

Permissions linked to Review Group roles

Permissions derived from Group Roles range from 'minimum' to 'maximum' and pertain only to resources (people, reviews, etc.) within the group. For example, the default for the Editor role is to have the Low permission level for Reviews. This means that an Editor in a CRG is allowed to read published versions of reviews within that one CRG.



Note: Menu items that user does not have permission to use are disabled.

The following permission levels can be assigned to a group role:

Level	CRS	Group	Files	Notes	Person	Review*	Workflows
Max	Create and delete records.	Edit group properties (Topics, Subscription). Submit Monitoring forms.	Delete folders and files.	n/a	Create user accounts. Export more than 25 records.	Create new. Delete. Publish. Revert versions. Manage Col and LFP forms. View and edit reviews in RevMan Web.	Abort and delete workflows. Edit workflow and email templates.
High	Edit records.	Create and edit event in group's Calendar. View group reports.	Create and edit folders and files. View Security tab.	Edit Group / Administrative notes.	Create, Edit and Delete Persons. Assign Group roles. View hidden fields.	Edit Properties (Phase, Stage, Status and Topics). Read Authoring versions. Edit in Authoring Write Phase. View and edit reviews in RevMan Web.	Start and edit workflows (includes ability to send emails).
Med	Read records.	n/a	View folders and their contents.	View Administrative notes.	n/a	Read editorial, shared and To be published versions (Note: also affects reviews the person has an author role for). Edit in Editorial Write Phase. View and assign all roles. View Col and LFP forms. View and edit reviews in RevMan Web.	View details.
Low	View records	n/a	n/a	n/a	View all persons in Archie.	Read published versions.	View.
Min	None.	None. (All users can view all groups in Archie.)	None.	View Group notes. (All users can read Public notes for resources they can view.)	None. (All users can edit own record)	None. (All users can view the properties of all reviews in Archie, but not read the contents.)	None. (All users can view their own tasks.)

*The Review column is only available for groups that have the relevant document type.



 Note: Changing the permission levels for a role will only affect the role within the group this was done in. Role permissions affect every current or future user who has that role in the group.

Default permission levels for Cochrane Review Group Roles:

Role	CRS	Group	Folder	Notes	Person	Review	Workflow
Administrative assistant	Min	High	High	High	Max	High	High
Assistant Information Specialist	Medium	Min	High	Medium	Low	Medium	Low
Assistant Managing Editor	Medium	Max	Max	High	Max	Max	Max
Author	Min	Min	Min	Min	Low	Low	Min
Coordinating Editor	Medium	Max	Medium	High	Low	Medium	Medium
Deputy Coordinating Editor	Medium	Max	Medium	High	Low	Medium	Medium
Editor	Min	High	Min	Medium	Low	Low	Low
Editorial Assistant	Medium	Medium	Max	High	Medium	Max	Medium
Feedback editor	Min	High	Min	Medium	Low	Medium	Low
Information Specialist	Max	Max	Max	High	High	High	High
Managing Editor	Medium	Max	Max	High	Max	Max	Max
Network Associate Editor	Min	Min	Min	Min	Min	Min	Min
Network Senior Editor	Min	Min	Min	Min	Min	Min	Min
Network Support Fellow	Min	Min	Min	Min	Min	Min	Min
Staff	Min	Min	Min	Medium	Low	Low	Min
Statistician	Min	Min	Min	Min	Low	Medium	Min
Super User*	Max	Max	Max	High	Max	Max	Max
Affiliated Researcher	Please note that from February 2020, changes to Archie roles and permissions will mean that allocating these roles does not grant access to Archie. For further information, see Access to Archie: group roles and permissions .						
Consumer Reviewer							
Handsearcher							
Mailing list							
Other							

Peer reviewer	
Possible contributor	
Translator	Grants access to Memsource translation software.
Web publisher	Grants permission to edit group website.

*Super Users can Edit the roles in a group and their associated permission levels. Super User permissions cannot be edited.

To set permission levels for a role

1. From the group's Properties, click the Roles tab.
2. Click the role you wish to modify. It will be highlighted in blue.
3. Click Edit.
4. Choose the levels you wish to be in effect for each resource type.
5. Click OK.