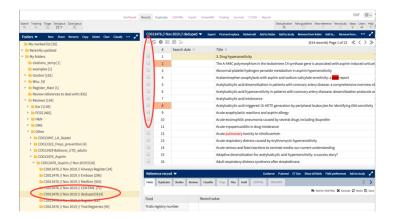
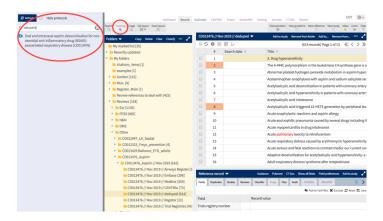


Quick ref guidesSending records to Covidence

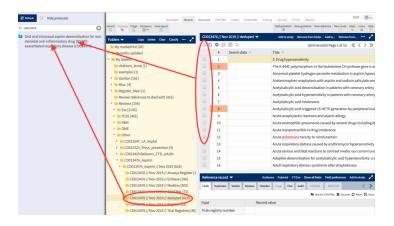
You can send records directly to Covidence via Tracking in the CRS. Firstly, select the records you would like to send. From a folder or a search line.

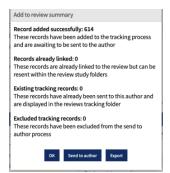


The select the Tracking pull-out and find your review using the type-ahead search.



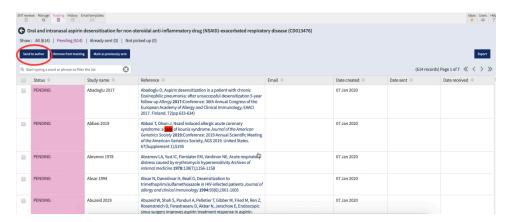
Then drag your results (the whole folder or the selection of records) onto the review.





This box will pop-up showing a summary of the records sent. Select Send to author.

It will take you direct to the Tracking tab. Select Send to Author.

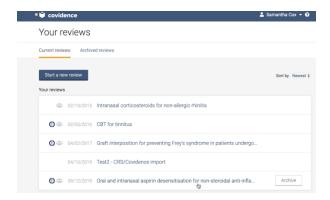


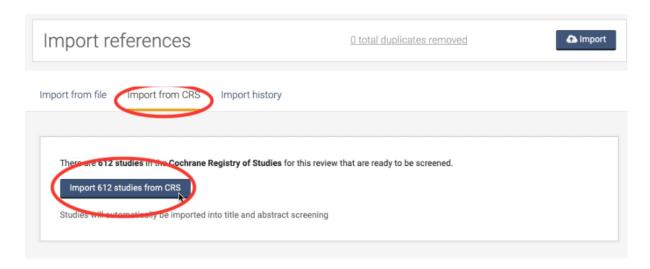


On the pull-out panel you have the option to send to Covidence. Select this option and fill in the remaining details.

An email will be sent to the recipient telling them that their results are available in Covidence.

They (or you) will then be able to go to the review in Covidence and select import and there will be the option to Import from CRS, which will pull the references you sent.





Please note that this will only work for reviews that are linked in Archie (i.e. those that have the Archie Logo next to them). These reviews can only be set up by authors of the review. Alternatively, you can create them using your Group account and email the Covidence helpdesk support@covidence.org to ask them to link them.

If you have any questions about using the Covidence plug-in for CRS, contact <u>cis-support@cochrane.org</u>.