Adding an affiliation for a review byline in Archie

1. Log in to the Cochrane author contact database, Archie: https://archie.cochrane.org/. You need to have been allocated a role as author for a review group in order to log in.

2. Click on your name in the top right hand corner of the screen.

3. In the person record pop-up box that appears, click **New** to add a new address.

4. Add the label **Affiliation 1** and fill in the relevant details.

5. Click Apply.
6. Your affiliation is now visible when Affiliation 1 is selected as an address.

7. To add multiple affiliations, follow the steps above using labels Affiliation 2, Affiliation 3 as appropriate.

8. To view the affiliation(s) in RevMan 5, check your review in and out again. This will update the details. Details should update dynamically in RevMan Web.

9. If you have any problems with multiple affiliations, contact the editorial team at your review group, who will be able to ensure that this affiliation is used in your review.