

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Inventory section

### Consumable Category:

Edit Consumable Category:

Step 1 Navigate to Consumable Category screen:

Navigate to the Consumable Category Screen by clicking on the “Inventory” button on the top navbar or on the “Inventory” button on the home screen:

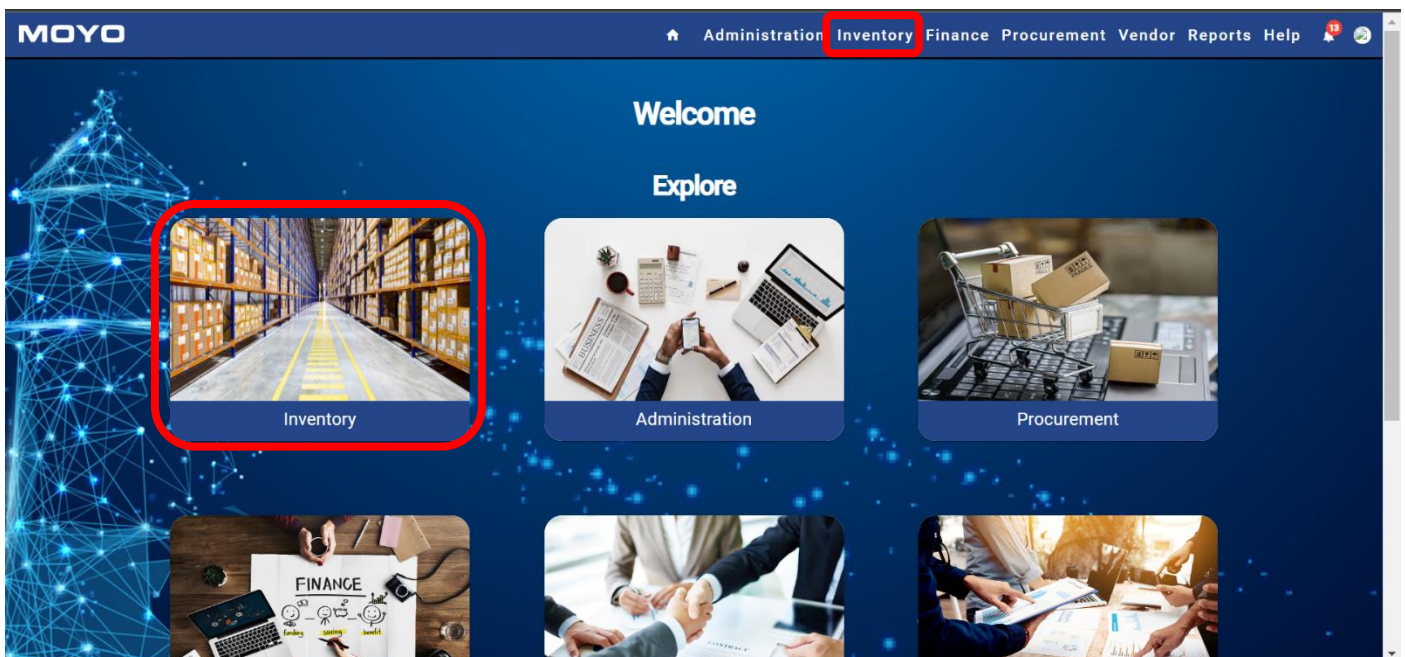


Figure 1 Home Screen to Consumable Category Screen

Then Click on the “View Consumable Category” button on the inventory side navbar:

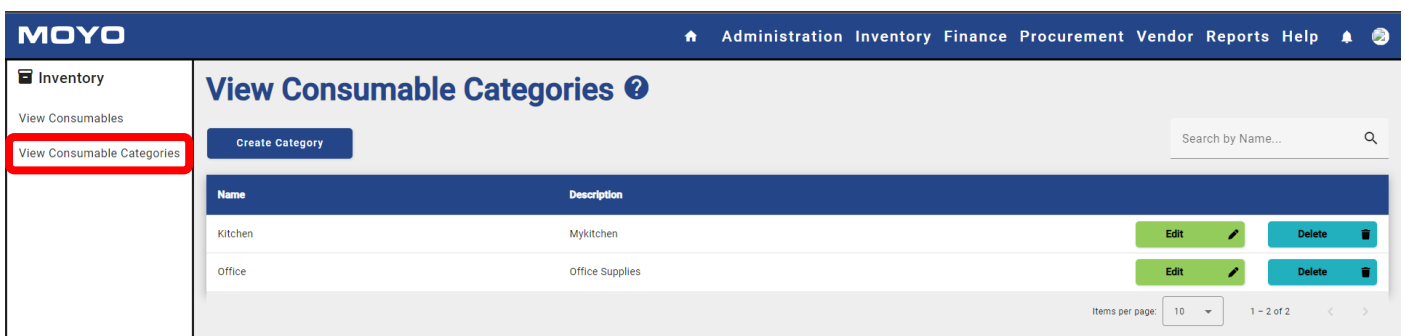


Figure 1 Inventory side nav to Consumable Category Screen



## Step 2 Edit Consumable Category:

Edit a Consumable Category by clicking on the “Edit” button on the Consumable Category screen within the Consumable Category table: (The row you chose is the Consumable Category you will be editing)

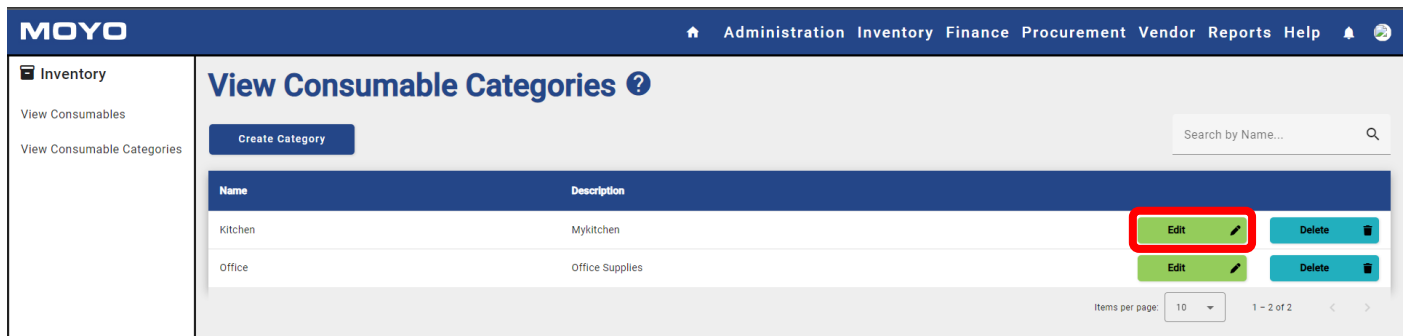


Figure 1 Click Edit Consumable Category Button.

This will navigate you to the “Edit Consumable Category” screen where you will be able to Edit the Consumable Category. Click on the “Save” button to edit the Consumable Category. (All Details are prefilled)

The screenshot shows the 'Edit Consumable Category' form. It has two main input fields: 'Name' and 'Description'. The 'Name' field contains the text 'Office' and has a note below it: 'Not more than 32 characters long.'. The 'Description' field contains the text 'Office Goods' and has a note below it: 'Not more than 50 characters long.'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Figure 1 Click Save Edit Consumable Category Button.

1. “Name”: Change the name of the Consumable Category. (Not Compulsory)



2. “Description”: Change the description of the Consumable Category. (Not Compulsory)

