

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Inventory section

Consumable:

Create Consumable:

Step 1 Navigate to Consumable screen:

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

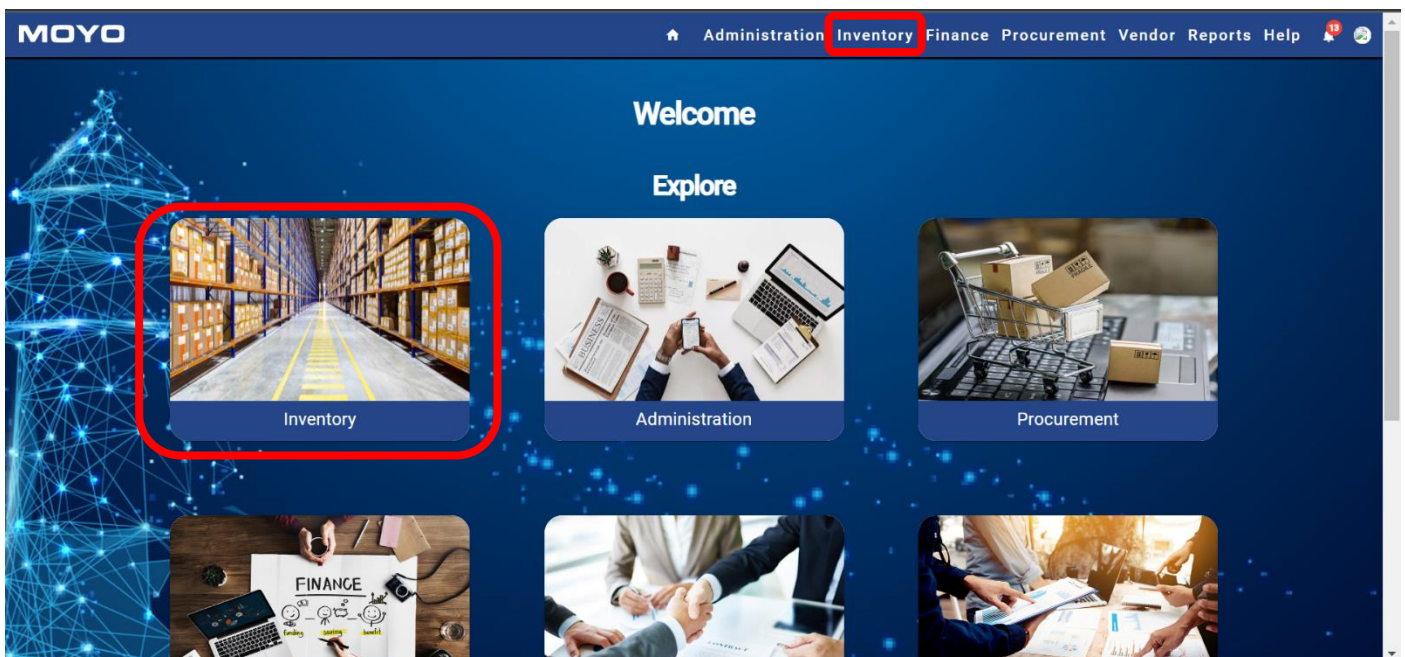


Figure 1 Home Screen to Consumable Screen.

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



Figure 1 Inventory Side Nav to Consumable Screen.



Step 2 Create Consumable:

Create a new consumable by clicking on the “Create Consumable” button on the view consumable screen:



Figure 1 Click Create Consumable Button.

This will navigate you to the “Create Consumable” screen where you will be able to create a new consumable. Fill in all the fields then click on the “Save” button to create a new Consumable.

Create Consumable ?

Name: Not more than 32 characters long.

Category:

Minimum Reorder Quantity:

Maximum Reorder Quantity:

On Hand:

Description: Not more than 50 characters long.

Figure 1 Click Save Create Consumable Button.

1. “Name”: Fill in the name of the consumable you want to add. (Compulsory)



2. “Description”: Fill in the description of consumable you want to add. (Compulsory)
 3. “category”: Choose in the consumable category of the consumable you want to add. (Compulsory)
 4. “Minimum Reorder Quantity”: Fill in the minimum reorder quantity of the consumable you want to add. (Compulsory)
 5. “Maximum Reorder Quantity”: Fill in the maximum reorder quantity of the consumable you want to add. (Compulsory)
 6. “On Hand”: Fill in the stock of the consumable on hand of the consumable you want to add. (Compulsory)
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