

# 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 [AutoLit Home](#). To access, click on “My Nests” in the middle of the page, and select the Org of interest:

The screenshot shows the AutoLit interface. On the left, there's a sidebar with the 'AutoLit' logo and a 'Create a New Nest' button. The main content area has a search bar and a 'My Nests' dropdown menu. The dropdown menu is open, showing a list of nests. The 'My Nests' dropdown is highlighted with a red box. Below it, the 'Nest Knowledge's Nests' is also highlighted with a red box. The table below the dropdown shows a list of nests with columns for Name, Owner, Records, Accessed (Me), and Accessed (Any).

Name	Owner	Records	Accessed (Me)	Accessed (Any)
Demo Nests	Kevin Kallmes	-	Jan 23, 2023	-
Publication - Academic Nests	Kevin Kallmes	-	Jan 23, 2023	-
Methods and Publication Tracking	Kevin Kallmes	-	Jan 21, 2023	-
Client Nests	Kevin Kallmes	-	Jan 19, 2023	-
Fun and Experiments	Kevin Kallmes	-	Jan 9, 2023	-
Archive	Kevin Kallmes	-	Jan 3, 2023	-
Template Nests	Kevin Kallmes	-	Dec 5, 2022	-

## Toggling back to "My Nests"

Once you have accessed this Org Folder, it will 'stick' as your AutoLit Home. 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.

Search

Nested Knowledge ▾

Nested Knowledge > New Folder

<input type="checkbox"/>	Name ↕	Owner ↕	Records ↕	Accessed (Me) ↓	Accessed (Any) ↕
<input type="checkbox"/>	(Copy) Acute Ischemic Stroke - RCTs	Kevin Kallmes	449	Jan 23, 2023	Jan 23, 2023
<input type="checkbox"/>	Basilar Artery - thrombectomy vs. thrombolysis	Kevin Kallmes	290	Jan 23, 2023	Jan 23, 2023
<input type="checkbox"/>	Nested Knowledge Publications	Kathryn Cowie	53	Jan 21, 2023	Jan 23, 2023
<input checked="" type="checkbox"/>	Acute Ischemic Stroke - RCTs	Kevin Kallmes	395	Jan 20, 2023	Jan 20, 2023
<input type="checkbox"/>	NSCLC test nest	Kevin Kallmes	609	Jan 19, 2023	Jan 19, 2023
<input type="checkbox"/>	Guidewires for Neuro	Keith Kallmes	-	Jan 18, 2023	Jan 18, 2023
<input type="checkbox"/>	Robocath Substantia Equ	Kevin Kallmes	1621	Jan 12, 2023	Jan 12, 2023
<input type="checkbox"/>	Common Data Elements - Embolization for cSDH	Kevin Kallmes	267	Jan 11, 2023	Jan 23, 2023
<input type="checkbox"/>	new demo nest	Kevin Kallmes	162	Jan 9, 2023	Jan 14, 2023
<input type="checkbox"/>	Import	Ranita Tarchand	234	Jan 9, 2023	Jan 19, 2023
<input type="checkbox"/>	ICON Screening test	Kevin Kallmes	824	Jan 5, 2023	Jan 8, 2023
<input type="checkbox"/>	SOFIA Aspiration meta-analysis	Kevin Kallmes	202	Jan 3, 2023	Jan 3, 2023
<input type="checkbox"/>	Vitamin E Coagulation	Kevin Kallmes	319	Jan 3, 2023	Jan 3, 2023
<input type="checkbox"/>	Experimental Parexel Import	Kevin Kallmes	4	Jan 2, 2023	Jan 2, 2023
<input type="checkbox"/>	Tanezumab Patient Demographics - Parexel	Kevin Kallmes	3	Dec 20, 2022	Dec 20, 2022

- 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

Search

Nested Knowledge ▾

Nested Knowledge > New Folder

<input type="checkbox"/>	Name ↕	Owner ↕	Records ↕	Accessed (Me) ↓	Accessed (Any) ↕
<input type="checkbox"/>	Academic and Publication Nests	Nested Knowledge	-	Jan 23, 2023	-
<input type="checkbox"/>	Client Nests	Nested Knowledge	-	-	-
<input type="checkbox"/>	(Copy) Acute Ischemic Stroke - RCTs	Kevin Kallmes	449	Jan 23, 2023	Jan 23, 2023
<input type="checkbox"/>	Nested Knowledge Publications	Kathryn Cowie	53	Jan 21, 2023	Jan 23, 2023
<input checked="" type="checkbox"/>	Acute Ischemic Stroke - RCTs	Kevin Kallmes	395	Jan 20, 2023	Jan 20, 2023
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<input type="checkbox"/>	Common Data Elements - Embolization for cSDH	Kevin Kallmes	267	Jan 11, 2023	Jan 23, 2023
<input type="checkbox"/>	new demo nest	Kevin Kallmes	162	Jan 9, 2023	Jan 14, 2023

interest: 

Move... Academic and Publication Nests Client Nests

### 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

Nested Knowledge > Academic and Publication Nests > Neuro Collaboration

	Name %	Owner %	Records %	Accessed (Me) %	Accessed (Any) %
<input type="checkbox"/>	Academic and Publication Nests	Nested Knowledge	-	Jan 23, 2023	-
<input type="checkbox"/>	Cuidewins for Neuro	Keith Kalmes	-	Jan 23, 2023	Jan 23, 2023
<input type="checkbox"/>	Basilar Artery - thrombectomy vs. thrombolysis	Kevin Kalmes	290	Jan 23, 2023	Jan 23, 2023
<input type="checkbox"/>	Acute Ischemic Stroke - RCTs	Kevin Kalmes	395	Jan 20, 2023	Jan 20, 2023

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