MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Department:

Edit Department:

Step 1 Navigate to Department screen:

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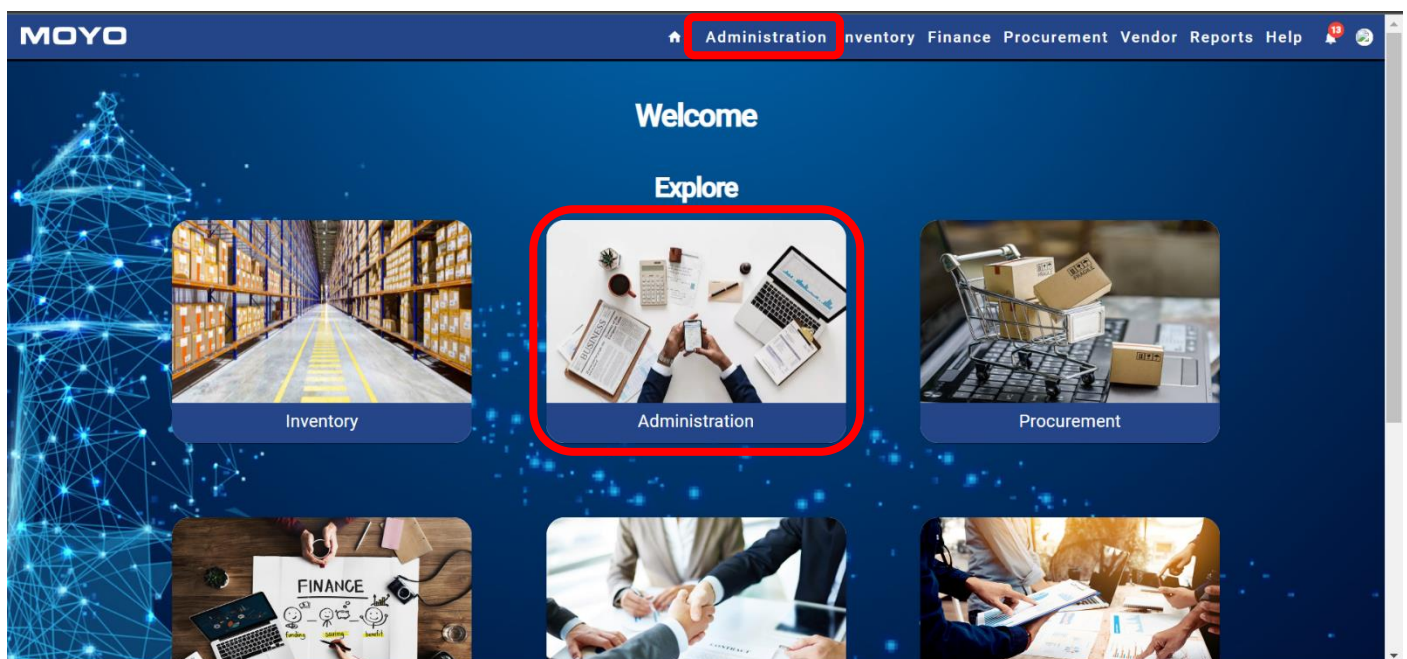

Figure 1 Home Screen to Department Screen

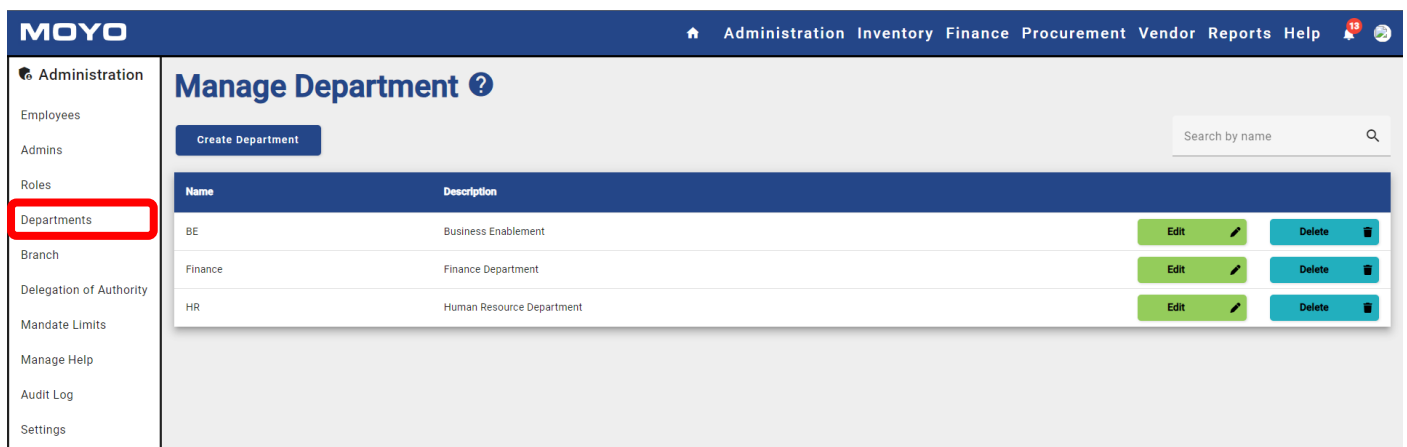**Then Click on the "Departments" button on the administration side navbar:**

Figure 1 Administration side nav to Department Screen

Step 2 Edit Department:

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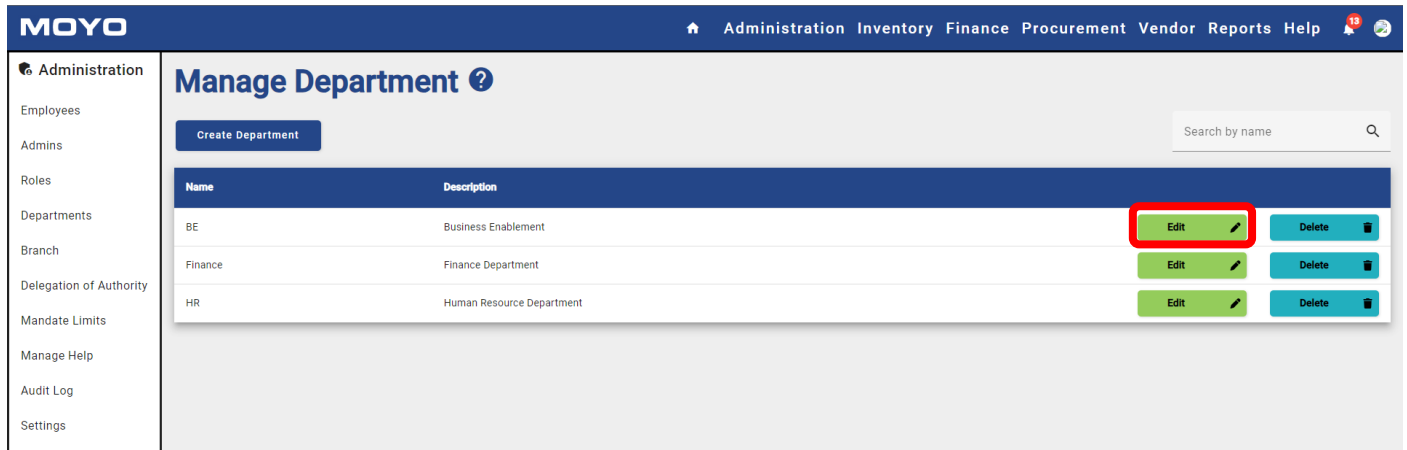

Figure 1 Click Edit Department Button.

This will navigate you to the "Edit Department" screen where you will be able to Edit the department. Click on the "Save" button to edit the department. (All Details are prefilled)

Figure 1 Click Save Edit Department Button.

1. "Name": Change the name of the department. (Not Compulsory)
2. "Description": Change the description of the department. (Not Compulsory)