

Organization Folders

Organization Folders (or “Org Folders”) enable [Org Owners and Admins](#) to create folders and organize nests within these folders. These folder structures are then available for all Org members as well.

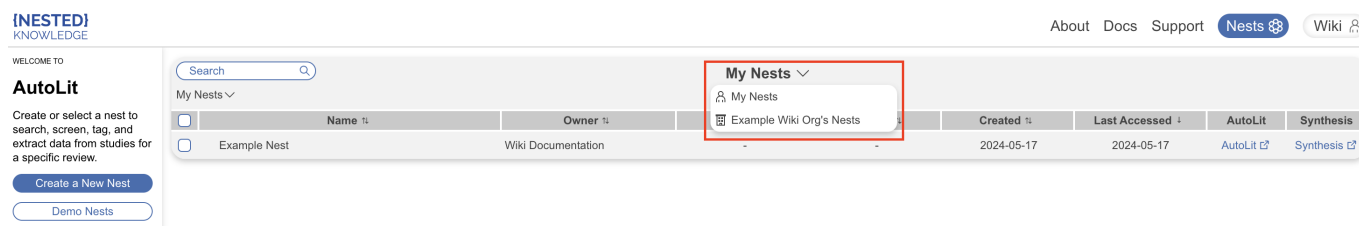
Org Folders vs. Org Management page

Org Folders are meant to provide easy management & structure to your members & admins of the nests your Org has access to; this is their only function, and they are accessed separately from other Org capabilities.

To manage any other aspect of your Org, use the [Org Management page](#) instead. This Org Management page includes a list of nests (with the additional capability to delete nests), as well as the ability to manage members/admins & templates.

Accessing Org Folders

For ease of creation and use, Org Folders are accessed from [Nests page](#). To access, click on “My Nests” in the middle of the page, and select the Org of interest:



Toggling back to "My Nests"

Once you have accessed this Org Folder, it will 'stick' as your Nests page. To return to “My Nests”, simply select the Org Name in the middle of the page and select “My Nests” again!

Create Folders

Folder creation works exactly the same for user-level and Org Folders. In brief:

- Either right click on any nest, OR hover over your Org's name in the upper left.

WELCOME TO

AutoLit

Create or select a nest to search, screen, tag, and extract data from studies for a specific review.

Create a New Nest

Demo Nests

My Nests > New Folder

Example Nest

New Folder

Move...

	Name	Owner	Records	Included	Created	Last Accessed	AutoLit	Synthesis
<input checked="" type="checkbox"/>	Example Nest	Wiki Documentation	-	-	2024-05-17	2024-05-17	AutoLit	Synthesis

- Click on “New Folder.”
- Assign the folder a name.

You can create as many folders as you want, and folders can be 'nested', meaning that folders (like nests) can be placed inside of other folders.

Move Nests and Folders

Move Nests

Select the nests you want to move into the folder. Drag and drop them into the new folder. Alternatively, you can right click on the nest of interest, select “Move to”, and identify the folder of interest:

WELCOME TO

AutoLit

Create or select a nest to search, screen, tag, and extract data from studies for a specific review.

Create a New Nest

Demo Nests

My Nests > Wiki Folder

Example Nest

New Folder

Move...

	Name	Owner	Records	Included	Created	Last Accessed	AutoLit	Synthesis
<input type="checkbox"/>	Wiki Folder	Wiki Documentation	-	-	-	-	-	-
<input checked="" type="checkbox"/>	Example Nest	Wiki Documentation	-	-	2024-05-17	2024-05-17	AutoLit	Synthesis

Moving Multiple Nests at a time

To move multiple nests at a time, check the box next to all nests of interest. Then, right click any selected nest, select “Move to”, and identify the folder of interest.

Move Folders

Folders can be 'nested', meaning that you can place folders inside of other folders. To do so:

- Select the folder of interest and drag and drop it into the folder that should contain it, OR
- Right click the folder of interest and select “Move To.” Then, identify the folder that should contain it.

Viewing Nests within Folders

Your nests will be appear inside the folder. You can see the 'nesting' of parent folders in the upper left

of the page, under the search bar. You can move nests back to the parent folder or out to the main Org page by dragging and dropping in a similar fashion.

Search

My Nests

My Nests > Wiki Folder

	Name	Owner	Records	Included	Created	Last Accessed	AutoLit	Synthesis
<input type="checkbox"/>	My Nests	-	-	-	-	-	-	-
<input type="checkbox"/>	Example Nest	Wiki Documentation	-	-	2024-05-17	2024-05-17	AutoLit	Synthesis

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<https://wiki.nested-knowledge.com/> - **Nested Knowledge**

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