

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Administration section

### Employee Roles:

Edit Employee Role:

Step 1 Navigate to Employee Role screen:

Navigate to the Employee Role Screen by clicking on the “Administration” button on the top navbar or on the “Administration” button on the home screen:

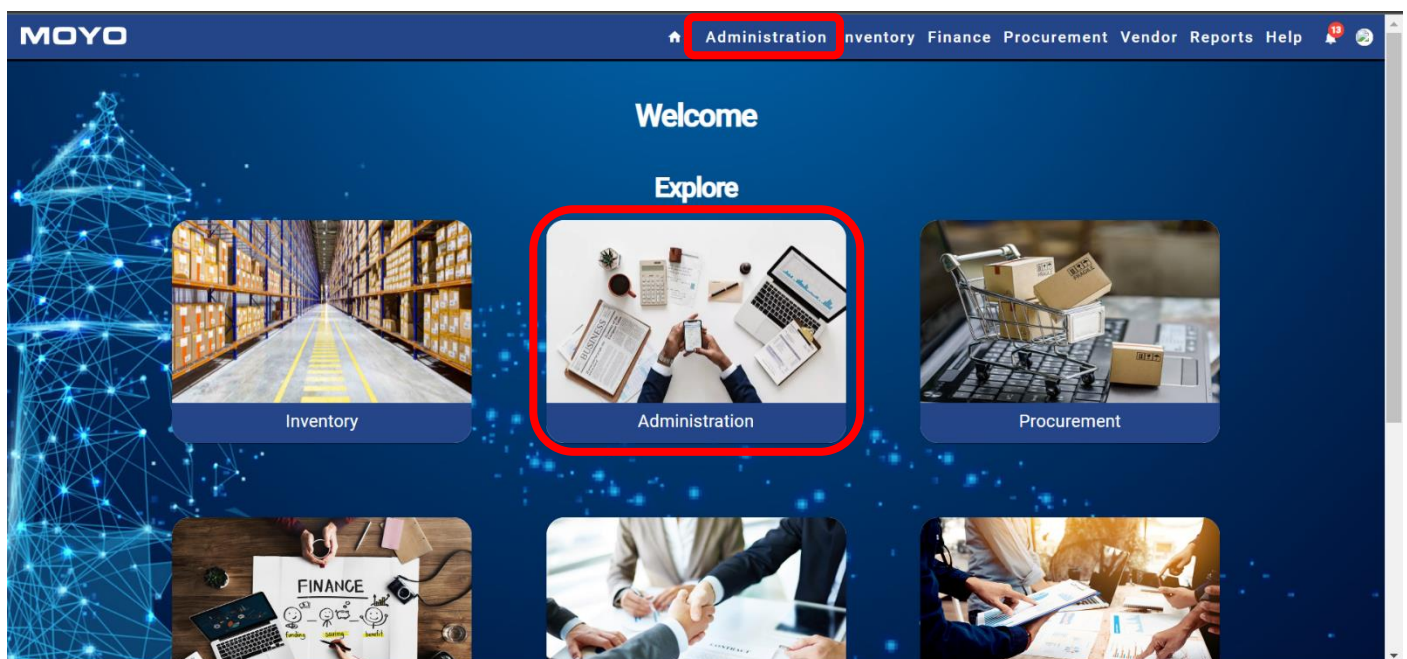


Figure 1 Home Screen to Employee Role Screen

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

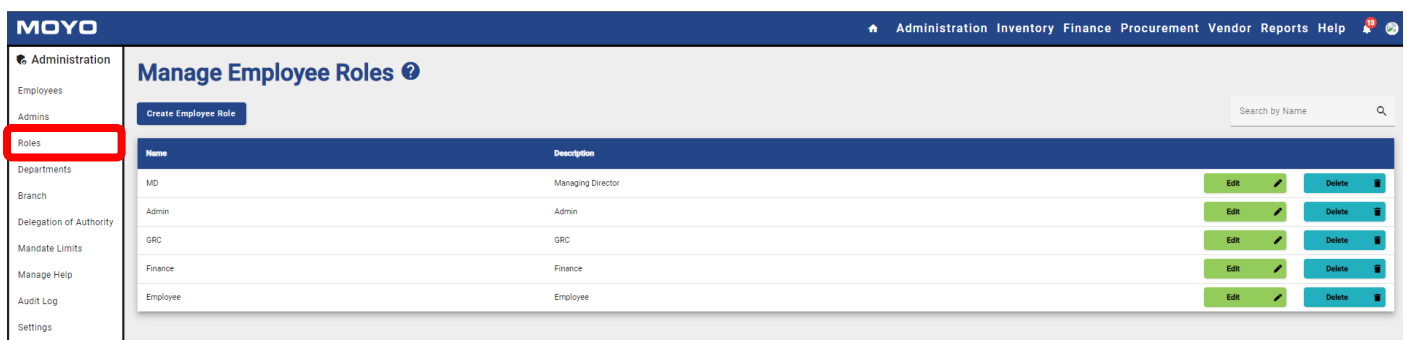


Figure 1 Administration side nav to Employee Role Screen



## Step 2 Edit Employee Role:

Edit an Employee Role by clicking on the “edit” button on the employee role screen within the employee role table: (The row you chose is the employee role you will be editing)

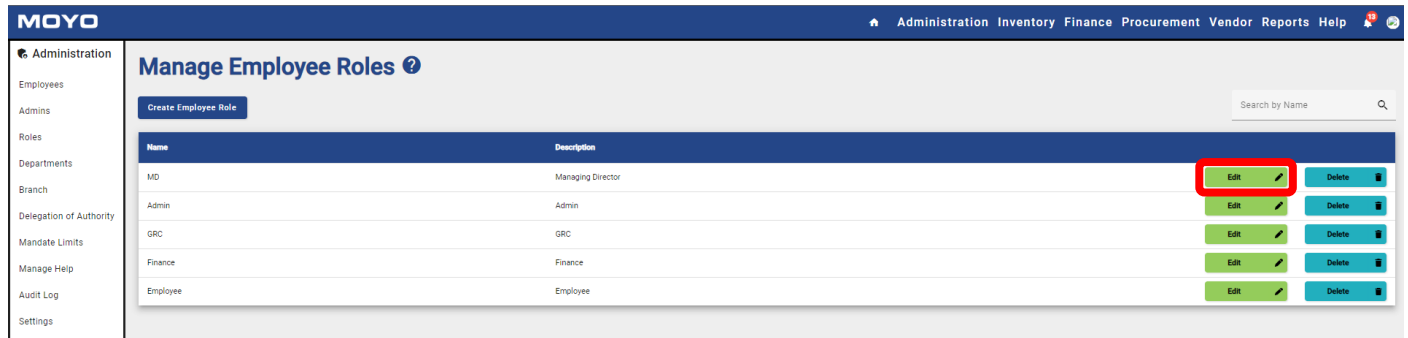


Figure 1 Click Edit Employee Role Button.

This will navigate you to the “Edit Employee Role” screen where you will be able to Edit the employee role. Click on the “Save” button to edit the employee role. (All Details are prefilled)

### Edit Employee Roles ?

**Name:**

Employee

Not more than 32 characters long.

**Description:**

Employee

Not more than 50 characters long.

**Save** **Cancel**

Figure 1 Click Save Edit Employee Role Button.

1. “Name”: Change the name of the role. (Not Compulsory)
2. “Description”: Change the description of the role. (Not Compulsory)

