

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.

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

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.

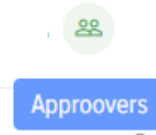
To add subcategories select a category, enter the name of new subcategory in the Subcategories field and click Add.

To save changes click the Save button.

Best practices				
<div><div>↺</div><div>+</div><div>☆</div><div>✓</div></div> <div>Search</div> <div>📈</div> <div>?</div> <div>⚙️</div>				
<div>All practices</div> <div>All categories</div>				
Name	Author	Category	Rating	Status
<div>☰</div> <div>My practice 31</div>	<div>user A , Novus-HCM</div> <div>11.09.2024 21:56</div>		<div>♥</div> <div>🔖</div>	<div>🔄</div>
<div>☰</div> <div>My practice 2</div>	<div>user A , Novus-HCM</div> <div>11.09.2024 14:49</div>		<div>♥</div> <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.