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By default, the access will be given to the Co-ordinating Editor in each CRG, but this can be changed by a user with the Max [permission level](#) for the CRG. In satellites, there is no default, so a person must actively be chosen.

To donate access to Wiley Online Library

1. Open your group's Properties, and go to the Subscription tab.
2. Under Complimentary Access to Wiley Online Library, click the  button to find and select the person to give access. See [Choosing a person or date](#).
3. Click Close.

Using access to Wiley Online Library

Any user who has been given access to the Wiley Online Library will have special link in the top right corner of Archie, next to the links to Cochrane Community and The Cochrane Library. The user also has button on the Subscription tab of their Properties sheet.

There are two aspects that control your experience when using the Wiley Online Library:

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2. A **user profile** with saved searches or alerts. **This in no way connected to your Archie access.** If you go to the Wiley site directly without using the link in Archie, you can still login to you Wiley profile, but you will not have full-text access (unless you have this through other means, such as being at an institution that provides this automatically) .

Within the Wiley Online Library a journal where you have full-text access will have an open padlock icon on its title page.