

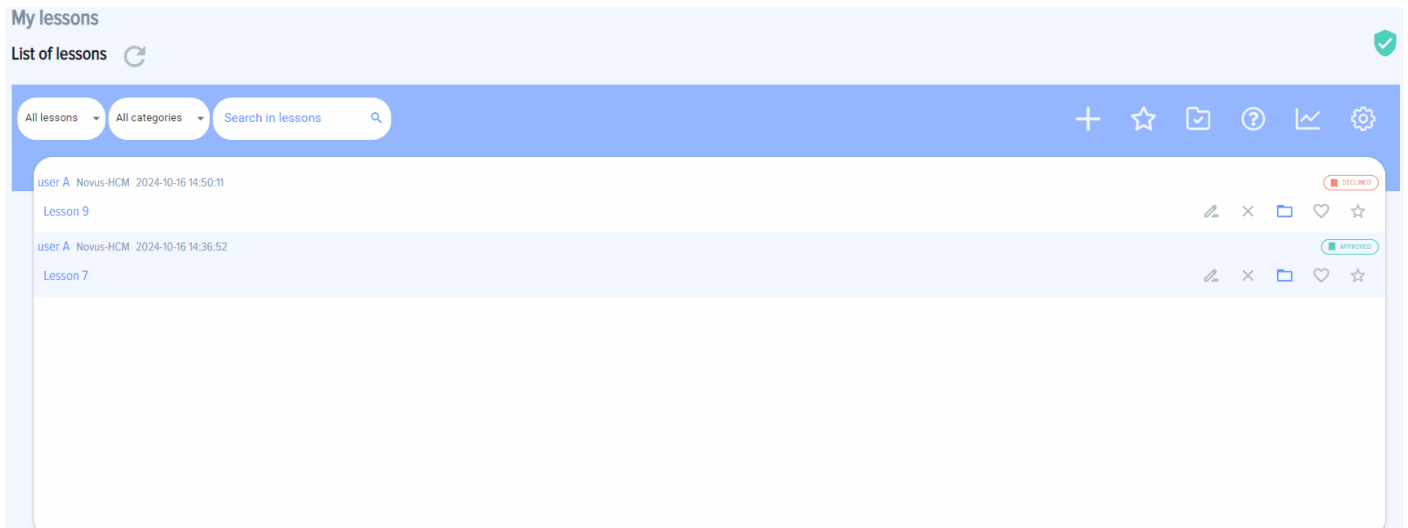
Settings

- [Add/Remove Moderator](#)
- [Adding and editing a category](#)
- [Adding a coordination route](#)
- [Restricting access to lessons learned categories](#)
- [Criteria](#)
- [App name](#)
- [Departments that can see messages in their live feed](#)
- [Access to archive](#)
- [Lesson commenting settings](#)

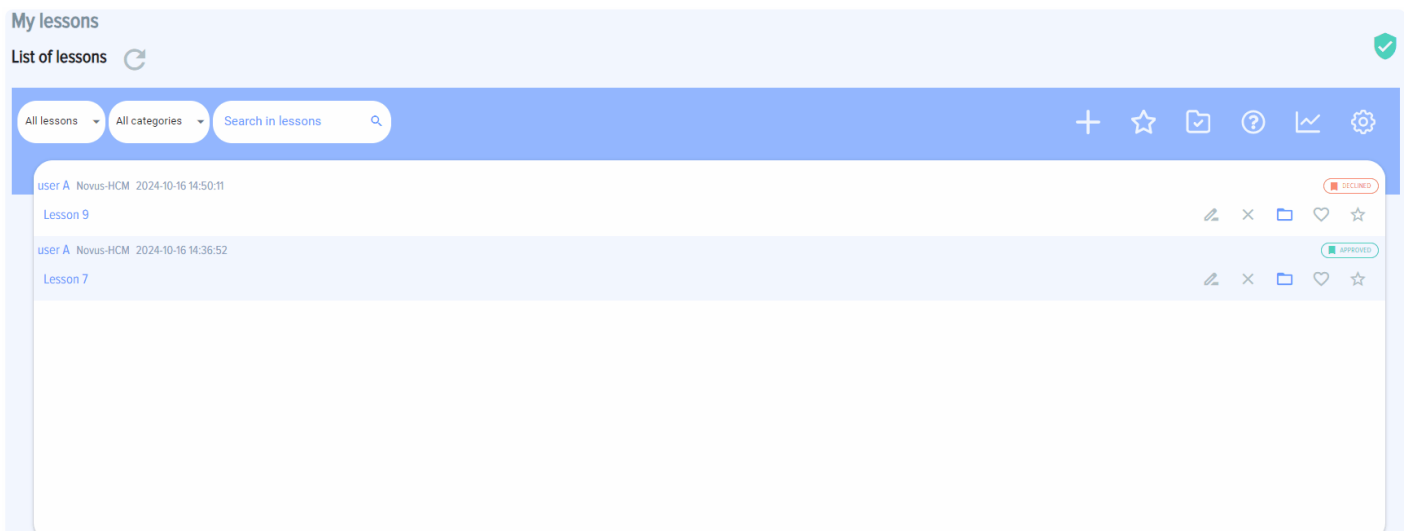
Add/Remove Moderator

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 lessons;
- Carry out the app settings.

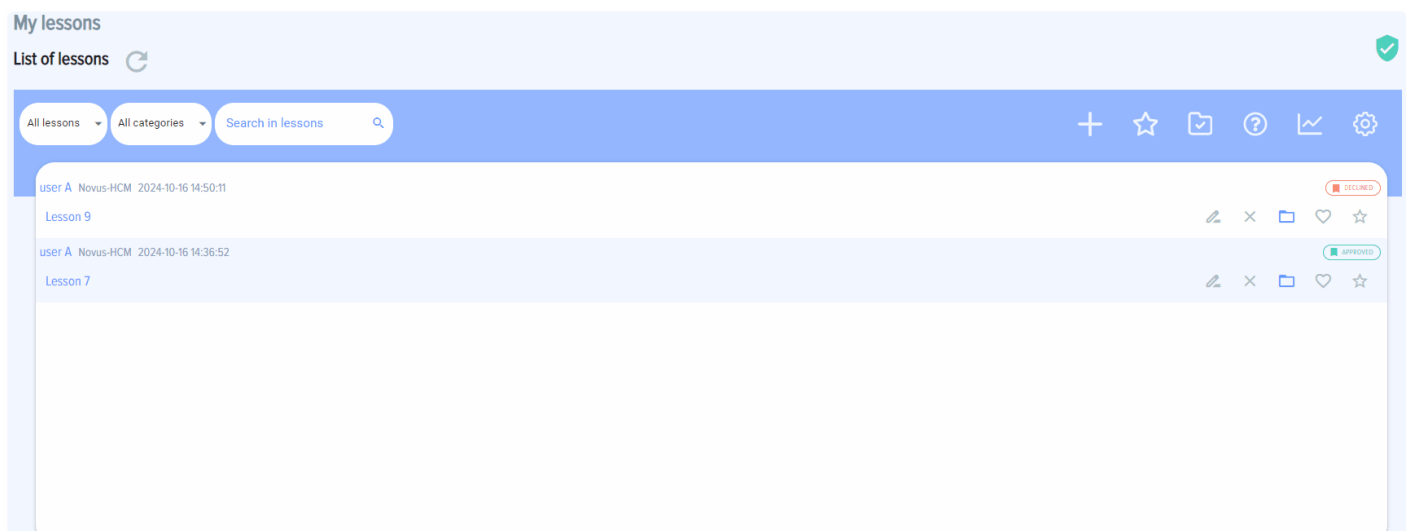
Adding and editing a category

To add a category open Settings - Categories.

To add a category enter category name and click Add.

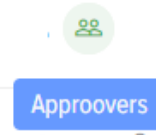
To add subcategories select a category, enter the name of new subcategory in the Subcategories field and click Add.

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.