

# Geographic Groups

## How can I change my group contact and address information?

Your group contact and address information in Archie must be kept up to date in order to ensure that the details display correctly on the Cochrane website. The list of Geographic Groups and linked map are populated from the group properties in Archie.

Check [Cochrane's list of Geographic Groups](#) to see if your group's contact information is up to date and your website URL is listed.

If changes are needed, log in to Archie and follow the instructions in [Editing a group](#).

Please note it may take up to 24 hours for all changes made to show up on other websites, which are fed from Archie. If you edit your group information and the changes do not display after 24 hours, or your location does not update on the [group map](#), please contact [support@cochrane.org](mailto:support@cochrane.org).

## Which group roles should I allocate to people involved with my group?

Geographic Groups have the following roles available. Everyone who works with your group should have the **Staff** role.

You must notify the Cochrane Central Executive when certain group roles change. See [Group roles](#).

Available group roles	Purpose of Archie group role	Do people with this role have access to Archie?
Super User	Administer the group and group roles	YES
Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES
Associate Director	Leadership of the group; grants voting rights for Centre Directors' Executive	YES
Information Specialist	Grants access to CRS to maintain segment	YES
Advisory Board Member	Key non-staff stakeholders	NO
Affiliated Researcher	Grants temporary permissions to access staff resources	NO
Mailing List	Address book	NO
Other	Volunteer contributors (with relevant role specification)	NO
Staff	Grants permissions to access staff resources	NO
Web Publisher	Grants permissions to edit websites	NO

Please allocate the **Staff** role to everyone who works with your group.

You can add Role Specifications to all roles as needed, to manage people's more efficiently. You can choose any specifications you wish.

Role Specifications might include:

- Coordinator
- Social media poster
- Summer Intern

## Why are group roles important?

See [Super Users' guide to Archie](#).