

# Restricting access to lessons learned categories

The moderator has the ability to restrict access to certain categories of lessons. Access is restricted through categories. When selecting employees or departments to whom a given category of lessons is available, the relevant employees will see these practices, while others will not have access to them.

Accessibility can be edited using the lock symbol next to the category name.

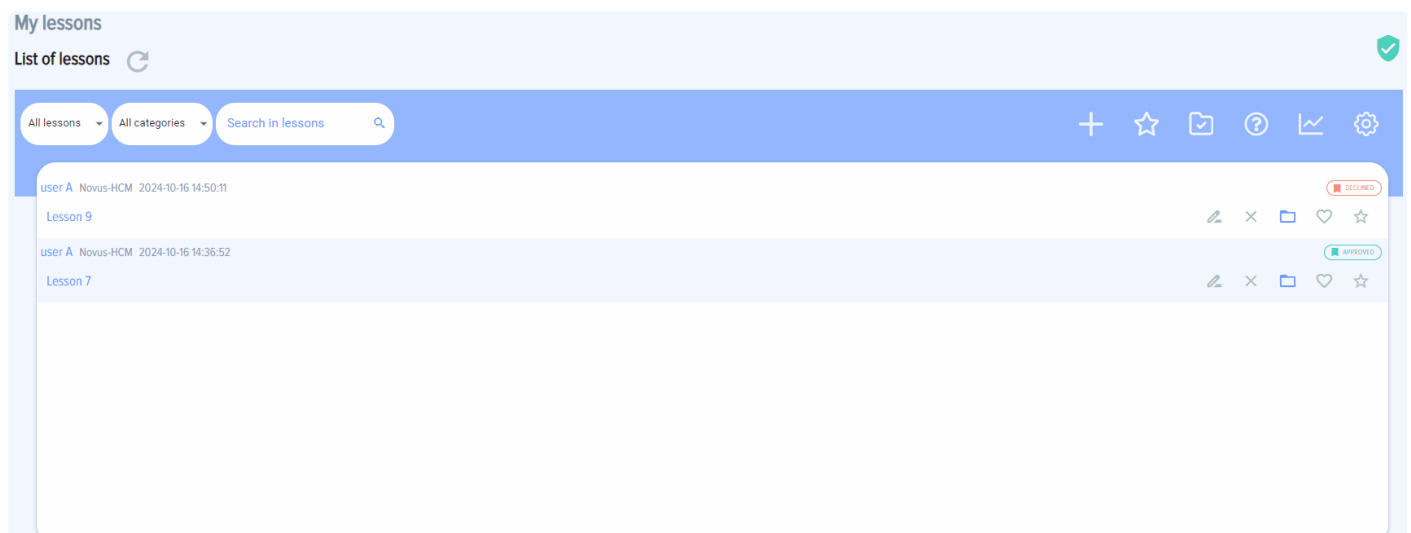


- accessibility for a certain circle of people has been activated



- category is available for everyone

To restrict access, select employees or departments using the plus sign to whom lessons from the desired category will be available.



You can exclude participants outside the dialog box in the "Accessibility" section by clicking on the cross after the employee's full name.

"Accessibility" can only be created for categories. If a subcategory is created for a category for which access restrictions are implemented, then access restrictions apply to it.

Revision #1

Created 17 October 2024 12:12:36 by Maria

Updated 23 October 2024 07:44:18 by Maria