

Access to Archie: group roles and permissions

To access Archie, you must have a Cochrane Account and a relevant group role granting Archie access. These roles are listed by Group type below.

The basic level of access lets you edit your own record and view resources shared with everybody.

- To request access to Archie, contact support@cochrane.org. The Support Team will forward your request to your Group Super User(s).

Group types	Available group roles	Purpose of role	Archie access?	Purpose of Archie access
Geographic groups Affiliate Associate Centre Centre Geographic Network	Associate Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES	View group membership and documents
	Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES	View group membership and documents
	Information Specialist	Grants access to CRS to maintain segment	YES	View relevant reviews throughout editorial process
	Staff	Grants permissions to access staff resources	NO	
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	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	
Review groups Campbell Review Group Cochrane Review Group	Administrative Assistant	Group administration	YES	Administer contact records
	Assistant Information Specialist	Grants access to CRS to maintain segment	YES	Access reviews in the editorial phase to edit search strategy
	Assistant Managing Editor	Manage editorial process	YES	Manage reviews, authors and workflows
	Coordinating Editor	Leadership of the group	YES	Oversight of reviews and workflows
	Deputy Coordinating Editor	Leadership of the group	YES	Oversight of reviews and workflows
	Editor	Access and edit review documents	YES	Access reviews in the editorial phase
	Editorial Assistant	Manage editorial process	YES	Manage reviews, authors and workflows
	Feedback Editor	Access and edit review documents	YES	Access reviews in the editorial phase
	Information Specialist	Grants access to CRS to maintain segment	YES	Access reviews in the editorial phase to edit search strategy
	Managing Editor	Manage editorial process	YES	Manage reviews, authors and workflows
	Staff	Grants permissions to access staff resources	NO	
	Statistician	Provide statistical feedback on reviews	YES	Access reviews in the editorial phase
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	Affiliated Researcher	Grants temporary permissions to access staff resources	NO	
	Author	Access and edit assigned review documents in RevMan	NO	
	Consumer Reviewer	Provide feedback on reviews	NO	
	Handsearcher	Address book of contributors	NO	
	Mailing List	Address book	NO	
	Other	Address book of volunteer contributors (with relevant role specification)	NO	

	Peer Reviewer	Provide feedback on reviews	NO	
	Possible Contributor	Address book of potential contributors	NO	
	Translator	Address book of volunteer contributors (with relevant role specification)	NO	
	Web Publisher	Grants permissions to edit websites	NO	
Fields	Director	Leadership of the group	YES	View group membership and documents
	Information Specialist	Grants access to CRS to maintain segment	YES	View relevant reviews throughout editorial process
	Staff	Grants permissions to access staff resources	NO	
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	Advisory Board Member	Address book of key non-staff stakeholders	NO	
	Group Member	Address book of core group members	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	
Governance and Methods groups Committee Executive Forum / Board Governing Board Governing Board Advisory Committee Governing Board Sub-Committee Methods Group	Super User	Administer the group and group roles	YES	
	Convenor	Leadership of group	NO	
	Group Member	Address book of core group members	NO	
	Other	Address book of volunteer contributors (with relevant role specification)	NO	
	Staff	Grants permissions to access staff resources	NO	
	Web Publisher	Grants permissions to edit websites	NO	
Cochrane Central Executive Team	Funding Arbiter	Making decisions on Conflicts of Interest	YES	
	Staff	Grants permissions to access staff resources	NO	
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	Other	Accounts associated with IT systems (i.e. not humans)	NO	
Translation Projects	Managing Translator	Oversight of translation work in assigned language; grants advanced editing permissions in Memsource	YES	Administer the group and group roles
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	Translator	Grants editing permissions in Memsource	NO	
Other Cochrane Review Group Satellite Copy-Editing Group Support Teams	Copy Editor	Access and edit review documents	YES	Access reviews in the editorial phase
	Staff	Grants permissions to access staff resources	NO	
	Super User	Administer the group and group roles	YES	Administer the group and group roles
	Annotator	Grants permissions to access Linked Data	NO	
	Convenor	Leadership of group	NO	

Other groups	Curator	Grants permissions to access Linked Data	NO	
	Group Member	Address book of core group members	NO	
	Other	Address book of volunteer contributors (with relevant role specification)	NO	