# Logging in to the CRS

Single vs. multiple users Internet access Proxy settings Report a login problem Logging in to an existing CRS database Creating a new database Reporting an error loading a database Login permissions

## Single vs. multiple users

When first connecting to a Cochrane Review Group (CRG) database, it is possible to choose one of three installation types.

**★ Tip**: This pop-up box will only appear in the first time the CRS is accessed to create the CRG's database.



- Single User (Single Machine) This option should be chosen if the CRS will only be installed on one computer and there will only be one person from the CRG editing the database.
- Single User (Multiple Machines) This option should be chosen if the CRS will need to access the same database from different locations (e.g. from a home computer and an office computer).

• Multiple Users – This option should be chosen if there will be more than one person from the CRG editing the database.

The installation type can be changed at a later point in time.

**★ Tip**: When setting up the database and creating new fields, etc., it is recommended that the first option (i.e. Single User (Single Machine)) is chosen as everything will happen locally, except for the synchronisation process, which means the CRS is more responsive and requires fewer record locks to stop two people working on the same record at the same time.

### **Internet access**

An Internet connection is <u>not</u> required to log into and use the CRS, however it is important to note that changes will only be saved locally (i.e. only on the computer the CRS is accessed from). When an Internet connection is available synchronisation can take place and the changes will be saved to the main server.

# **Proxy settings**

If a proxy server is required for connecting to the Internet, this can be configured before logging on.

To define the proxy settings:

1. Click on the **Proxy settings** button in the CRS login prompt box

-	≈ CRSLive	
ſ	CRS The Cochrane Register of Studies v1.47	
1	Welcome to the Cochrane Register of Studies. Please log in using your Archie username and password. If you would like help starting CRS please <b>click here</b>	
1	Username rfoxlee	
8	Password	
	Login Proxy settings Report Quit	

- 2. The **Proxy Settings** pop-up box will appear and the required proxy server details can be entered:
  - Proxy Server Name The host name or IP address of the proxy server used.
  - Proxy Server Port The port number of the proxy server used.
  - Proxy Server Username If the server requires a username to allow access, then this can be entered here.
  - Proxy Server Password If the server requires a password to allow access, then this can be entered here.

**★ Tip**: The proxy server settings entered for the CRS should be the same as the proxy server settings entered for Review Manager if the CRS is installed on an office computer.

🏁 The Cochrane Register of Studies 🛛 🛛 🔀
CRS Proxy Settings
If you connect to the Internet through a Proxy server, please enter the details here
Proxy server name
Proxy server port
Proxy server username
Proxy server password
OK Cancel

3. Click on the **OK** button to return to the CRS login prompt box.

#### **Report a login problem**

Occasionally some institutions may prevent programs from accessing the Internet. If there any problems encountered when logging into the CRS:

- 1. Click on the **Report** button in the CRS login prompt box. A text box will appear at the bottom containing the error message(s) regarding the failed login attempt.
- 2. Copy the information from the text area.
- 3. Paste the copied information into an email and send it to <a href="mailto:crshelp@cochrane.org">crshelp@cochrane.org</a>

** CRSLive	
Welcome to the Coch password. If you wou	The Cochrane Register of Studies v1.39 rane Register of Studies. Please log in using your Archie username and Id like help starting CRS please click here
Username	ftai@ctc.usyd.edu.au
Password	•••••
Login	Proxy settings Report Quit
Connecting to htt Returned OK Authentication fail	p://archie.cochrane.org/ ed

# Logging in to an existing CRS database

A current Archie username and password is required to login to the CRS. The CRS will store cached Archie login credentials which allow the user to access CRS at any time. To log in and access the CRS:

- 1. Enter Archie username and password in the CRS login prompt box.
- 2. Click on the **Login** button.
- 3. Once logged in successfully, the CRS will display a list of databases the user has access to. Select the desired database to be opened from the drop-down list.

c%	
	hrane Register of Studies
Please select the database to open	or create a new database.
Current Databases: WOUNDS	•
OK Cancel	Create New Database

**Tip**: The list of databases includes those supplied to the CRS by Archie when a user logs in, usually named with the Cochrane Review Group's (CRG's) identifier associated with the logged in user's associated group(s), plus any other databases created locally by the logged in user.

### Creating a new database

A new database that does not link to any Group databases can be created.

1. Click on the **Create New Database** button.

***
CRS The Cochrane Register of Studies
Please select the database to open or create a new database.
Current Databases: BREASTCA
OK Cancel Create New Database

- 2. Enter the name of the new database when prompted by the **Create New Database** pop-up box.
- 3. Click on the **OK** button.

*** The Cochrane Register of Studies	×
CRS Create New Database	
Enter New Database Name:	
OK Cancel	

- 4. Click on the **OK** button.
- 5. Once the desired database to be accessed has been selected, the CRS will begin to load it. A loading dialog pop-up box will appear when the loading process begins.
- 6. When the login process is complete, any initial installations of a CRG database will be taken to the **Synchronise** tab to allow the user to synchronise all the current CRG group records on the server database including CENTRAL records and Cochrane reviews and protocols. Users will be taken to the **Homepage** tab for subsequent installations and for when databases have been created locally.

**★ Tip**: The loading process for a database selected for the first time may take a long time as the CRS will also need to load standard data tables such as the MeSH thesaurus and the Journal Authority list.

#### **Reporting an error loading a database**

If there is a problem with the loading of the selected database:

- 1. Click on the  $\triangle$  *Alert* button to view the error log.
- 2. Copy the information in the error log.
- 3. Paste the copied information into an email and send it to crshelp@cochrane.org

**	
CRS The Cochrane Register of Studies	
Please Wait Loading local database BREASTCA	
Opening Database	
	Þ

### **Login permissions**

Access to the CRS software application is restricted to Cochrane editorial base staff with the following roles, as defined in Archie:

- Trials Search Co-ordinator
- Assistant Trials Search Co-ordinator
- Managing Editor
- Assistant Managing Editor
- Editorial Assistants
- Co-ordinating Editor

Trials Search Co-ordinators have the maximum level of access to the CRS, whilst all other roles listed above have been given medium level access.

All users of the CRS software application will be considered as 'editor' i.e. they have access to all records in their group's CRS segment. They will also have access to the records shared in the main dataset – that is, the aggregated records from all group segments that are marked 'for publication' or 'unpublished'. No user can edit the records of another group, and data marked as 'private' in a group segment will not be accessible to users outside that group.

#### **Permission levels**

There are 5 permission levels that can be assigned to CRS users:

- Maximum Allows the user to view, read, edit, create and delete records.
- High Allows the user to view, read, and edit records.
- Medium Allows the user to view list of records and read (see) individual records.
- Low Allows the user to view a list of records only but not see individual records.
- Minimum No access permissions granted.

#### Adding, removing or changing permission levels

An Archie Super User can add, remove or change the permission levels. To do this:

1. From the entity's Properties, click on the **Roles** tab.

2. Click on the role you wish to modify (it will be highlighted in blue). Click on the **Edit** button.

🤝 Breast Cancer Group -	Goog	e Chro	ome						x
archie.cochrane.org/sections/resources/entityProperties.jsp?key=52									
General Support	Inf	5	Topics		Roles	Subs	cription		
Administrative Assistant	Min	Min	Min	Min	Min	Min	Min	Min	^
Affiliated Researcher	Min	Min	Min	Min	Min	Min	Min	Min	
Assistant Managing Editor	Med	High	MAX	High	High	MAX	Med	Med	
Assistant TSC	Min	Min	Min	Min	Min	Min	Min	Min	
Author	Min	Min	Min	Low	Min	Min	Low	Min	
🙀 Co-ordinating Editor	Med	MAX	Med	Med	High	Min	Med	Med	
Consumer Co-ordinator	Min	Min	Med	Med	Med	Min	Low	Min	
Consumer Referee	Min	Min	Min	Low	Min	Min	Low	Min	
Editor	Min	Min	Min	Low	Min	Min	MAX	Min	
🚮 Editorial Assistant	Min	Min	Min	Min	Min	Min	Min	Min	
🚮 Feedback Editor	Min	Min	Min	Low	Med	Min	Low	Low	
🚮 Handsearcher	Min	Min	Min	Low	Min	Min	Low	Min	
🚮 Mailing list	Min	Min	Min	Min	Min	Min	Min	Min	
Managing Editor	Med	MAX	MAX	MAX	High	MAX	MAX	MAX	
🚮 Other	Min	Min	Min	Min	Min	Min	Min	Min	
🙀 Possible contributor	Min	Min	Min	Min	Min	Min	Min	Min	
Referee	Min	Min	Min	Low	Min	Min	Low	Min	
🚮 Staff	Min	Min	Min	Low	Med	Min	Low	Min	
🚮 Statistician	Min	Min	Min	Med	Min	Min	Low	Min	
👧 Translator	Min	Min	Min	Low	Min	Min	Low	Min	
🚮 Trials Search Co-ordinato	MAX	MAX	MAX	High	High	High	High	High	
👧 Web Contributor	Min	Min	Min	Min	Min	Min	Min	Min	
🚮 Web Publisher	Min	Min	Min	Min	Min	Min	Min	Min	
			_						
				New		Edit	De	elete	
1					$\wedge$			1	
								Close	

3. Under the **CRS** tab, select the permission level to be assigned for the selected role.

General		
Туре:	Assistant Managing Editor	
Description:		
Permissions:		
CRS:		
O MAX	Create and delete records.	
O High	Edit records.	
Med	Read records.	
O Low	View records.	

4. Click the **OK** button to confirm the selection.