

Settings

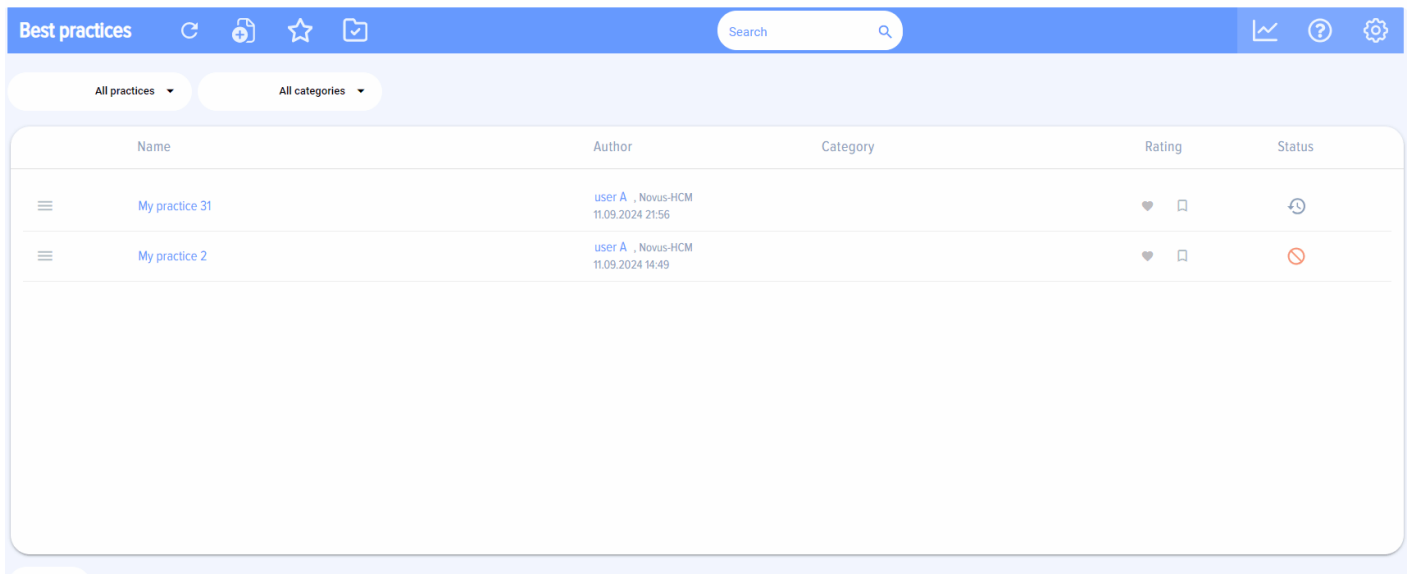
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Add/Remove Moderator

To add/remove a moderator open settings-moderators.

Click “+” to add a new moderator to the list. Click Save button.

To remove moderator click "Delete". Click the Save button.



The screenshot shows the 'Best practices' app interface. At the top is a blue header bar with the title 'Best practices', a refresh icon, a plus icon, a star icon, a checkmark icon, a search bar with the text 'Search', and three utility icons (line graph, question mark, and settings). Below the header is a light blue bar with two dropdown menus: 'All practices' and 'All categories'. The main content area is a table with the following columns: Name, Author, Category, Rating, and Status. The table contains two rows of data. The first row shows 'My practice 31' by 'user A , Novus-HCM' with a rating of 11.09.2024 21:56, a heart icon, a bookmark icon, and a refresh icon. The second row shows 'My practice 2' by 'user A , Novus-HCM' with a rating of 11.09.2024 14:49, a heart icon, a bookmark icon, and a delete icon (a red circle with a diagonal line).

Name	Author	Category	Rating	Status
My practice 31	user A , Novus-HCM 11.09.2024 21:56		♥️ 📌	🔄
My practice 2	user A , Novus-HCM 11.09.2024 14:49		♥️ 📌	🚫

Moderatos can perform the following actions:

- Delete, edit, archive any approved practices;
- Carry out the app settings.

Adding and editing a category

To add a category open Settings - Categories.

To add a category enter category name and click Add.

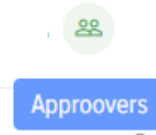
To add subcategories select a category, enter the name of new subcategory in the Subcategories field and click Add.

To save changes click the Save button.

Best practices				
<div><div>Search</div><div><div></div><div></div><div></div><div></div></div></div>				
<div><div>All practices</div><div>All categories</div></div>				
Name	Author	Category	Rating	Status
<div></div> My practice 31	user A , Novus-HCM 11.09.2024 21:56		<div></div>	<div></div>
<div></div> My practice 2	user A , Novus-HCM 11.09.2024 14:49		<div></div>	<div></div>

Adding a coordination route

You can add coordinators and approvers to any category.



Open Settings - Categories and click on the element "Approvers"

For coordination coordinators are added to the list of coordinators with a plus sign on the right.