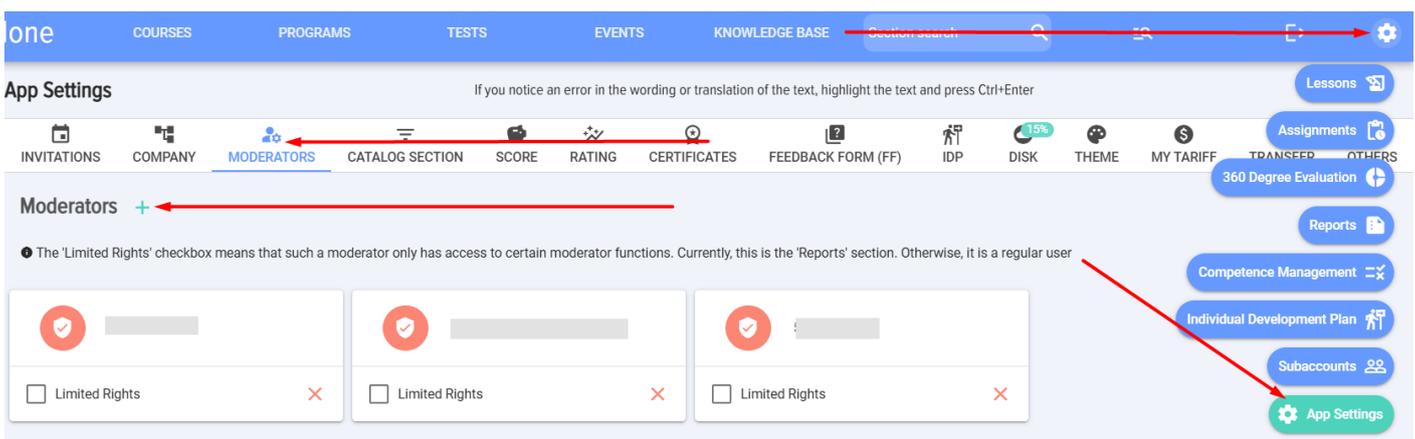


Moderator menu

Introduction

1. Moderator configures the application settings and manages the learning process.
2. Only the administrator of the CRM- or ERP-system can add the first moderator. Another moderator can add the second and subsequent moderators.
3. To add a moderator:
 - Click the gear in the top right corner (it is available to the administrator of the CRM- or ERP-system, not available to regular employees).
 - Select Application settings.
 - Tab moderators.
 - Click the plus and select the employee.



4. Moderator with rights restriction. Rights restriction means that such a moderator has access only to some moderator functions. Currently, this is the 'Reports' Section. Otherwise, this is a regular user.

Filling the moderator menu

1. The Moderator menu consists of two blocks:
 - For managing the learning process:
 - Lessons.
 - Assignments.
 - 360 Assessment.
 - Groups.
 - Reports.
 - Competence management.

- Individual development plan.
 - Subaccounts.
 - For application settings.
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Revision #1

Created 15 June 2025 07:27:50 by Maria

Updated 15 June 2025 07:38:20 by Maria