

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

Date: 8TH Month 2023

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Administration section

Department:

Create 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:

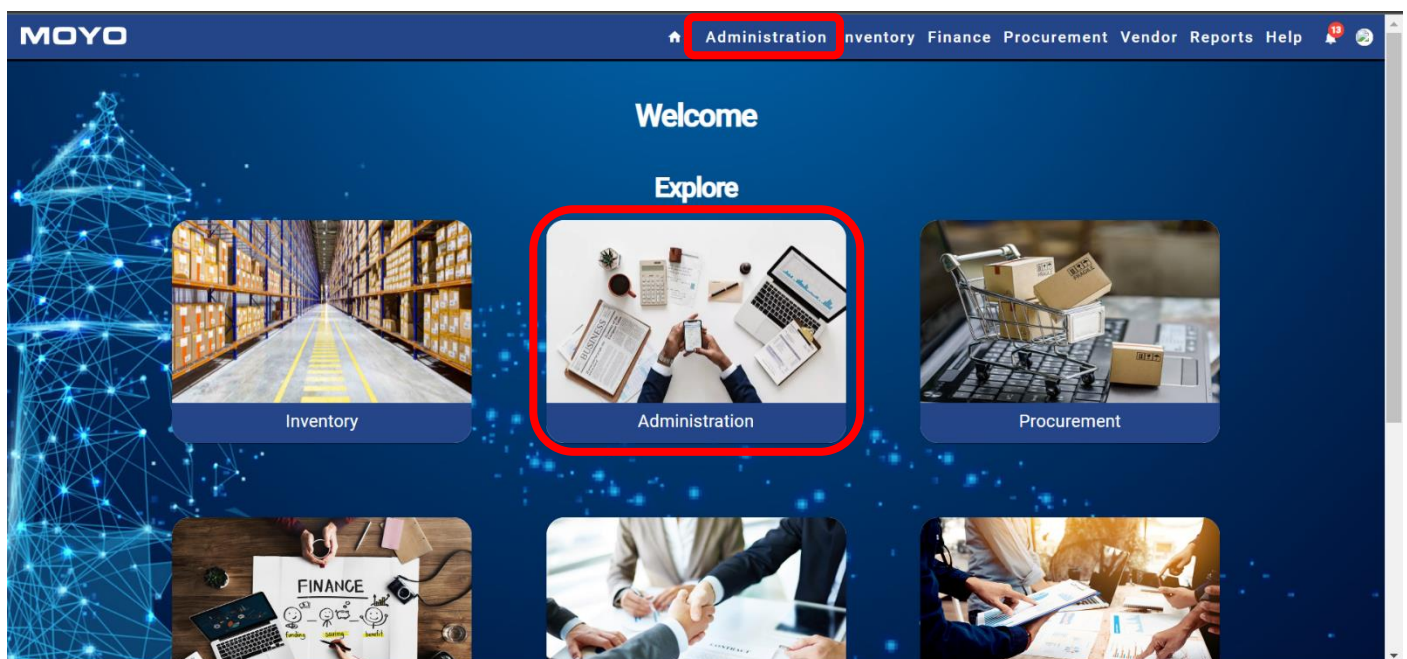


Figure 1 Home Screen to Department Screen

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

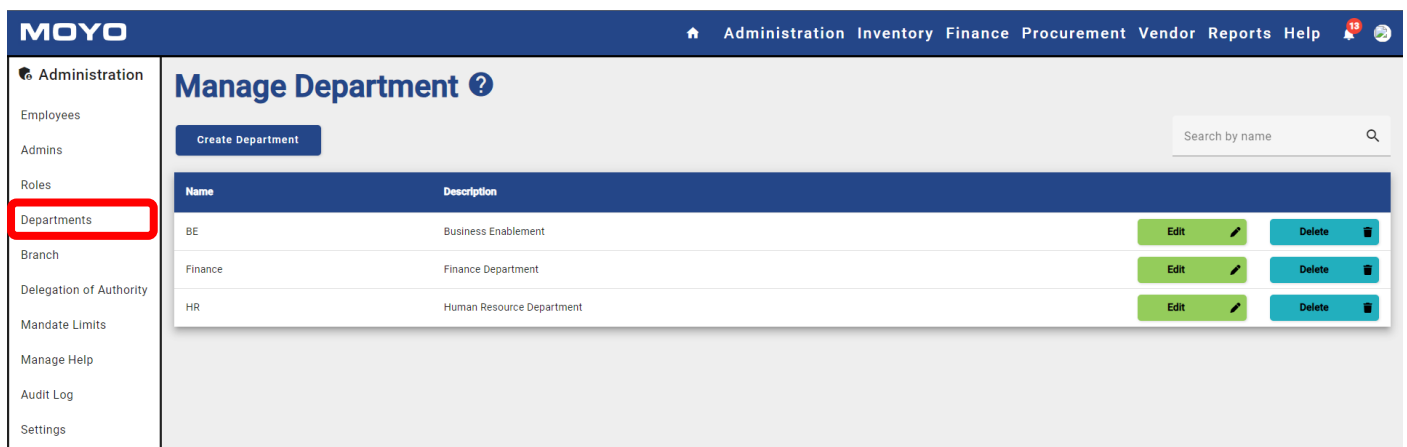


Figure 1 Administration side nav to Department Screen



Step 2 Create Department:

Create a new department by clicking on the “Create Department” button on the Department screen:

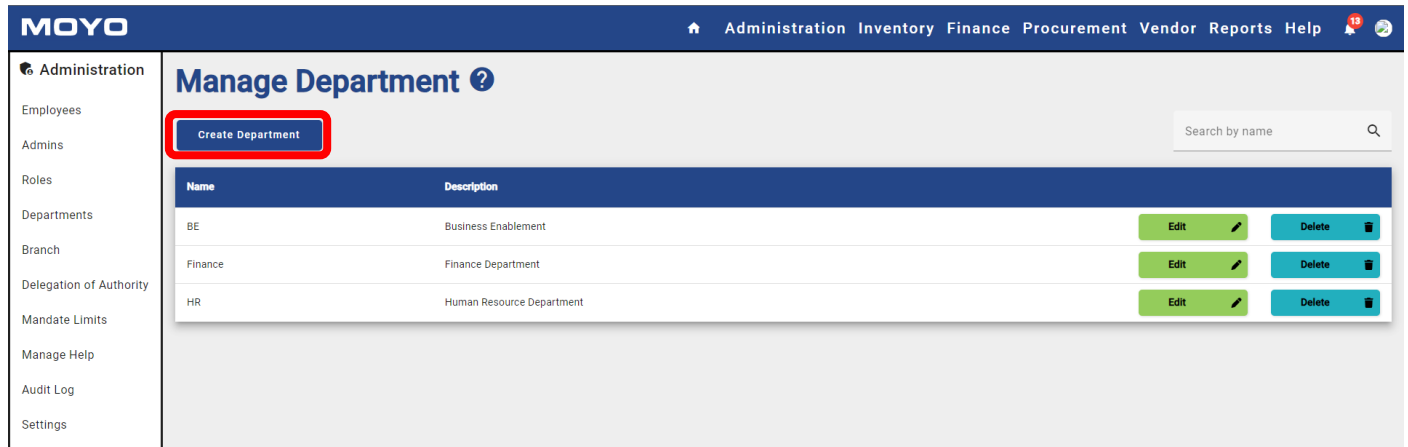


Figure 1 Click Create Department Button

This will navigate you to the “Create Department” screen where you will be able to create the new department. Click on the “Save” button to create the new department.

The screenshot shows the 'Create Department' form. It has a title 'Create Department ?'. Below the title are two input fields: 'Name:' and 'Description:'. The 'Name' field has a placeholder text 'Not more than 32 characters long.' and the 'Description' field has a placeholder text 'Not more than 50 characters long.'. At the bottom of the form are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangle.

Figure 1 Click Save Create Department Button

1. “Name”: Fill in the name of the department. (Compulsory)
2. “Description”: Fill in the description of the department. (Compulsory)

