User Manual

PROCION SYSTEM ONLINE

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Administration section

Admin:

Edit Admin:

Step 1 Navigate to Admin screen:

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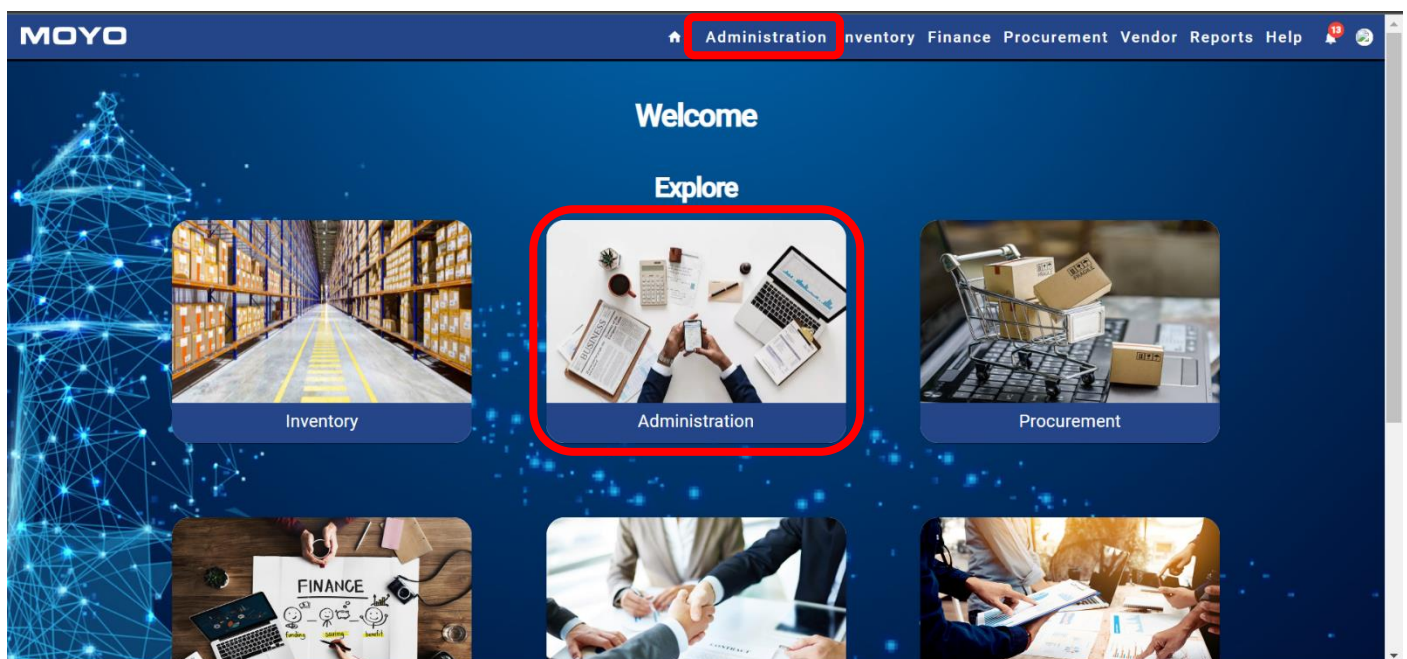

Figure 1 Home Screen to Admin Screen

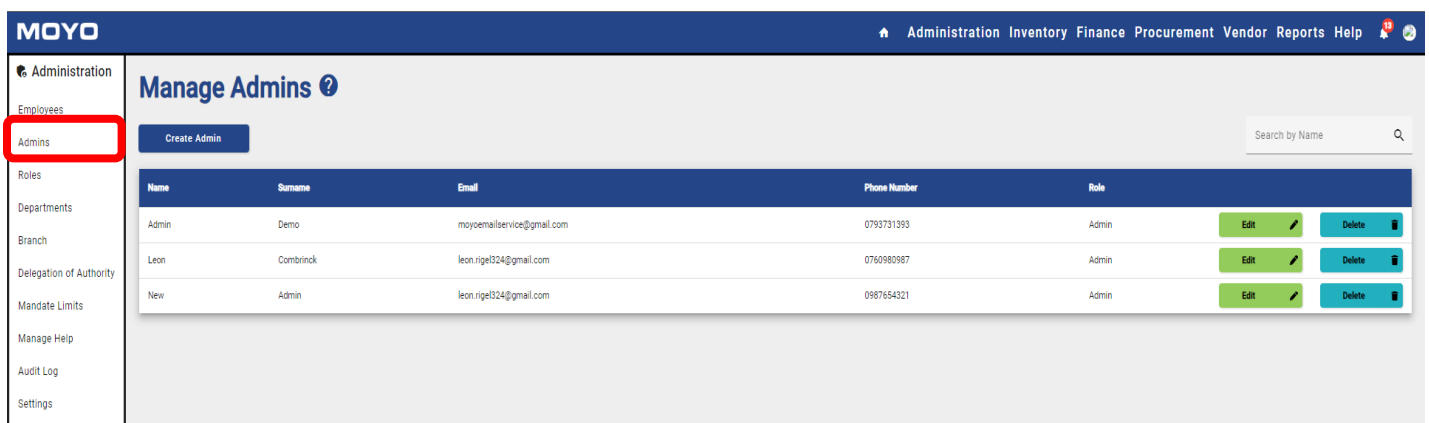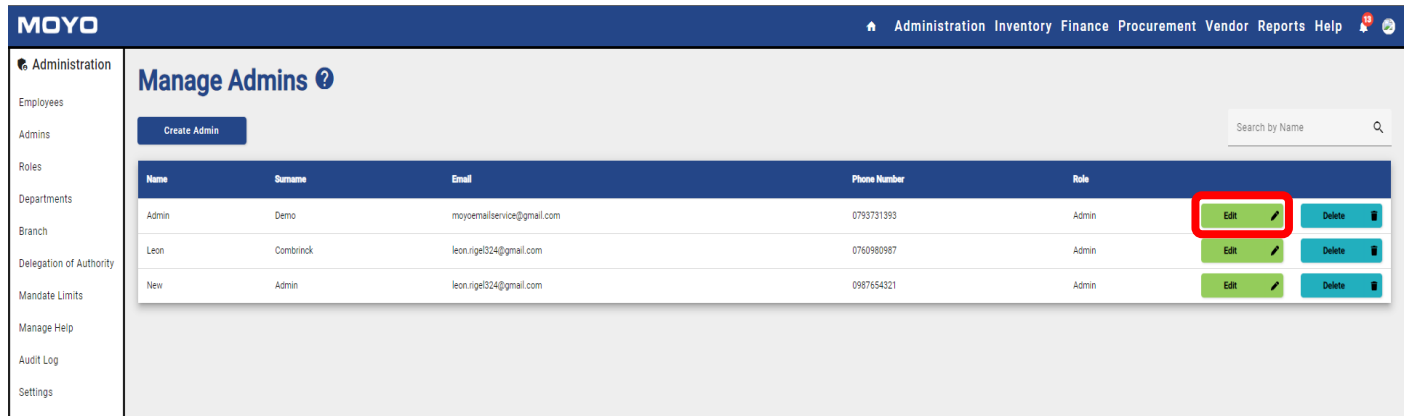**Then Click on the "Admin" button on the administration side navbar:**

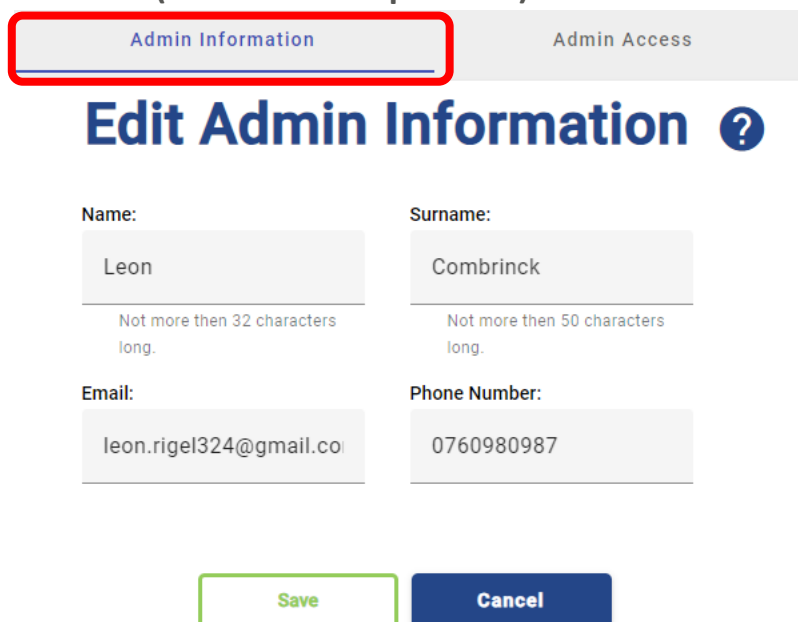Figure 1 Administration side nav to Admin Screen

Step 2 Edit Admin:

Edit an admin by clicking on the "edit" button on the admin screen within the admin table: (The row you chose is the admin you will be editing)

Figure 1 Click Edit Admin Button.

This will navigate you to the "Edit Admin" screen where you will be able to Edit the "Admin Information" and the "Admin Access". Click on the "Admin Information" tab to edit the admin information. (All Details are prefilled)

Figure 1 Click Admin Information tab.

1. **"Name":** Change the name of the admin. (Not Compulsory)
2. **"Surname":** Change the surname of the admin. (Not Compulsory)
3. **"Email":** Change the email of the admin. (Not Compulsory)
4. **"Phone Number":** Change the phone number of the admin. (Not Compulsory)

Click on the "Admin Access" tab to edit the employee access rights. (Access can only be True or False) (All Details are prefilled)

Figure 1 Click Admin Access Tab.

1. "Can Access Inventory": If true this allows the admin to be able to access the inventory section of the system. (Not Compulsory)
2. "Can Access Finances": If true this allows the admin to be able to access the finance section of the system. (Not Compulsory)
3. "Can Access Procurement": If true this allows the admin to be able to access the procurement section of the system. (Not Compulsory)
4. "Can Access Vendor": If true this allows the admin to be able to access the vendor section of the system. (Not Compulsory)
5. "Can Access Reports": If true this allows the admin to be able to access the reports section of the system. (Not Compulsory)
6. "Can Approve Vendor": If true this allows the admin to be able to access the vendor section of the system and be able to approve a vendor on the system. (Not Compulsory)

7. "Can Edit Vendor": If true this allows the admin to be able to access the vendor section of the system and be able to edit a vendor on the system. (Not Compulsory)

8. "Can Delete Vendor": If true this allows the admin to be able to access the vendor section of the system and be able to delete a vendor on the system. (Not Compulsory)

9. "Can View Pending Procurement Requests": If true this allows the admin to be able to access the procurement section of the system and be able to view all pending procurement requests on the system, which includes approving and rejecting of a procurement request. (Not Compulsory)

10. "Can View Flagged Procurement Requests": If true this allows the admin to be able to access the procurement section of the system and be able to view all flagged procurement requests on the system, which includes approving and rejecting of a flagged procurement request. (Not Compulsory)

11. "Can View Finalised Procurement Requests": If true this allows the admin to be able to access the finance section of the system and be able to view all unfinalized procurement requests on the system, which includes being able to finalise a procurement request. (Not Compulsory)

Click on the "Save" button to save the changes of the edited admin. Navigate back to the "Admin Information" tab and click the "Save" button.

Figure 1 Click Save Edit Admin Button.