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.
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 turn 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.