Settings

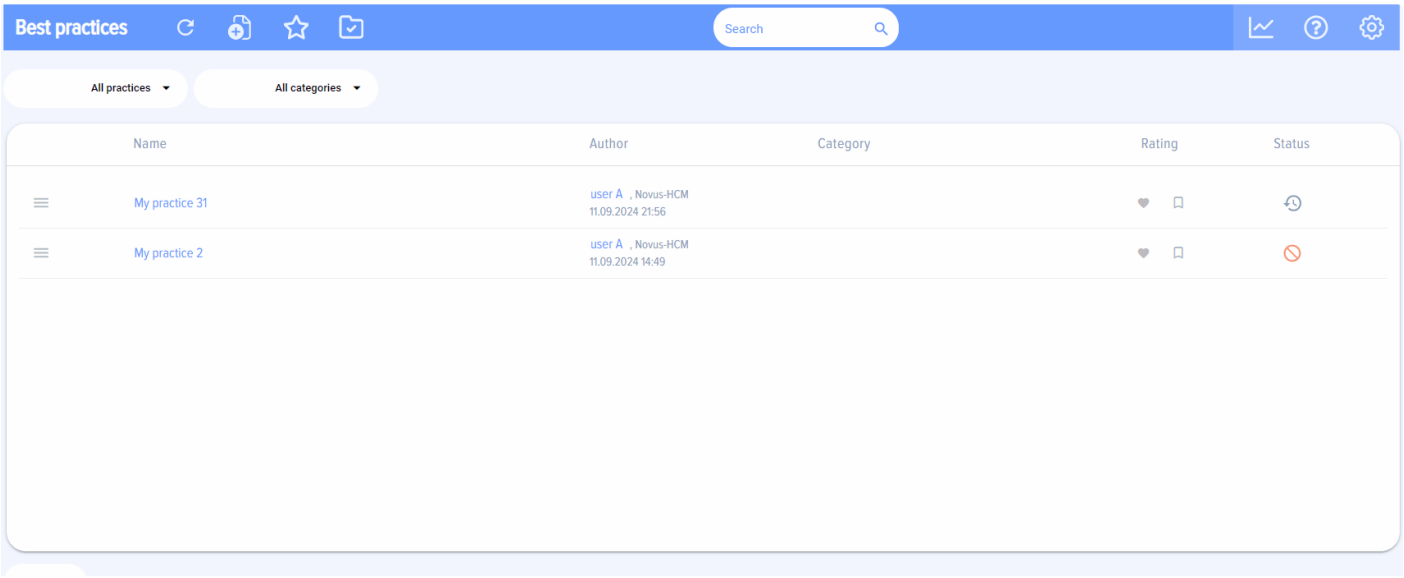
- Add/Remove Moderator
- Adding and editing a category
- Adding a coordination route
- Restricting access to practice categories
- Changing criteria
- Change name of the application
- Selecting departments that can see messages in their live feed
- Archive access
- Availability of practices for comments by all employees

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.



Moderatos can perform the following actions:

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

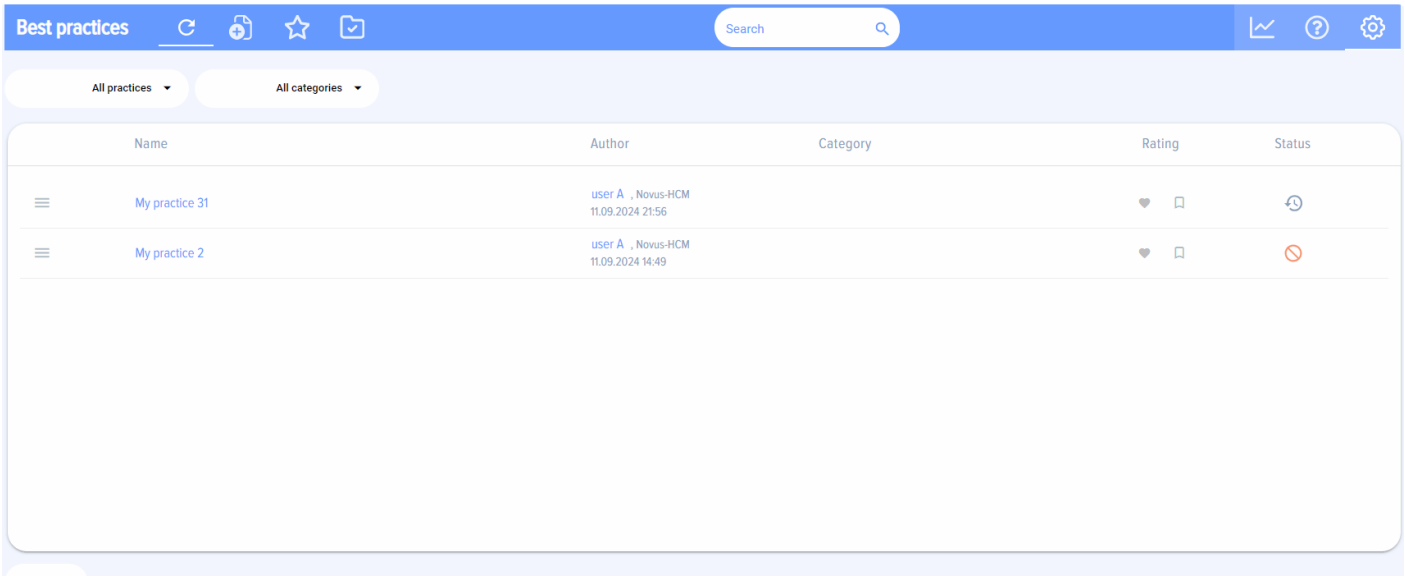
Adding and editing a category

To add a category open Settings - Categories.

To add a category enter category name and click Add.

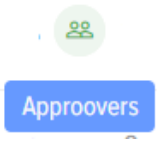
To add subcategories select a category, enter the name of new subcategory in the Subcategories field and click Add.

To save changes click the Save button.



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.