

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

Submitted by: MOYO

Prepared by Leon Combrinck



Administration section

Employee:

Delete 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:

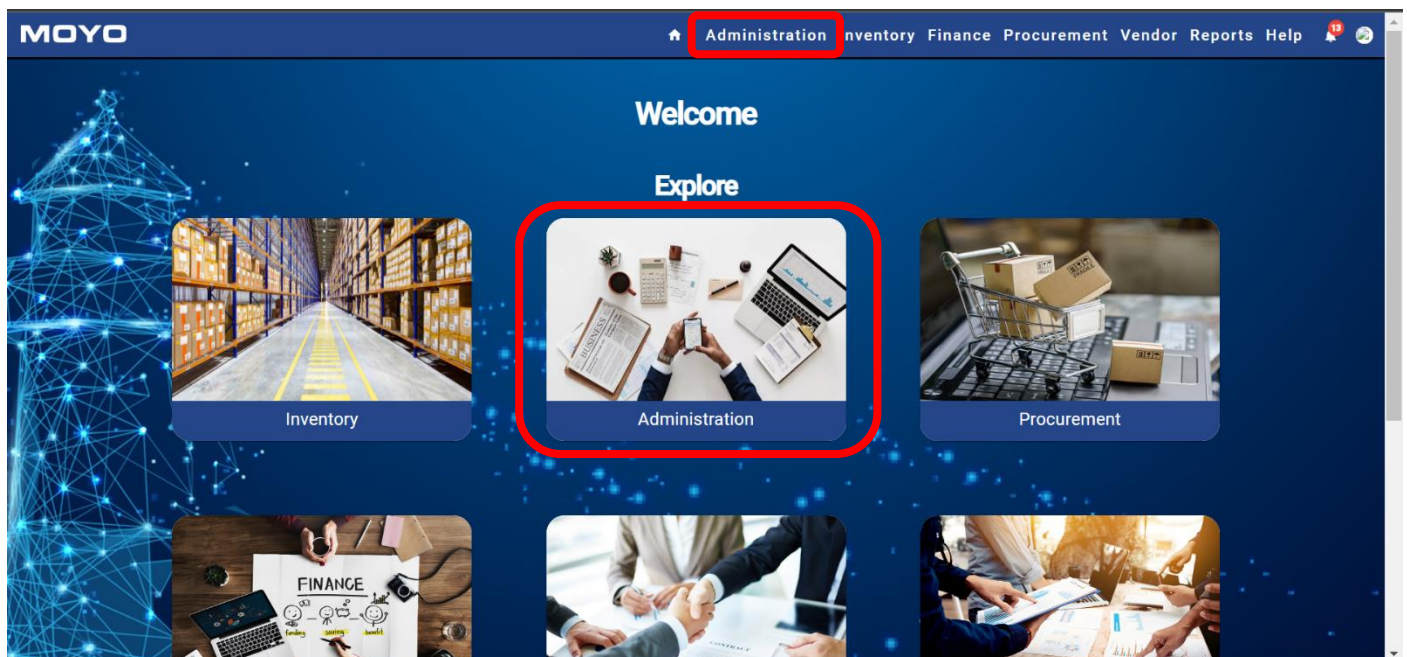
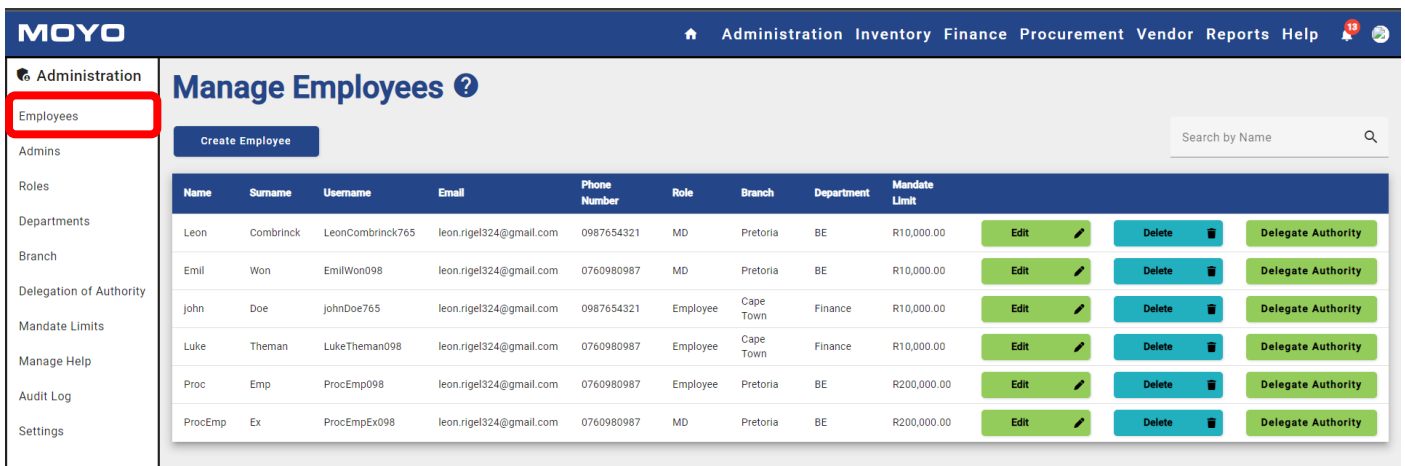


Figure 1 Home Screen to Employee Screen.

Then Click on the “Employee” button on the administration side navbar:





MOYO Administration Inventory Finance Procurement Vendor Reports Help

Administration

- Employees**
- Admins
- Roles
- Departments
- Branch
- Delegation of Authority
- Mandate Limits
- Manage Help
- Audit Log
- Settings

Manage Employees ?

Create Employee

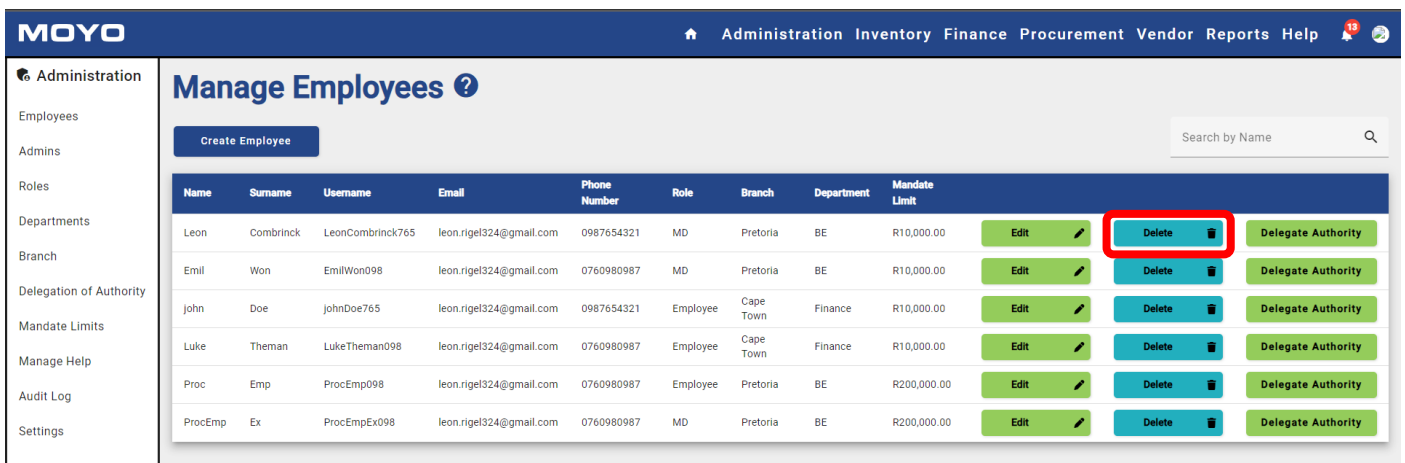
Search by Name

Name	Surname	Username	Email	Phone Number	Role	Branch	Department	Mandate Limit	Edit	Delete	Delegate Authority
Leon	Combrinck	LeonCombrinck765	leon.rigel324@gmail.com	0987654321	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
Emil	Won	EmilWon098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
John	Doe	JohnDoe765	leon.rigel324@gmail.com	0987654321	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Luke	Theman	LukeTheman098	leon.rigel324@gmail.com	0760980987	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Proc	Emp	ProcEmp098	leon.rigel324@gmail.com	0760980987	Employee	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority
ProcEmp	Ex	ProcEmpEx098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority

Figure 1 Admin Side Nav to Employee Screen.

Step 2 Delete Employee:

Delete an employee by clicking on the “Delete” button on the employee screen within the employee table: (The row you chose is the employee you will be deleting)



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Manage Employees ?

Create Employee

Search by Name

Name	Surname	Username	Email	Phone Number	Role	Branch	Department	Mandate Limit	Edit	Delete	Delegate Authority
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Emil	Won	EmilWon098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
John	Doe	JohnDoe765	leon.rigel324@gmail.com	0987654321	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Luke	Theman	LukeTheman098	leon.rigel324@gmail.com	0760980987	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Proc	Emp	ProcEmp098	leon.rigel324@gmail.com	0760980987	Employee	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority
ProcEmp	Ex	ProcEmpEx098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority

Figure 1 Click Delete Employee Button

This will navigate you to the “Delete Employee” screen where you will be able to delete the employee. Click on the “Yes” button to delete the employee.



DELETE EMPLOYEE

?

You are about to delete the employee: **Fred** and user: **FredSchutte098**

Are you sure you want to continue?

Yes

Cancel

Figure 1 Click Yes Delete Employee Button

