This is Issue 7 in a series of Bulletins from the Managing Editor (ME) Support team aimed at highlighting issues of interest to MEs and Assistant MEs.

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1. What's New in Archie

Don't forget to keep a look out for the latest 'What's New' releases in Archie. The list is accessible from the Archie Help file, or at http://tech.cochrane.org/archie/new-releases/whats-new

2. Colloquium early bird registration deadline

The deadline for the free registration for this year's Colloquium has passed. The early-bird registration ends 22 July 2015. Go to https://colloquium.cochrane.org/registration-information

3. Standardising Roles in Archie

Now is an opportune time to check your Archie Roles & associated Permissions of all members of your editorial base to ensure they are correct. If your Group has a Deputy Co-ordinating Editor, please use the new Role 'Deputy Co-ordinating Editor' and not the Role Specification 'Deputy Co-ordinating Editor' to signify this Role. To do this right-click on your Group's name > Properties > Roles. From here click on New > Deputy Co-ordinating Editor. Don't forget to check the Permissions for the Role 'Deputy Co-ordinating Editor' are correct for your Group.

4. Review Group Summary Report

If you need to find out the number of reviews and protocols published by each Cochrane Group over a particular period, or in a particular issue of the Cochrane Database of Systematic Reviews, Archie has the tool for you. In the Resources tab click on Tools > Global Reports… > Review Group Summary Report.

5. Tip from the User Experience Group (UXG)

The wishlist item 'Emailing ALL review authors when sending a task email' is already possible by pre-specifying this in the Workflow email template (using the CC Role option). However, be aware that any author cc'ed into the email (not just the Assignee) can click on the link to complete the task. See http://ideas.cochrane.org/forums/252906-archie/suggestions/5951680-emailing-all-review-authors-when-sending-a-task-em for further information

6. 'Get involved' request suggestion for potential contributors

Here is something for those contributors who want to get involved or help a CRG but are not ready to become an author or referee – suggest they become an EMBASE screener – see below for details you can email out to them:

Become an EMBASE screener – Cochrane's innovative EMBASE project is now open for all budding volunteers! The EMBASE project provides an opportunity for new and potential contributors to get involved with Cochrane work by diving into a task that needs doing. No prior experience is necessary as the task supports a 'learn as you do' approach. The project's purpose is to identify reports of RCTs and quasi-RCTs from EMBASE for publication in CENTRAL. A web-based screening tool has been developed so that anyone, with access to the internet, can join the collective effort to screen the search results for relevance within CENTRAL. A quality-control system has been developed so that all records will be viewed by at least two screeners. Records viewed by new screeners will need three consecutive agreements on the record's relevance for it to then be either published in CENTRAL or 'rejected'. Disagreements will be arbitrated by highly experienced screeners. This task has been designed so that it fits around people's busy lives and they can dip in and out as suits them. By the end of 2014, over 800 volunteers had signed up and collectively screened more than 100,000 records identifying over 3,500 RCTs.

Interested? Then simply:
1. Click on this link which will take you the screening tool:
http://screening.metaxis.com/EMBASE
2. You'll then need to create an account (which will take about a minute to do)
3. Start screening – 20 practice records first, which you can as many times as you like, and then onto 'live' records

 If you have any questions, queries or suggestions the project team would love to hear from you:anna.noel-storr@rdm.ox.ac.uk

7. Communications Network Weekly Digest

To help you quickly find past issues of Cochrane Community (previously Within Cochrane) the archive can be found here: https://community.cochrane.org/community/collaboration-communication/cochrane-community. For Cochrane Connect archived issues, please go to https://community.cochrane.org/news/newsletters

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If you have questions about any of the above items, or about any aspect of your ME role, regardless of your location, please contact us at mesupport@cochrane.org

Best wishes,
Liz Dooley, on behalf of the ME Support team

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