

Settings

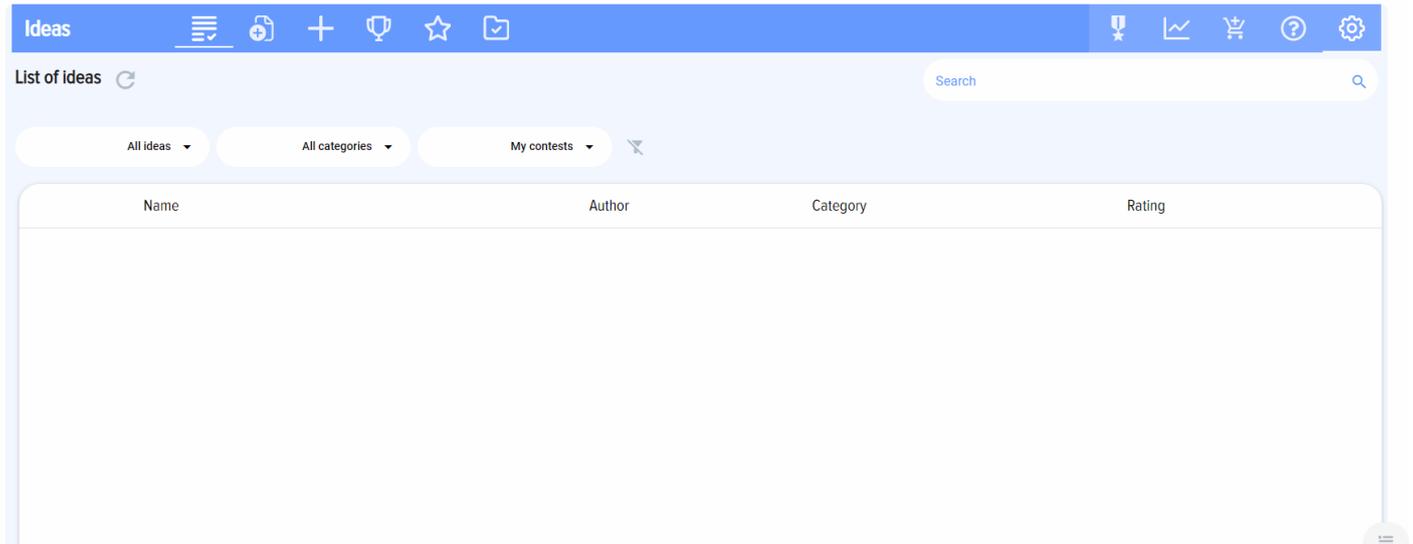
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Add/Remove Moderator

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.



Moderators can:

- Delete, edit, archive any approved ideas
- Create [contests](#)
- [Restrict access to individual categories](#) and sections
- Perform application settings

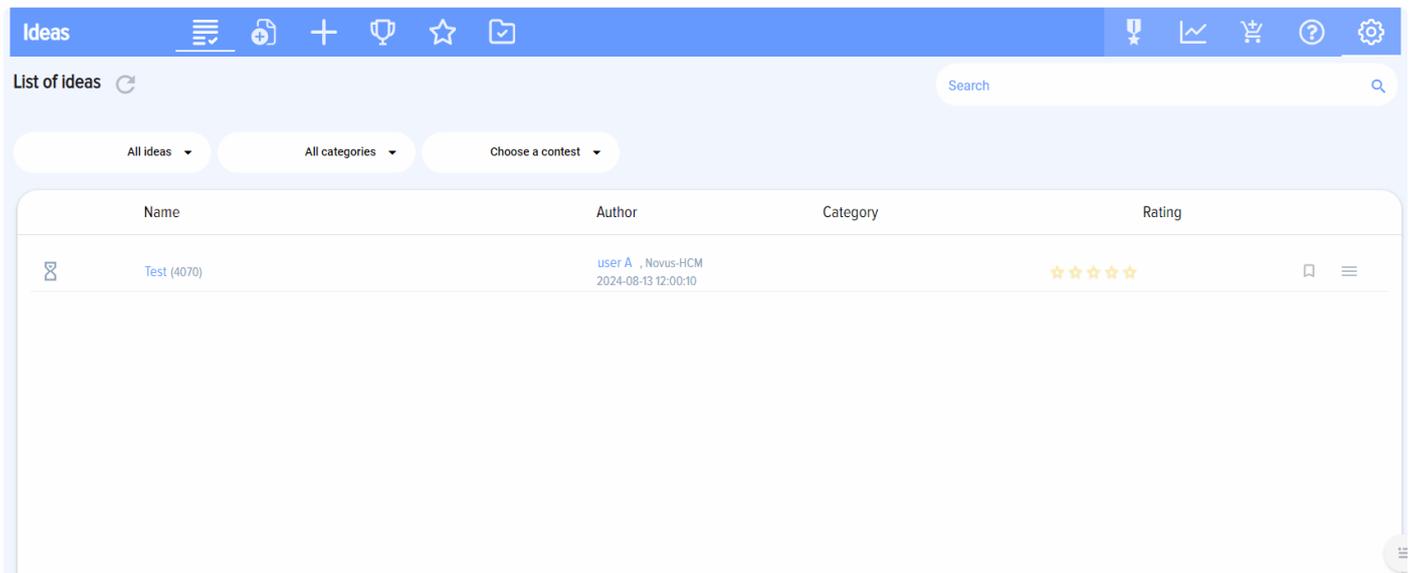
Adding and editing a category

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"

Approvers

For parallel coordination coordinators are added to the list of coordinators with a plus sign on the right.