

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

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Administration section

Employee:

Create Employee:

Step 1 Navigate to Employee screen:

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

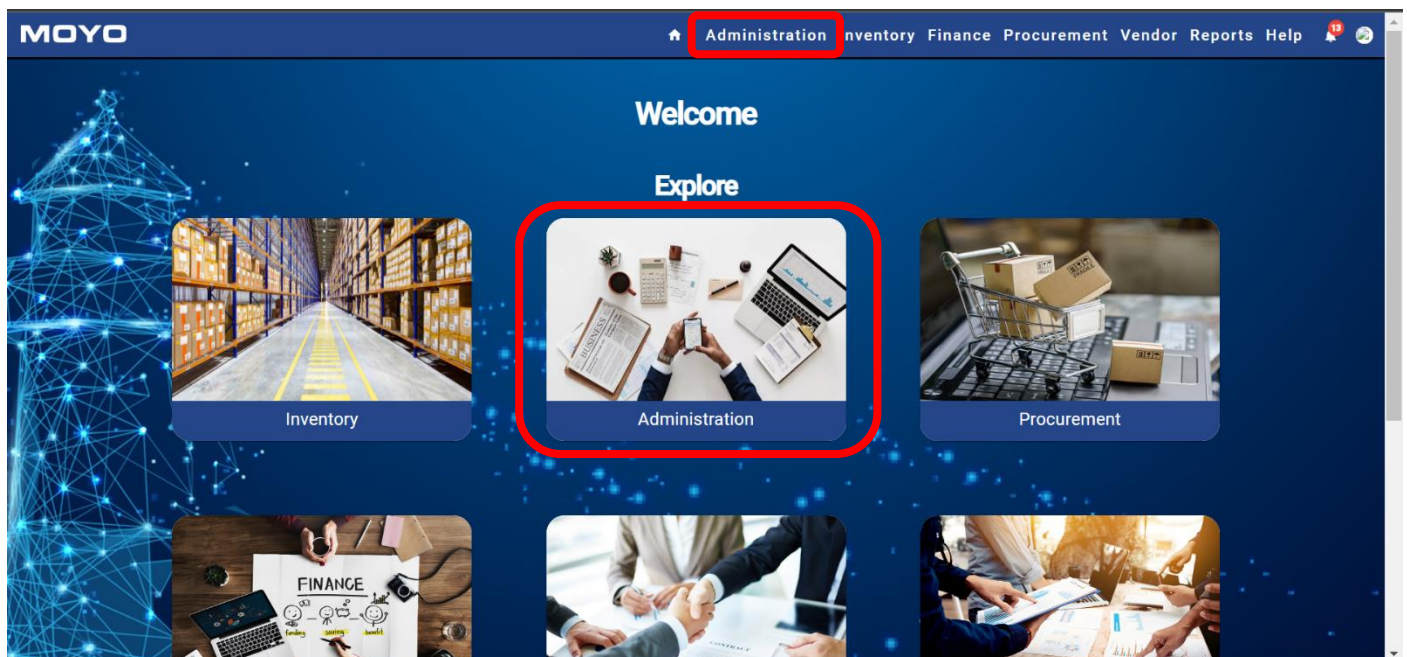


Figure 1 Home Screen to Employee Screen.

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



MOYO Administration Inventory Finance Procurement Vendor Reports Help

Administration

- Employees**
- Admins
- Roles
- Departments
- Branch
- Delegation of Authority
- Mandate Limits
- Manage Help
- Audit Log
- Settings

Manage Employees ?

Create Employee

Search by Name

Name	Surname	Username	Email	Phone Number	Role	Branch	Department	Mandate Limit	Edit	Delete	Delegate Authority
Leon	Combrinck	LeonCombrinck765	leon.rigel324@gmail.com	0987654321	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
Emil	Won	EmilWon098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
John	Doe	JohnDoe765	leon.rigel324@gmail.com	0987654321	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Luke	Theman	LukeTheman098	leon.rigel324@gmail.com	0760980987	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Proc	Emp	ProcEmp098	leon.rigel324@gmail.com	0760980987	Employee	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority
ProcEmp	Ex	ProcEmpEx098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority

Figure 1 Admin Side Nav to Employee Screen.

Step 2 Create Employee:

Create a new employee by clicking on the “Create Employee” button on the employee screen:

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Manage Employees ?

Create Employee

Search by Name

Name	Surname	Username	Email	Phone Number	Role	Branch	Department	Mandate Limit	Edit	Delete	Delegate Authority
Leon	Combrinck	LeonCombrinck765	leon.rigel324@gmail.com	0987654321	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
Emil	Won	EmilWon098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R10,000.00	Edit	Delete	Delegate Authority
John	Doe	JohnDoe765	leon.rigel324@gmail.com	0987654321	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Luke	Theman	LukeTheman098	leon.rigel324@gmail.com	0760980987	Employee	Cape Town	Finance	R10,000.00	Edit	Delete	Delegate Authority
Proc	Emp	ProcEmp098	leon.rigel324@gmail.com	0760980987	Employee	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority
ProcEmp	Ex	ProcEmpEx098	leon.rigel324@gmail.com	0760980987	MD	Pretoria	BE	R200,000.00	Edit	Delete	Delegate Authority

Figure 1 Click Create Employee Button.

This will navigate you to the “Create Employee” screen where you will be able to create a new employee. Fill in all the fields then click on the “Save” button to create a new Employee. (All fields are compulsory unless stated otherwise)



Create Employee ?

Name: <input type="text" value="E.g. John"/> <small>Not more than 32 characters long.</small>	Surname: <input type="text" value="E.g. Doe"/> <small>Not more than 50 characters long.</small>
Email: <input type="text" value="E.g. example@gmail.com"/>	Phone Number: <input type="text" value="E.g. 0821234567"/> <small>Please include spaces as shown in the placeholder.</small>
Role: <input type="text" value="Choose one*"/>	Mandate Limit: <input type="text" value="Choose one*"/> <small>Employee spend limit.</small>
Department: <input type="text" value="Choose one*"/>	Branch: <input type="text" value="Choose one*"/>

Figure 1 Click Save Create Employee Button.

1. **"Name"**: Fill in the name of the employee you want to add.
2. **"Surname"**: Fill in the surname of employee you want to add.
3. **"Email"**: Fill in the email of the employee you want to add.
4. **"Phone Number"**: Fill in the phone number of the employee you want to add.
5. **"Role"**: Chose a role for the employee from the list existing roles on the system.
6. **"Mandate Limit"**: Chose a mandate limit for the employee from the list existing mandate limits on the system.
7. **"Department"**: Chose a department for the employee from the list existing departments on the system.
8. **"Branch"**: Chose a Branch for the employee from the list existing Branches on the system.



You Can Alternatively create a new department of a specific branch by clicking on the “+” button next to the department label. (*Note this can only appear once a branch is selected)

Create Employee ?

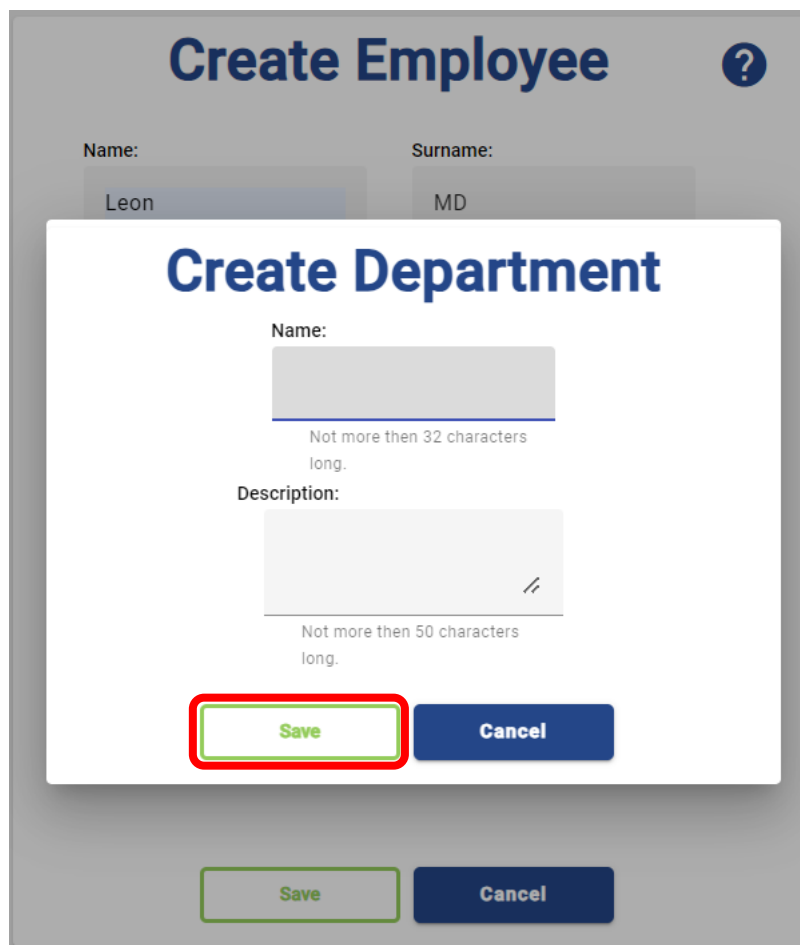
Name: <input type="text" value="Leon"/> <small>Not more than 32 characters long.</small>	Surname: <input type="text" value="MD"/> <small>Not more than 50 characters long.</small>
Email: <input type="text" value="leon.rigel324@gmail.co"/>	Phone Number: <input type="text" value="0983528462"/> <small>Please include spaces as shown in the placeholder.</small>
Role: <div>Choose one* MD</div>	Mandate Limit: <div>Choose one* 10000</div> <small>Employee spend limit.</small>
Branch: <div>Choose one* Pretoria</div>	Department + <div>Choose one*</div>

Save

Cancel

This will navigate you to the create department screen where u will be able to create a new department for that specific branch within the create employee screen. Click on the “Save” button to create the new department. (*Note this can only appear once a branch is selected)





The screenshot shows a web interface for creating an employee. The main form is titled "Create Employee" and has two input fields: "Name:" with the value "Leon" and "Surname:" with the value "MD". A modal window titled "Create Department" is overlaid on top. This modal has 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 modal, there are two buttons: "Save" (highlighted with a red border) and "Cancel". At the bottom of the main form, there are also "Save" and "Cancel" buttons.

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

