Organizational Templates

Through Organizational Templates, organizations can create and pre-populate sets of reusable content that can be adopted into an nest 'owned' by that organization.

How Templates Work:

Templates are created by Organizational Owners and/or Admins. They are managed and edited from your Organizations page, and then can be used by any member to pre-populate content into any nest your Organization owns.

> ⚠️ Organizational Templates will ONLY be available in nests 'owned' by an Organization. To learn how to assign ownership of a nest to an Organization, see the Organization Management page.

Types of Templates:

1. Exclusion Reason Sets - Collections of often-used Exclusion Reasons.
2. Tagging Hierarchies - Starter tagging hierarchies based on previously-created nests owned by the organization.
3. Manuscripts - Pre-drafted headers, subsections, and starter text based on any organizational format for a textual output, such as a journal article template.

1. Protocols

Protocol templates can be drafted in a free-text page, where you create the headings, text sections, and/or tables that can be imported into any of your Organization's nests. For instance, a biomedical network meta-analysis protocol template could present headings and sample text describing search strategy, inclusion criteria, populations, interventions/comparators, and outcomes (PICO) of interest, and statistical methods.

To **draft** a Protocol Template, go to the Organization page, add a new title to the list of Protocol Templates, and in the pop-up to the right of the list, draft or copy in content. To **use** a Protocol Template, go to the Nest Protocol page and select "Import Template." Choose a protocol template from the list.

2. Exclusion Reason Sets

Exclusion Reason Sets are groups of commonly-used Exclusion Reasons that can be bulk-configured in your Organization's nests.

From: