MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck

Administration section

Employee:

Edit 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:

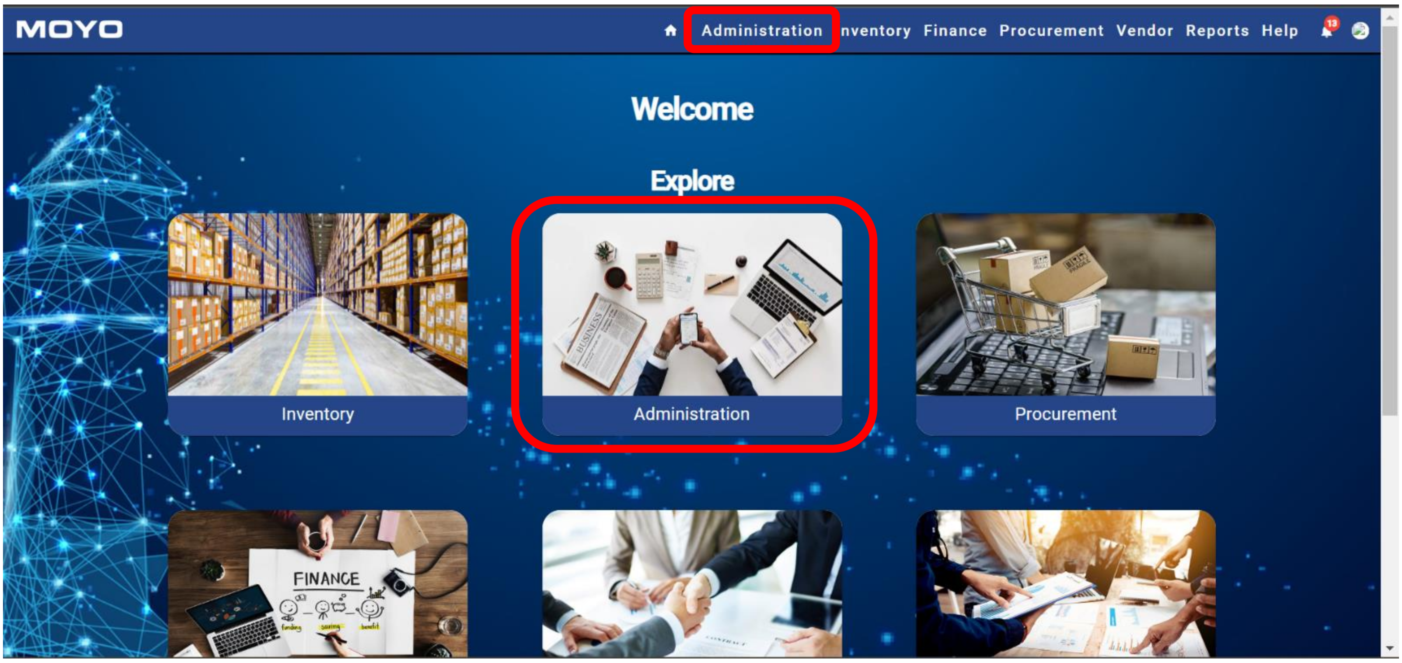

Figure 1 Home Screen to Employee Screen.

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

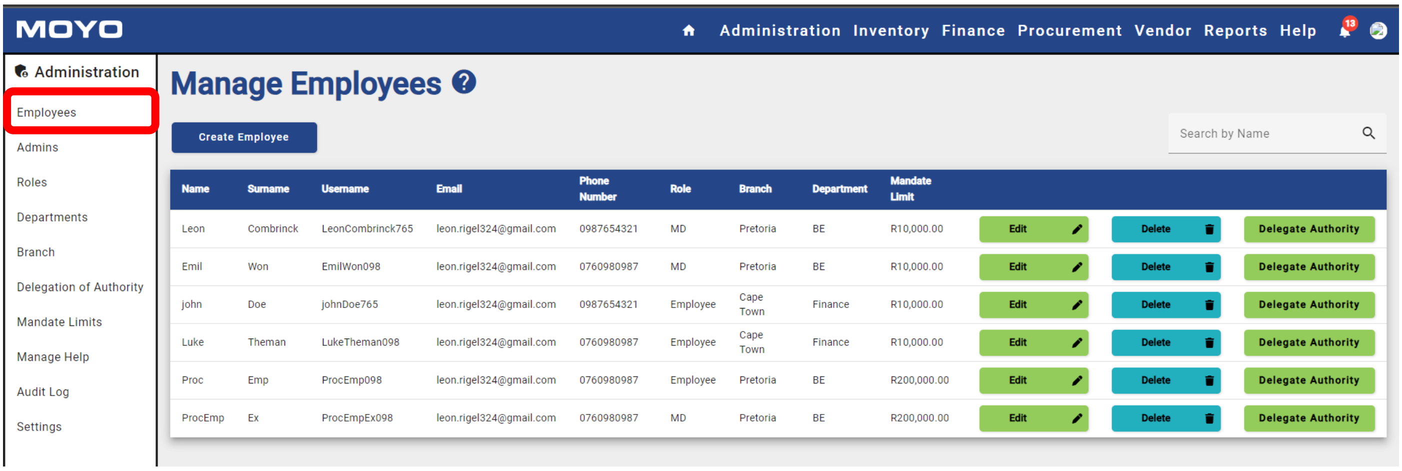

Figure 1 Admin Side Nav to Employee Screen.

Step 2 Edit Employee:

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

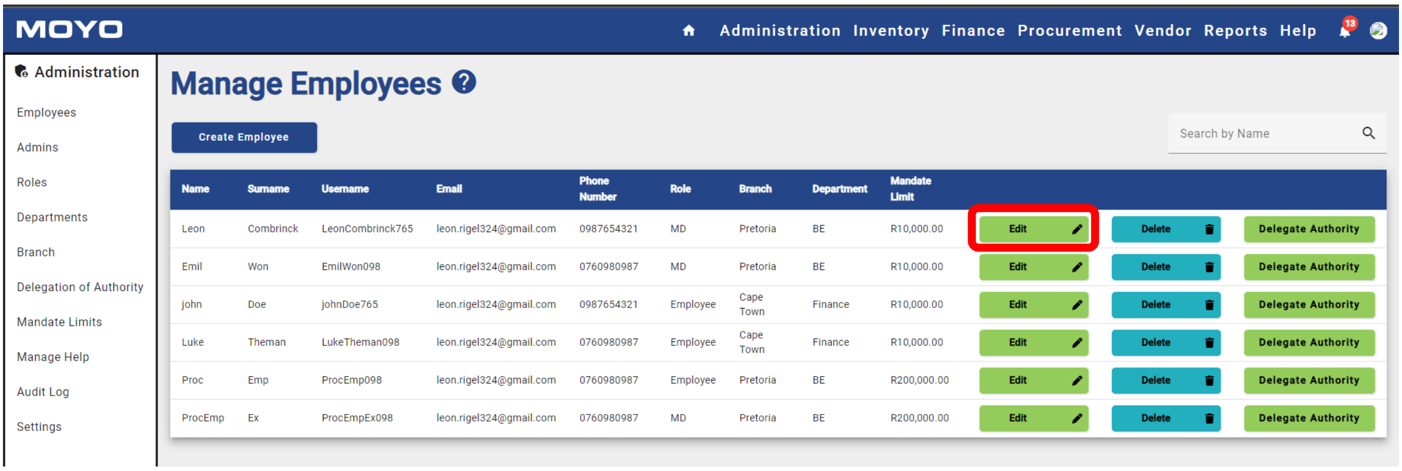

Figure 1 Click Edit Employee Button.

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

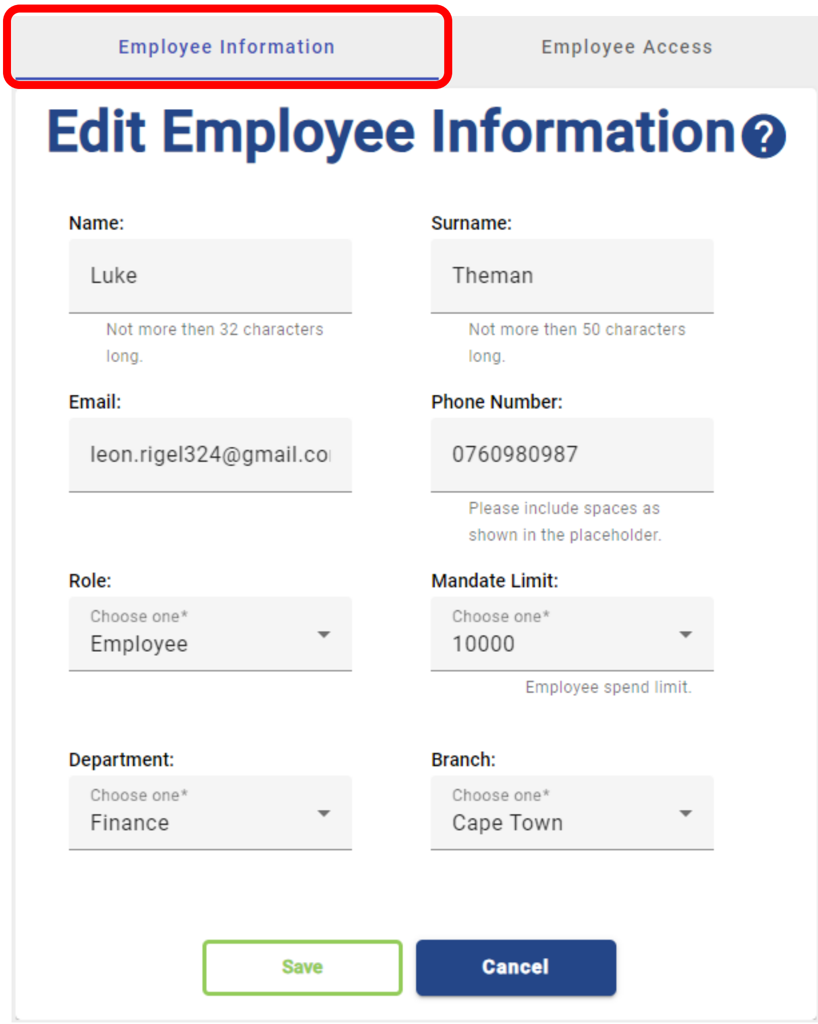

Figure 1 Click Employee Information Tab.

1. "Name": Change the name of the employee you want to add. (Not Compulsory)
2. "Surname": Change the surname of employee you want to add. (Not Compulsory)
3. "Email": Change the email of the employee you want to add. (Not Compulsory)
4. "Phone Number: Change the phone number of the employee you want to add. (Not Compulsory)
5. "Role": Change a role for the employee from the list existing roles on the system. (Not Compulsory)
6. "Mandate Limit": Change a mandate limit for the employee from the list existing mandate limits on the system. (Not Compulsory)
7. "Department": Change a department for the employee from the list existing departments on the system. (Not Compulsory)
8. "Branch": Change a Branch for the employee from the list existing Branches on the system. (Not Compulsory)

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

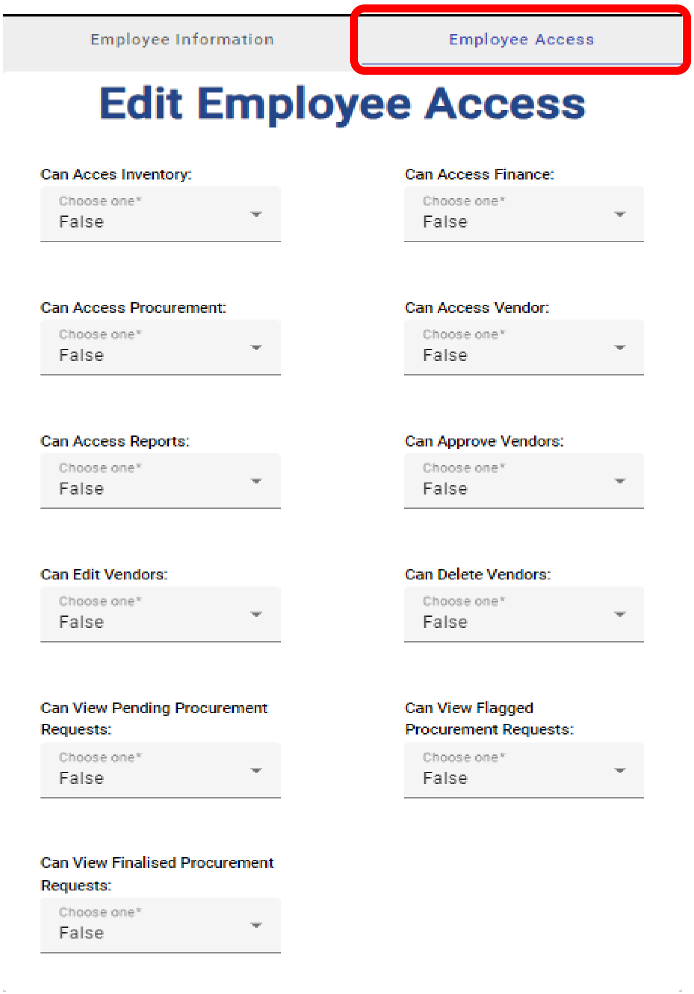

Figure 1 Click Employee Access Tab.

1. "Can Access Inventory": If true this allows the employee to be able to access the inventory section of the system. (Not Compulsory)
2. "Can Access Finances": If true this allows the employee to be able to access the finance section of the system. (Not Compulsory)
3. "Can Access Procurement": If true this allows the employee to be able to access the procurement section of the system. (Not Compulsory)
4. "Can Access Vendor": If true this allows the employee to be able to access the vendor section of the system. (Not Compulsory)
5. "Can Access Reports": If true this allows the employee to be able to access the reports section of the system. (Not Compulsory)
6. "Can Approve Vendor": If true this allows the employee 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 employee 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 employee 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 employee 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 employee 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 employee 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 employee. Navigate back to the "Employee Information" tab and click the "Save" button.

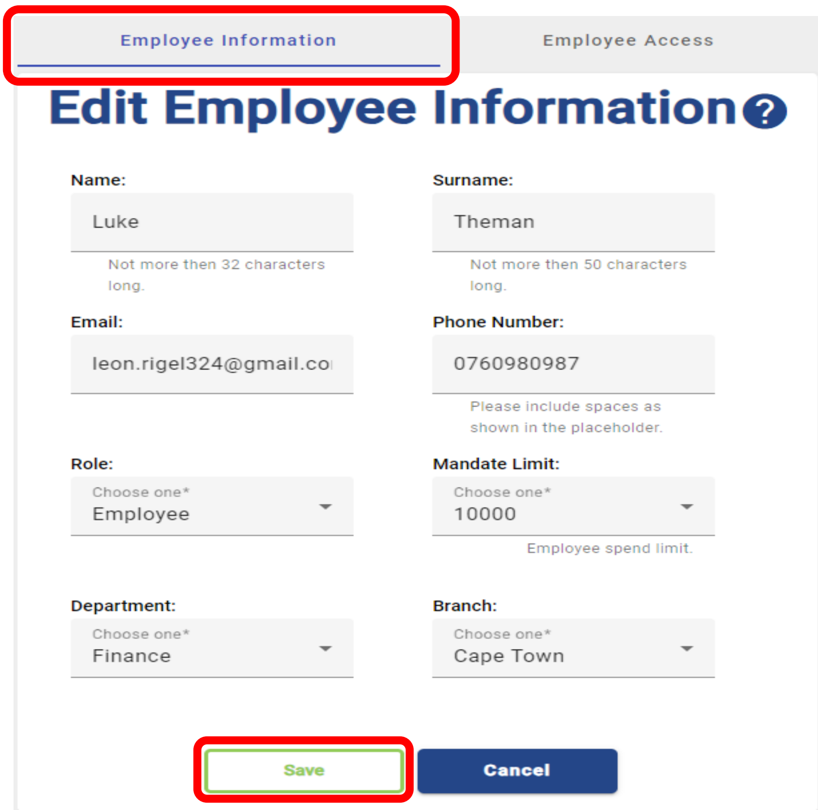

Figure 1 Click Save Edit Employee Button.