

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Administration section

### Department:

Delete Department:

Step 1 Navigate to Department screen:

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

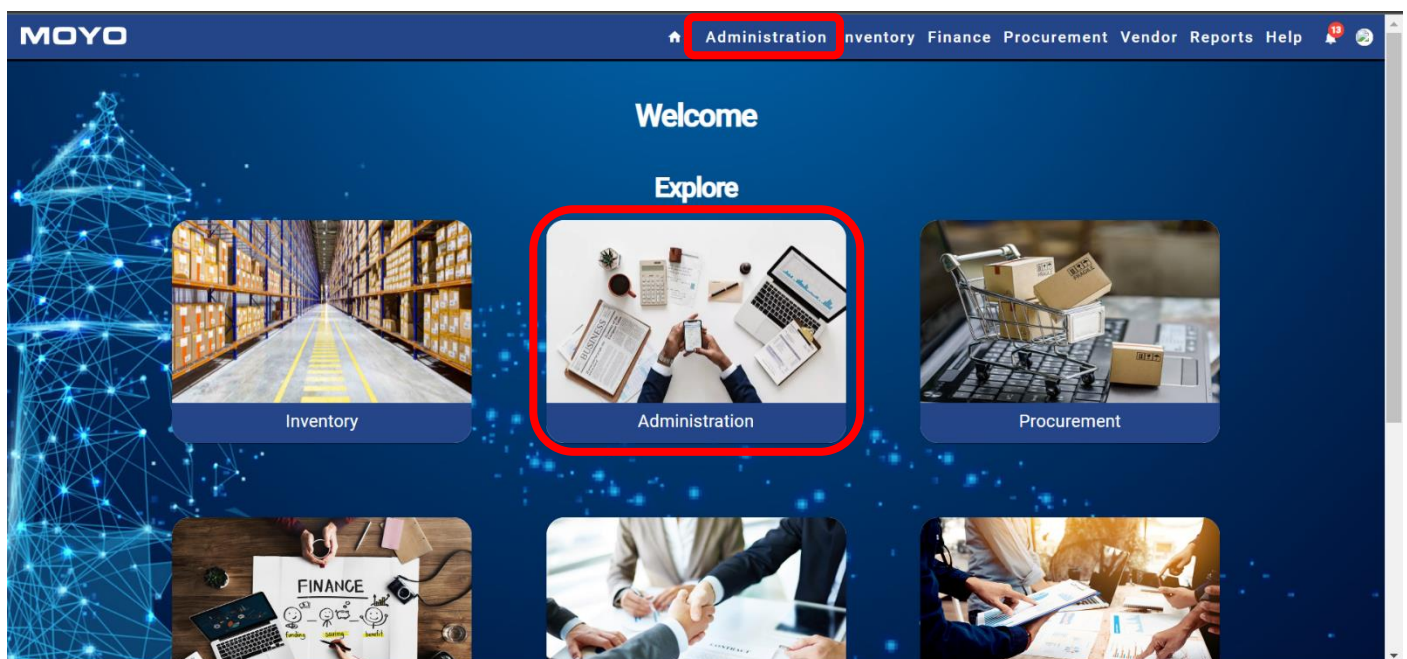


Figure 1 Home Screen to Department Screen

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

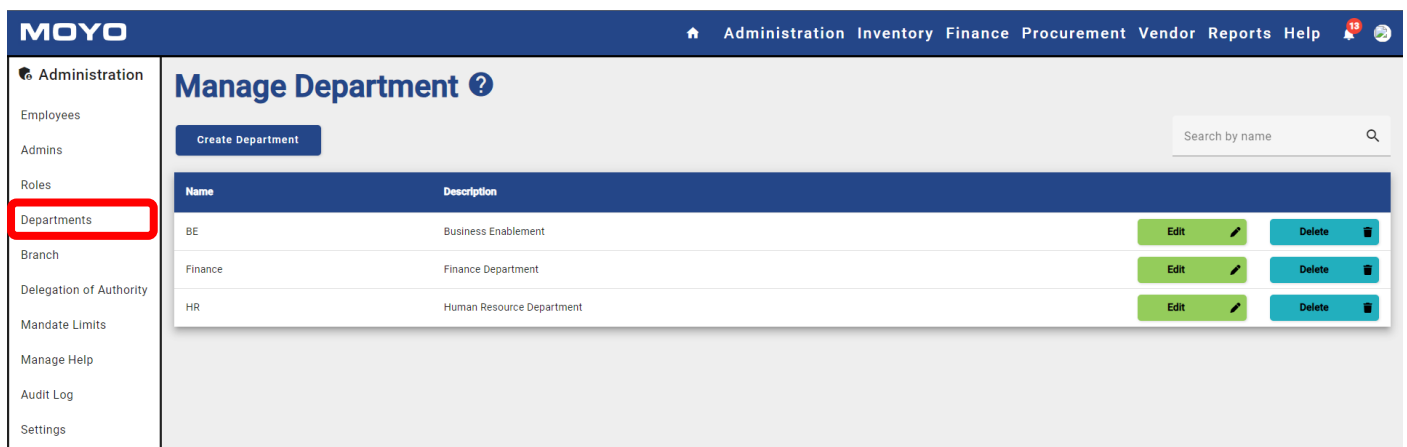


Figure 1 Administration side nav to Department Screen



## Step 2 Delete Department:

Delete a department by clicking on the “Delete” button on the department screen within the department table: (The row you chose is the department you will be deleting)

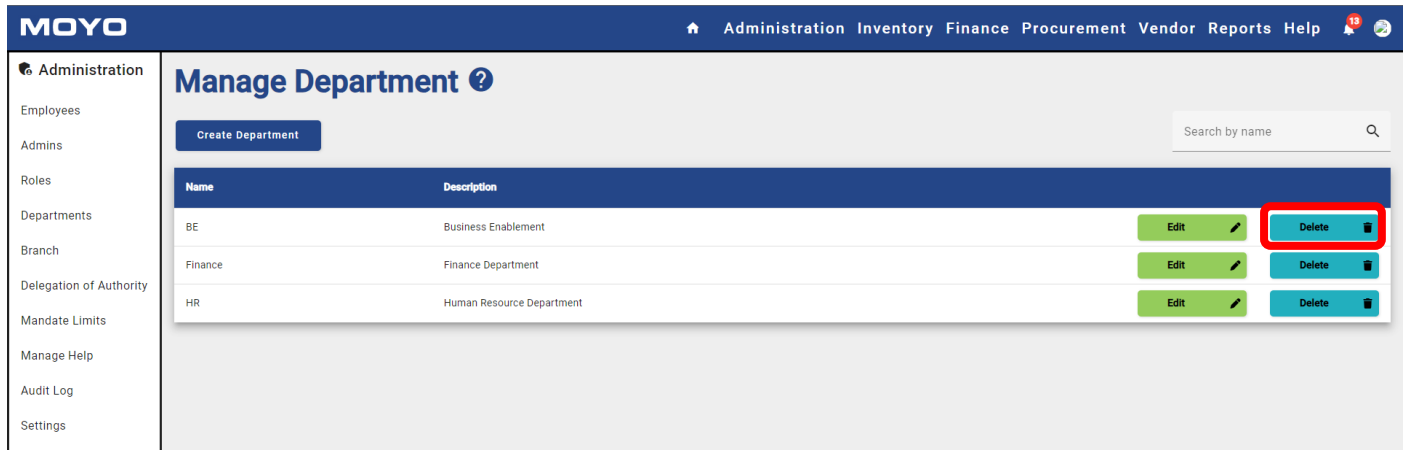


Figure 1 Click Delete Department Button

This will navigate you to the “Delete Department” screen where you will be able to delete the department. Click on the “Yes” button to delete the department.

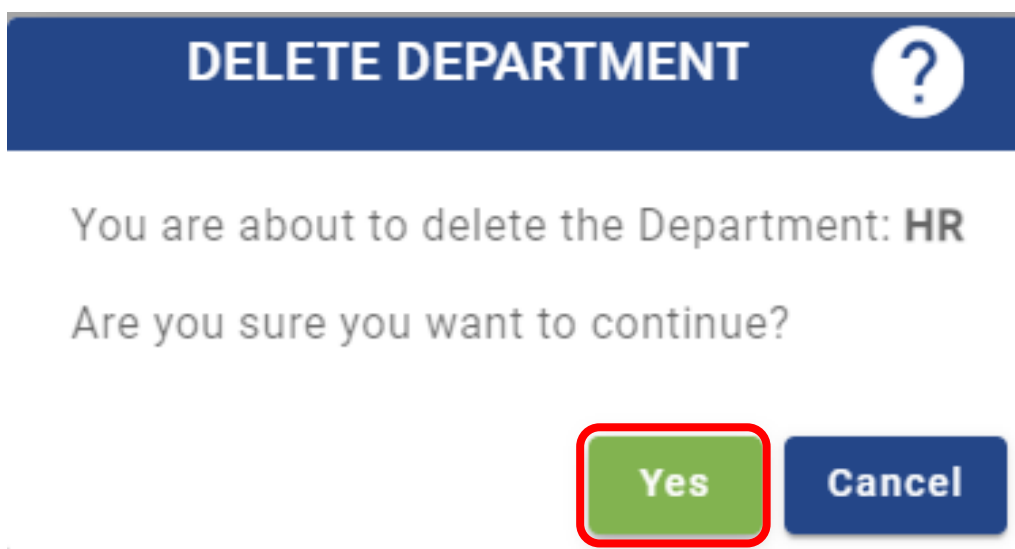


Figure 1 Click Yes Delete Department Button

