

**Information Management System (ARCHIE)**  
<http://archie.cochrane.org/>

**Quick Start for Editors**  
(refer to Editors' User Guide for details)

**1. Comparing versions of reviews in Archie**

To compare the latest version with an earlier version or the protocol, open the review Properties (double-click on the title or right-click and choose Properties); go to History tab; highlight latest version; Ctrl + highlight version for comparison; Compare. You can print or save this 'comparison' document (diffdoc.htm) using the icon buttons in the upper left corner of the viewing screen.

**2. Checking reviews out from Archie to RevMan**

(Note: you must have RevMan 4.3 installed - [www.cc-ims.net/RevMan/RevMan4.3](http://www.cc-ims.net/RevMan/RevMan4.3))  
Either (a) right-click the review title in Archie and choose Check out XML format. This will open RevMan and import the review; or (b) open RevMan and use File > Check out from Server. You can choose the review from those available to you in the list.

**3. Checking reviews in to Archie from RevMan**

Highlight the title in RevMan and use File > Check in single review. Check in 'For editorial approval'. This will generate a message that lets your Review Group Co-ordinator know that you are finished working with the document. In addition, please enter a new version description ('Edits by [your initials]'). If there is any additional information you want to relay directly to your Review Group Co-ordinator, you can add this to the check-in screen under 'Submission notes'. If you wish, you can view your version in Archie and compare it with the previous version to see your edits.

**Tips**

1. Ensure that your RevMan 4.3 is connected to the live server and not the training server. To do this, choose Edit > Settings and click the Server tab. The server address should be [archie.cochrane.org](http://archie.cochrane.org) and can be selected from the pull-down menu.
2. The review phase should be set to Editorial (Properties > General tab) and you must have been given the Document role 'Contact Editor' (Properties > People) to allow you to read and edit reviews as an Editor. If you can't read or edit the review, contact your Review Group Co-ordinator.