

Quickstart guide

Log in

Go to the [Archie log in screen](#) and enter your Cochrane Account username and password. To log in, you need a role that grants access to Archie. See [Access to Archie: group roles and permissions](#).

Find a person

Type the person's name in the Quick Search box in the top right corner, and press Enter. See [Quick Search](#).

Edit a person record

Double click on a person's name to open their Properties. To edit a person if need the correct [permissions](#). See [Editing a person record](#).

Send an email

Right-click on a person's name and choose Email.