# Contact address and Affiliations

*Last updated November 2018*

## Contact address in Archie

Each person in Archie has an associated single contact address with the label 'Contact'. The contact address is the one shown by default on a person's Properties tab. This is personal information and is NOT used in reviews.

## Contact address(es) for reviews: Affiliation(s)

When a contact is allocated the Document role of Author, Archie automatically duplicates the contact address and labels the duplicate with the default name 'Affiliation1' for use in review author bylines. The Contact person's Affiliation 1 details are used to populate the contact person section at the start of a review.
Users can update their own contact details in Archie or via their Cochrane Account. Contact details are also editable by a user's Primary Group. These changes do not carry over to their affiliation(s).

> **IMPORTANT:** *If you want to edit an author's byline, you need to edit the affiliation(s), NOT the contact address.*

> **IMPORTANT:** *A Super User in any group where the author has a role can add and edit an author affiliation.*

## Add an affiliation to a contact record in any group

1. Open the person's Properties > General tab.
2. In the Address section, click New. The Address window opens.
3. Enter the label's name for the new affiliation (e.g. Affiliation 2).
4. Enter the new affiliation.
5. Click Apply.

The General tab in the person's Properties allows you to see the list of reviews associated with a specific affiliation, see Contact details in reviews.
If you are trying to match affiliations across authors on the same review, you can create a new affiliation specific to your group, and label it with your CRG name, then select this affiliation for use in that review. This avoids requesting changes to existing affiliations where you are not the author's Primary Group. It is also possible to specify that a particular review should have a different affiliation address, see Contact details in reviews.

## Edit an address or affiliation

1. From the person's Properties, choose General tab.
2. Choose the address to edit (if the person has more than one) from the Address pull-down list.
3. Click Edit. The Address (Person's name) window opens.
4. Add or edit information in the relevant fields.
5. When done, click Apply.

> **Note**: *Use the international format for all telephone and fax numbers, without hyphens (i.e. +[country code] [area code] [local number], e.g. +45 35 455571).*

> **Note:** *Every time you edit a person's contact details, the Super Users of all the groups in which the person has a Group Role will be informed of your edits (assuming these Super Users have chosen to receive the relevant Notification, namely, 'The record of a member of the [Group name] is modified').*

## Edit the label for an address

1. Open the person's Properties > General tab.
2. Choose the address to edit (if the person has more than one) from the Address pull-down list.
3. Click Edit. The Address (Person's name) window opens.
4. Edit the label for an address.
5. Click Apply.

> **IMPORTANT:** *It is not possible to change the label 'Contact' for the contact address.*

See also: Privacy, Style guidelines for names and contact information in Archie.