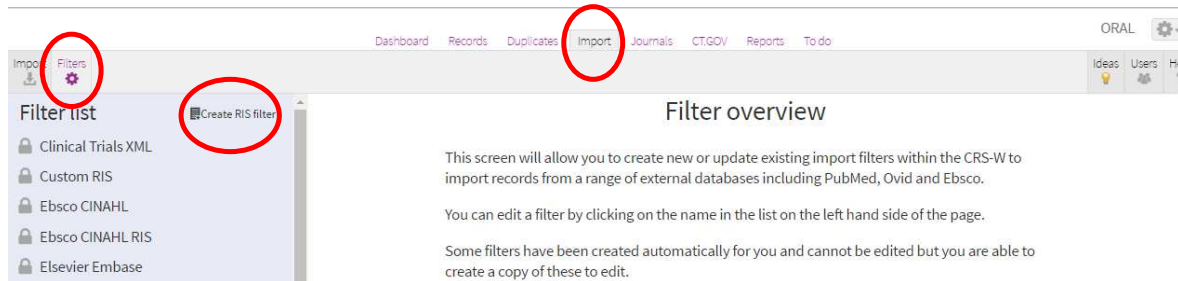The CRS has a range of built in import filters for the standard bibliographic databases. However , users are also able to create their own RIS filters.

Click on the "Import" tab, and then click "Filters". This will bring up a list of all the import filters in CRS Web. To create a new RIS filter, choose "Create RIS filter":

By default, the CRS will call the new filter Custom_RIS_filter, but it is good practice to rename, possibly with the platform (database provider), the database and the export style. At this stage, you can also add a description of the filter.

The next stage is to upload a sample RIS file from the database. You can either drag and drop the file onto the Field mapping upload box, or you can click inside the box and find the file on your computer. The CRS will then populate a table with the tags from the imported file. Click on "Show me an example" to see how the imported record looks.

By clicking in each CRS field in the column marked "CRS field" you can find the CRS field you would like to map across to the tag in the imported record by typing ahead and then selecting the appropriate field from the drop down menu. Click on the trash can to delete the fields you don't need.

You can add more fields by inputting the tag from the import file, the CRS field you want to map to, and clicking on the plus sign.

When all the mapping is complete, click on "Save".

You can also use an existing filter as the basis for your new filter, by clicking on the filter in the Filter list and selecting "Copy". This will populate some of the fields, but you can add more or change the fields that the import tags are matched to.

If you have any questions about creating import filters in the CRS, contact cis-support@cochrane.org.