

# MOYO

Driving Significance Together

## User Manual

PROCION SYSTEM ONLINE

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## Administration section

### Branch:

Edit 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:

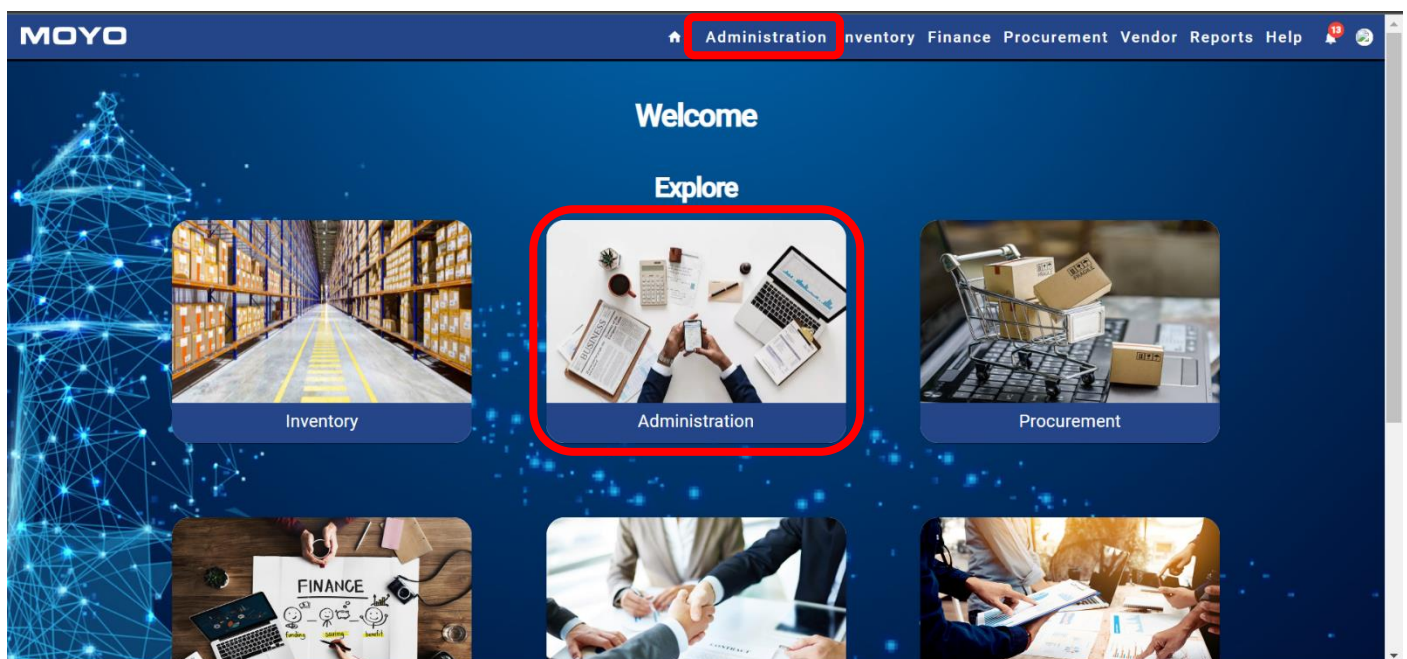


Figure 1 Home Screen to Branch Screen

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

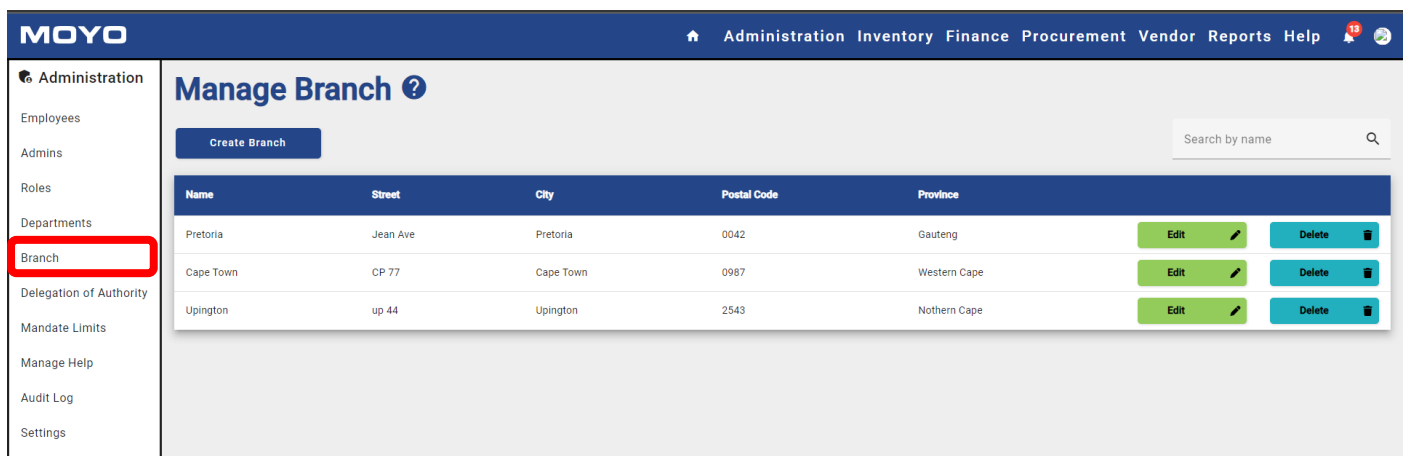


Figure 1 Administration side nav to Branch Screen



## Step 2 Edit Branch:

Edit a branch by clicking on the “Edit” button on the branch screen within the branch table: (The row you chose is the branch you will be editing)

**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 Branch ?**

Create Branch

Search by name

Name	Street	City	Postal Code	Province		
Pretoria	Jean Ave	Pretoria	0042	Gauteng	Edit	Delete
Cape Town	CP 77	Cape Town	0987	Western Cape	Edit	Delete
Upington	up 44	Upington	2543	Nothern Cape	Edit	Delete

Figure 1 Click Edit Branch Button.

This will navigate you to the “Edit Branch” screen where you will be able to Edit the branch. Click on the “Save” button to edit the branch. (All Details are prefilled)

## Edit Branch ?

**Name:**

Upington

Not more then 32 characters long.

**Street:**

up 44

Not more then 100 characters long.

**City:**

Upington

Not more then 30 characters long.

**Postal Code:**

2543

Not more then 4 characters long.

**Province:**

Nothern Cape

Not more then 20 characters long.

**Save** **Cancel**

Figure 1 Click Save Edit Branch Button.



1. "Name": Change the name of the branch. (Not Compulsory)
2. "Street": Change the street of the Branch. (Not Compulsory)
3. "City": Change the city of the Branch. (Not Compulsory)
4. "Postal Code": Change the postal code of the Branch. (Not Compulsory)
5. "Province": Change the province of the Branch. (Not Compulsory)

