

Admin

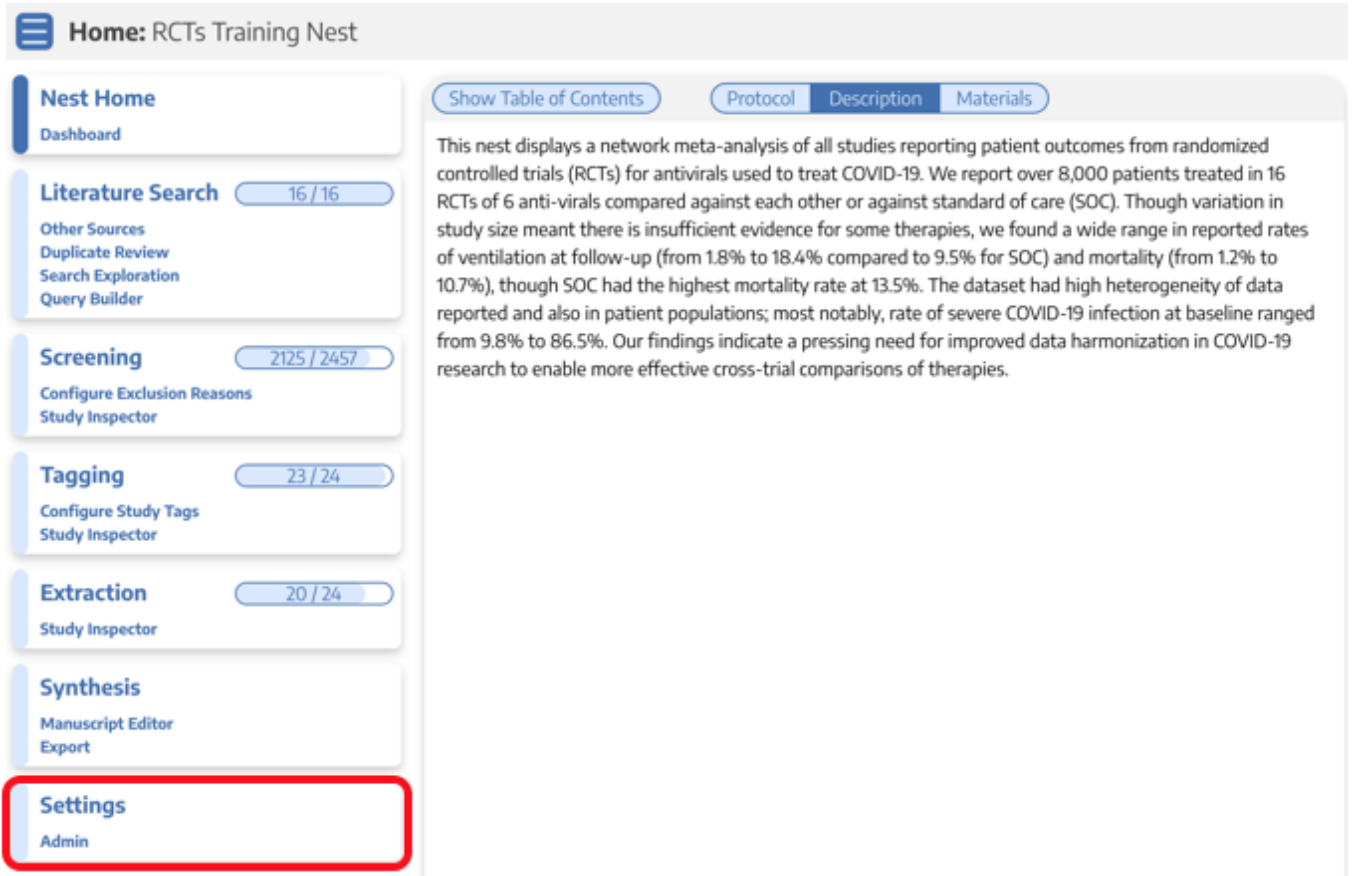
Administrative functions are split into Nest-level Admin functions and Organization-level Admin functions; this page covers Nest-level Admin functions.

- For Organization-level Admin functions, see [Manage Organizations](#) .
- **Note:** if you are adding Organizational Access to a specific nest, that is a Nest-level Admin function under the Groups tab under the [Contributor Settings page](#), not the Manage Organizations page.

Navigate to Nest-level Admin Functions:

The Admin page is only available to Owners and Admins of nests. To access it, select the “Admin” link under the “Settings” section of the menu.

To give a User Admin privileges, see the [Contributor Settings page](#).




1. Add and Manage Users

Add or remove User and/or Admin privileges for your specific nest. To learn how to do so for individuals or organizations, see the [Configure Settings page](#).

2. Synthesis

The results of your nest may be kept private or made public. Configure the visibility of [Synthesis](#):

Synthesis 

Choose outputs to display on Synthesis:
Checking these boxes will show the respective outputs on Synthesis for this nest


☒ Qualitative Synthesis
☒ Quantitative Synthesis
☒ Manuscript

Make this nest public:
Checking this box will allow anyone on the internet to search for and see your nest's Synthesis. This does not grant the public editing access via AutoLit

☐ Public Nest

3. Screening

As an Admin, you can configure Screening to be either Standard or [Dual Screening](#). Standard Screening means that each record will be screened by one user. Dual Screening means that each record is screened by two different users and later adjudicated by a third.

Screening 

Dual vs. Standard Screening:
In Standard Screening, one user screens each article, and that decision sends the study forward for tagging. Another user can change the decision, overwriting the previous determination, but no screening decision is subject to independent confirmation.
In Dual Screening, two users independently screen each article, and then all screening decisions are reviewed by an administrator. The administrator adjudicates any disagreement between the original screeners and sets the final determination for each study.

☒ Standard ☐ Dual

4. Risk of Bias

Choose a Risk of Bias system. Learn more about [Ccnfiguring Risk of Bias](#)

Risk of Bias

Choose a system:

System: SIGN 50, Version: 2011

Choose a scope:

Some systems allow you evaluate the risk of bias of entire studies or individual outcomes.

☒ Entire Study

☐ Individual Outcomes

5. Copying a Nest

Copying a nest will copy the data and configurations, such as the search terms, references, exclusion reasons, the tagging hierarchy, applied tags, data elements, full-text PDFs, Risk of Bias Assessments, the protocol and manuscript, and other configurations. The copied nest is entirely independent of the original nest.

Dangerous Settings

These options have wide-reaching and often irreversible effects: proceed with caution.

Rename this nest:

Pressing this button will allow you to change the name of this nest.

Rename

Delete this nest:

Pressing this button will delete this nest (including searches, references, gathered data, and manuscript) forever.

Delete Forever

Copy this nest:

Pressing this button will create a copy of most of the data in this nest, excluding user & organizational access.

Copy

Access privileges will not be copied from the old nest and must be configured.

6. Renaming and Deleting a Nest

As an Admin, you have the option of deleting a nest. *Please* consult with the rest of your team before deciding to delete any nest.

Dangerous Settings

These options have wide-reaching and often irreversible effects: proceed with caution.

Rename this nest:

Pressing this button will allow you to change the name of this nest.

Rename

Delete this nest:

Pressing this button will delete this nest (including searches, references, gathered data, and manuscript) forever.

Delete Forever

Copy this nest:

Pressing this button will create a copy of most of the data in this nest, excluding user & organizational access.

Copy



DELETING A NEST HAS WIDE-REACHING AND OFTEN IRREVERSIBLE EFFECTS. PROCEED WITH CAUTION.

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