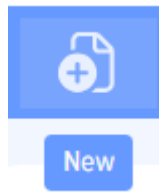


Adding a practice



By clicking the element you can open a Practice Adding Card. It has a common form for each employee, and is displayed as follows:

← Back to list

New

Best practice name *

Enter name

Category

Best practice target *

Enter a clear target of the best practice, i.e. indicating a scope of tasks that can be achieved upon the implementation of the practice.

Requirements for the implementation of the best practice *

For example, in regard to the resources, costs, skills and expertise required

Description of the best practice *

Please describe an expected result of implementation

Additional comments

Enter any additional comments

Preliminary evaluation

*Applicability:

--Select--

*Realizability:

--Select--

*Performance:

--Select--

Additional materials

Select

Additional materials

Add coordinators +

Concurrent matching

Add approver

SELECT >

Tags

Enter tags separated by commas

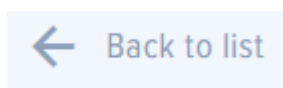
SAVE DRAFT

ADD FOR COORDINATION

CANCEL

Best practices				
<div> <div>All practices</div> <div>All categories</div> </div>				
Name	Author	Category	Rating	Status
My practice 2	user A , Novus-HCM 25.09.2024 17:43		♥ □	✎
My practice 31	user A , Novus-HCM 11.09.2024 21:56		♥ □	✓
My practice 2	user A , Novus-HCM 11.09.2024 14:49		♥ □	✗

The Card consists of the following elements and fields:



- back to practices list on the Homepage (changes are not saved).

WARNING! Please note that by clicking “Back” in your browser you quit the app and go back to your Bitrix24, but not to the previous page in the App.

Best practice name *

Enter name

- “Practice name” field. Please enter the name in a form easy for people to find. Avoid letters and numbers (for example, “Practice A21”).

Category

Category 1

Subcategory

- [category and subcategory](#) of the best practice. This field is optional. The categories and subcategories can be added by the app moderator in the app settings.

Each category can be set with a coordination mode or added with employees who are to coordinate the practices. Coordination modes can be selected in the app settings (see [App Settings](#) section).

If a category without set coordination modes or employees added is selected, nothing happens, and an employee should add coordinators and approvers manually.

If a category is set with a coordination mode, the following pop-up notification is displayed.

You selected "Category 1"

Pre-set coordinators and approver will be assigned. You can change the group members and the sequence below.

ADD A MATCHING ROUTE

I WILL ASSIGN

If you select "Appointed by me", an employee should add the coordinators and the approver manually on the practice adding card.

If "Add a coordination mode" is selected, the employees added by the moderator when setting up the app are automatically added to the practice adding card (namely, to the card section intended for adding coordinators and an approver).

Best practice target *

Enter a clear target of the best practice, i.e. indicating a scope of tasks that can be achieved upon the implementation of the practice.

- "Best practice target" field. Here is for an employee to describe the results that can be achieved by implementing the best practice.

Requirements for the implementation of the best practice *

For example, in regard to the resources, costs, skills and expertise required

- "Requirements for implementing the best practice" field. Here is to describe any requirements that are vital for a successful implementation of the best practice.

Description of the best practice *

Please describe an expected result of implementation

- "Best practice description" field.

Here is for an employee to describe the key concepts of the best practice suggested.

Additional comments

Enter any additional comments

- "Additional comments" field.

If an employee has any comments to make, such comments can be added in this field. If an employee has no comments, he or she can enter "No comments" in the field.

Preliminary evaluation

*Applicability:


*Realizability:


*Performance:

scoring evaluation section for the best practice suggested (express evaluation is carried out by an employee). The employee evaluates the best practice according to the following criteria:

- **Applicability** is evaluation of the practical value of using the best practice for the organization. The following options are available: Very High, High, Medium, Low, Very Low
- **Realizability** is evaluation of the possibility of the best practice implementation. The following options are available: Very High, High, Medium, Low, Very Low.
- **Performance** is an estimated financial result of the proposed best practice implementation. The following options are available: Economy / additional revenue of up to 1000 USD per year; Economy / additional revenue of up to 10 000 USD per year; Economy / additional revenue of up to 50 000 USD per year; Economy / additional revenue of up to 100 000 USD per year; Economy / additional revenue of up to 500 000 USD per year; Economy / additional revenue of up to 1 000 000 USD per year; Economy / additional revenue of more than 1 000 000 USD per year

These evaluation criteria are pre-set but can be changed, deleted or added in the app settings. The said functions are available to the app moderator in the app settings.

Add coordinators 

Add approver 

- a section for adding [Coordinators](#) and [Approvers](#). You can choose any employee.

Coordination depends on a practice. If a practice is approved by a joint body it can be added to Coordinators, while the chairman of a joint body can be appointed as Approver. Please refer to [App Roles](#) section for further details on the roles.

You can select a concurrent or sequential coordination mode. If concurrent coordination is selected, the practice is sent for coordination to all employees. If sequential coordination is selected, the practice is coordinated In the sequence defined by an employee's position on the list of coordination.

If a category / subcategory with a set group of coordinators is selected, such coordinators are added automatically when selecting a relevant category / subcategory.

In addition, you have an option of deleting any of the employees added automatically and adding any other employee, as well as alter the sequence of the employees if sequential coordination mode is selected.

When a practice is sent for coordination an employee chosen as Coordinator or Approver gets a bell notification

in his Bitrix24:



tags

Enter tags separated by commas

- tags are keywords that can be used for searching best practices.

SAVE DRAFT ADD FOR COORDINATION CANCEL

active elements.

- When clicking “Save draft” button, the practice is saved as a draft without being sent for coordination. It is available for its author if clicking “My practices” from Homepage of the app, as well as in the list of practices
- When clicking “Add for coordination” button, the practice is sent for coordination to the employees added by the author of the practice. The practice is simultaneously sent to all coordinators.
- When clicking “Undo” button, the practice is uncreated. If the practice has already been created, the button undoes the latest changes.

☰

View

Coordination

Delete

The practice card is accessible from the Top Menu of the app by clicking the element, then clicking “View” on the practice card

A practice card is as follows:

Back to list

0

ON COORDINATION

user A

Novus-HCM

Best practice name

Product best practice 5/2

Category/Subcategory

Category 1 /Subcategory 1.1

Best practice target

Spread the best experience among factories

Requirements for the implementation of the best practice

Conditions: availability of qualified personnel

Description of the best practice

best practice

Additional comments

Preliminary evaluation

Applicability:	High
Realizability:	Medium
Performance:	Economy / additional revenue of up to 1 000 USD per year

Add coordinators

+

user A

SAVE

Approver

user A

Concurrent matching

Tags

History

COORDINATE

SEND BACK FOR REVISION

DECLINE

Comments

user

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SAVE

X

“History” element displays all actions with the practice. History is recorded automatically.

“Coordinate” function is available to a coordinator only; the practice is coordinated by the employee.

Revision #7

Created 9 September 2024 06:43:49 by Maria

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