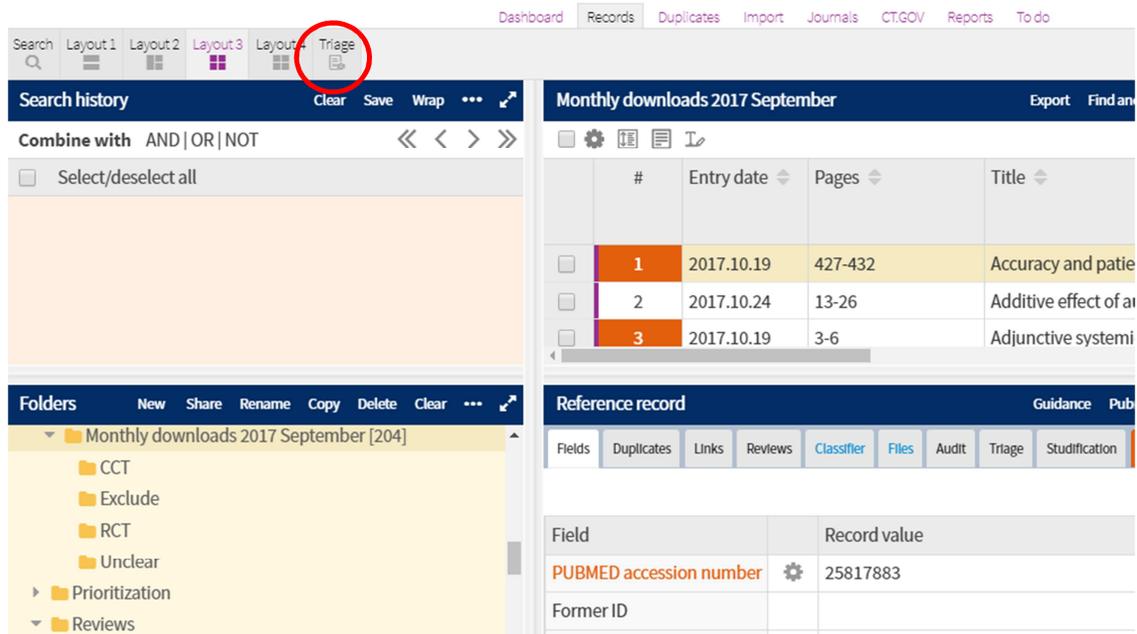
Reference record

Fields Duplicates Links Reviews Classifier Files Audit Triage

Accuracy and patient-centered outcome variable implant surgery: a RCT comparing immediate with delayed implant loading

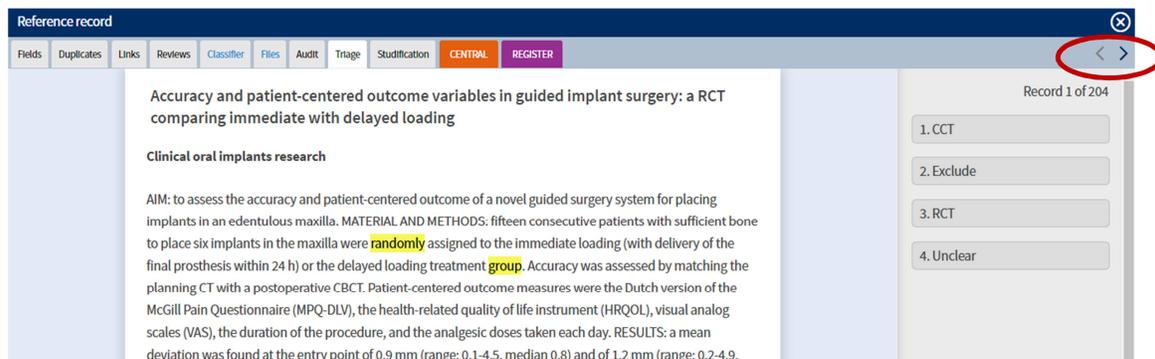
Clinical oral implants research

Once you have the new folders in place, with the top level folder still highlighted, click on “Triage”



This will take you into a screen where you can see the title, abstract, and the source of the record. The records can then be placed in the various folders by either clicking on the folder name, or using the keyboard to choose the relevant number.

In this example, 1 will place the record in the CCT folder, 2 in the Exclude folder, etc



Use the arrows (highlighted) to navigate through the set of records.

Once you have completed the triage, the records will stay in the relevant folders ready to be edited or sent out.

If the user logs out of the CRS, the CRS will go back the last screened record the next time the user logs in.

If you have any questions about using the Triage tool, contact cis-support@cochrane.org.