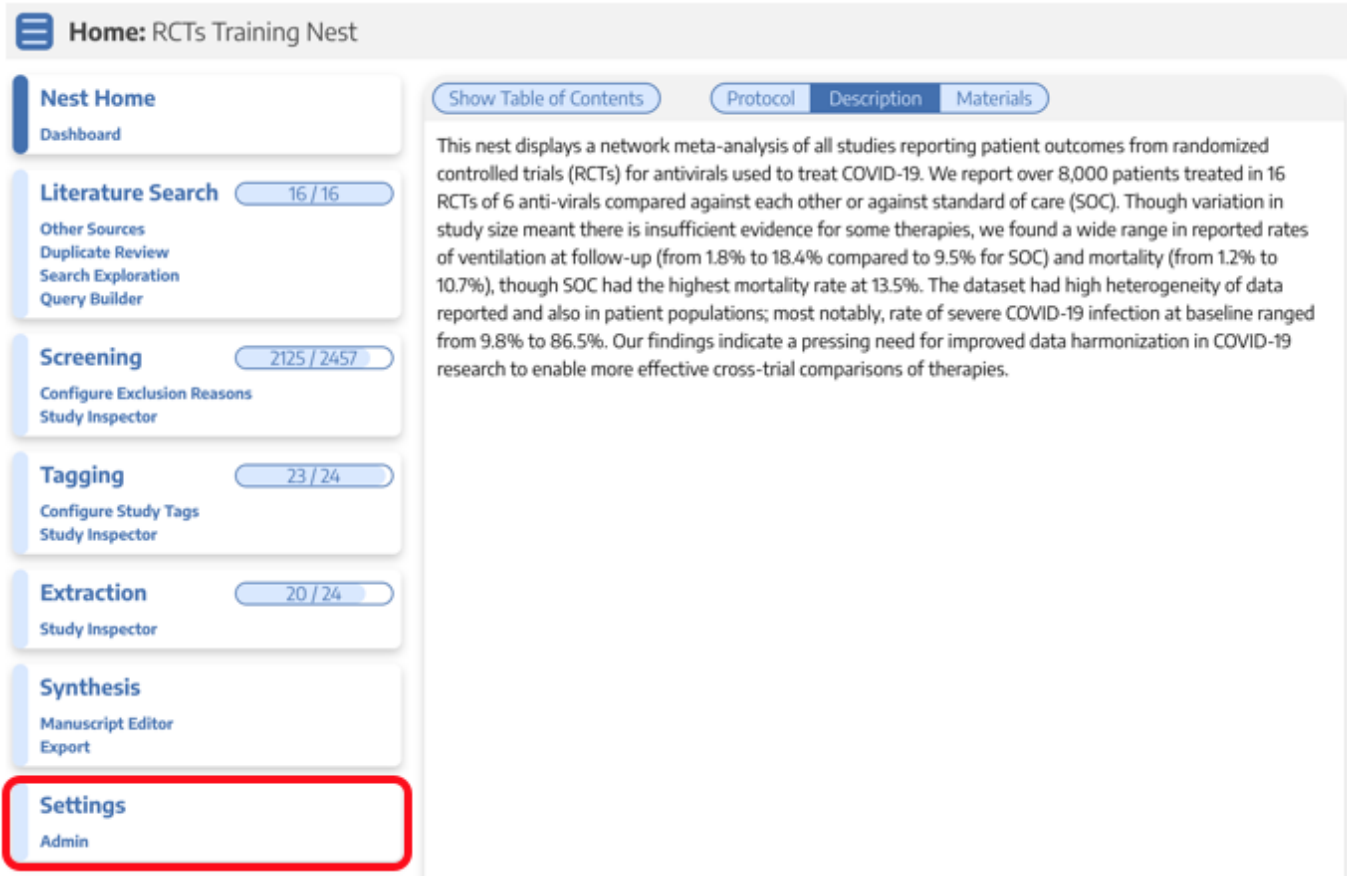# Admin

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.

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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

From the Synthesis section, you can:

- Toggle on or off Quantitative Synthesis, Qualitative Synthesis, or Manuscript. If toggled off, that specific subsection will be greyed out in the Synthesis homepage.
- Make a nest public. Toggle this on to make the link to your Synthesis page (and all sub-pages) publicly viewable.

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.

4. Risk of Bias

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

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.

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.

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

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