

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Mandate Limit:

Create 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:

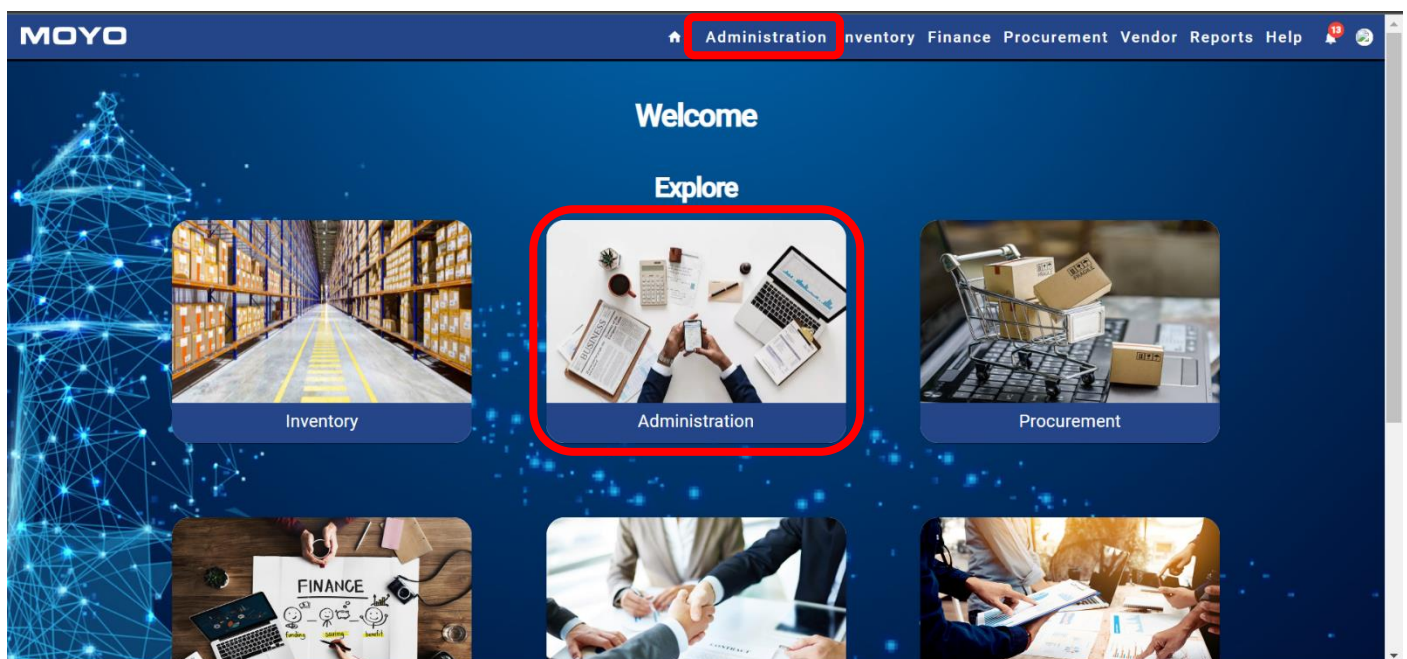


Figure 1 Home Screen to Mandate Limit Screen

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

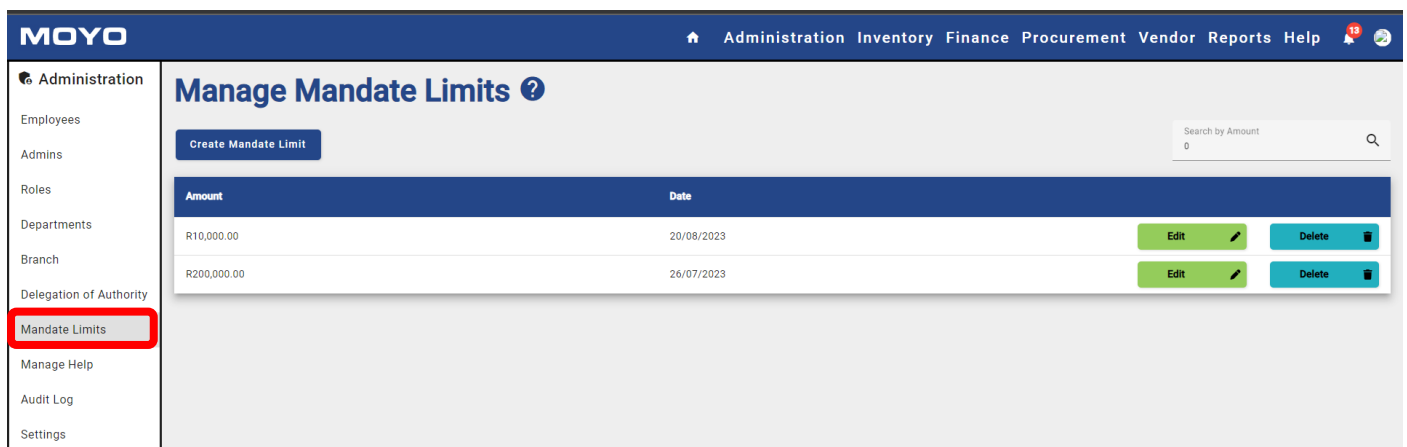


Figure 1 Administration side nav to Mandate Limit Screen



Step 2 Create Mandate Limit:

Create a new mandate limit by clicking on the “Create Mandate Limit” button on the mandate limit screen:

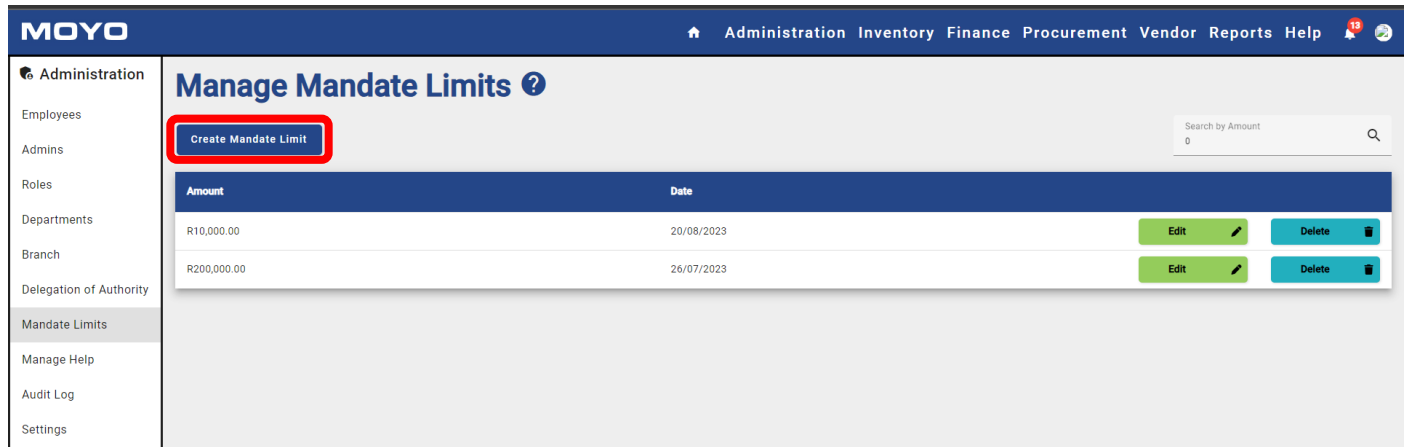


Figure 1 Click Create Mandate Limit Button

This will navigate you to the “Create Mandate Limit” screen where you will be able to create the new mandate limit. Click on the “Save” button to create the new mandate limit.

Create Mandate Limit ?

Amount (R): 0 Date: 07/05/2023

Save **Cancel**

Figure 1 Click Save Create Mandate Limit Button

1. “Amount”: Fill in the amount of the mandate limit. (Compulsory)
2. “Date”: Fill in the date of the mandate limit. (Compulsory)

