

Receiving an update to a published review

1. Encourage Contact authors to contact you for the RevMan file to use to update their reviews.
2. Check the review to be updated out of Archie, remove version label, export from RevMan and 'Undo checkout' in Archie OR check back in to Archie with the Description 'Sent to [author's initials]'.
3. Save the updated RevMan file sent by the author to the appropriate folder on your PC.
4. Open RevMan 4.3 and Import the RevMan file.

Note: Contact ID and contact details will be recognised if you imported your authors' contact information from Archie when you first installed RevMan 4.3.

5. Use File > Check review to identify if it contains Errors.
6. Check in to Archie with a clear Description (e.g., 'Received from [contact author's initials]').

Note: do NOT tick "Update contact database" box at check-in.

Tip: Always check in author's draft before editing so that you have a record of the version submitted by the author.

(a) If Errors identified: check draft in as 'Check in draft (not ready for editorial approval)' and change Phase to Editorial.

(b) If no Errors identified: check in 'Submit for editorial approval', which will change the Phase automatically to Editorial.

Notes: (i) If the review is not the Primary version but you still want to check it in to Archie, you will have to check it in as 'Check in draft (not ready for editorial approval)' and change the Phase to Editorial. (ii) If the author has not used the published RevMan file, it will not be recognised in Archie and will create a duplicate record. Contact your IMS support person if this happens.

7. View the "Check-in to ... server ..." report produced in RevMan when the review has been successfully checked in and note any information that has been updated or ignored and needs to be checked in Archie, e.g. Document roles and Entity roles that have been created or deleted, or discrepancies in contact details.
8. Go to the Properties for the review in Archie: Properties > History and 'Compare' the new draft with the existing publication to identify differences, including differences between the currently published contact details and the contact details in the submitted RevMan file.
9. If contact details need to be updated, make the necessary edits in Archie so that the next time you check out the review, the correct contact details will be checked out too.

Notes: (a) If you don't have permission to edit the contact details, use Suggest changes to alert the primary entity to changes that

need to be made; (b) authors don't generally pay much attention to their contact details in RevMan so they may not be the most up-to-date; (c) you can compare the contact details with the submitted review in Archie with those in Archie by opening the General tab of the person's Properties and placing it next to the Contact details section in the View for the document and, if necessary, edit the details in Archie; (d) you will be able to check the set of contact details you wish to publish when you run the Publication Wizard.

Tip: Remember you can access the authors' contact details from the People tab in the Review Properties.

10. Give the TSC and the Contact Editor a Document role for the Review so that they can view and edit the draft according to your CRG's internal procedure for processing updates.

Notes: (a) RGC to email/tell them when they want them to edit the new draft; (b) they can check out and make edits in RevMan and check back in; agree a clear Description (e.g. 'Edited by TSC') with them.

11. When you need to edit the review, check it out from Archie, edit in RevMan, and check it back in to Archie with a clear Description (e.g., 'Edited by [your initials]').

Tip: Remember to review and add any relevant information to the Properties > Notes; e.g. you can copy and paste email messages into Notes.

12. When returning an edited version of the review as a RevMan file to the author, 'Export' it from RevMan first before checking it back in to Archie (with a clear Description, e.g. 'RGC sent to [contact author's initials]') because it will now be removed from RevMan on check in.