

About editorial workflows for Cochrane Reviews

The workflow system in [Archie](#) was designed primarily to help Managing Editors and others working in Cochrane Review Group (CRG) editorial offices manage their work more efficiently and effectively. Workflows help CRGs track the progress of individual reviews through the editorial process and can automatically send prompts and notification to authors, editors, and others involved in writing and editing reviews when they need to take action. In addition to this, workflow reports can be generated to help CRGs to analyse, reflect on, and improve their own editorial processes. Emails and attachments can also be generated automatically, which save time as they can be reused across all workflows.

Available workflows

Six workflows are available in Archie:

- [Title Registration](#)
- [Protocol Development](#)
- [Protocol Amendment](#)
- [Review Development](#)
- [Review Amendment](#)
- [Review Update](#)

CRGs can customize the templates in various ways to streamline work and to reflect their own editorial processes more closely.