MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Employee:

Delete Employee:

Step 1 Navigate to Employee screen:

Navigate to the Employee Screen by clicking on the "Administration" button on the top navbar or on the "Administration" button on the home screen:

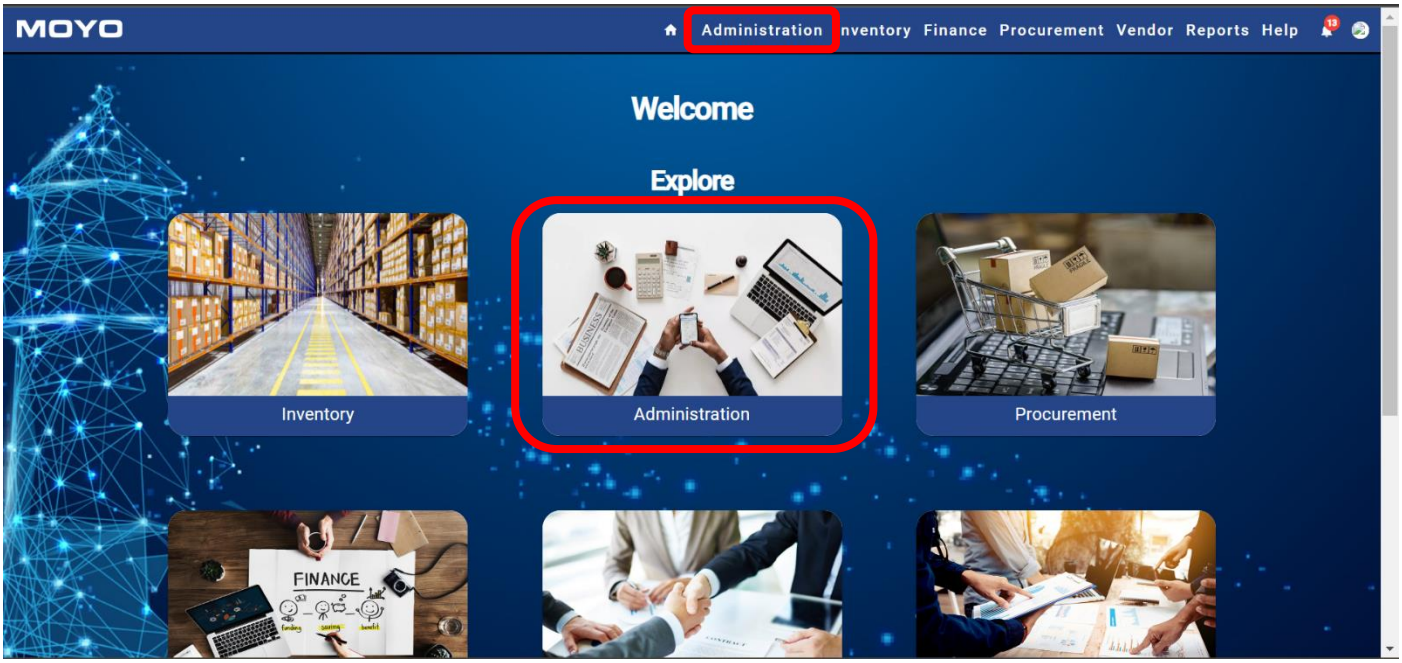

Figure 1 Home Screen to Employee Screen.

Then Click on the "Employee" button on the administration side navbar:

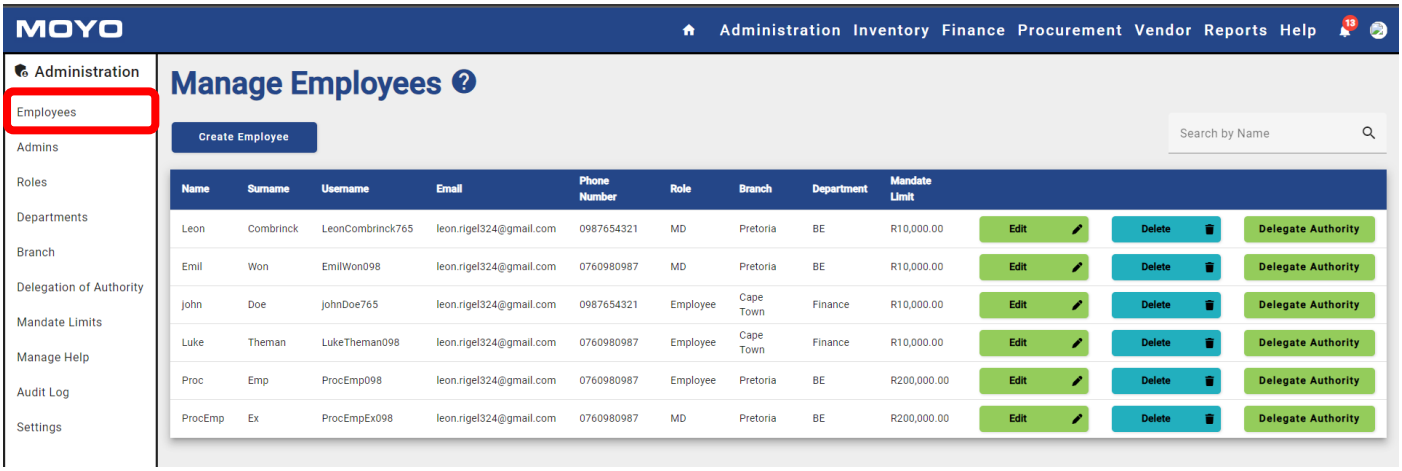

Figure 1 Admin Side Nav to Employee Screen.

Step 2 Delete Employee:

Delete an employee by clicking on the "Delete" button on the employee screen within the employee table: (The row you chose is the employee you will be deleting)

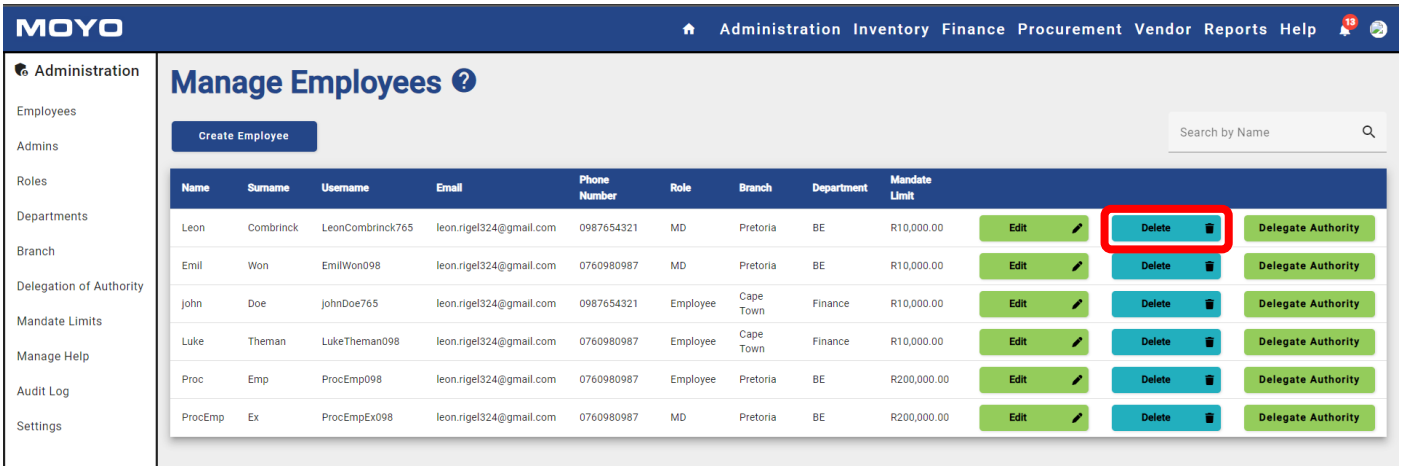

Figure 1 Click Delete Employee Button

This will navigate you to the "Delete Employee" screen where you will be able to delete the employee. Click on the "Yes" button to delete the employee.

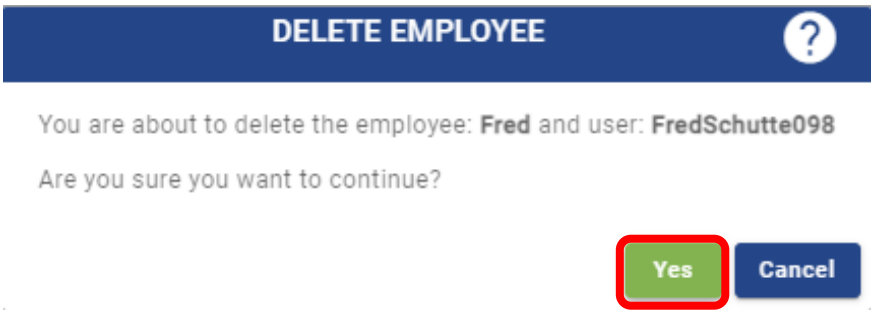

Figure 1 Click Yes Delete Employee Button