

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.

The screenshot shows a web interface titled "My lessons" with a sub-header "List of lessons". Below this is a navigation bar with "All lessons" and "All categories" dropdown menus, a search box "Search in lessons", and several action icons (plus, star, envelope, question mark, checkmark, gear). The main content area displays two lesson entries. The first entry is for "Lesson 9" and has a red "DECLINED" status indicator. The second entry is for "Lesson 7" and has a green "APPROVED" status indicator. Each entry shows the user "user A Novus-HCM" and a timestamp. To the right of each lesson name are icons for edit, delete, share, favorite, and star.

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