Dear [RECIPIENT NAME],

I am pleased to inform you that your ‘[TITLE]’ has now been registered with Cochrane. Your Cochrane Review number is [REVIEW NO], please use this number in the email subject field when corresponding with the editorial office.

Now that your title has been registered you can begin working on the protocol for the Cochrane Review by setting up your Archie login account and downloading and installing Review Manager.

**Archie**
Archie is Cochrane's online information management system, where published and draft versions of all Cochrane Reviews are stored along with contact details of our contributors. Each user can access Archie using a unique user name and password.
If this is your first review, you will receive an email titled 'Archie Registration' from Archie, with instructions on how to set up a new Archie account. Please activate your account within two weeks, otherwise it will expire and you will need to ask us to initiate the process again. I have also created user accounts for your co-authors, and they have also received this information. Having an Archie user account will enable you to access your draft review and work on it in Review Manager (see below). Archie can be accessed at <https://archie.cochrane.org>.

**Review Manager**
You will need to download and install Review Manager (RevMan), which is the software used for preparing Cochrane Reviews. The latest version can be freely downloaded from

<http://community.cochrane.org/tools/review-production-tools/revman-5/revman-5-download>. You and your co-authors must use RevMan to complete and submit your Cochrane Review. When you install RevMan, you will be asked to enter your Archie username and password. A tutorial for new users on how to use RevMan is available from the RevMan Help menu. I strongly recommend that you work through this tutorial before beginning work on your protocol. A complete RevMan User Guide is also available from the RevMan Help menu. Please ensure that you regularly check for updates to the RevMan software and that you are working in the latest version.

Your RevMan file has already been created in the Archie system, and is now ready whenever you wish to begin working. To begin working on your protocol, open RevMan and the ‘Welcome’ window will appear asking what you would like to do. Select ‘Check out a review from the Central Server (Archie)’. You will be prompted to enter your Archie username and password if you have not done so already. You can then select your review from the available titles and click ‘Check out’. Your review file will open, and should already include the title, author details and standard headings for a Cochrane Review. When you ‘Check out’ a review, the file is locked for editing by you only; other people are prevented from checking out the review file. Once you have completed your edits for the day select ‘File’, and ‘Check in’ from the dropdown menu. Your draft will then be saved back into Archie, and available for your co-authors to access. It is important that you and your co-authors check the file back into Archie after each editing session. This preserves the history of the protocol development and guards against loss of data.

When you complete your protocol or review and want to submit it for editorial approval, use File > Check in to open the Check‐in Wizard; describe the version; check the ‘Submit for editorial approval’ and enter text in the ‘Message to Cochrane Review Group’ box to communicate with your Managing Editor.

**Good practice resources**

The Cochrane Handbook (<http://handbook.cochrane.org>) is the official document that describes the process of preparing and maintaining Cochrane Reviews, and you should refer to it at all stages of the review process. A list of other good practice resources you will need to use or consult during the work on your Cochrane Protocol and Cochrane Review is available at <https://training.cochrane.org/resource/good-practice-resources-new-cochrane-authors>.

Please keep in touch with us about the progress you are making on your protocol. We look forward to receiving your protocol within the next six months. Meanwhile, should you have any questions, please do not hesitate to contact me.

[MANAGER NAME]

Managing Editor
Cochrane [ENTITY NAME]