

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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# Administration section

## Settings

Backup:

Step 1 Navigate to Settings dropdown:

Navigate to the settings dropdown by clicking on the “Administration” button on the top navbar or on the “Administration” button on the home screen:

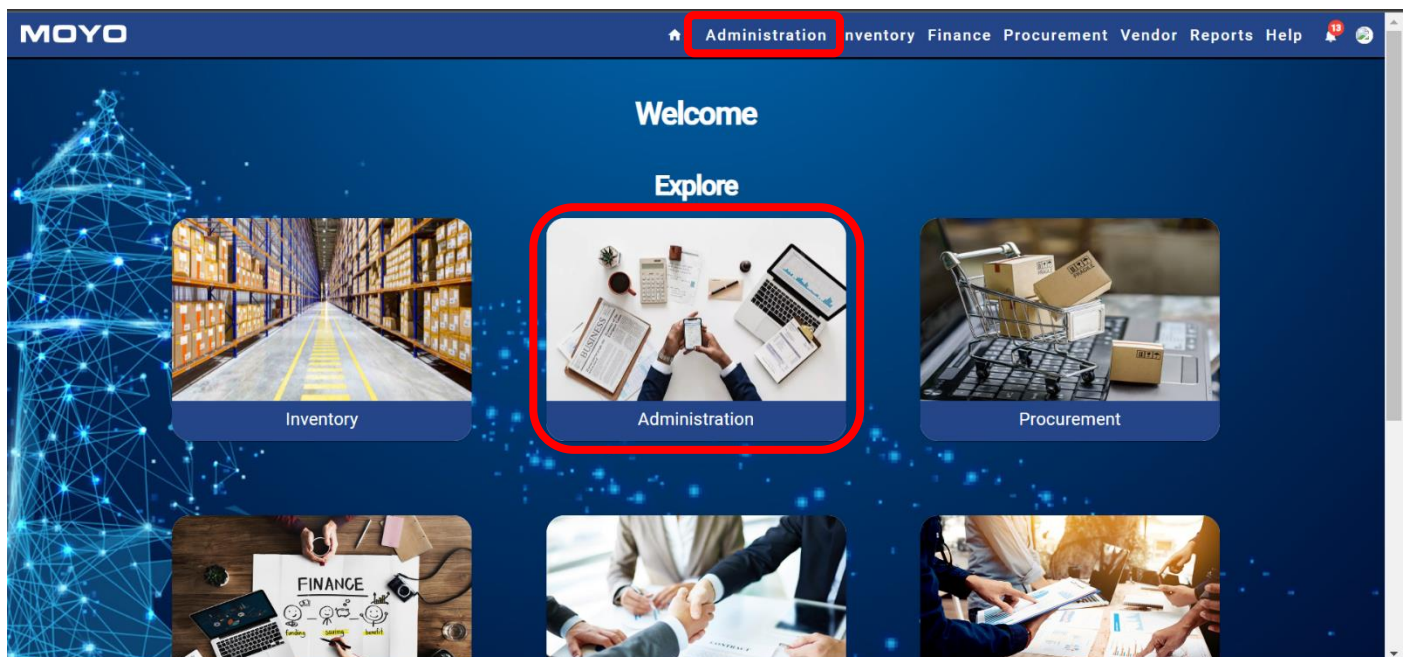


Figure 1 Home Screen to Settings Dropdown

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



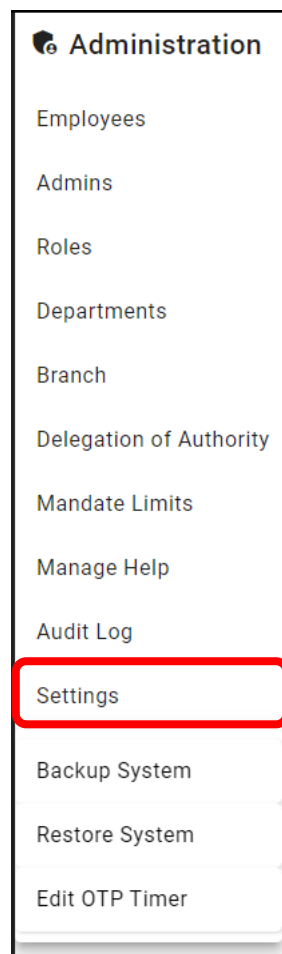


Figure 1 Administration side nav to Settings Dropdown

## Step 2 Backup System:

Click on the Backup System button on the settings dropdown:



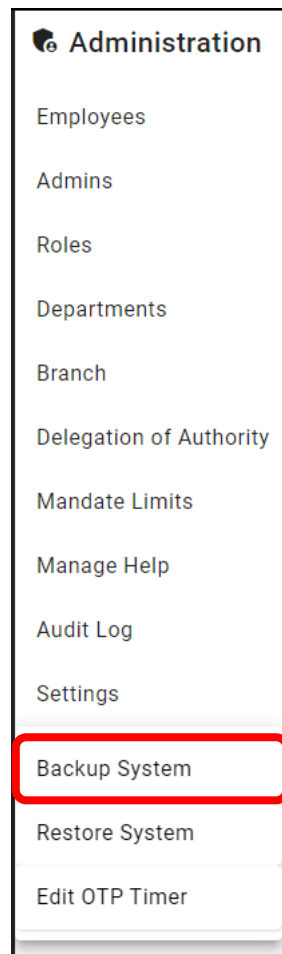


Figure 1 Administration side nav to Backup Dropdown

This will navigate you to the backup screen where you will be able to backup system data. Click on the “Yes” button to backup system data.

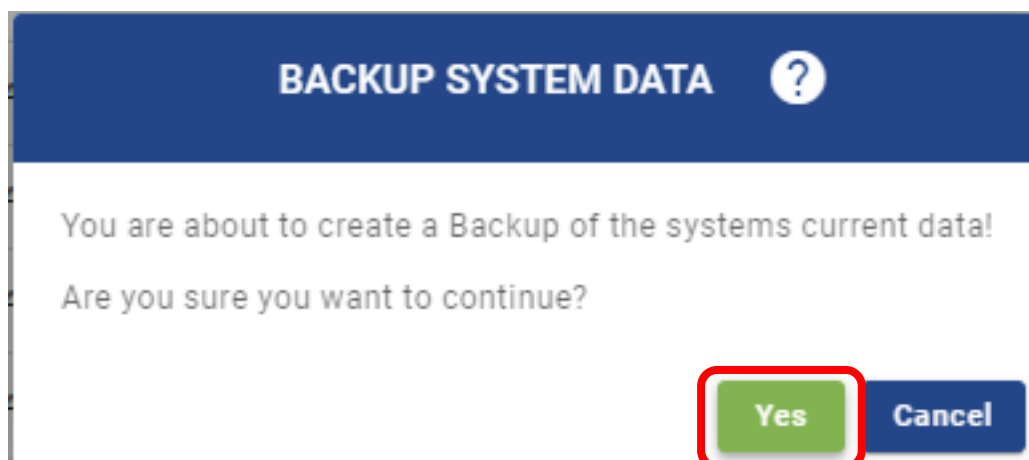


Figure 1 Backup System Screen

