

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Administration section

### Employee:

Create 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:

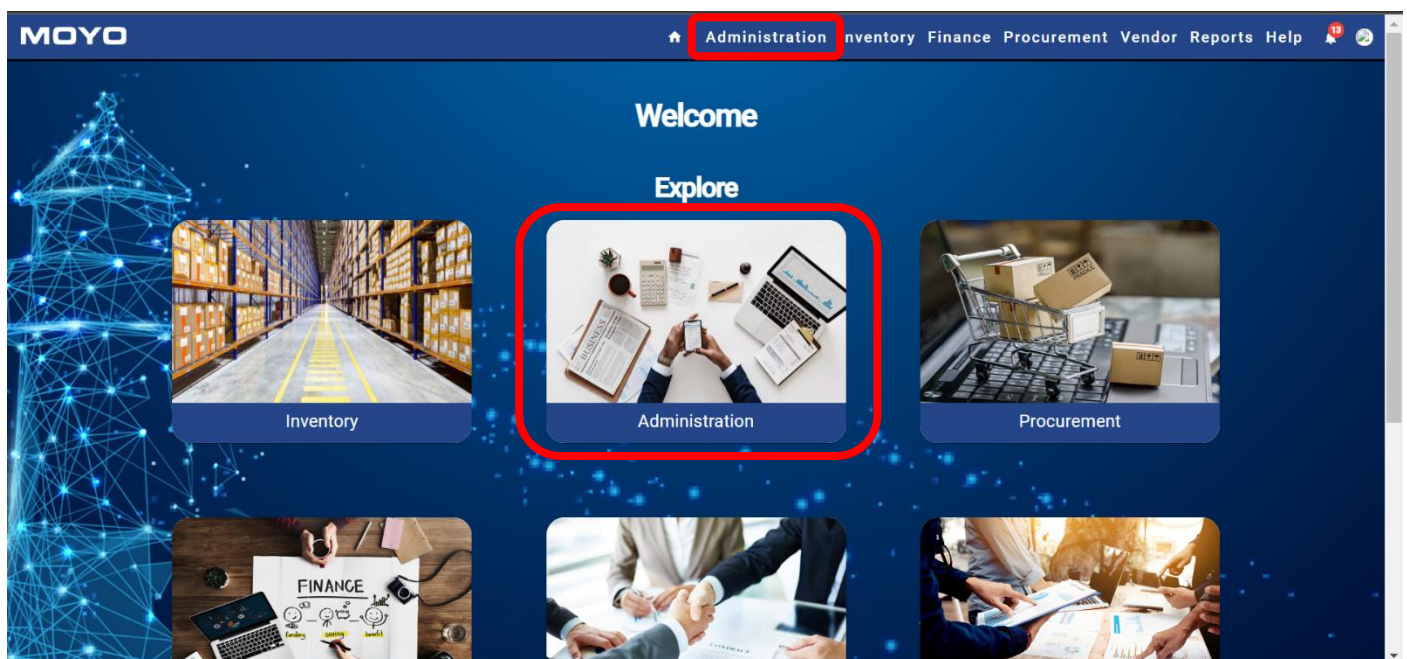
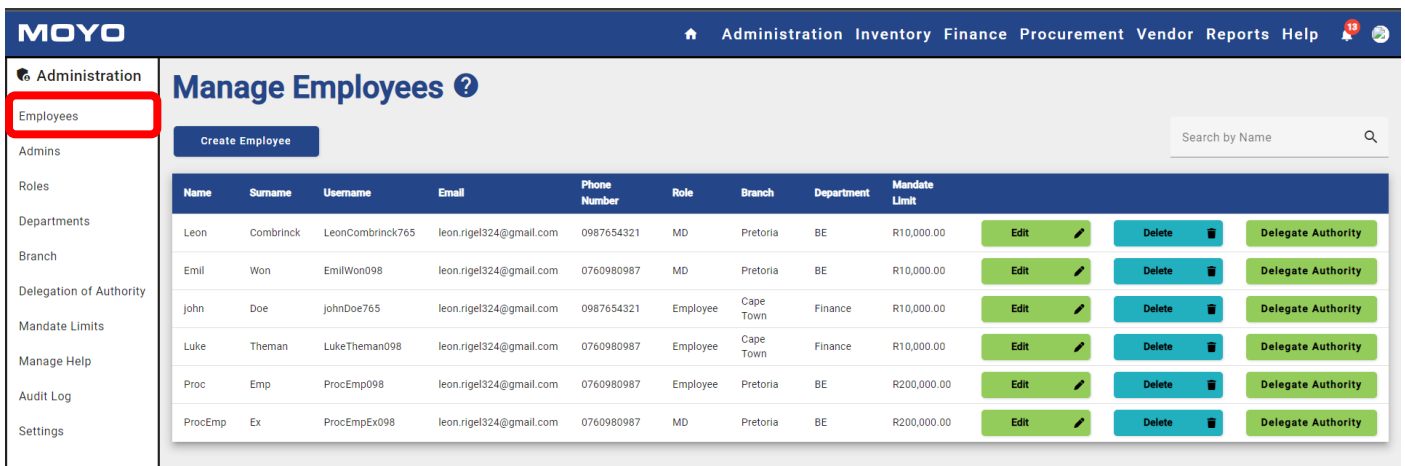


Figure 1 Home Screen to Employee Screen.

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

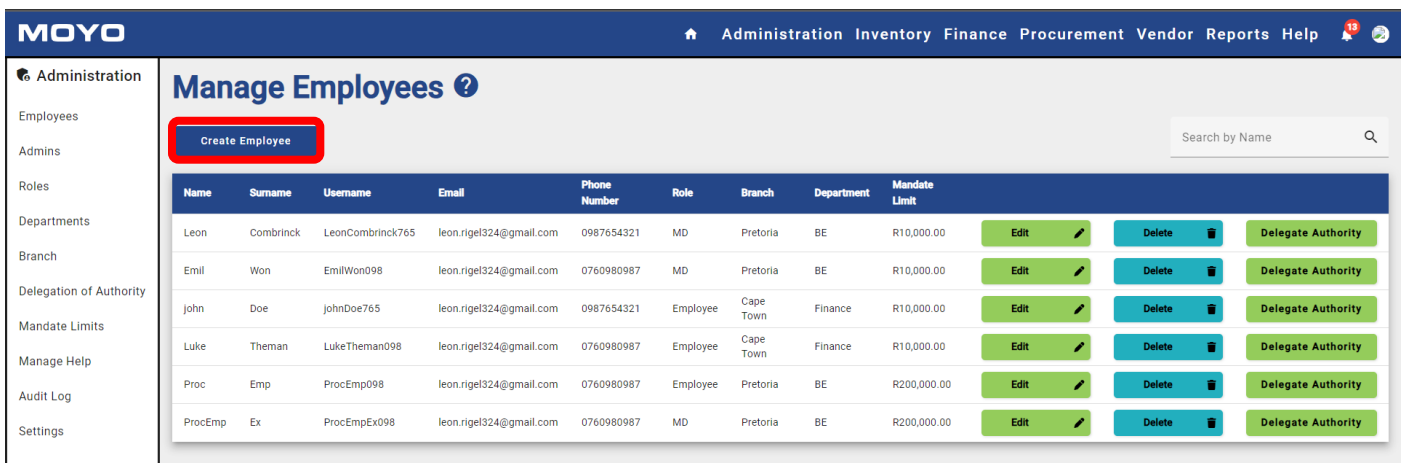
Search by Name

| 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 Create Employee:

Create a new employee by clicking on the “Create Employee” button on the employee screen:



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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 |
|---------|-----------|------------------|-------------------------|--------------|----------|-----------|------------|---------------|------|--------|--------------------|
| 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 Click Create Employee Button.

This will navigate you to the “Create Employee” screen where you will be able to create a new employee. Fill in all the fields then click on the “Save” button to create a new Employee. (All fields are compulsory unless stated otherwise)



## Create Employee ?

|  |   |
|--|---|
| <b>Name:</b><br><input type="text" value="E.g. John"/><br><small>Not more than 32 characters long.</small> | <b>Surname:</b><br><input type="text" value="E.g. Doe"/><br><small>Not more than 50 characters long.</small>                              |
| <b>Email:</b><br><input type="text" value="E.g. example@gmail.com"/>                                       | <b>Phone Number:</b><br><input type="text" value="E.g. 0821234567"/><br><small>Please include spaces as shown in the placeholder.</small> |
| <b>Role:</b><br><input type="text" value="Choose one*"/>   | <b>Mandate Limit:</b><br><input type="text" value="Choose one*"/><br><small>Employee spend limit.</small>                                 |
| <b>Department:</b><br><input type="text" value="Choose one*"/>   | <b>Branch:</b><br><input type="text" value="Choose one*"/>  |

Figure 1 Click Save Create Employee Button.

1. **"Name"**: Fill in the name of the employee you want to add.
2. **"Surname"**: Fill in the surname of employee you want to add.
3. **"Email"**: Fill in the email of the employee you want to add.
4. **"Phone Number"**: Fill in the phone number of the employee you want to add.
5. **"Role"**: Chose a role for the employee from the list existing roles on the system.
6. **"Mandate Limit"**: Chose a mandate limit for the employee from the list existing mandate limits on the system.
7. **"Department"**: Chose a department for the employee from the list existing departments on the system.
8. **"Branch"**: Chose a Branch for the employee from the list existing Branches on the system.

