


Quick Start for Authors

How to access reviews and edit your contact details in *Archie*, The Cochrane Collaboration's central server for managing documents and contacts details

Having logged into Archie (<http://archie.cochrane.org>), you can read a copy of the latest version of your review and previous versions, for which you have permission to read as an author. Reviews can only be edited in RevMan. You can view and edit your contact details. For detailed information, see the Help file in Archie and RevMan 5.

Reading your review

- Enter the title of your review in the Quick Search box in the upper right-hand corner of the opening screen to find your review
- Click the second icon ( Search documents)
- If there is more than one search result, double-click the title to open its Properties; if there is only one search result, the Properties will automatically open
- Click the History tab in the Properties where the current and previous versions of your review are listed
- Click the latest version (at the top of the list) and then click View

Comparing review versions

- Go to History tab in the Properties
- Click one of the versions you want to compare
- Ctrl + click on the other version for comparison
- Click Compare

Note: (a) you can print or save the 'comparison' document (diffdoc.htm) using the buttons located on the upper left-hand side of the viewing screen; (b) To view the graphs, you must change the view (upper left-hand side of screen) to Graph View.

Editing your review

To edit a review, you will first need to check your review out of Archie. Once you have finished editing your review, you need to check it back into Archie.

Checking your review out of Archie from RevMan 5

- Open RevMan 5
- Click My Reviews

While the review is checked out to you nobody else can edit the review.

Note: You will see a list of all your reviews, including each review's 'Location', e.g., "Checked out by ..." = a member of the review team is editing the review; "In Archie, Editorial phase" = authors do not have access to the latest version because, for example, it has been submitted for editorial approval.

Checking your review back in to Archie from RevMan 5

You can only check your review in to Archie from RevMan 5 if the version you edited was checked out from Archie. After completing your edits, it is important that you **do not just**

save and close the review, but check the review back in to share your edited version with your review team or to submit it for editorial approval. The checked-in draft will become the latest version; the previous versions will be retained.

Sharing your edits with your review team

- Use File > Check in to open the Check-in Wizard
- Describe the version (e.g., what edits you made; your name is recorded automatically)
- Click Finish
- Send an email to your review team to let them know they can now view your version in Archie if they have a user account.

Submitting for editorial approval

- Use File > Check in to open the Check-in Wizard
- Describe the version (e.g., what edits you made; your name is recorded automatically)
- Check the 'Submit for editorial approval' and enter text in the 'Message to Cochrane Review Group' box to communicate with your Managing Editor. This replaces a message you would otherwise have sent in an email.

Editing your contact details

Your contact details are held in Archie and can only be edited by yourself or your Review Group. They can be read by everybody who has access to Archie. You can mark your contact details as private, which means that only the Managing Editor and system administrators will be able to read your contact details. However, when your review is published in *The Cochrane Library*, your main contact details (if you have more than one set of contact details) will be published fully if you are the Contact Person for the review or partially (i.e., department, organization, city, country) if you are not the Contact Person for the review.

Checking your contact details in Archie

- Click your name on the upper right-hand corner to reveal the Properties for your record
- Go to the General tab to view your contact details

Editing your contact details in Archie

- Click the edit button next to your address on the General tab

Note: when you click OK after editing your contact details, an automatic message will be sent to your Managing Editor to inform them of the edits you have made.

If you have any questions or problems when using Archie or accessing your reviews, please contact your Managing Editor.