

Archie

Archie is Cochrane's internet based repository for managing documents and contact details for Cochrane Groups and contributors. Access is via the Internet (archie.cochrane.org/), and all users with an account can gain access to content appropriate to their role. The data for Cochrane Groups and their members are maintained by Groups themselves. Further information about Archie is available in the [Review Production Tools section](#) of this site.

Managing data in Archie

Table 1 outlines who has responsibility for managing the different types of data stored in Archie. Details of other responsibilities, such as user support or system management and backup, are not included here.

Table 1. Managing data in Archie: roles and responsibilities

People	Responsibilities	Who questions about data should go to
Individuals who do not have access to 'Archie'	Keep their primary Cochrane Group informed about any changes to their contact details	Primary Cochrane Group
Standard users (individuals who have access and can edit their own contact details)	Update their own contact details verify that Group affiliation is correct	Primary Cochrane Group
Group administrators (who typically will have a Super User role)	Update their own contact details Update their Group's record (including its Module text) Update the Group's membership/role information Update members' records (if primary), or notify relevant administrator (if not primary) Respond to questions/requests from other Group administrators Respond to questions/requests from Group members	Individuals in question, or other Group administrators
Data administrator ¹ (staff of the Central Executive Team)	Tries to ensure that contact details of the contact people of all Groups are available and up-to-date Updates these contact details if necessary ² Directs questions/requests to the appropriate Group	Particular individuals, Group administrators, or System administrator
System administrator ¹ (staff of the Cochrane IMS team)	Has no data responsibilities Performs imports and bulk editing tasks, and generates reports from the Database Responds to questions/requests	n/a

1. Data and System administrators may also independently be Group administrators for specific entities.
2. The type and number of contact persons required will depend on the type of Group, and should be agreed with the Central Executive Team (admin@cochrane.org).

Terms of use

The terms of use are available from the [Archie section on this site](#).

Criteria for inclusion in Archie and/or access to the Group Website Builder

The Central Executive Team (admin@cochrane.org) is responsible for dealing with requests for inclusion of new entities, and special and temporary groups in Archie, for dealing with requests for access to the entity website module of Cochrane's content management system, and for considering exceptions that do not meet the criteria below.

Requests from 'Possible' entities should be put forward by the Director of the relevant reference Cochrane Centre, in accordance with established practice. This does not apply to the Governing Board (formerly the Steering Group)'s advisory and working groups, which should be given an entry in Archie and/or access to the entity website module of the Cochrane's content management system on request.

Criteria for inclusion in Archie

The contact details of intending Cochrane Groups that have held at least one exploratory meeting (attended by a member of the Monitoring and Registration Committee) should be included in Archie, should be labelled 'Possible', and their Super User(s) should

have access to Archie.

The contact details of intending Cochrane Groups that have not held at least one exploratory meeting (attended by a member of the Monitoring and Registration Committee) should not be included in Archie, and they should not have access to Archie.

Cochrane-wide working groups reporting to the Governing Board should be included in Archie in the 'Other' category, if they request it, and their Super User(s) should have access to Archie.

Criteria for access to the Entity Website Builder

All officially registered Cochrane entities should be given access to the entity website module of Cochrane's content management system (techsupport@cochrane.org).

Cochrane-wide working groups reporting to the Board should have access to the entity website module of the Cochrane's content management system if they request it.

'Possible' Cochrane Groups (i.e., groups of people who have held an exploratory meeting attended by a member of the Monitoring and Registration Committee) should have access to the entity website module of Cochrane's content management system if they request it, so that they can prepare a website for use post-registration. The template for their site would contain a disclaimer stating that the site is 'in preparation' and that the group is not yet officially registered with Cochrane. The 'Possible' Group should not be given its final site address until after it has achieved official registration with Cochrane via the Monitoring and Registration Committee.

Any group of people not officially registered with Cochrane should not have access to the entity website module of Cochrane's content management system, as the Cochrane logo is an integral feature of this software, and people would be misled into thinking that the group is officially part of Cochrane.

The Central Executive Team (admin@cochrane.org) is responsible for considering exceptions that do not meet the above criteria, put forward by the Director of the relevant reference Cochrane Centre.

Permission to access Cochrane-wide data in Archie

Generally speaking, what a given user can see and do in Archie is governed by a set of permissions that derive from:

- The person's status as a user of Archie – everyone with a user account in Archie can see and do certain things;
- The person's Group Roles – i.e. the roles they have been assigned in a given CRG, Field, or other Cochrane Group; and
- The person's Document Roles – i.e. the roles they have been assigned in relation to particular documents in Archie (e.g. the role of Author of a specific review).

All users of Archie who have set up a username and password have the following standard permissions:

- Ability to read and edit their own contact details.
- Ability to read (but not to edit) non-hidden contact details for all persons.
- Ability to view the titles of all reviews (but not to read or edit their contents).

For more information about permissions in entities, please refer to Archie 'Help'.

As well as the permissions that users are granted through the standard permissions, and their entity role permissions, a small number of people who have special roles within Cochrane are included in Special User Groups (through Archie's administrative interface) that give access to data across all entities.

Special user groups

There are a number of Special User Groups; see Table 2. Each one is listed below with the permissions associated with the user group, who is responsible for approving membership, and the default membership, where relevant.

Table 2. Archie Special User Groups

Name	Permissions	Person responsible for approving membership
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Cochrane Register of Studies (CRS)	<ul style="list-style-type: none"> • Read all draft and published reviews. • Full access to CRS 	CRS Project Manager
Cochrane Editorial Unit (CEU)	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • View Group reports • Access Monitor Interface • Access Review Versions Search • View workflows 	Editor in Chief
ME Support Team	<ul style="list-style-type: none"> • Full control (equivalent to being Super User) for all CRGs 	ME Support Manager
CIS Support Team	<ul style="list-style-type: none"> • Collaboration-wide access to all user functions and data (apart from Files folders for CET, CEU, Governing Board, Board advisory committees, Board sub-committees, Group Executives and Committees) • Cannot access Publisher, Monitor or Admin tabs in Archie 	CIS Team Manager
Monitors	<ul style="list-style-type: none"> • Read published reviews • View Group reports • Access Monitor Interface • Access Review Versions Search 	Chief Executive Officer; Automatically approved members of this user group: elected members of the Board; staff of the Central Executive Team (CET); and members of the Monitoring and Registration Committee (MaRC)
Podcast editors and Translators	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • Read 'Nearly ready for publication' reviews? 	Editor in Chief, Translation Working Group
Publishers	<ul style="list-style-type: none"> • Read published reviews and reviews that have been marked for publication • View Author roles • Access to the Publisher tab (which gives access to exporting reviews for publication in the Cochrane Database of Systematic Reviews) 	Publisher, The Cochrane Library
Research Projects	<ul style="list-style-type: none"> • Allows access to all published reviews • Read published versions • Access Review Version Search 	Editor in Chief
Central Executive Team (CET)	Edit contact details of all persons	CET Administrator
SysAdmins	Full control over all functions and data	CIS Team Manager

Access to the Review Versions Search

The Review Versions Search is a module of Archie that consists of a 'back-end' where each published version of a Cochrane Review is stored in searchable form (as part of the Archie database), and a 'front-end' interface for performing searches across the reviews and extracting data. This module has replaced the old data extraction system known as the Parent Database.

Permission to access the Review Versions Search is given to:

- Entity Super Users.
- Members of the Monitors, the Cochrane Editorial Unit and the Research Projects user groups.

Note that people who need to access the Review Versions Search for special purposes can request to be added to the Research Projects user group by sending a request to the Editor in Chief and IMS Team Manager. The request must include the following basic information:

- Name.
- Role within Cochrane.
- Brief description of the project/reason for request.
- Duration of requested access.

Privacy policy

The Archie privacy policy is available in the [Archie section](#) on this site.