

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Employee Roles:

Create Employee Role:

Step 1 Navigate to Employee Role screen:

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

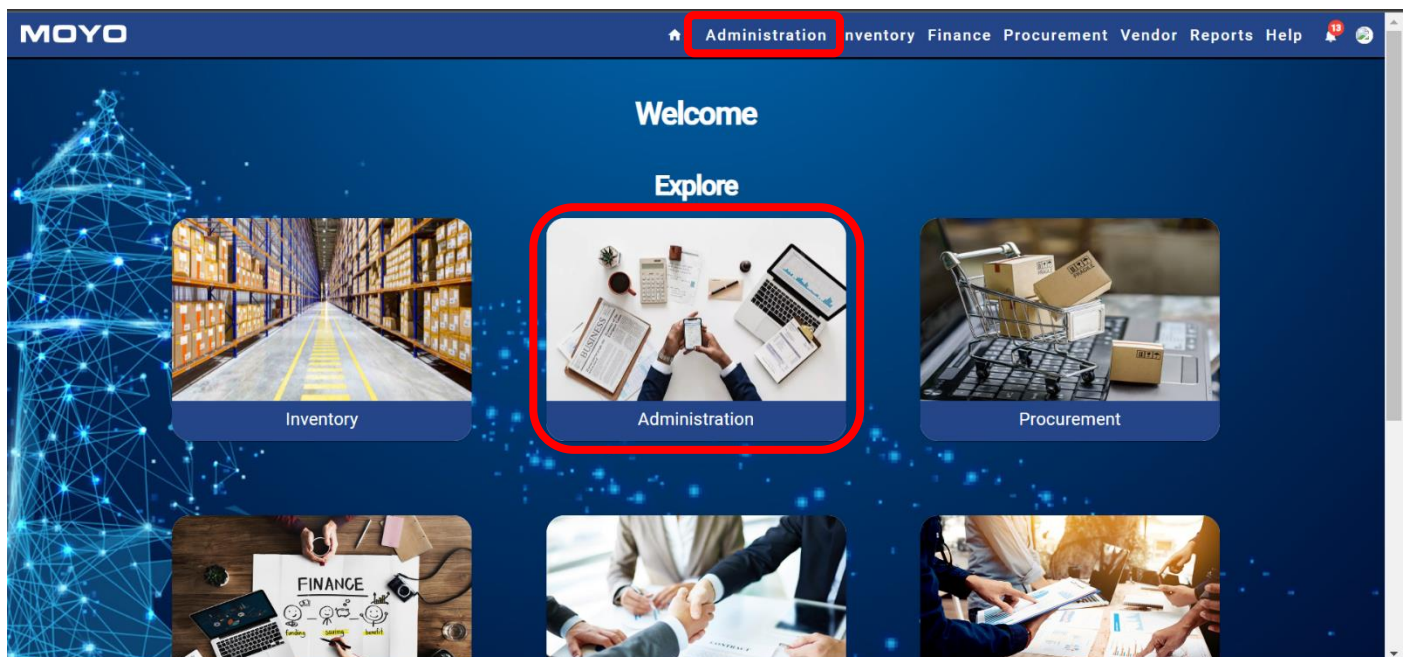


Figure 1 Home Screen to Employee Role Screen

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

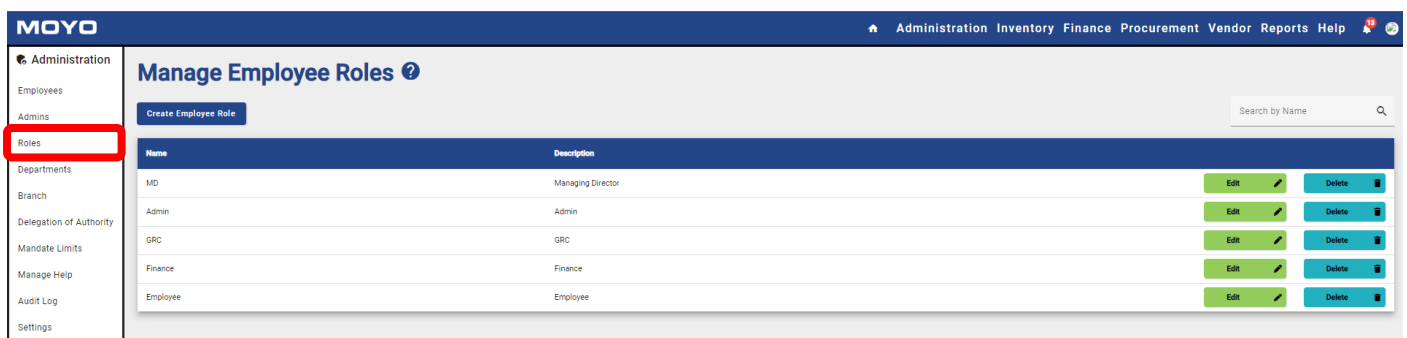


Figure 1 Administration side nav to Employee Role Screen



Step 2 Create Employee Role:

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

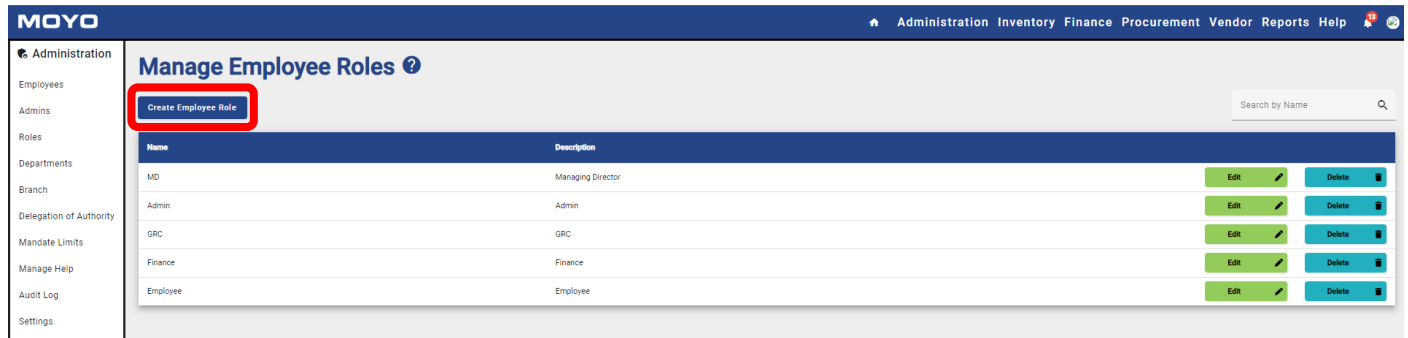


Figure 1 Click Create Employee Role Button

This will navigate you to the “Create Employee Role” screen where you will be able to create the new Employee Role. Click on the “Save” button to create the new employee role.

Create Employee Roles ?

Name:

Not more than 32 characters long.

Description:

Not more than 50 characters long.

Save **Cancel**

Figure 1 Click Save Create Employee Role Button

1. **Name**: Fill in the name of the role. (Compulsory)
2. **Description**: Fill in the description of the role. (Compulsory)

