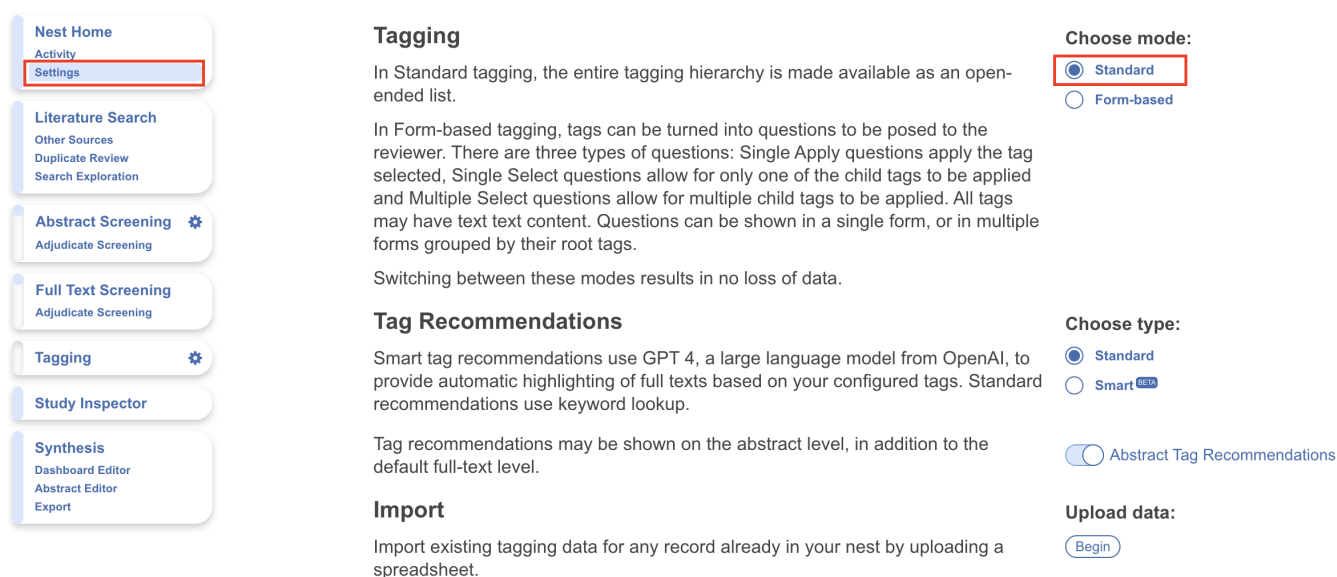


Configure Tags in Standard Mode

Standard Tagging mode allows you to configure concepts to be extracted via a list of dropdown tags. The tag hierarchy you configure will display the most general concepts at the top (root tags) with more specific concepts beneath (child tags) and this will be replicated in the dropdown list in the Tagging module.

[See here for further instructions on applying tags in Standard Tagging mode.](#)

Navigate to Settings and turn on Standard Mode



The screenshot shows the Nest interface. On the left sidebar, the 'Settings' tab is highlighted. The main content area is titled 'Tagging'. It contains two sections: 'Tagging' and 'Tag Recommendations'. In the 'Tagging' section, there is a 'Choose mode:' dropdown with 'Standard' selected. In the 'Tag Recommendations' section, there is a 'Choose type:' dropdown with 'Standard' selected, and a toggle for 'Abstract Tag Recommendations' which is currently off. At the bottom right, there is an 'Upload data:' button labeled 'Begin'.

Note: switching between modes results in no loss of data.

Configuring Study Tags

1. Navigate to Configure Study Tags

Click on the gears icon in the Tagging tab:

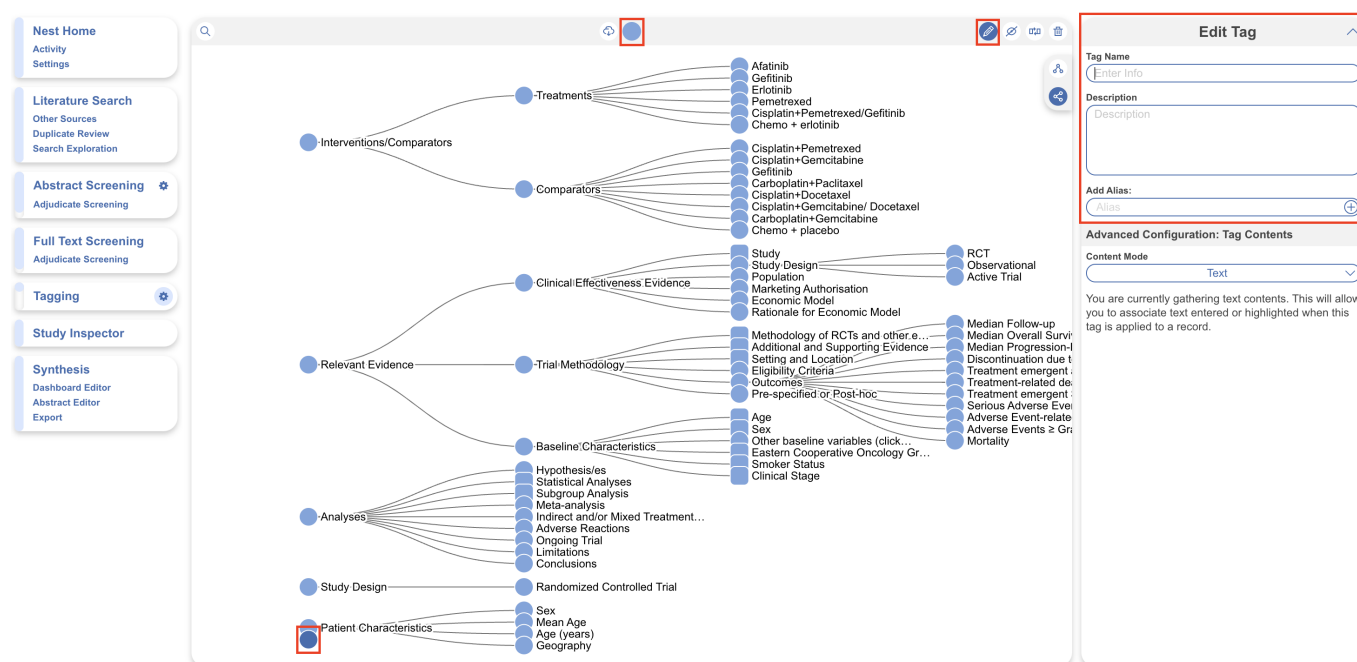


This will bring you to the Tag Hierarchy, which will be blank until you have added tags.

2. Create Root Tags

Root Tags are the highest level of the hierarchy, and have no parent tags. These should represent the most general categories of qualitative evidence you are gathering. For example, you could create Root Tags representing the patient population, intervention, comparison group, and outcomes (PICO) or similar, and add in any other concepts of interest (such as Study Design).

To create a new Root Tag, make sure you're in edit mode (pencil icon), click the blue tag icon in the middle, and a new root tag will appear beneath the rest or you can drag and drop the same blue tag icon to place a tag in your desired position. Tag position can be altered any time by selecting, dragging and dropping the tag. The right hand side will display the tag's details you should fill in.



Alternatively, if the pencil icon is toggled, you have the option to quickly create a tag by inputting its name and hitting Enter on the keyboard, and coming back to edit details later on.

Then, name the tag and add a Description to give details to your team on what a tag represents and/or an alias (both optional).

You are now ready to build your hierarchy out from your Root Tags by creating “Child Tags”. Tags should get more specific as they proceed deeper into the hierarchy.

By default, the “left-to-right” configuration is presented (pink) to best display tag names. If you prefer “top-to-bottom” configuration, select the hierarchy icon above.

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Editing the Tag Hierarchy

Making edits to your tag hierarchy is the same for both Standard and Form-based Tagging modes, see [here](#) for more on the full functionality of the tag hierarchy.

Recommendations in Hierarchy Building

If you need some assistance in starting your hierarchy, feel free to [import one of our public templates](#).

If you are looking for Best Practices recommendations on what to include in your hierarchy, see [here](#)!

From here, you are ready to [apply tags in Standard Tagging mode](#).

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