

RevMan Project Management for Cochrane authors and group staff

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Agenda

- Overview of RevMan Project management features
 - Dashboard
 - Milestones and tasks
 - Editorial lock
- Demo of features in a Cochrane review
- Questions



Overview of RevMan Project management features

- New features visible in RevMan in recent weeks
- Features designed to support authors with protocol and review production
- Features visible and available within RevMan
- Show different key steps involved with producing a Cochrane review
- We want your feedback on these features!



Dashboard

Default view Full text

Acupuncture for neck disorders



- Dashboard
- About this review
- Data
- Review criteria
- Studies
- Analyses
- Contents
- Abstract
- Plain language summary
- Summary of findings
- Text
- Additional information
- References
- Figures
- Tables

Dashboard

Status

Cochrane review **Focused review format** **Submission due: October 20, 2025**

Code:

CD number: CD004870

Unit: Rebecka test unit

Organization: Cochrane

Project status: Review/update in progress

Review type: Intervention review

Actions

Tag current version

Submit current version

Make global edits

Import study data

Find in portfolio

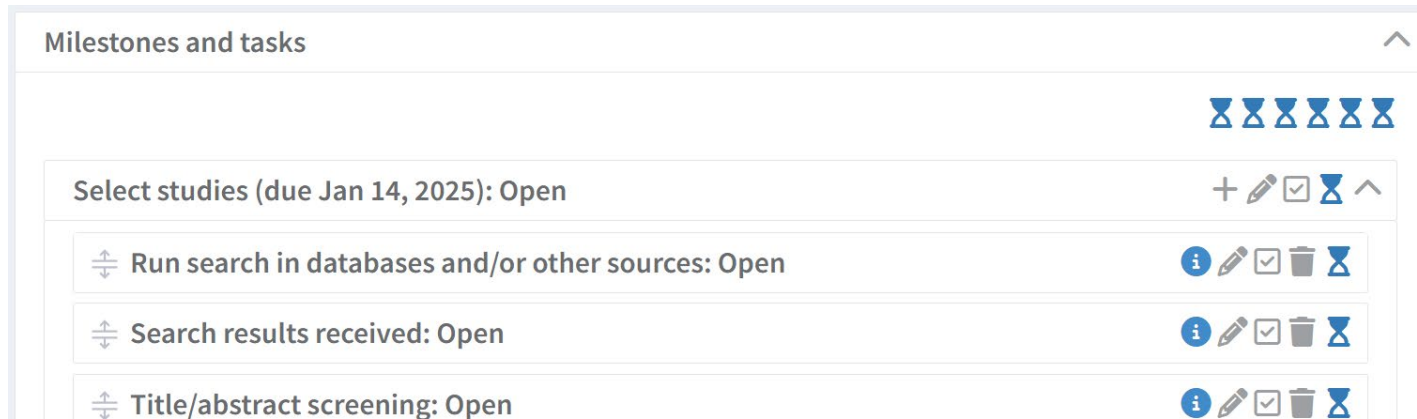
Milestones and tasks

Select studies (due Jan 14, 2025): Open



Milestones and tasks

- Review production broken down into key milestones and tasks
 - Milestones: larger elements of review production work
 - Tasks: smaller items that contribute to completing a milestone



Milestones and tasks ^

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Select studies (due Jan 14, 2025): Open + ✎ ☑ ⏰ ^

⇅ Run search in databases and/or other sources: Open	i ✎ ☑ ☒ ⏰
⇅ Search results received: Open	i ✎ ☑ ☒ ⏰
⇅ Title/abstract screening: Open	i ✎ ☑ ☒ ⏰

Milestones and tasks



- Milestones and tasks are defined by project type
 - Protocol
 - Review/update
- Due dates and assignments to authors
- Minimum action requested: complete milestones



Key difference from Archie: Editorial and production lock


- Editorial Lock replaces Authoring/Editorial phase in Archie
- Editorial Lock is put in place automatically when a protocol or review/update is submitted to Editorial Manager
- Released automatically on return to authors (Revise, Author proofs)
- Authors and Group staff have edit access when the Lock is not enabled




Editorial Lock


Dashboard

Status


Cochrane review  Submission due: November 14, 2024


Dashboard


Status 

Cochrane review **Focused review format**  Version 1.3 submitted to editorial - pause all edits


Dashboard

Status 

Cochrane review  Revision due

Dashboard  Edit Review note

Status

Cochrane review **Focused review format**  Version 2.0 accepted for publication - authors to review proofs

Demo of RevMan project management features

- Dashboard
 - Invitation status and Editorial lock
- Milestones and tasks
 - Overview
 - Task instructions and guidance
 - Assigning tasks and changing due dates
 - Marking as completed
 - Reopening
 - Adding tasks to customize
 - Minimum engagement: completing milestones
 - Migration to RevMan means dates and milestones may be out of date
- Decision Log
 - Show different types of decisions



Share your feedback!

Default view

Full text



Acupuncture for neck disorders

 Context

Dashboard

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Data ▾

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Analyses

Contents ▾

Abstract <

Main language summary

Dashboard

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Knowledge Base

Cochrane Handbook

Author guidelines

Style Manual

Style Essentials

Report a problem**Make a suggestion**

Convert a RevMan 5 file

About

Add Review title note

Questions?

Trusted evidence.
Informed decisions.
Better health.





Thanks for taking part

- **Contact us:**
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 - or send an e-mail to support@cochrane.org
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