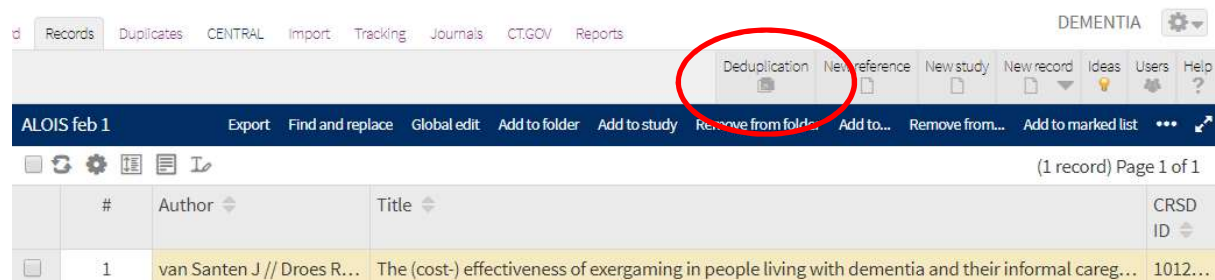


To add a record to CENTRAL first import the record into CRS, and then add it to a folder so you can work with it. Once the record is in a folder check that the record is not already in your segment by using the "DEDUPLICATION" button near the top right of the screen.

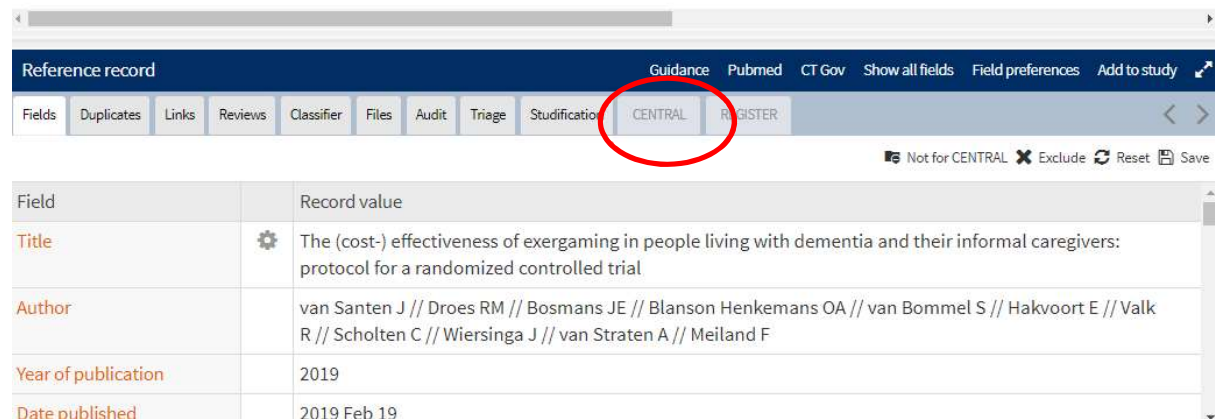
If the record is not already in your segment, you may add it to CENTRAL and your Register once you have edited it so that it compliant with the HarmoniSR standard and there is a video guide available here

<https://www.youtube.com/watch?v=NhFDcouHej0&feature=youtu.be>

There is now a further check when records are submitted to CENTRAL, in order to stop duplicate records being added to CENTRAL.



The screenshot shows the Cochrane Register of Studies interface. At the top, there are tabs for 'Records', 'Duplicates', 'CENTRAL', 'Import', 'Tracking', 'Journals', 'CT.GOV', and 'Reports'. On the right, there is a dropdown menu for 'DEMENTIA'. Below these tabs is a toolbar with buttons for 'Deduplication', 'New reference', 'New study', 'New record', 'Ideas', 'Users', and 'Help'. The 'Deduplication' button is circled in red. Below the toolbar is a dark blue bar with buttons for 'Export', 'Find and replace', 'Global edit', 'Add to folder', 'Add to study', 'Remove from folder', 'Add to...', 'Remove from...', and 'Add to marked list'. Below this is a table with columns for '#', 'Author', 'Title', and 'CRSD ID'. The first row shows a record with ID 1, author 'van Santen J // Drees R...', and title 'The (cost-) effectiveness of exergaming in people living with dementia and their informal careg...'. The page is labeled '(1 record) Page 1 of 1'.



The screenshot shows the Cochrane Register of Studies interface for a reference record. At the top, there are tabs for 'Fields', 'Duplicates', 'Links', 'Reviews', 'Classifier', 'Files', 'Audit', 'Triage', 'Studification', 'CENTRAL', and 'REGISTER'. The 'CENTRAL' button is circled in red. Below these tabs is a dark blue bar with buttons for 'Guidance', 'Pubmed', 'CT Gov', 'Show all fields', 'Field preferences', and 'Add to study'. Below this is a table with columns for 'Field' and 'Record value'. The table shows the following fields and values:

Field	Record value
Title	The (cost-) effectiveness of exergaming in people living with dementia and their informal caregivers: protocol for a randomized controlled trial
Author	van Santen J // Drees RM // Bosmans JE // Blanson Henkemans OA // van Bommel S // Hakvoort E // Valk R // Scholten C // Wiersinga J // van Straten A // Meiland F
Year of publication	2019
Date published	2019 Feb 19

To add a record to Central click the "CENTRAL" button, and the button will turn light blue whilst a check is run for duplicates. If there is no duplicate in CENTRAL the record is added and the button turns dark orange. If the record is already in CENTRAL the button turns dark blue.

If the button turns dark blue, the duplicate record can be accessed via the "CENTRAL" tab on the top row of the screen and dealt with in the usual way.

If you have any questions about adding records to CENTRAL, please contact cis-support@cochrane.org.