

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Delegation of Authority:

Revoke Delegation:

Step 1 Navigate to Delegation of Authority screen:

Navigate to the delegation of authority Screen by clicking on the “Administration” button on the top navbar or on the “Administration” button on the home screen:

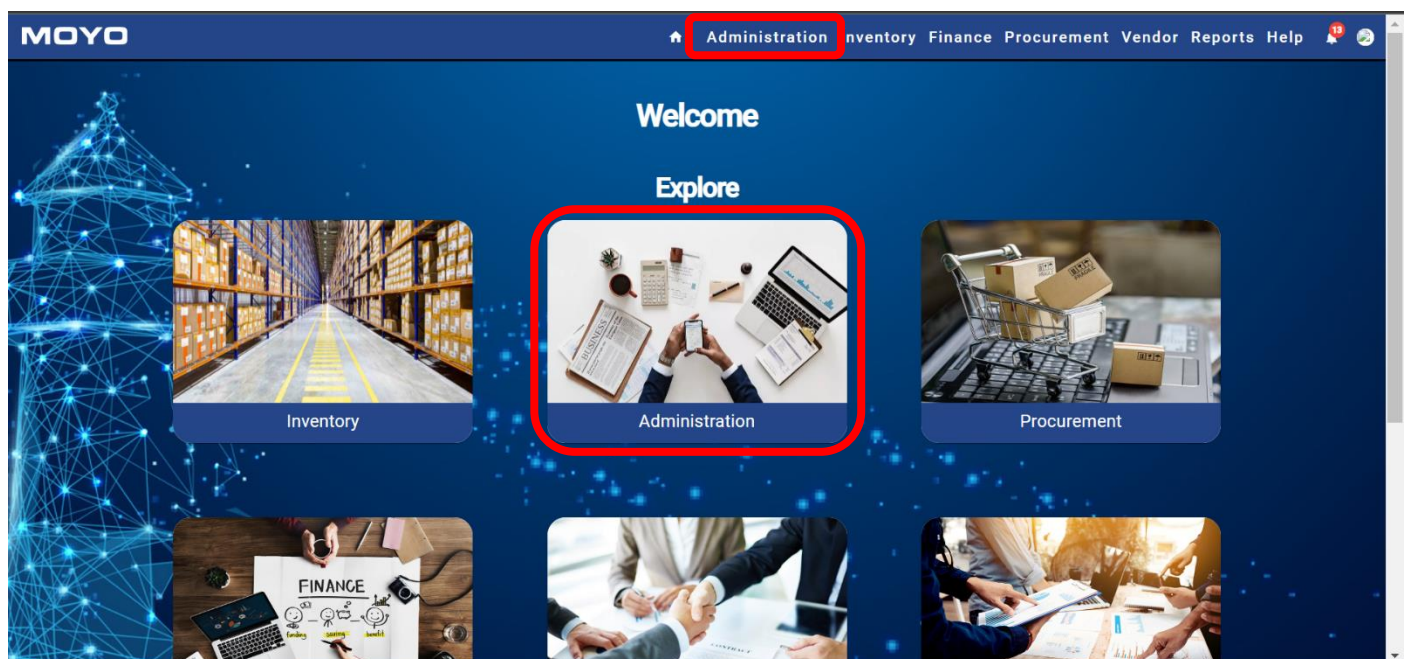


Figure 1 Home Screen to Delegation Screen

Then Click on the “Delegation of Authority” button on the administration side navbar:

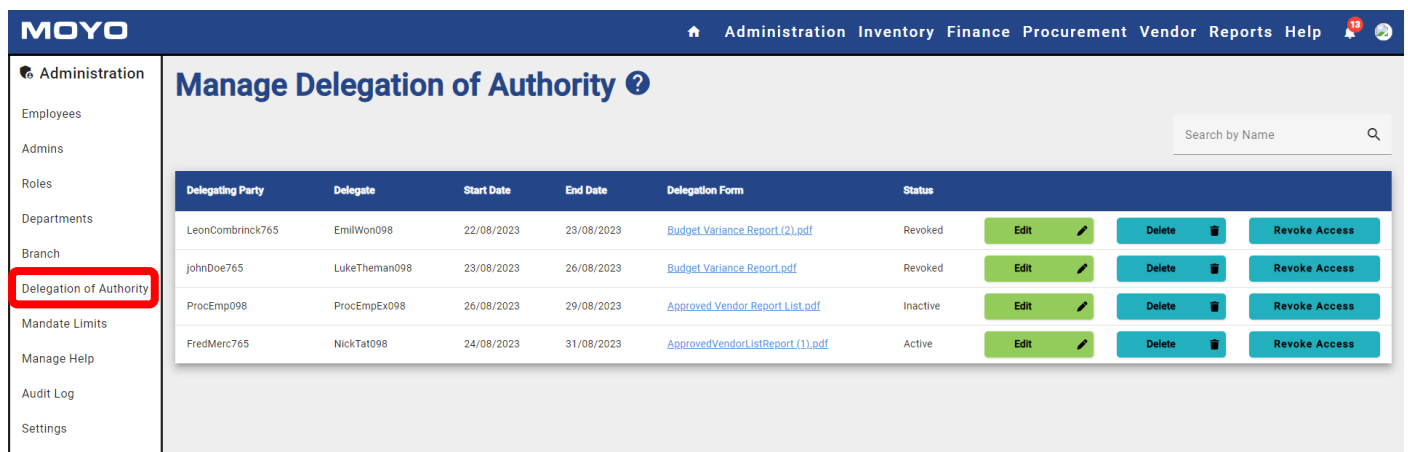
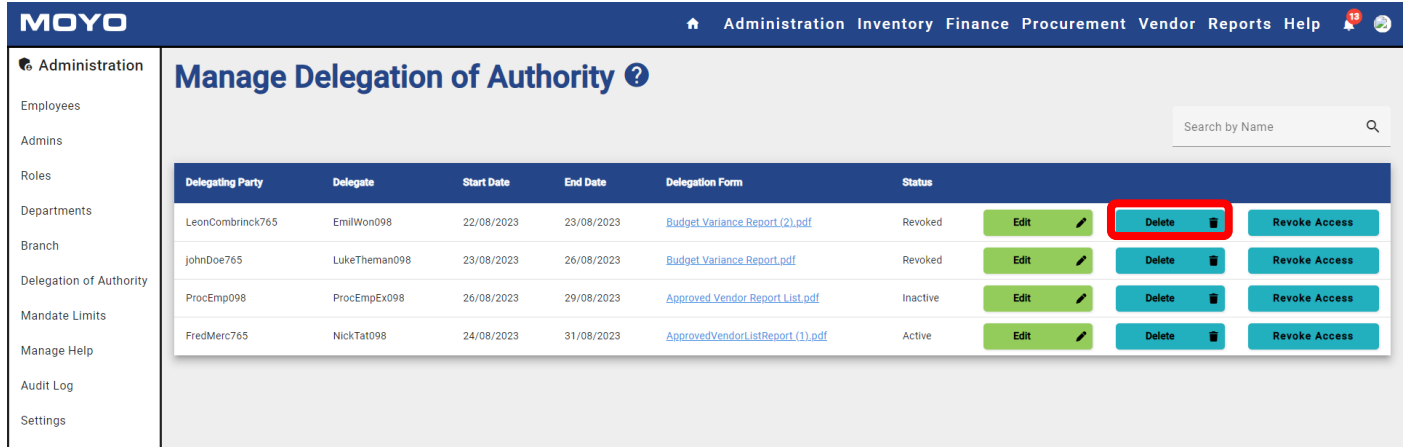


Figure 1 Administration side nav to Delegation Screen



Step 2 Revoke Delegation of Authority:

Revoke a delegation of authority by clicking on the “Revoke Access” button on the delegation of authority screen within the delegation of authority table: (The row you chose is the delegation of authority you will be revoking)



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Administration

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

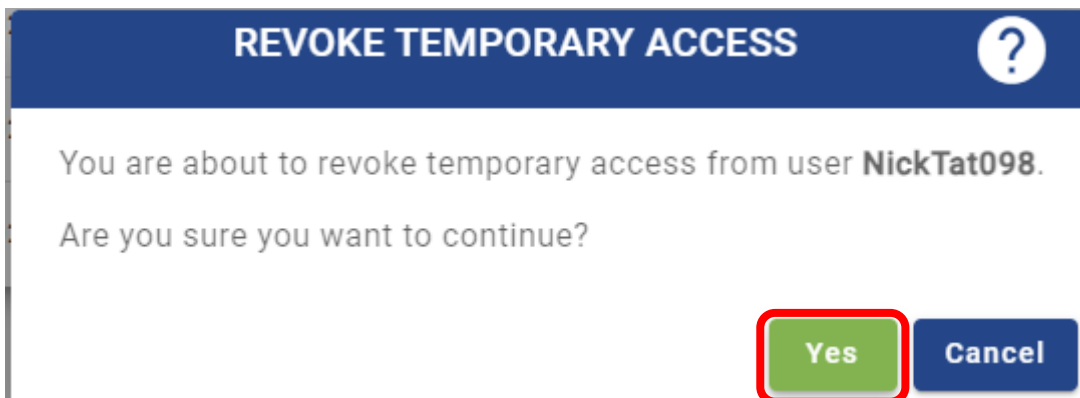
Manage Delegation of Authority ?

Search by Name

Delegating Party	Delegate	Start Date	End Date	Delegation Form	Status	Edit	Delete	Revoke Access
LeonCombrinck765	EmilWon098	22/08/2023	23/08/2023	Budget Variance Report (2).pdf	Revoked	Edit	Delete	Revoke Access
johnDoe765	LukeTheman098	23/08/2023	26/08/2023	Budget Variance Report.pdf	Revoked	Edit	Delete	Revoke Access
ProcEmp098	ProcEmpEx098	26/08/2023	29/08/2023	Approved Vendor Report List.pdf	Inactive	Edit	Delete	Revoke Access
FredMerc765	NickTat098	24/08/2023	31/08/2023	ApprovedVendorListReport (1).pdf	Active	Edit	Delete	Revoke Access

Figure 1 Click Revoke Delegation Button

This will navigate you to the “Revoke Delegation of Authority” screen where you will be able to revoke the delegation of authority. Click on the “Yes” button to revoke the delegation of authority.



REVOKE TEMPORARY ACCESS ?

You are about to revoke temporary access from user **NickTat098**.

Are you sure you want to continue?

Yes Cancel

Figure 1 Click Yes Revoke Delegation Button



Explanation of the Delegation of Authority statuses:

Delegating Party	Delegate	Start Date	End Date	Delegation Form	Status			
LeonCombrinck765	EmilWon098	22/08/2023	23/08/2023	Budget Variance Report (2).pdf	Revoked	Edit	Delete	Revoke Access
ProcEmp098	ProcEmpEx098	26/08/2023	29/08/2023	Approved Vendor Report List.pdf	Inactive	Edit	Delete	Revoke Access
FredMerc765	NickTat098	24/08/2023	31/08/2023	ApprovedVendorListReport(1).pdf	Active	Edit	Delete	Revoke Access

Figure 1 Delegation Status

- **Inactive:** If the status is inactive that means that the delegation of authority is not yet activated. This could be due to the date of when the delegation of authority starts.
- **Active:** If the status is active that means that the delegation of authority is activated, and the authority of the Delegation Party can be temporarily accessed by the delegate.
- **Revoked:** If the status is revoked that means that the delegation of authority is revoked, and the delegation if authority has ended. This could be due to the time period being expired or that access has been revoked.

