

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Step 1 Navigate to Admin screen:

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

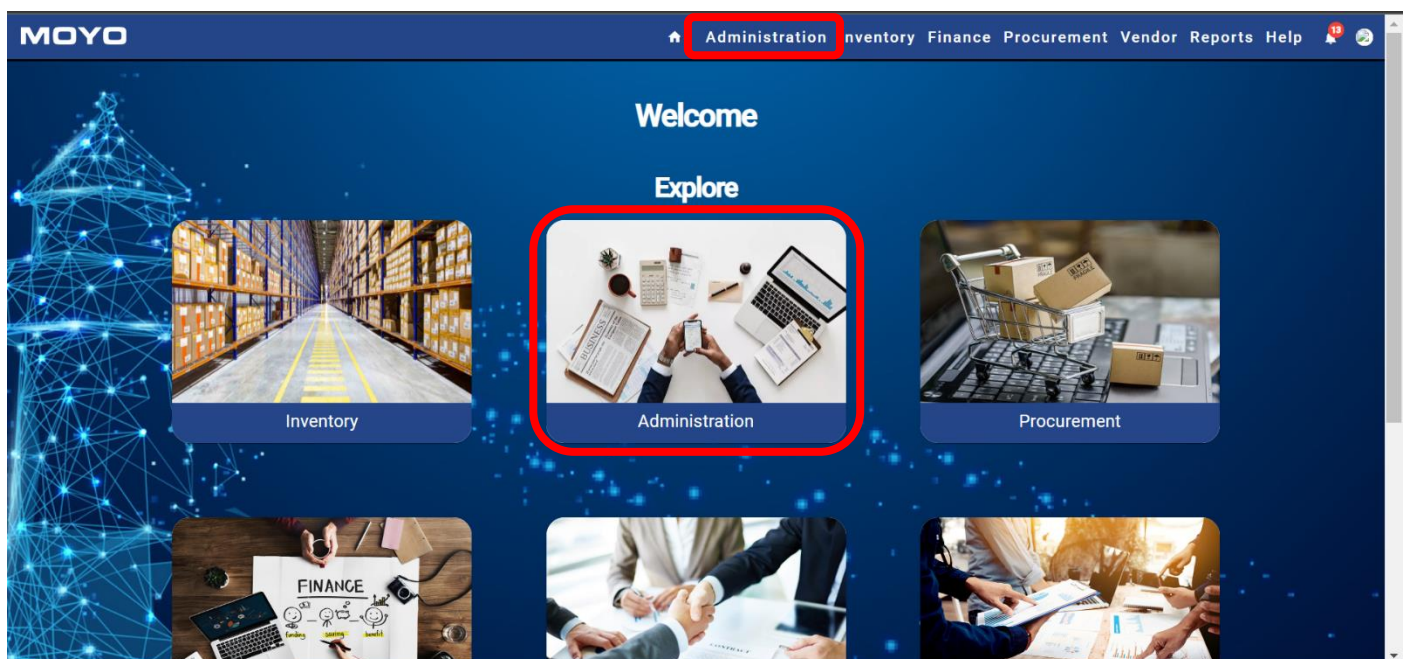


Figure 1 Home Screen to Admin Screen

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

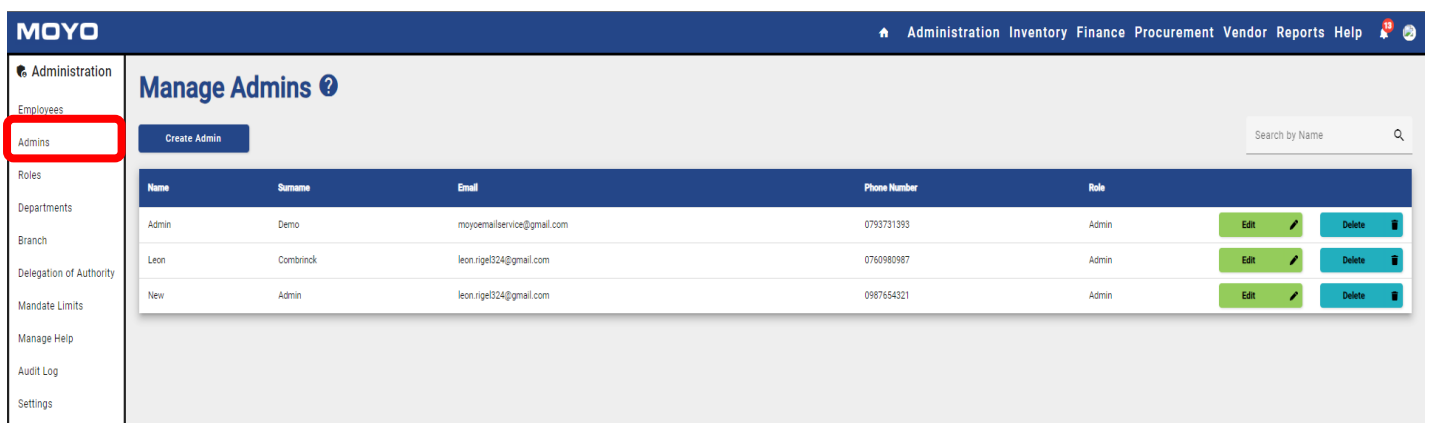
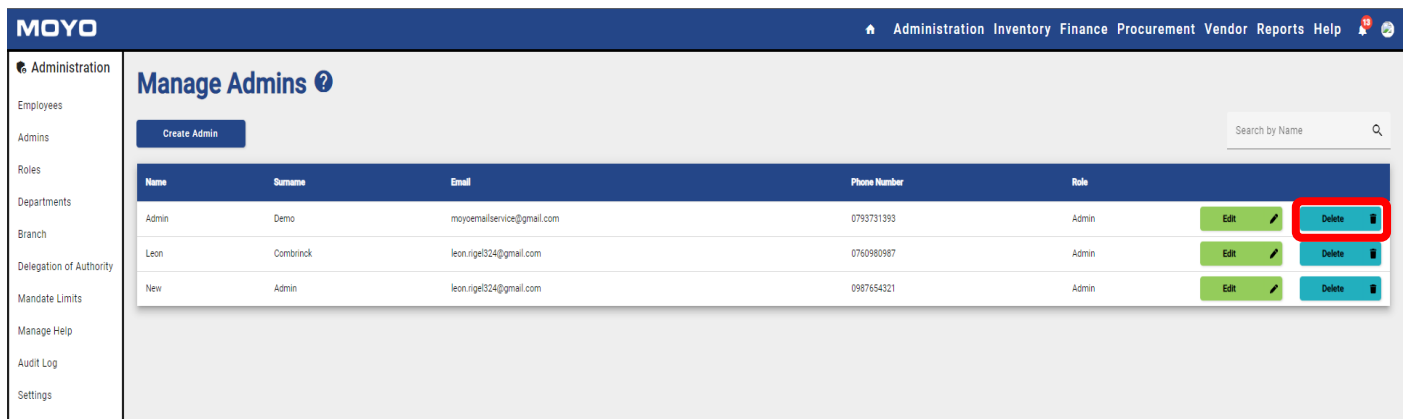


Figure 1 Administration side nav to Admin Screen



Step 2 Delete Admin:

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

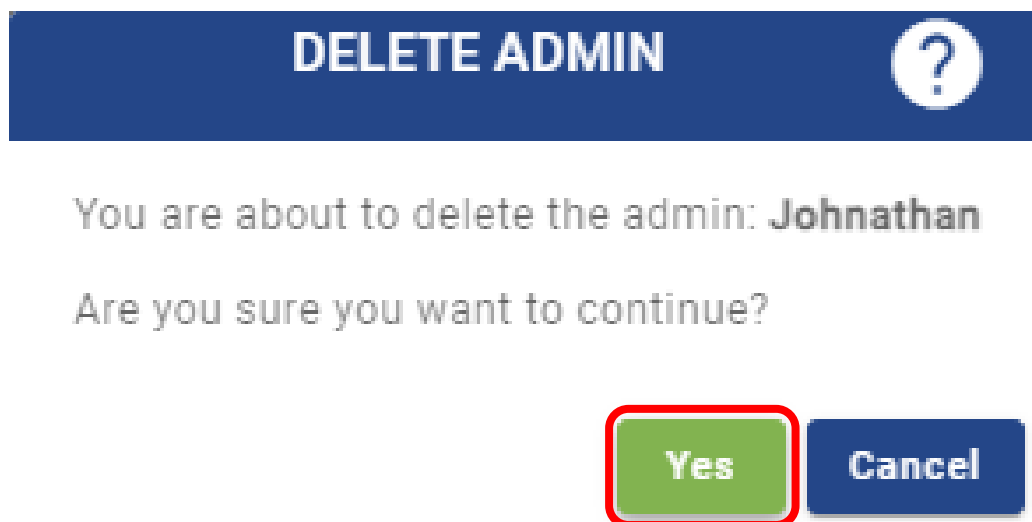


The screenshot shows the MOYO 'Manage Admins' screen. A table lists three admin users. The 'Delete' button for the first user, 'Admin Demo', is highlighted with a red box.

Name	Surname	Email	Phone Number	Role	Edit	Delete
Admin	Demo	moyoemailservice@gmail.com	0793731393	Admin	Edit	Delete
Leon	Combrink	leon.rige324@gmail.com	0760980987	Admin	Edit	Delete
New	Admin	leon.rige324@gmail.com	0987654321	Admin	Edit	Delete

Figure 1 Click Delete Admin Button

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



The screenshot shows a confirmation dialog titled 'DELETE ADMIN' with a question mark icon. The text reads: 'You are about to delete the admin: Johnathan' and 'Are you sure you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'Cancel'.

Figure 1 Click Yes Delete Admin Button

