

# Permissions

All users with access to Archie can view all public resources and edit their own record. Some users will have additional permissions to view or edit particular resources. These permissions are based on the user's roles:

- **Super Users** have full permissions for all the resources belonging to a group.
- **Group Roles** such as Assistant ME can be configured to give permissions for some or all of the resources belonging to a group. The standard CRG roles have been set up with default permissions. See [Permissions linked to Review Group roles](#).
- **Document Roles**, such as Author, give access rights for the relevant document. See [Document roles](#).

## Permissions for all users with Archie access

All users with access to Archie can:

- Read and edit their own contact details.
- Read (but not edit) non-hidden contact details for all persons.
- View the titles of all documents (but not read or edit the contents).
- Read the properties of all derivative products.

## Permissions based on Group Roles

Super Users have full control of all their group's resources. This means the ability to create, read, and edit information, including information marked as 'hidden'. Super Users can also publish documents.

Super Users may wish to share their permissions with another member of their group. Super Users can share a subset of their permissions, such as the ability to edit contact details, by modifying the permission level assigned to the person's Group Role.

For example, an ME (as Super User) can modify the permission level for the Staff role in the CRG to allow all staff to create and edit persons. See [Editing Group Roles](#) and [Group Role permissions](#).

- *Note: Assigning permissions to a Group Role will affect both current and future users who have the role, but only within the group in question.*

## Permissions based on Document Roles

In addition to having group roles users can also be assigned roles in relation to specific documents. See [Document Roles](#).

See also [Access to Archie: group roles and permissions](#), [Group roles](#), [Authoring and editorial phases](#)

## Special User permissions

As well as the permissions that users are granted through the standard permissions, and their entity role permissions, a small number of people who have special roles within Cochrane are included in Special User Groups (through Archie's administrative interface) that give access to data across all entities.

The table below lists Special User Groups and their associated permissions, the person responsible for approving membership, and the default membership, where relevant.

Name	Permissions	Person responsible for approving membership
Cochrane Register of Studies (CRS)	<ul style="list-style-type: none"><li>• Read all draft and published reviews.</li><li>• Full access to CRS</li></ul>	CRS Project Manager
CIS (Cochrane Information Specialist) Support Team	<ul style="list-style-type: none"><li>• Collaboration-wide access to all user functions and data (apart from Files folders for CET, CEU, Governing Board, Board advisory committees, Board sub-committees, Group Executives and Committees)</li><li>• Cannot access Publisher, Monitor or Admin tabs in Archie</li></ul>	CIS Team Manager
Community Support Team	<ul style="list-style-type: none"><li>• Full control (equivalent to being Super User) for all person records in Archie</li><li>• View workflows</li></ul>	Membership and Support Manager
ME (Managing Editor) Support Team	<ul style="list-style-type: none"><li>• Full control (equivalent to being Super User) for all CRGs</li></ul>	ME Support Manager

Editorial and Methods Department (EMD)	<ul style="list-style-type: none"> <li>• Read published reviews and reviews that have been marked for publication</li> <li>• View Author roles</li> <li>• View Group reports</li> <li>• Access Monitor Interface</li> <li>• Access Review Versions Search</li> <li>• View workflows</li> </ul>	Editor in Chief
Monitors	<ul style="list-style-type: none"> <li>• Read published reviews</li> <li>• View Group reports</li> <li>• Access Monitor Interface</li> <li>• Access Review Versions Search</li> </ul>	Chief Executive Officer; Automatically approved members of this user group: elected members of the Board; staff of the Central Executive Team (CET); and members of the Monitoring and Registration Committee (MaRC)
Podcast editors and Translators	<ul style="list-style-type: none"> <li>• Read published reviews and reviews that have been marked for publication</li> <li>• View Author roles</li> <li>• Read 'Nearly ready for publication' reviews?</li> </ul>	Editor in Chief, Translation Working Group
Publishers	<ul style="list-style-type: none"> <li>• Read published reviews and reviews that have been marked for publication</li> <li>• View Author roles</li> <li>• Access to the Publisher tab (which gives access to exporting reviews for publication in the Cochrane Database of Systematic Reviews)</li> <li>• Ability to bypass validation errors for publication</li> </ul>	Publisher, The Cochrane Library
Research Projects	<ul style="list-style-type: none"> <li>• Allows access to all published reviews</li> <li>• Read published versions</li> <li>• Access Review Version Search</li> </ul>	Editor in Chief
Central Executive Team (CET)	Edit contact details of all persons	CET Administrator
SysAdmins	Full control over all functions and data	CIS Team Manager