

# Manage Users & Access

## Access Privileges: Admin vs. User

**Admins** can perform any function in the Admin tab:

- Add other Users,
- Configure [Nest Settings](#),

The only setting Admins cannot alter is Deleting a Nest, which is reserved for only the Owner.

**Users** can perform Nest functions:

- Conduct [lit searches](#),
- [Screen](#),
- [Modify exclusion reasons](#),
- [Configure the hierarchy](#) and [tag](#), and
- [Extract data](#).

However, Users cannot perform any of the Admin functions.

## Adding Users:

***Only Owners and Admins have access to the Admin tab, where users are managed.***

### 1. Select the Nest of interest

From the AutoLit page, click on the Nest you would like to add the user to.

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### 2. Click "Admin" Tab

Hover over the Nest Menu and select "Admin" (see red box below).

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### 3. Invite Users

#### 3a. Open Invite Collaborators modal

Click the "Invite User" button, which will open a modal:

Administrator Settings: Acute Ischemic Stroke - RCTs

Nest Home

Dashboard

Literature Search

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Other Sources

Duplicate Review

Search Exploration

Query Builder

Screening

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Configure Exclusion Reasons

Adjudicate Screening

Study Inspector

Tagging

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Configure Study Tags

Study Inspector

Extraction

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Study Inspector

Risk of Bias

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Study Inspector

Synthesis

Manuscript Editor

Export

Settings

Admin

Collaborators

You can configure user- and organization-level access to both AutoLit and Synthesis for this nest. Granting the User role will allow a user to work on AutoLit and view Synthesis. Granting the Admin role provides access to this settings page.

UserOrganizationAutoLitSynthesis

Invite Users

Name	Email	Role (access level)	Rank	
Karl Holub	karl.holub@nested-knowledge.com	Admin	Not Listed	
Keith Kallmes	keith.kallmes@nested-knowledge.com	Admin	Not Listed	
Kevin Kallmes	kevin.kallmes@nested-knowledge.com	Owner	8	
John Pederson	jpedit@supedit.com	Admin	7	
Keith Kallmes	keithkallmes@supedit.com	Admin	Not Listed	
David Kallmes	kallmes.david@marbleheadmedical.com	User	Not Listed	
Jeff Johnson	jeffrey.johnson@nested-knowledge.com	Admin	Not Listed	
Kathryn Cowie	kathryn.cowie@nested-knowledge.com	Admin	2	
Nicole Hardy	nicole_hardy@alumni.brown.edu	Admin	2	
Mariam Khalil	miraamad28@gmail.com	Admin	Not Listed	
Kristen Hutchison	kristen.hutchison1@gmail.com	Admin	1	
Hassan Kobeissi	hmkobeissi@gmail.com	Admin	1	
Gautam Adusumilli	gautam.adusumilli@gmail.com	Admin	1	

Synthesis

Choose outputs to display on Synthesis:

Checking these boxes will show the respective outputs on Synthesis for this nest

3b. Enter the User's email

Once the modal opens, type in the full email address of the User you want to invite:

Invite Collaborators

Email

keith...

Role

AutoLit User

Invite

Pending Invite

Role

kall0156@umn.edu

AutoLit User

Close

3c. Select the Access Level

From the drop-down, give the invited user privileges to access:

- AutoLit as a User,
- AutoLit as an Admin, or
- Synthesis only (only relevant if the nest's Synthesis has not been made public).

## 4. Altering User / Admin Privileges

To adjust the role of a user after they have been added to the nest, use the Contributor Settings page. Using the blue dropdown arrows in the Role column, you can choose to make the person an Admin.

Administrator Settings: Ablation for Atrial Fibrillation

### Configuring Contributors:

You can configure user and organization level access to both AutoLit and Synthesis for this nest.

Granting the user role will allow a user to work on AutoLit and view Synthesis. Granting the administrator roll provides access to this settings page.

### Contributors

Contributor Settings

Filter

IndividualGroup

AutoLitSynthesis

Add User

Name	Email	Role (access level)	Rank	
Karl Holub	karl.holub@nested-knowledge.com	User	Not Listed	
Stephen Mead	stephen.mead@nested-knowledge.com	Admin	2	
Kevin Kallmes	kevin.kallmes@supedit.com	Admin	2	
Kevin Kallmes	kevin.kallmes@nested-knowledge.com	Admin	2	
Darian Lehmann-Plantenberg	darian.lp@nested-knowledge.com	Admin	2	
Kevin Kallmes	kall0156@umn.edu	Admin	2	
Karl Holub	karlholub@gmail.com	Admin	2	
nested knowledge	nested.knowledge.test@gmail.com	User	Not Listed	
Jeffrey Johnson	jeffrey.johnson@nested-knowledge.com	Admin	2	
Amber Davis	amberdavis@supedit.com	User	2	

## 5. Changing Ownership

If you are the Owner of a nest, you can identify a different contributor as Owner, but this **will irrevocably revert you to an Admin!**

## Adding Organizations:

Adding an Organization to a Nest in the [Admin page](#) automatically gives User-level access to that Nest to all members of the Organization.

### To manage Organizational membership:

See the [Organization Management](#) page.

### To add Organizations to a Nest:

See the [Add Organizations](#) section.

### To give an Organization Ownership of a Nest:

See the [Organizational Ownership](#) section.

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update: 2022/05/26 15:58 wiki:autolit:admin:settings:users <https://wiki.nested-knowledge.com/doku.php?id=wiki:autolit:admin:settings:users&rev=1653580715>

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