

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Branch:

Create Branch:

Step 1 Navigate to Branch screen:

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

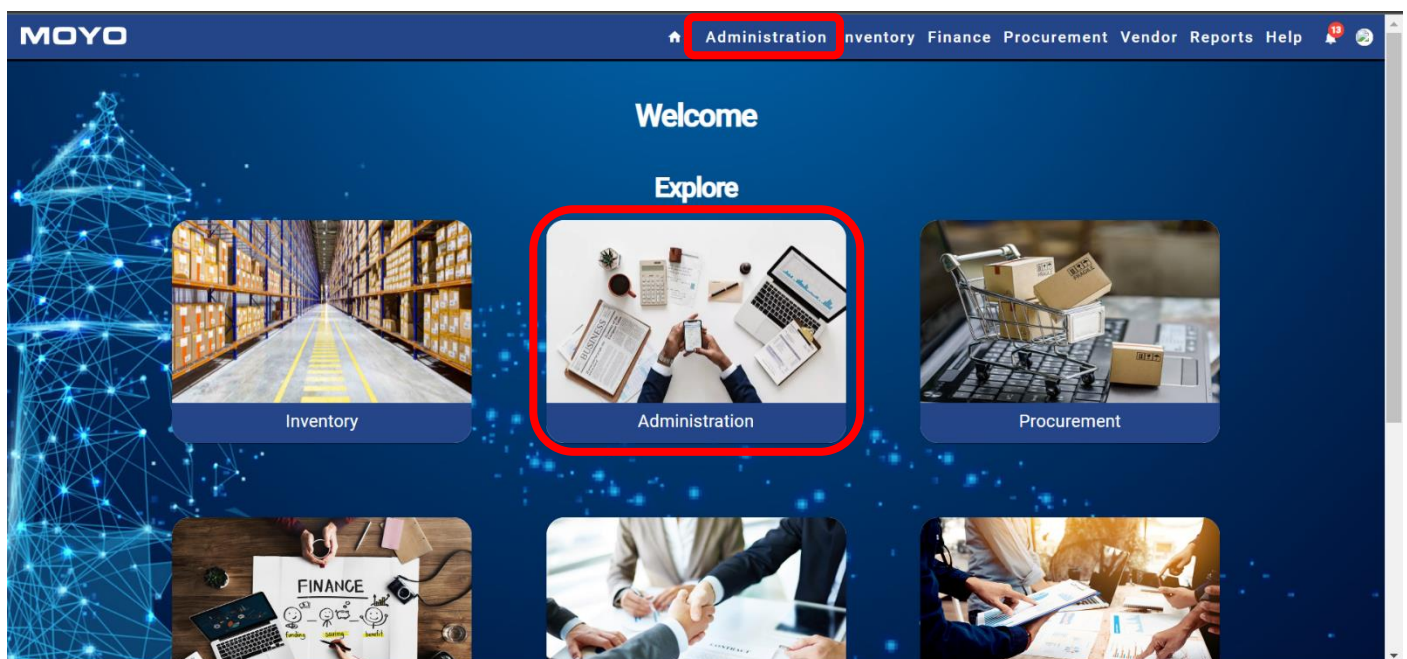


Figure 1 Home Screen to Branch Screen

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

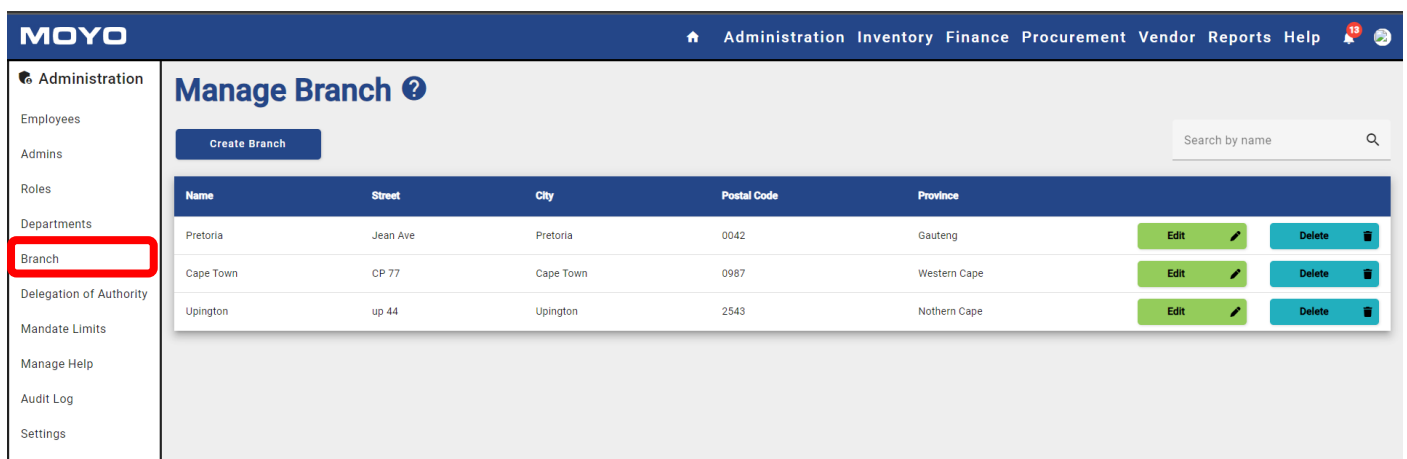


Figure 1 Administration side nav to Branch Screen

Step 2 Create Branch:

Create a new branch by clicking on the “Create Branch” button on the Branch screen:

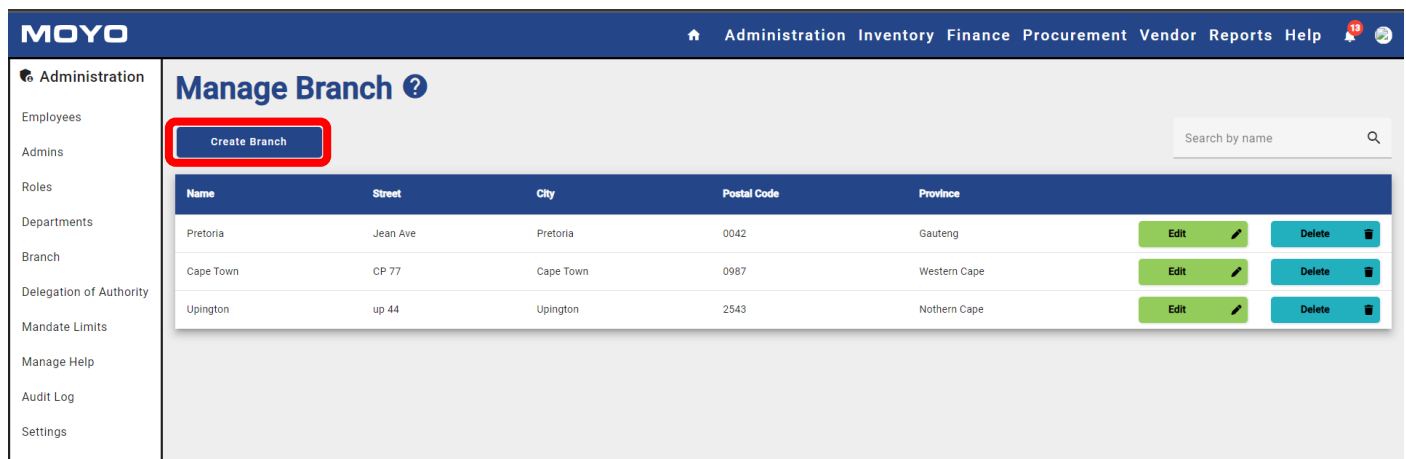


Figure 1 Click Create Branch Button

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

Create Branch ?

Name:

Not more then 32 characters long.

Street:

Not more then 100 characters long.

City:

Not more then 30 characters long.

Postal Code:

Not more then 4 characters long.

Province:

Not more then 20 characters long.

Save

Cancel

Figure 1 Click Save Create Branch Button



1. "Name": Fill in the name of the branch. (Compulsory)
2. "Street": Fill in the street of the Branch. (Compulsory)
3. "City": Fill in the city of the Branch. (Compulsory)
4. "Postal Code": Fill in the postal code of the Branch. (Compulsory)
5. "Province": Fill in the province of the Branch. (Compulsory)

