

Super Users' guide to Archie

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Frequently asked questions

What is Archie?

Archie (<https://archie.cochrane.org/>) is Cochrane's online database of review documents and contact information. It contains data about reviews, translations of reviews, registered Cochrane Groups and people who are involved in Cochrane.

Archie is largely reserved for use by Cochrane Group staff. **Every contact listed in Archie also has a linked [Cochrane Account](#), where users can view and edit their own details.** All updates made in My Account are visible in Archie.

What is a Super User?

If you are a Super User in your group, you can edit group contact data and other information in Archie. Groups can have more than one Super User. You can have the Super User role and other group roles at the same time.

You have more powers in Archie than other users in your group, and with great power comes great responsibility!

What are my responsibilities as a Super User?

Super Users are responsible for keeping their group data in Archie up to date. This is an essential part of group management. [Please also refer to Cochrane's comprehensive guidance on Data Protection.](#)

Group data should be updated **whenever there is a change** and checked for accuracy **at least once a year**.

Updating group data

Type of data	What do I need to do?	Why is this important?	Where can I find out how to do this?
Group address and contact information	Keep the group address, contact email and website address up to date	The list of Cochrane Groups and linked map on the Cochrane website are populated from the group properties in Archie	Editing a group
Group roles	Ensure that anyone who works for your group is allocated the Archie role Staff and any other relevant roles	Archie group roles <ul style="list-style-type: none">• allow people to access Cochrane resources (e.g. Slack, Cochrane Interactive Learning)• grant permissions to perform specific tasks• ensure people receive relevant communications / are added to role-based mailing lists• grant Cochrane Membership• track contributor involvement with your group	Assigning roles to people, Group roles See also Access to Archie: group roles and permissions , Cochrane Communications for our community
Group roles	Deactivate people's roles if they are no longer involved with your group Delete the Super User and Staff roles when no longer required	Data security - deactivating or deleting roles ensures people who no longer work with your group cannot continue to access information in Archie	Group roles
Declarations of interest	Check that people in your group whose role requires them to update their Declaration of Interest have responded to the annual reminder to update their Declaration.	This demonstrates that your Group is complying with Cochrane's Conflict of Interest Policy for Cochrane Groups	People can update Declarations in their Cochrane Account
Individuals' names and contact information	Nothing! Every contact listed in Archie also has a linked Cochrane Account , where users can view and edit their own details	Your role as Super User involves group data only - users can manage their own data	Direct any user with queries to support@cochrane.org

Get to know your Group Properties in Archie

Log in to Archie > Find your Group under the Resources tab > Right-click on the Group name > Properties

Colorectal Group - Google Chrome

archie.cochrane.org/sections/resources/entityProperties.jsp?key=53

General Support Info Topics Roles Subscription

Name: Colorectal Group

Type: Review Group

- **General** - Contact details for your Group
- **Info** - Status and Parent group, if applicable
- **Roles** - Roles available for a group. Use this to adjust permissions for each role, see [Editing Group roles](#)
- **Subscription** - Complimentary subscription(s) to the Cochrane Library. See [Complimentary subscription](#)

Cochrane Review Groups and Fields have extra tabs:

- **Support** - (Review Groups only) internal and external sources of financial support
- **Topics** - Thematic topics. see [Topics lists](#).

See the people who work with your Group in Archie

Log in to Archie > Find your Group under the Resources tab > Expand the Group menu > People > Select a role to see the people holding this role

Role	Total	Active role	Inactive role
Advisory Board Member	3	3	0
Director	1	1	0
Group Member	14	14	0
Information Specialist	0	0	0
Mailing list	12	12	0
Staff	0	0	0
Super User	3	3	0
Web Publisher	2	1	1

Frequently asked questions

How often do I need to check and update my Group data?

Group data should be updated **whenever there is a change** and checked for accuracy **at least once a year**. See table above.

Do I need to create user accounts for contributors to my Cochrane Group and update their contact details?

No. Everyone involved in Cochrane can create their own Cochrane Account, and view and [edit their own details in My Account](#). You do not need to update group members' details on their behalf.

All updates made in My Account are visible in Archie. See [Managing user accounts](#).

The Cochrane Community Support team deals with all Cochrane Account issues and has saved template responses to common user queries. If group members contact you asking you to update their personal details, please direct them to support@cochrane.org.

Can I use Archie to manage group mailing lists?

No. Archie is not a communications platform. People in Archie have Cochrane Accounts, and have agreed to us storing their data, but have not necessarily opted in to receive communications. You should manage your newsletters in a mailing system such as MailChimp. Please see [Cochrane's Guidance to Groups on Data Protection](#).

For further information on creating newsletters in MailChimp, see [Cochrane's recommendations for newsletters](#), branding and templates.

Should I keep lists of group contacts outside of Archie, e.g. on external spreadsheets?

No. Cochrane provides central systems to store personal data and you should use these systems. This ensures that all data are centrally, securely managed and kept up to date.

Personal data should only be stored in Archie. Archie is regularly backed up and is secure (accessible only to those with permissions). Personal data (for example, names and email addresses) should not be stored locally in Group files or on spreadsheets.

If you need help with moving external lists into Archie, please contact support@cochrane.org.

Where can I get more help?

The Archie Knowledge Base provides instructions on how to complete all group tasks in Archie. If you have a query that is not answered here, please contact support@cochrane.org.