

# Manage Users & Access

## Access Privileges: Admin vs. User

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

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

The only settings Admins cannot alter are Deleting a Nest, which is reserved for only the Owner, and assigning Nest Ownership, which is similarly reserved for the Owner.

**Users** can perform any Nest function (that is, any function in a Nest that is not housed on the Admin Settings page). Users cannot access this page, and cannot use any of the functions described in this page below or more generally in [Settings](#).

## 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:

Settings: Basilar Artery - thrombectomy vs. thrombolysis

Nest Home

Dashboard

Invite

Literature Search

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Other Sources

Duplicate Reviewer

Search Exploration

Query Builder

Screening

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Configure Screening

Tagging

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Configure Tagging

Extraction

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Configure Extraction

Risk of Bias

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Study Inspector

Synthesis

Manuscript Editor

Abstract Editor

Report

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.

User

Organization

AutoLit

Synthesis

Invite Users

Name	Email	Role (access level)
Kevin Kallmes	kevin.kallmes@oupeddit.com	Admin
Keith Kallmes	keith.kallmes@nested-knowledge.com	Admin
Kevin Kallmes	kevin.kallmes@nested-knowledge.com	Owner
John Pederson	jpetersen@oupeddit.com	Admin
Jillenne Touchette	touchettej@oupeddit.com	User
Keith Kallmes	keith.kallmes@oupeddit.com	Admin
David Kallmes	kallmes.david@oupeddit.com	Admin
Jeff Johnson	jeffrey.johnson@nested-knowledge.com	User
Kathryn Cowie	kathryn.cowie@nested-knowledge.com	Admin
Nicole Hardy	nicole_hardy@alummi.brown.edu	Admin
Erin Sheffield	erin.sheffield@gmail.com	User
Kristen Hutchison	kristen.hutchison@gmail.com	Admin
Hassan Kobelosi	hmkobelosi@gmail.com	Admin

Synthesis

Synthesis outputs are generated in part by the actions taken in AutoLit. Turning on these outputs will allow you to visualize and share tags and gathered data.

Choose which outputs to display:

☐ Qualitative Synthesis

☐ Quantitative Synthesis

☐ Manuscript

☐ Risk of Bias

☐ PRISMA Diagram

Nest Access:

☒ Public

☐ Protected

☐ Private

Export & Regenerate Key

Current Link to Synthesis:

https://nested-knowledge.com/nest/390

Static Manuscript

Upload a PDF-based manuscript for this nest. Displayed on Synthesis only if the editable Manuscript is empty.

Upload Static Manuscript:

Upload pdf

Screening

In Standard Screening, one user screens each record. Inclusion sends the record forward for gathering, such as tagging, extraction, and Risk of Bias assessment. Exclusion does not queue the record for gathering.

Choose Mode:

☒ Standard

☐ Two Pass

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

Role

AutoLit User

Invite

Pending Invite

Role

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](#)).

3d. Send Invite

When completed, select “Invite User” (upper right) to generate an invite email.

Once added, the user's email will be added to the Pending Invites list; if they already have a Nested Knowledge account, their email will have a check mark next to it.

3e. User Response

In order to confirm access privileges, the user will have to:

- If not yet a Nested Knowledge account-holder, create an account;
- Click the access link in the email

Until the user has responded, they will be listed on the modal as a Pending User; you can check this to see whether your invite was accepted.

Once a User has accepted privileges, they will show up in the Collaborators list!

4. Altering User / Admin Privileges

To adjust the role of a user after they have been added to the nest, use the Collaborators 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

Contributors

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.

Contributor Settings

Filter

Individual

Group

AutoLit

Synthesis

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	kardiholub@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 collaborator as Owner, but this **will irrevocably revert you to an Admin!**

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

## 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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