

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Administration section

### Mandate Limit:

Edit Mandate Limit:

Step 1 Navigate to Mandate Limit screen:

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

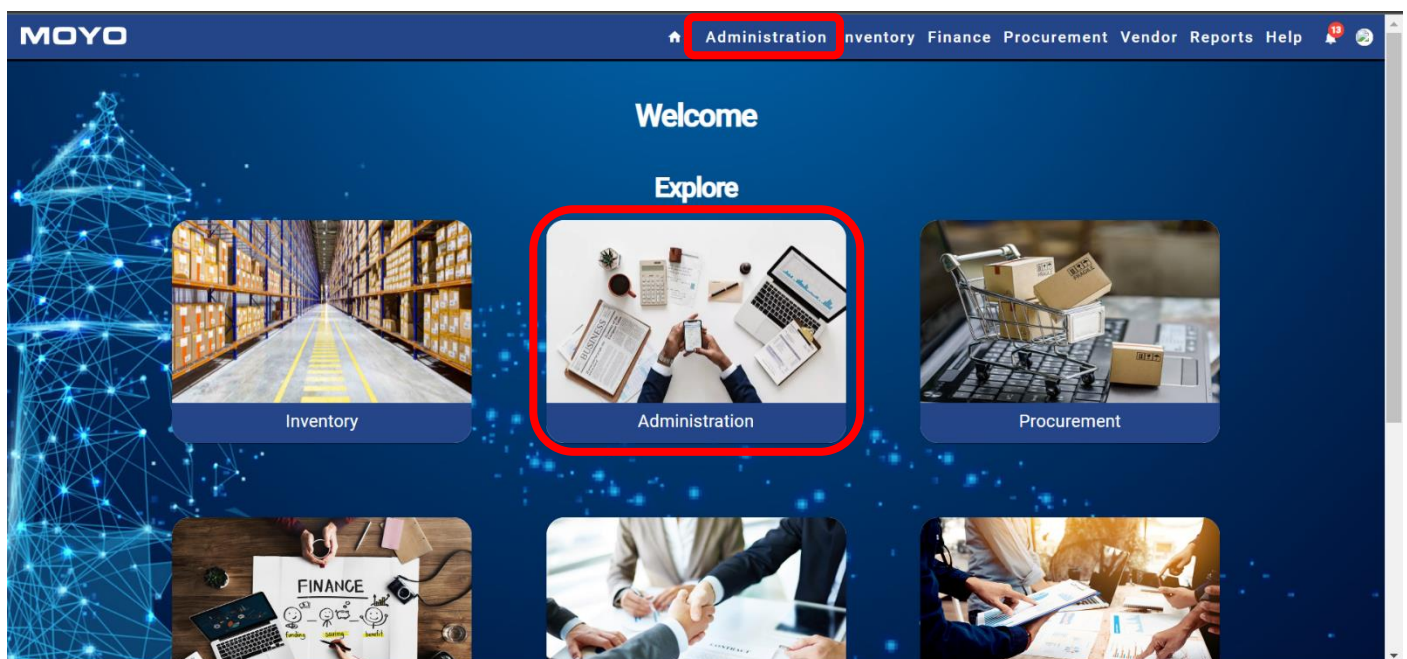


Figure 1 Home Screen to Mandate Limit Screen

Then Click on the “Mandate Limits” button on the administration side navbar:

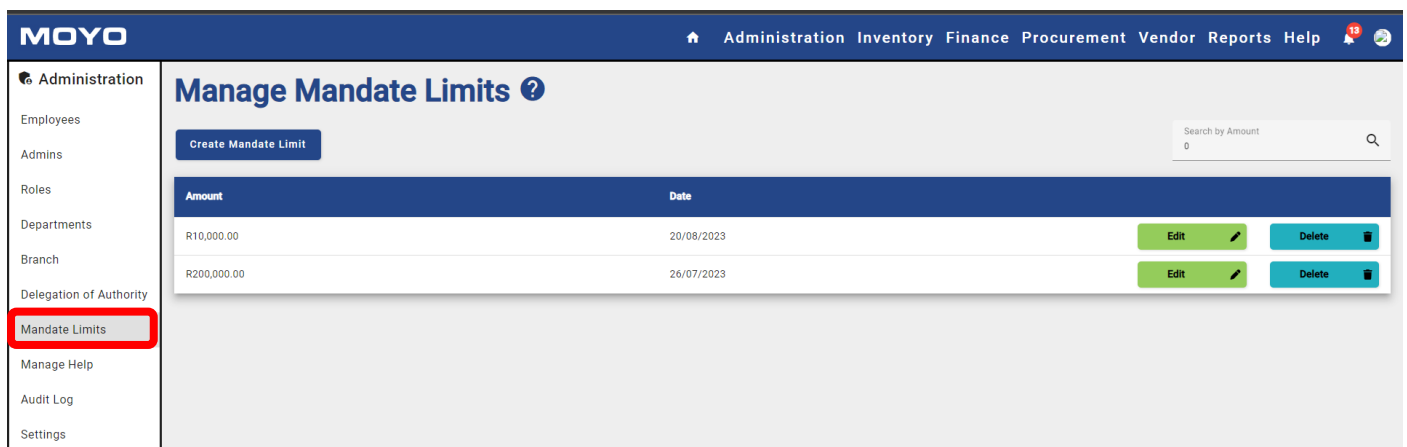


Figure 1 Administration side nav to Mandate Limit Screen



## Step 2 Edit Mandate Limit:

Edit a mandate limit by clicking on the “Edit” button on the mandate limit screen within the mandate limit table: (The row you chose is the mandate limit you will be editing)

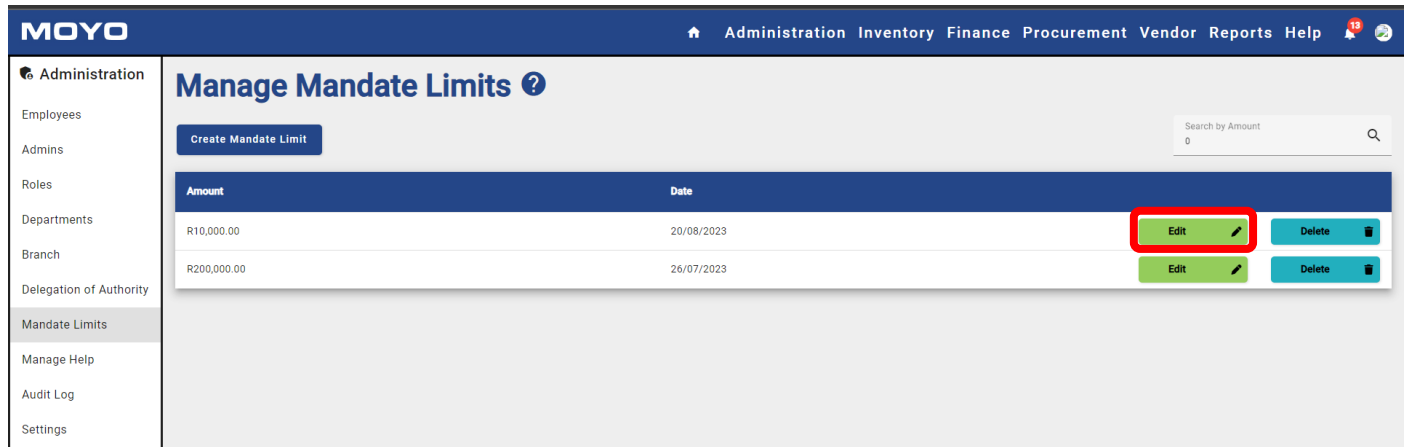


Figure 1 Click Edit Mandate Limit Button.

This will navigate you to the “Edit Mandate Limit” screen where you will be able to Edit the mandate limit. Click on the “Save” button to edit the mandate limit. (All Details are prefilled)

The screenshot shows the 'Update Mandate Limit' form. It has a title 'Update Mandate Limit' with a help icon. Below the title are two input fields: 'Amount (R):' with the value '10000' and 'Date:' with the value '20/08/2023'. Below the fields are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

Figure 1 Click Save Edit Mandate Limit Button.

1. **“Amount”**: Change the amount of the mandate limit. (Not Compulsory)
2. **“Date”**: Change the date of the mandate limit. (Not Compulsory)

