

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Vendor Section

Manage Vendor:

Delete Vendor:

Step 1 Navigate to Manage Vendor screen:

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

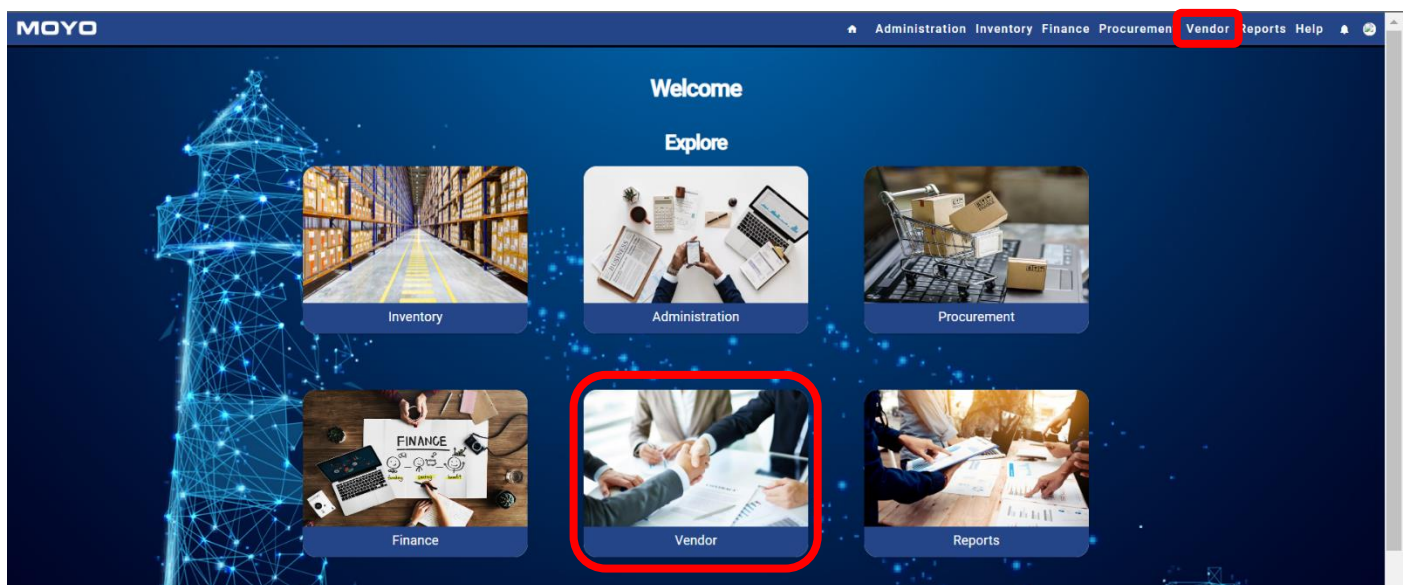


Figure 1 Home Screen to Manage Vendor Screen

Then Click on the “Manage Vendor” button on the Vendor side navbar:

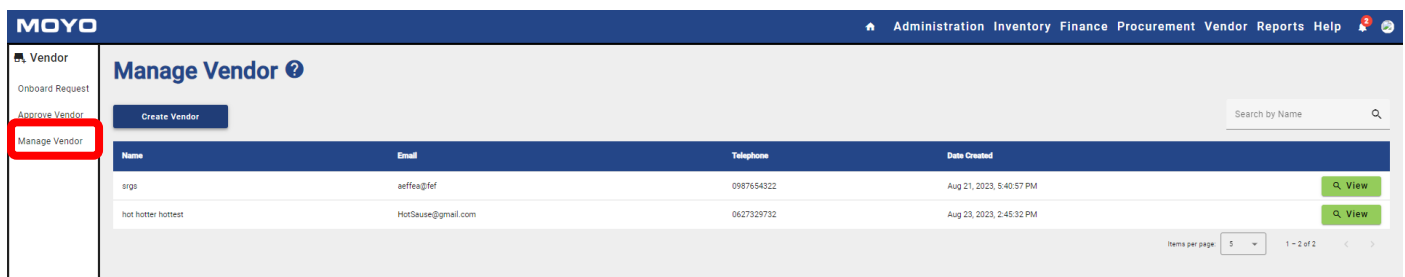


Figure 1 Vendor side nav to Manage Vendor Screen

Step 2 Delete Vendor:

Delete a Vendor by clicking on the “View” button on the Manage Vendor screen within the Manage Vendor table: (The row you chose is the Vendor you will be Deleting)

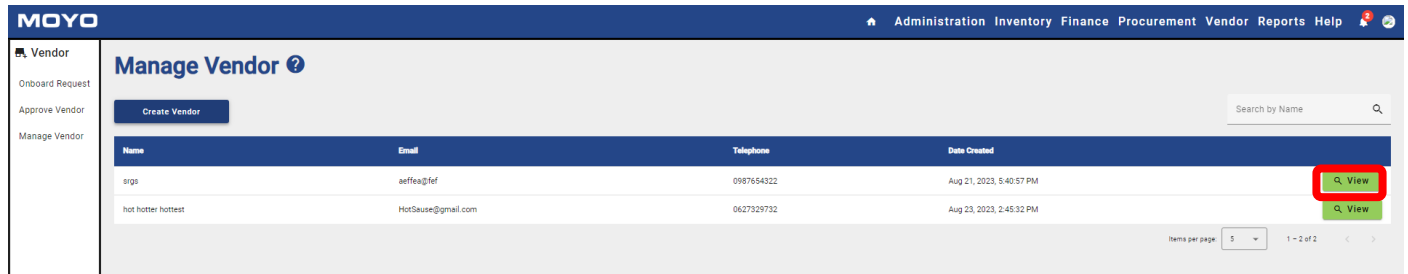


Figure 1 Click View Delete Vendor Button.

This will navigate you to the “Vendor Details” screen where you will be able to view the Vendor Details. Click on the “Delete” button to delete the Vendor.

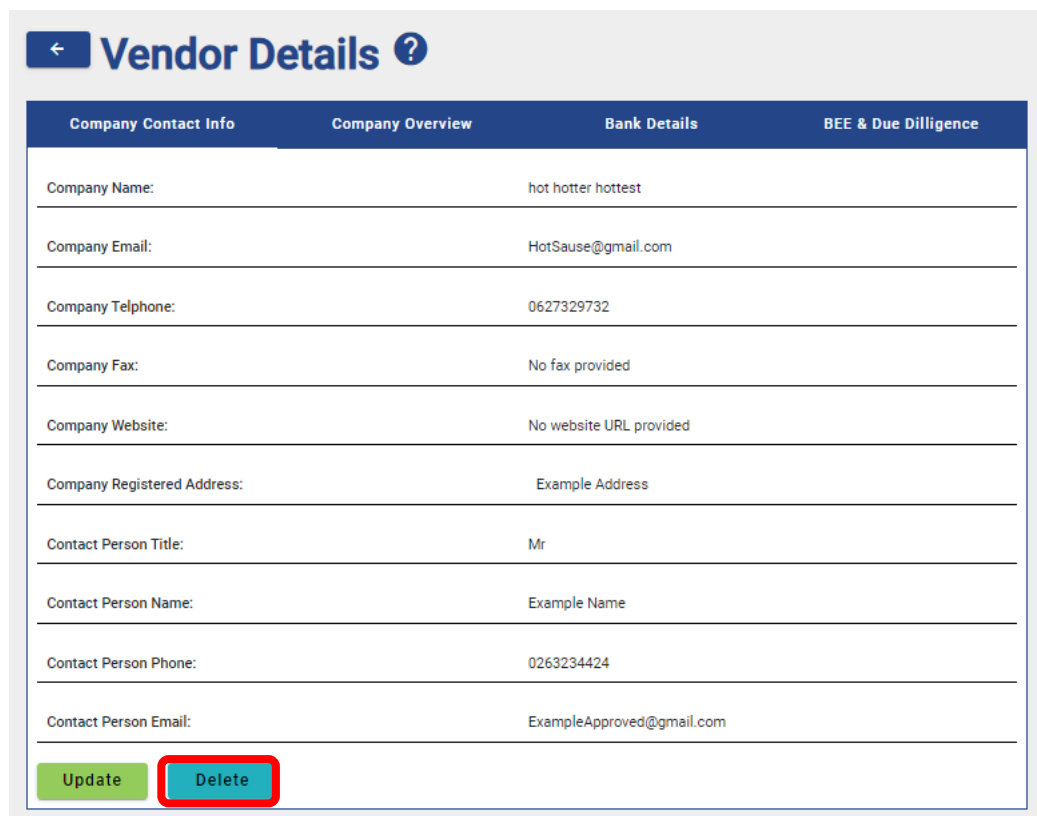


Figure 1 Click Delete Vendor Details Button



This will navigate you to the “Delete Vendor” screen. There you will be able to delete the vendor. Click on the “Yes” button to delete the vendor.

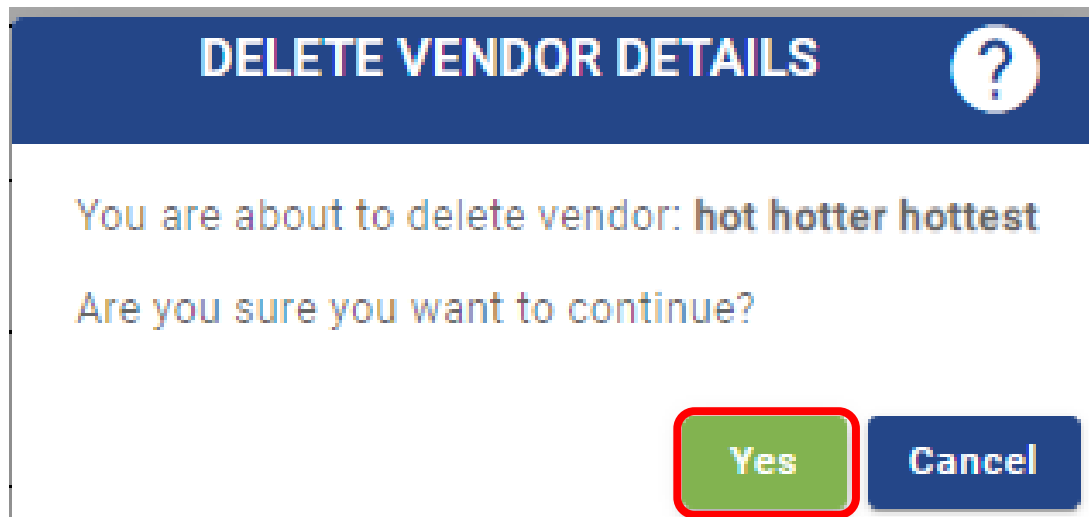


Figure 1 Click Yes Delete Vendor Button.

