Cochrane Register of Studies

To import records into the CRS, go to the import tab.

Select the correct import options for your file type. *Platform* is the database provider (eg, Ovid, or EBSCO), *Database* is the database in which you ran the search (eg MEDLINE or Embase) and *Filter* is the import filter that matches your search output. Clicking on each heading will bring up a dropdown menu with the available options.

Clicking "Show me an example" will show how the search results should look to import correctly using the filter.

There are two ways to bring the search results into CRS Web. You can drag the file using your mouse, and drop it onto the blue symbol on the import box. Or you can click on the blue symbol, and find the file on your computer. The file will load, and a tick will appear in the box. Once the tick has appeared, click "Go".


The CRS will perform two checks at this stage:

1. It will check whether there are any duplicated records within the import file itself. At this point, it is not checking anything in your segment, just in the file you are importing. If the CRS detects that there are duplicates in the file, you will get this screen:


You should go through the records one by one to see if they are genuine duplicates. If the record is a duplicate, choose the better quality record and discard the other, by checking the box next to "Discard" and then choosing "Import and next". If the record is not a duplicate, click "Import and next" without choosing "Discard". You'll then be asked to confirm this decision.

2. The CRS will then attempt to match all of the incoming records with the records in your CRS segment. By default it will import any records that it deems to be new, and it will import any records that it deems to be duplicates, but you can check these are genuinely duplicates by clicking on "duplicates in your segment". See the video and Quick Ref Guide on import settings for more information on what to do here.
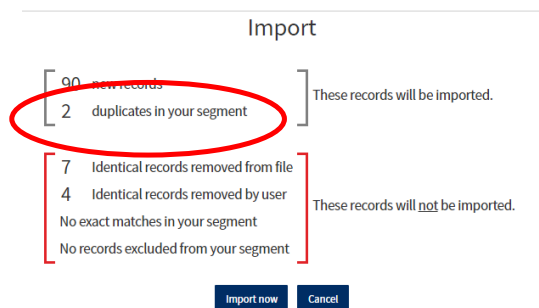
Once you are happy with the choices you've made with the import, click "Import now".

By default, this will take you directly to the records in the CRS when you choose "Go to Folder". Note that any records you have previously excluded from the CRS, plus the duplicated records, will all be included. The import will also have created an import folder, which will have subfolders showing the excluded, new, and duplicated records. These are the blue folders which appear under your customized yellow folders. These cannot be deleted.
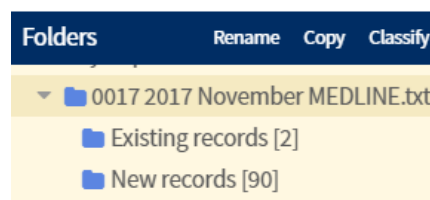
If you have any questions about importing records to the CRS, contact cis-support@cochrane.org.