

# 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](#).
- **Exception:** if you are giving an Organization access to a nest, that is a Nest-level Admin function under the Groups tab under the [Collaborators panel](#), 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.

Nest Home

Dashboard

Literature Search

2 / 2

Other Sources

Duplicate Review

Search Exploration

Query Builder

Screening

377 / 377

Configure Exclusion Reasons

Adjudicate Screening

Study Inspector

Tagging

19 / 19

Configure Study Tags

Study Inspector

Extraction

19 / 19

Study Inspector

Risk of Bias

17 / 19

Study Inspector

Synthesis

Manuscript Editor

Export

Settings

Admin

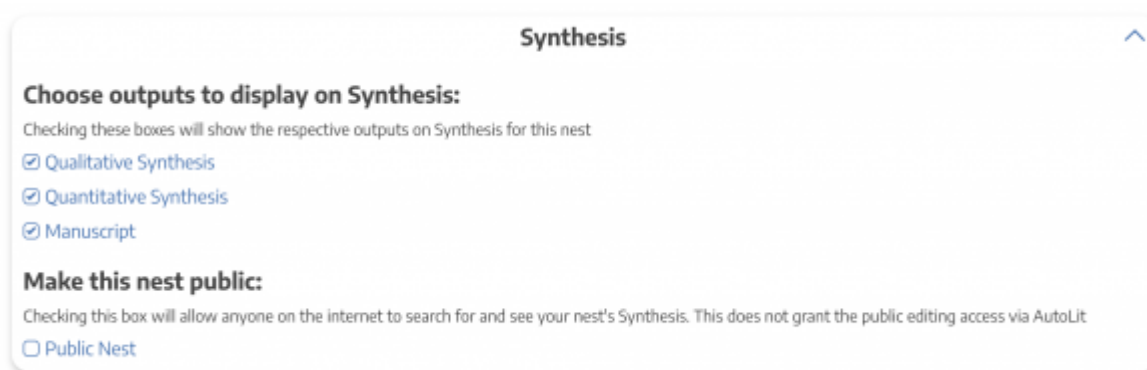
# 1. Add and Manage Users

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



The screenshot shows a settings panel titled "Synthesis" with a close button in the top right corner. It contains two sections: "Choose outputs to display on Synthesis:" and "Make this nest public:". The first section has three checkboxes, all of which are checked: "Qualitative Synthesis", "Quantitative Synthesis", and "Manuscript". The second section has a single checkbox labeled "Public Nest", which is currently unchecked. A note below the checkboxes states: "Checking these boxes will show the respective outputs on Synthesis for this nest." Another note below the "Public Nest" checkbox states: "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."

## 3. Screening

### Screening Modes: Standard vs. Dual vs. Two-Pass Screening

As an Admin, you can configure the Screening Mode to be:

- Standard (default),
- [Dual Screening](#), or
- [Two-Pass Screening](#)

**Standard Screening** means that each record will be screened by one user in a single session. The user will have the option of designating "Full Text Review", but there is no separate Full Text step.

**Two-Pass Screening** means that each record will be screened at the Abstract level by one user, and advanced to a second, separate Full Text screening step, where the record must have a full text PDF uploaded and a final Screening decision made by a single user.

**Dual Screening** means that each record will be screened by two different users and adjudicated by a third.

**Screening Mode**

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. This determination may be updated at any time.

In Dual Screening, two users independently screen each record, and then all screening determinations are reviewed by an administrator. The administrator adjudicates any disagreement between the original screeners and sets the final determination for each record.

In Two Pass Screening, all records are first rapidly screened using only title and abstract. Records may be advanced from title/abstract screening to more intensive full text screening, where final inclusion is determined.

**Inclusion Modeling**

Inclusion models predict the probability of individual records being included during screening, using your past screening decisions. These probabilities help AutoLit determine which studies to show first during the screening process to get you screening faster.

The model can be trained manually or automatically (recommended). If the inclusion model is set to automatic, the model will be retrained after every 10 newly screened records. Otherwise, the model can be trained and retrained manually during screening. Your nest must contain at least 1 inclusion and 10 records in order to train a model.

**Automatic Training** [View Inclusion Model](#)

**Hiding the Model**

Probabilities predicted by the model may be displayed during screening to speed up work or hidden if you wish to minimize bias. Studies will still be ordered by inclusion probability, even when hidden. To completely remove probabilities and ordering, delete the existing inclusion model and turn off automatic training.

**Hide Probabilities**

**Extract:**

**Extraction**



Toggling between Standard, Two-Pass, and Dual Screening (see image) **can lead to loss of data**, as only the final Inclusion and Exclusion decisions will be saved if you switch between Screening Modes!

## Inclusion Prediction Model

**Manual vs. Automatic:** By default, the Inclusion Prediction Model for Screening will be on Manual, meaning that it will only run when a user selects Train Inclusion Model. Toggling the Inclusion Prediction Model to on (see image above) will alter this so that the Model runs as soon as a sufficient number of studies are screened, and this Model will be re-run automatically as more screening occurs.

**Displayed vs. Hidden:** By default, the Inclusion Prediction Model will be displayed, meaning that any user will be able to see the predictions on the Screening panel:

**Screening: Basilar Artery - thrombectomy vs. thrombolysis**

233 / 254

**Navigation**

Back Skip

**Screening**

Full Text Review

Upload Full Text

Exclusion Reason

**P(Inclusion): 0.06** Exclude Include

**Tagging**

Tag Text

Select Tag

Enter Text

If you want this prediction to be hidden from all users, Admins, and Owners on each individual study, toggle "Hide Probabilities." If hidden, you can still run the model from the Admin page and have the option to turn on Automatic updating.

## 4. Extraction

## Extraction Modes: Standard vs. Dual

As an Admin, you can configure the Extraction Mode to be:

- Standard (default)
- [dual](#)

**Standard Extraction** means that each record will be extracted only once.

**Dual Extraction** means that each record will be extracted by two different users and adjudicated by a third.

Extraction

Extract:

Checking this box will make the extraction module available in AutoLit, allowing you to extract data.

☒

Data Extraction

Dual vs. Standard Extraction

In Standard Extraction, one user extracts each study and that data is considered final. Another user may review or modify final data, but the data is not subject to systematic independent confirmation.

In Dual Extraction, two users independently extract each study and all data are reviewed by an administrator. The administrator adjudicates disagreements between the original reviewers and generates the final data set.

Standard

Dual

## 5. Risk of Bias

Choose a Risk of Bias system. Learn more about [Configuring 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

## 6. 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.

## 7. Renaming a Nest

As an Admin, you have the option of renaming a nest. See the image below for the location of this function, next to “Delete.”

## 8. Deleting a Nest

Only Owners have the right to delete a nest. “Delete” can be found next to “Rename”; deleting a nest is irreversible and will completely delete all data related to the project in question!

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.

From:

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

Permanent link:

<https://wiki.nested-knowledge.com/doku.php?id=wiki:autolit:admin&rev=1656943485>

Last update: 2022/07/04 14:04