One of the ways of deduplicating records in the Cochrane Register of Studies is to check a list of references by eye to see if any of the records look similar. To do this, sort the references by a field. Title would seem like a good option. To sort the list by the title, click on the arrows next to “Title” at the head of the record listing:

This will give you an alphabetical listing of the articles by title. You can then scroll down the list to see if any of the records have similar titles. In this case, records 41 and 42 look like they may be duplicates:

To check these records, mark them by clicking in the boxes to the left:

Then go to the tool bar, and click on the ellipse to reveal a menu. Choose “Merge marked records”
The two records will then pop up side-by-side, and you can check whether the record is a duplicate. Any fields which are different between the two records will show up in red. The white text will be kept if the records are merged together, and the text in red will be lost. But you can click on any of the red panels to select that text to keep instead.

If the record turns out not to be a duplicate, choose “Not a duplicate” from the panel above the record, and confirm. These records will not show again as potential duplicates in any deduplication process.

If the record is a duplicate, check the fields and make sure that the text that you want is kept. The default for this is the field with the most text, which may not always be appropriate. Choose “Merge records” to merge the two records together. You’ll then be asked to confirm. A summary of the change will then be displayed:

Please note that it is not possible to merge more than two records from the list at one time, so if you spot multiple duplicates of the same record, you’ll have to merge them in stages.

When you return to the list, the records will still show as unmerged. You’ll have to refresh the page, or click out of the folder and back in, to see the change in the list. Note that any information about the record (e.g. whether the record is in CENTRAL, or your register) will be retained in the merged record.

If you have any questions about deduplicating in CRS Web, contact cis-support@cochrane.org.