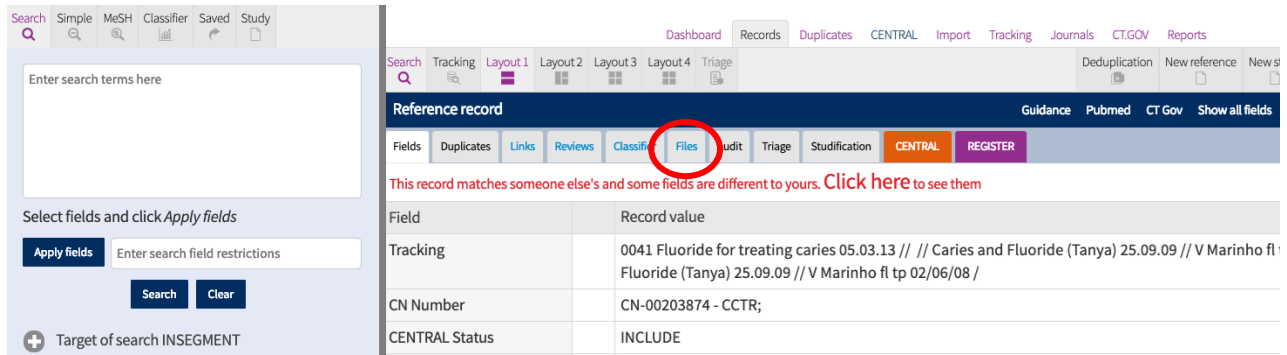


Quick ref guides

Adding attachments to CRS records

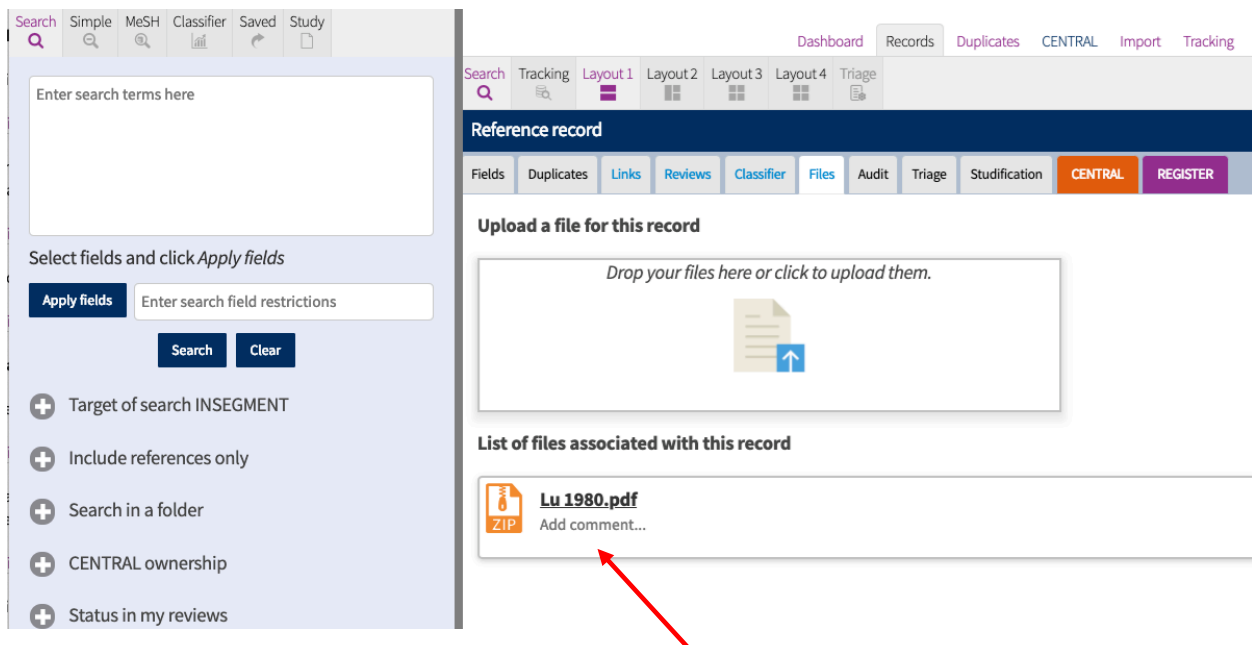
From the Dashboard, select the “Records” tab, then open the Reference record to which you wish to attach a file and select the tab “Files.”



The screenshot shows the Cochrane Register of Studies interface. On the left is a search sidebar with a search box and filters. The main area displays a 'Reference record' for a study. The 'Files' tab is highlighted with a red circle. Below the tabs, a table lists the record's details:

Field	Record value
Tracking	0041 Fluoride for treating caries 05.03.13 // // Caries and Fluoride (Tanya) 25.09.09 // V Marinho fluoride (Tanya) 25.09.09 // V Marinho fluoride 02/06/08 /
CN Number	CN-00203874 - CCTR;
CENTRAL Status	INCLUDE

From the Files tab, follow the instructions to upload a file for the record. Drag and drop or click to browse and upload a file from your computer. Note that you can upload any file type. In addition to PDF files or full text articles, you can upload spreadsheet files or Word documents too.



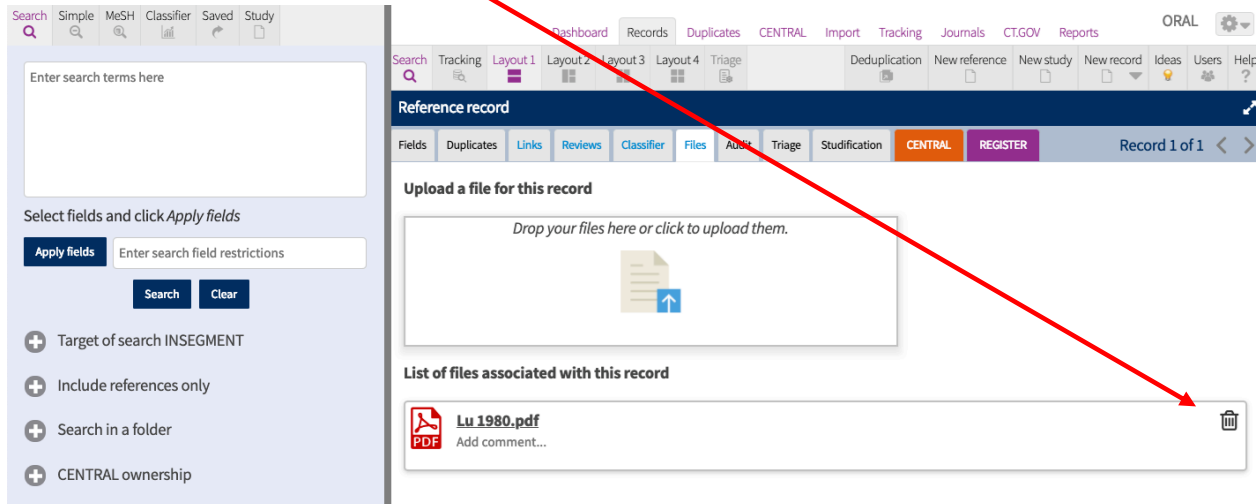
The screenshot shows the 'Files' tab selected in the reference record. It features an upload area with the text "Drop your files here or click to upload them." and a list of files associated with the record:

- Lu 1980.pdf** (ZIP icon) - Add comment...

A red arrow points to the "Add comment..." link for the uploaded file.

Once the file had uploaded, you will see it displayed in the Files tab. If you wish, you can also add a comment to display with the file name.

To remove a file, click the trash can.



The screenshot displays the Cochrane Register of Studies interface. On the left, there is a search sidebar with a search bar and several filter options: 'Target of search INSEGMENT', 'Include references only', 'Search in a folder', and 'CENTRAL ownership'. The main content area shows a 'Reference record' for 'Record 1 of 1'. Below the record title, there is an 'Upload a file for this record' section with a drop zone containing the text 'Drop your files here or click to upload them.' and a file upload icon. Below this, a 'List of files associated with this record' section shows a single file: 'Lu 1980.pdf' with a PDF icon and a trash can icon to its right. A red arrow points from the text 'To remove a file, click the trash can.' to this trash can icon.

If you have any questions about adding attachments or anything else, contact cis-support@cochrane.org