

Settings

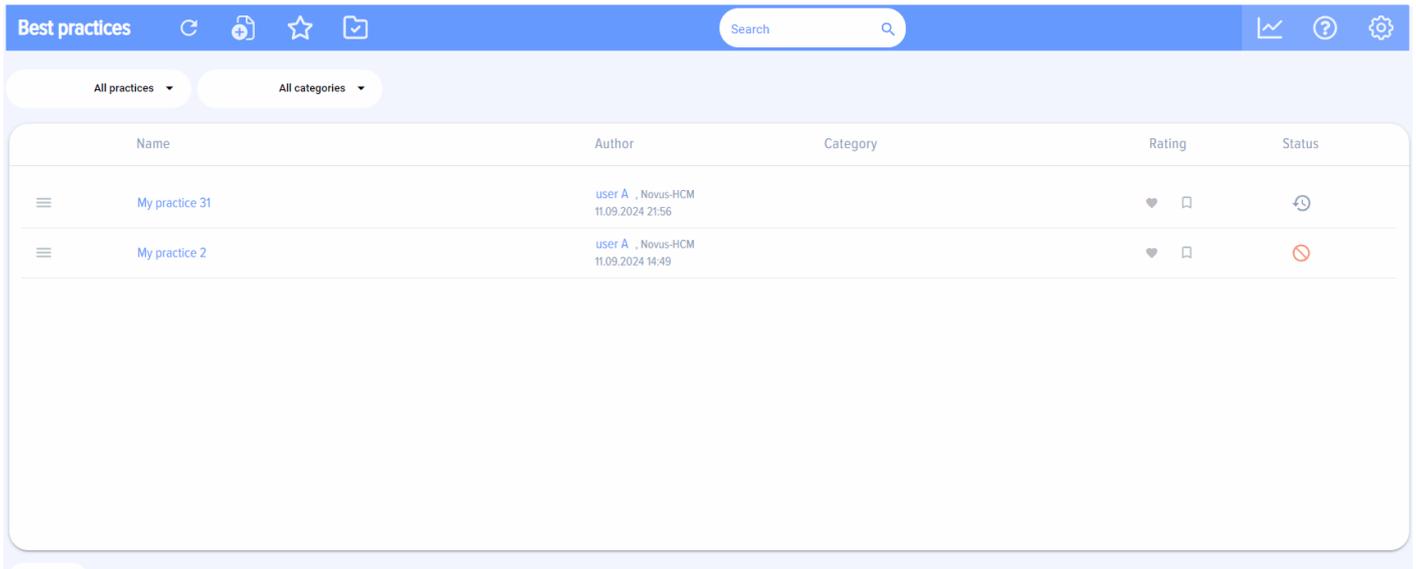
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Add/Remove Moderator

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 a web interface for managing 'Best practices'. At the top, there is a blue header with the title 'Best practices', a search bar, and several utility icons. Below the header, there are two dropdown menus for 'All practices' and 'All categories'. The main content is a table with the following columns: Name, Author, Category, Rating, and Status. Two rows of data are visible:

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.

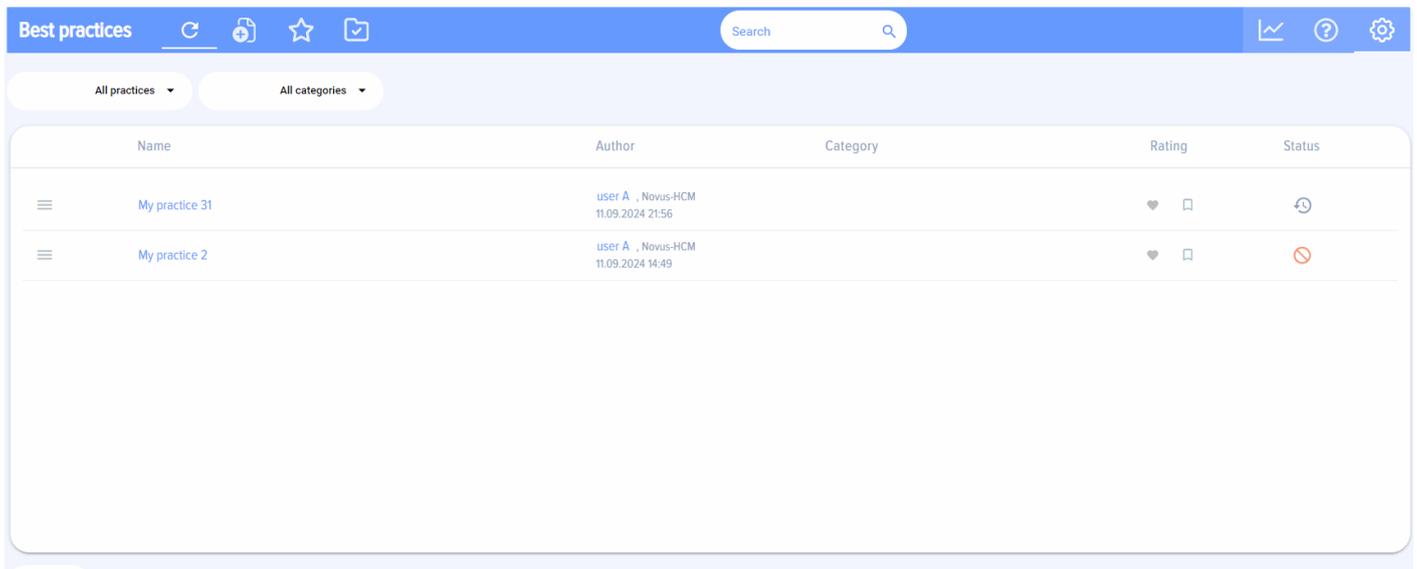
Adding and editing a category

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.



The screenshot shows a web application interface for 'Best practices'. At the top, there is a blue header with the title 'Best practices', a search bar, and several utility icons. Below the header, there are two filter buttons: '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.

	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		♥ 📄	🚫

Adding a coordination route

You can add coordinators and approvers to any category.



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

Approvers

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