

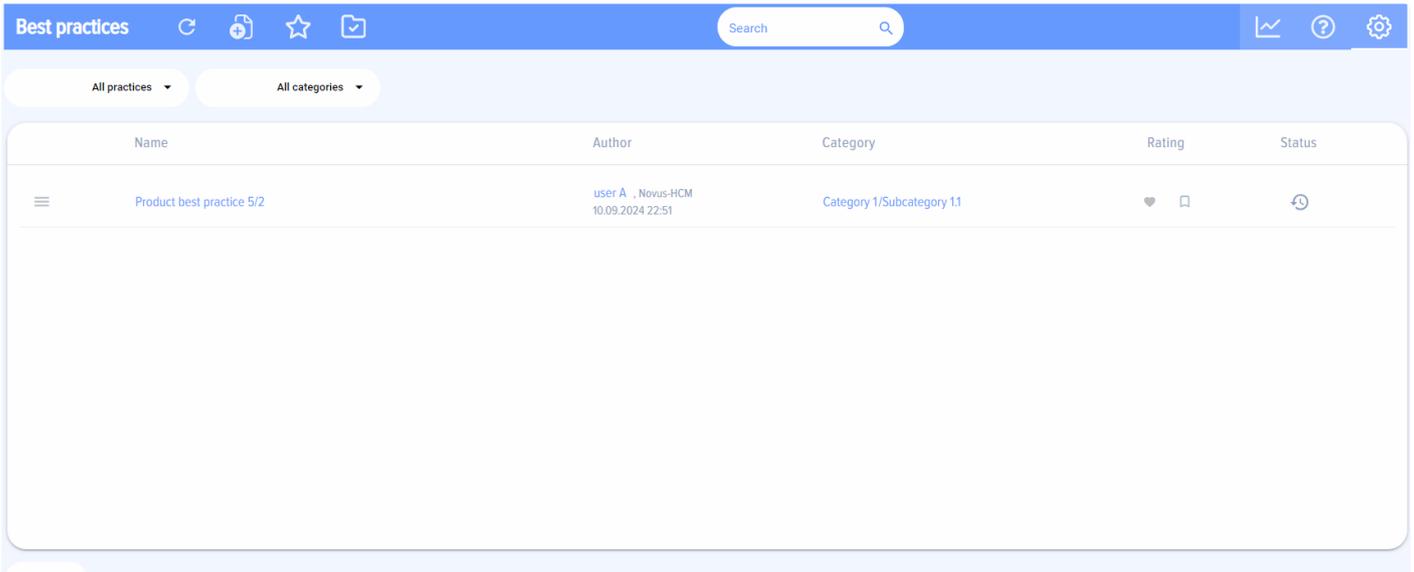
# Actions with Practices

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# Coordination of practice

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

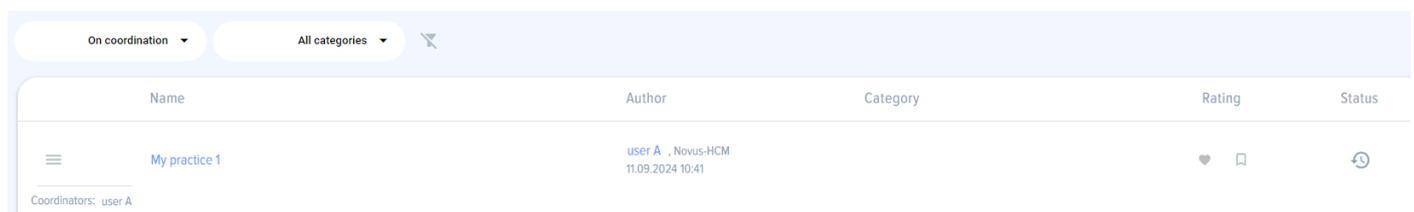
You will be taken to the practice card, where three buttons are available - Coordinate, [Send back for revision](#) and [Decline](#).



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

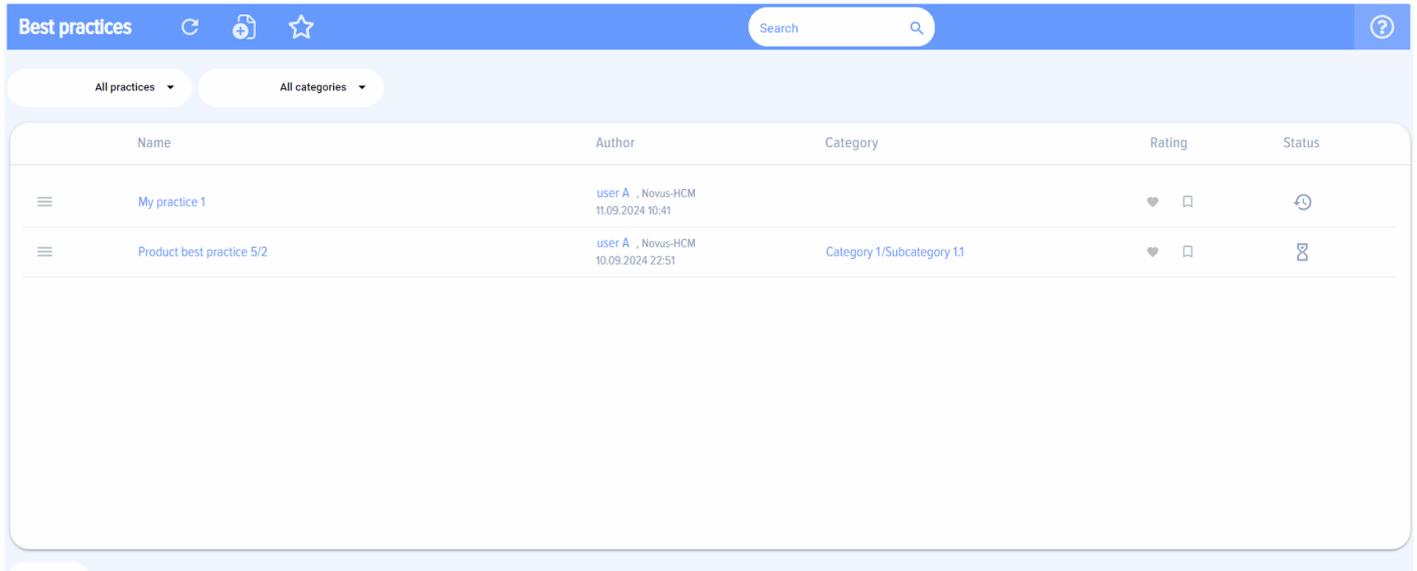
The practice enters the approval stage only when approved by all coordinators. Coordination occurs in parallel or sequentially, depending on the choice when adding the practice.

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:



# Returning practice for revision

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



The screenshot shows a web interface titled "Best practices". At the top, there is a blue header with the title, a search bar, and a help icon. Below the header, there are two dropdown menus: "All practices" and "All categories". The main content is a table with the following columns: Name, Author, Category, Rating, and Status. The table contains two rows of data.

Name	Author	Category	Rating	Status
My practice 1	user A , Novus-HCM 11.09.2024 10:41		♥ 📄	🔄
Product best practice 5/2	user A , Novus-HCM 10.09.2024 22:51	Category 1/Subcategory 1.1	♥ 📄	⌛

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

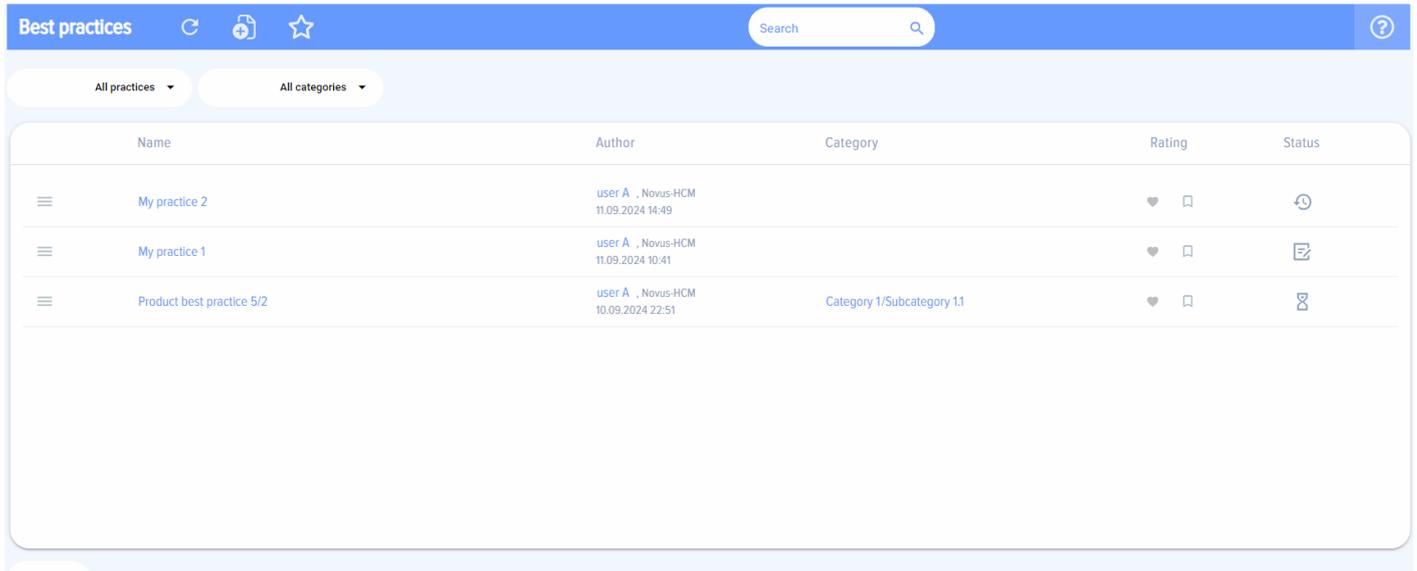
Click "Send back for revision", you can leave a comment in the pop-up window.

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".

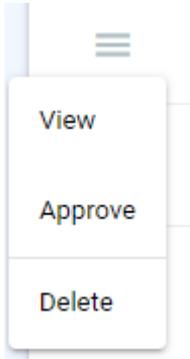


The screenshot shows a web interface for 'Best practices'. At the top, there is a blue header with the title 'Best practices', a refresh icon, a plus icon, a star icon, a search bar, and a help icon. Below the header, there are two filter buttons: 'All practices' and 'All categories'. The main content is a table with the following columns: Name, Author, Category, Rating, and Status. The table contains three rows of practice entries.

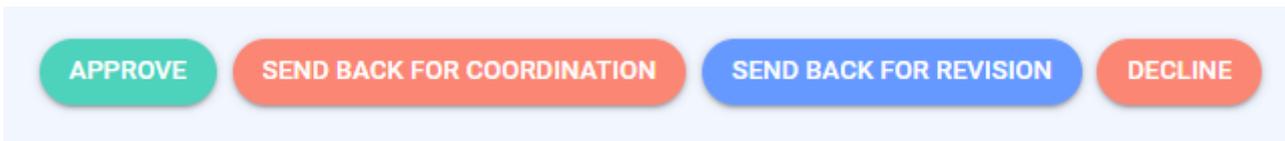
Name	Author	Category	Rating	Status
My practice 2	user A , Novus-HCM 11.09.2024 14:49		♥ 📌	🔄
My practice 1	user A , Novus-HCM 11.09.2024 10:41		♥ 📌	📄
Product best practice 5/2	user A , Novus-HCM 10.09.2024 22:51	Category 1/Subcategory 1.1	♥ 📌	⌛

# 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