

Quick ref guides Creating new deduplication filters

To create a new deduplication filter, first click on Deduplication in the top right hand corner.



This will pull out the deduplication panal on the left. Select Create filter:

Deduplication ⑦ 🛞	Deduplication ⑦ 🛞
Report Study	Save Cancel
Create filter Edit filter Delete Select a filter that you would like to deduplicate. You can dedupe against your group or the whole	Create a new filter by selecting the fields you would like to use to run a deduplication process.
of CRSD. Deduplicate	Filter name
 Record listing Whole segment 	Filter is private to your group
Select a filter	Select a field and field length and add it to the filter list.
This filter will dedupe the records using	Abstract 📀 4 📀
 The first 35 characters of the Title field Deduplicate now 	Add
	This filter will dedupe the records using

Give your filter a name, and select whether it is private to your group or will be shared (deselect the option if you want everyone to be able to see and use your filer).

You can select any field to look for matches in, and then whether it is looking at the first 4, 35 or 100 characters. For example Year of publication and 4. Then select Add:

Year of publication	4	This filter will dedupe the records using
Add		The first 4 characters of the Year of impublication field

You can then add another element in the same way, e.g. Title and 35.

Select a field and field length and add it to the filter list.						
	Abstract	\bigcirc	35 💽			
Add						
This filter will dedupe the records using						
The first 4 characters of the Year of						
The first 35 characters of the Title in field						

You can select the trash can symbol to remove any of these elements at any time.

Once you are happy that your filter has all the elements you are interested in select Save:

Deduplication		⊘⊗
Save	Cancel	
Create a new filter by selecting the fields you would like to use to run a deduplication process.		

Your filter will appear in the dropdown list, and once selected will show you the details of the filter you created:



You can then select to run your deduplication filter by selecting Duplicate now.

If you have any questions about using the Classifier tool, contact <u>cis-support@cochrane.org</u>.