

Actions with Practices

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Coordination of practice

To approve the practice, click Approval in the practice menu.

You will be taken to the practice card, where three buttons are available - Coordinate, [Send back for revision](#) and [Decline](#).

Best practices

Search

All practices

All categories

| Name | Author | Category | Rating | Status |
|--|---|----------------------------|-----------------------------------|-------------|
| <div></div> <div>Product best practice 5/2</div> | <div>user A , Novus-HCM</div> <div>10.09.2024 22:51</div> | Category 1/Subcategory 1.1 | <div><div></div><div></div></div> | <div></div> |
| | | | | |

When you click the Coordination button, a field for entering a comment opens, the comment is optional.

The practice enters the approval stage only when approved by all coordinators. Coordination occurs in parallel or sequentially, depending on the choice when adding the practice.

When you select the "On coordination" filter in the main menu, all practices that are under approval are displayed. The practice shows the employees who approve the practice:

On coordination

All categories

| Name | Author | Category | Rating | Status |
|--------------------------------------|---|----------|-----------------------------------|-------------|
| <div></div> <div>My practice 1</div> | <div>user A , Novus-HCM</div> <div>11.09.2024 10:41</div> | | <div><div></div><div></div></div> | <div></div> |
| Coordinators: user A | | | | |

Returning practice for revision

To return a practice for revision, click Coordination in the practice menu.

Best practices

Search

All practices

All categories

| | Name | Author | Category | Rating | Status |
|--|---------------------------|--|----------------------------|-----------------------------------|------------------------|
| | My practice 1 | user A , Novus-HCM 11.09.2024 10:41 | | <div><div></div><div></div></div> | <div><div></div></div> |
| | Product best practice 5/2 | user A , Novus-HCM 10.09.2024 22:51 | Category 1/Subcategory 1.1 | <div><div></div><div></div></div> | <div><div></div></div> |

You will be taken to the practice card, where three buttons are available - [Coordinate](#), Send back for revision and [Decline](#).

Click "Send back for revision", you can leave a comment in the pop-up window.

After returning a practice for revision, its status changes to “Draft”.

Declining of practice

To decline a practice, click Approval in the practice menu and click Decline in the practice card.

After rejecting a practice, the status changes to "Declined".

Best practices

Search

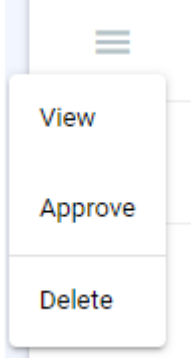
All practices

All categories

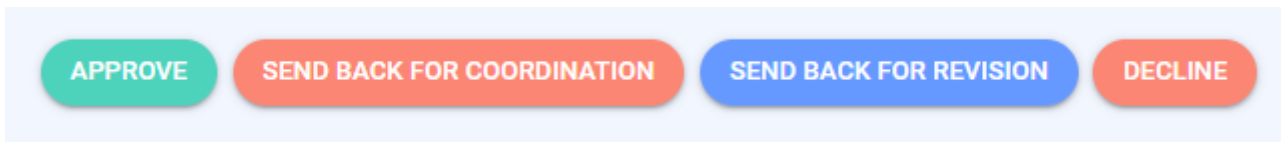
| Name | Author | Category | Rating | Status |
|---------------------------------------|---|----------------------------|---------------------------|--------------|
| <div></div> My practice 2 | <div>user A , Novus-HCM</div> <div>11.09.2024 14:49</div> | | <div>♥</div> <div>🔖</div> | <div>🔄</div> |
| <div></div> My practice 1 | <div>user A , Novus-HCM</div> <div>11.09.2024 10:41</div> | | <div>♥</div> <div>🔖</div> | <div>📝</div> |
| <div></div> Product best practice 5/2 | <div>user A , Novus-HCM</div> <div>10.09.2024 22:51</div> | Category 1/Subcategory 1.1 | <div>♥</div> <div>🔖</div> | <div>⌛</div> |

Approval of practice

The approver will have "Approve" available in the menu.



When click the Approve button the practice card opens and the following buttons are available:



- Approve
- Send back for coordination
- Send back for revision
- Decline