Methods 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 Cochrane Groups is populated from the group properties in Archie.

Check Cochrane's list of Methods 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, please contact support@cochrane.org.

How can I use Archie group roles to keep track of my group membership?

Methods Groups have the following roles available. 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
Convenor	Leadership of group	NO
Group Member	Address book of core group members	NO
Mailing list	Address book of interested contacts	NO
Other	Usage optional	NO
Staff	Grants permissions to access staff resources	NO
Web Publisher	Grants permissions to edit websites	NO

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

Role Specifications might include:

- Coordinator
- Co-Convenor
- Group administrator
- Mailing list

You can adjust group roles to reflect people's level of engagement in your group.

Why are group roles important?

See Super Users' guide to Archie.