User Manual

PROCION SYSTEM ONLINE

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Administration section

Employee:

Create Delegate Authority of 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:
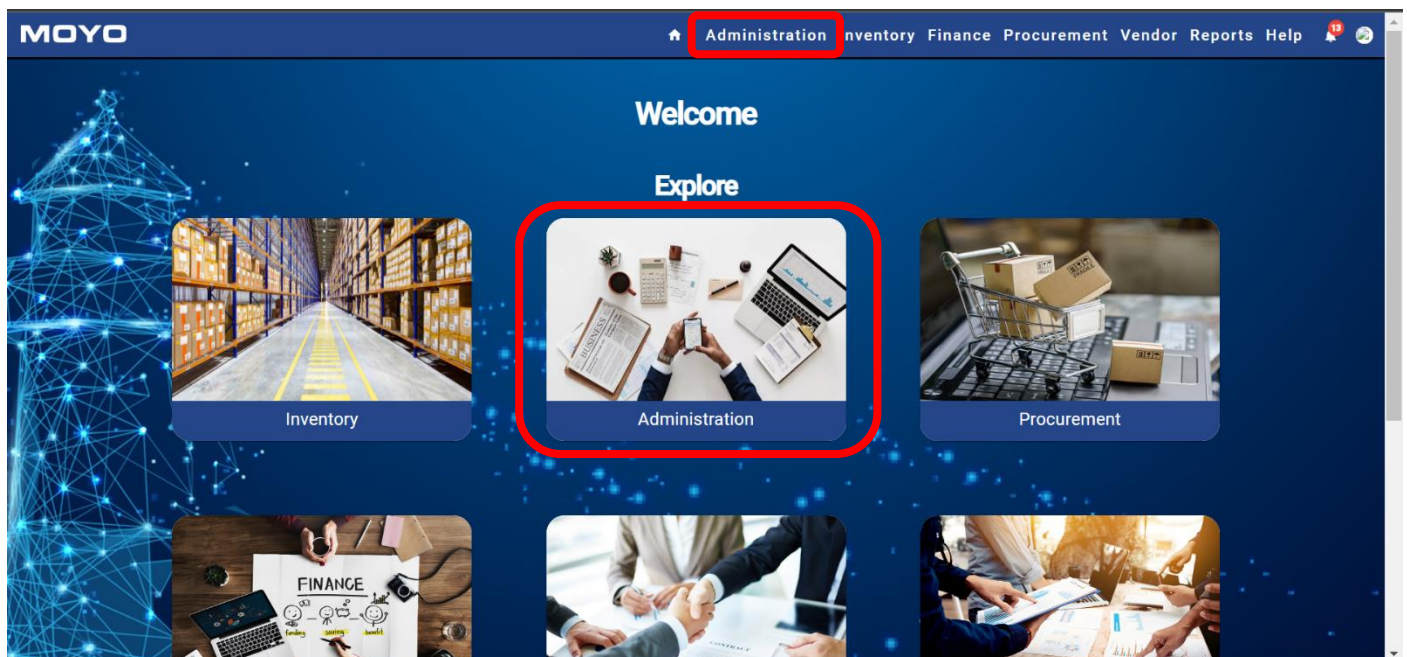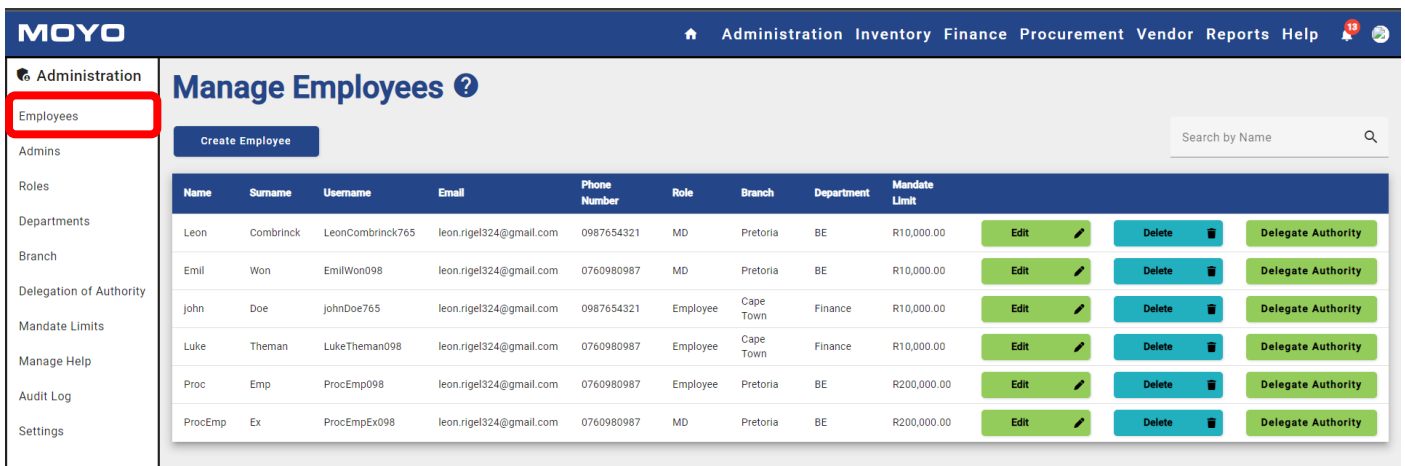

Figure 1 Home Screen to Employee Screen.

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

Figure 1 Admin Side Nav to Employee Screen.

Step 2 Delegate Authority of Employee:

Create a delegation of authority of an employee to by clicking on the "Delegate Authority" button on the employee screen within the employee table: (The row you chose is the employee you will be delegating the authority from)

Figure 1 Click Delegate Authority Button

This will navigate you to the "Assign Delegation" screen where you will be able to assign the authority of the employee you have chosen to another employee of your choosing. Click on the "Save" button to create the delegation of authority.

Figure 1 Click Save Delegate Employee Button

1. "Delegating Party": This field will be prefilled with the employee you chose to delegate their authority.

2. "Delegate": Fill in the Username of the employee you want to delegate the authority to. (Compulsory)

3. "Date Range": Fill in the date range using the date picker for the period of the delegation. Once the period has passed the authority will be revoked automatically. (Compulsory)

4. "Delegation Document": Provide the signed delegation of authority document. (Compulsory)