

Geographic Groups

How can I change my group contact and address information?

Check [Cochrane's list of Geographic Groups](#) to see if your group's contact information is up to date and your website URL is listed.

If changes are needed, log in to Archie and follow the instructions in [Editing a group](#).

Please note it may take up to 24 hours for all changes made to show up on other websites, which are fed from Archie.

Which group roles should I allocate to people involved with my group?

Geographic Groups have the following roles available:

Available group roles	Purpose of Archie group role	Archie access?
Super User	Administer the group and group roles	YES
Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES
Associate Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES
Information Specialist	Grants access to CRS to maintain segment	YES
Staff	Grants permissions to access staff resources	YES
Advisory Board Member	Address book of key non-staff stakeholders	NO
Affiliated Researcher	Grants temporary permissions to access staff resources	NO
Mailing List	Address book	NO
Other	Address book of volunteer contributors (with relevant role specification)	NO
Web Publisher	Grants permissions to edit websites	NO

Please allocate the **Staff** role to everyone who works with your group.

You can add Role Specifications to all roles as needed, to manage contact records more efficiently. You can choose any specifications you wish.

Role Specifications might include:

- Coordinator
- Social media poster
- Newsletter subscriber

Why are group roles important?

Group roles grant permissions to access Cochrane resources and also make staff eligible for Cochrane Membership. [Please see further information on Group roles](#).

Group roles ensure staff receive the correct communications. [Please see further information on staff communications in Cochrane..](#)

Can I get help with managing contact records?

Yes. Your responsibility as a group Super User is to keep your group data accurate in terms of roles and permissions. You do not need to update group members' details on their behalf. The Cochrane Community Support team deals with all Cochrane Account issues and has saved template responses to common user queries. If group members contact you asking you to update their personal details, please direct them to support@cochrane.org.

Can I use Archie to manage group mailing lists?

No. Archie is not a communications platform. People in Archie have Cochrane Accounts, and have agreed to us storing their data, but have not necessarily opted in to receive communications. You should manage your newsletters in a mailing system such as MailChimp. Please see [Cochrane's Guidance to Groups on Data Protection](#).

For further information on creating newsletters in MailChimp, see [Cochrane's recommendations](#) for newsletters, branding and templates.

Should I keep lists of group contacts outside of Archie, e.g. on external spreadsheets?

No. Cochrane provides central systems to store personal data and you should use these systems. This ensures that all data are centrally, securely managed and kept up to date.

Personal data should only be stored in Archie. Archie is regularly backed up and is secure (accessible only to those with permissions). Personal data (for example, names and email addresses) should not be stored locally in Group files or on spreadsheets.

If you need help with moving external mailing lists into Archie, please contact support@cochrane.org.