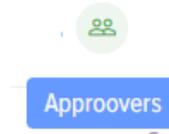


Adding a coordination route

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.

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 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.

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		♥ 📄	🚫

When adding a practice, if an employee selects "My cat 2" category, he will be prompted to automatically add the employees selected here.

Best practices				
All practices		All categories		
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		♥ □	⊘

To prohibit changes to the approval route, you should enable the toggle "Prohibit changes for regular users".

If the toggle "Prohibit ordinary users from changing" is disabled, then users will be able to add coordinators and approve themselves.

Coordination routes can be entered for both categories and subcategories. The last selected ones replace the previous ones. That is, if you selected a category and filled in coordinators and then selected a subcategory and also selected coordinators, then the previous ones will be replaced by the new ones.

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