

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

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Administration section

Employee:

Create Delegate Authority of 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:

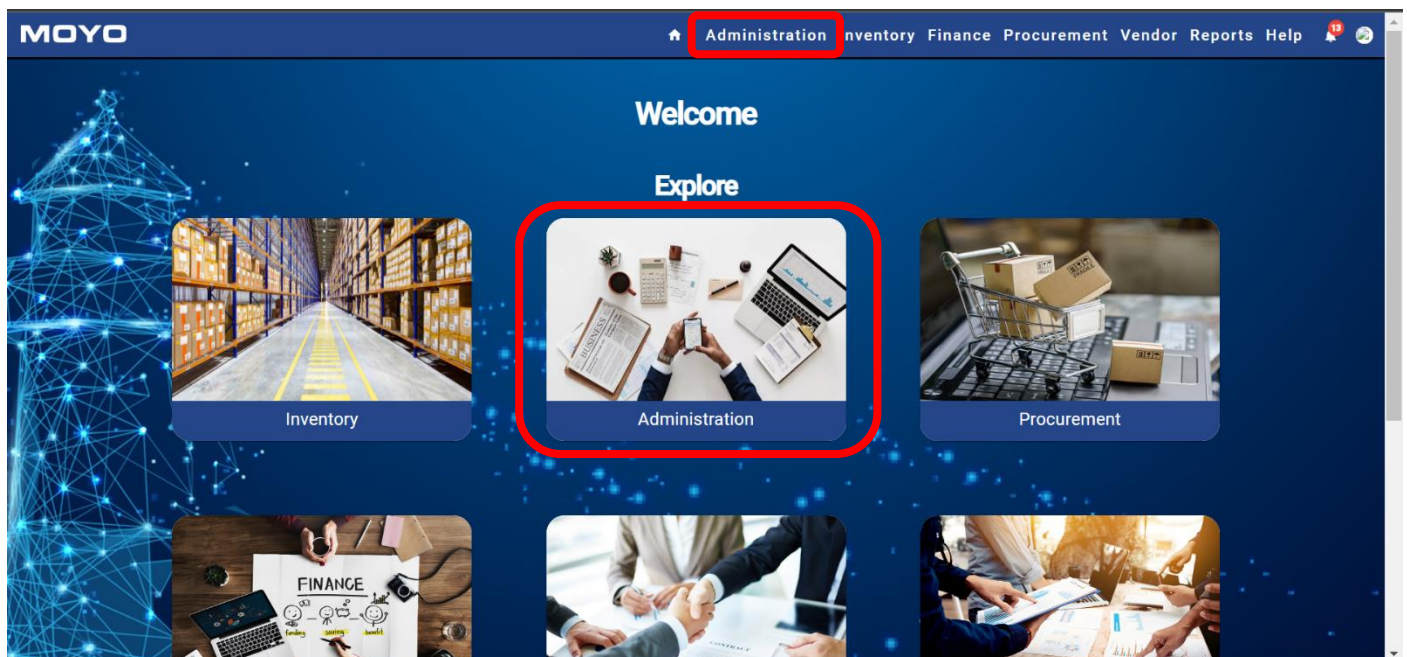
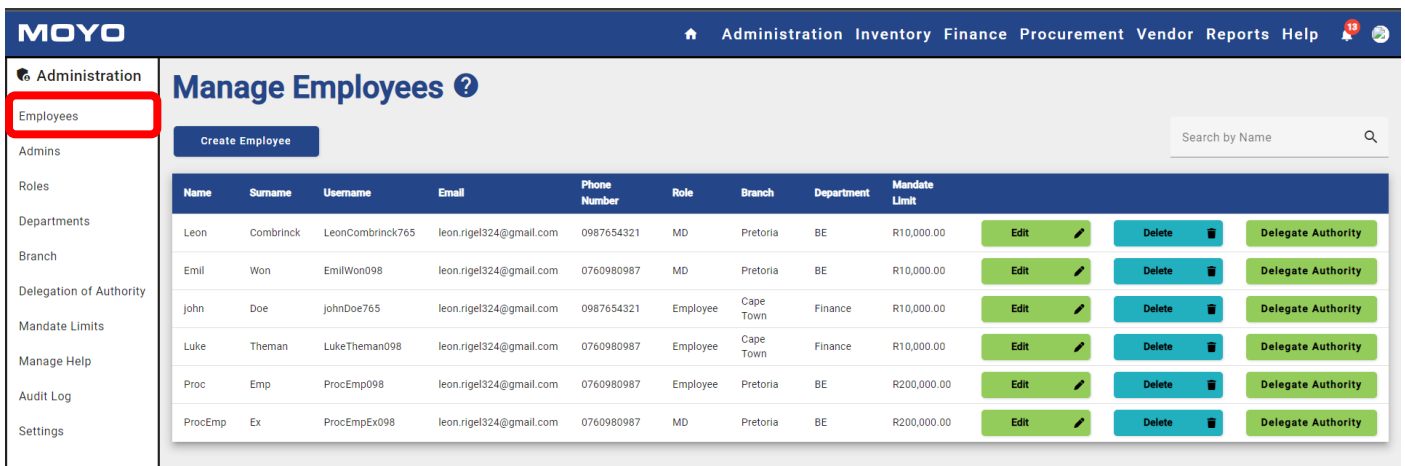


Figure 1 Home Screen to Employee Screen.

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





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Administration

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

Manage Employees ?

Create Employee

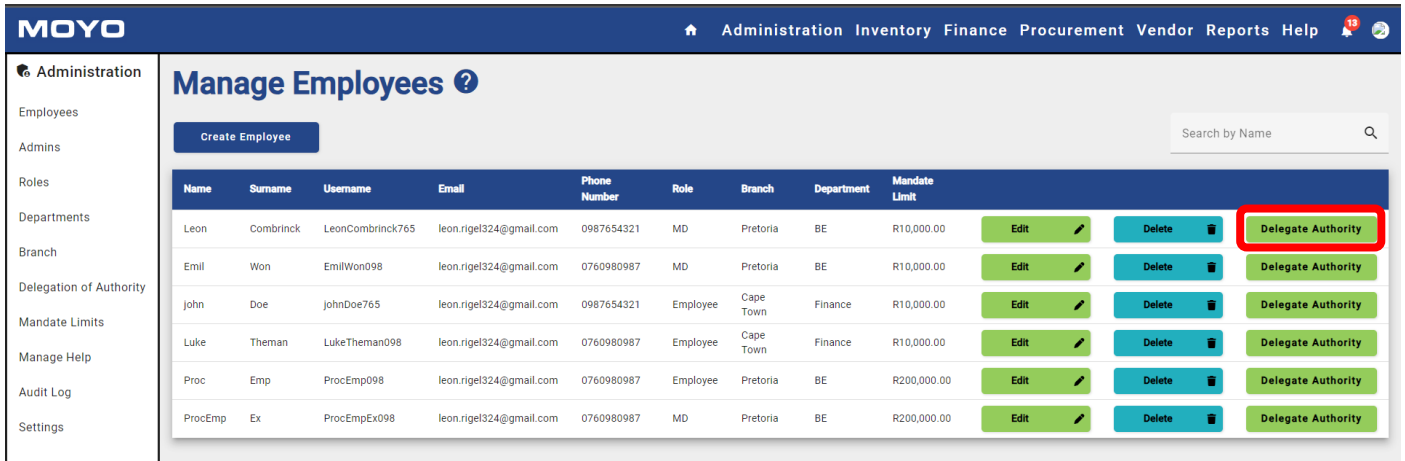
Search by Name

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 Delegate Authority of Employee:

Create a delegation of authority of an employee to by clicking on the “Delegate Authority” button on the employee screen within the employee table: (The row you chose is the employee you will be delegating the authority from)



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Manage Employees ?

Create Employee

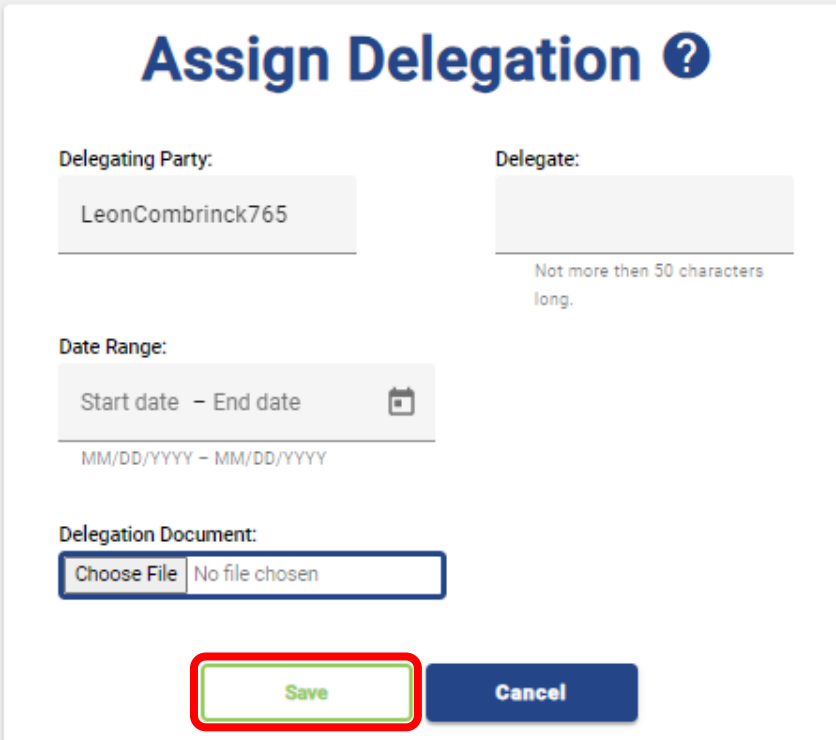
Search by Name

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
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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 Delegate Authority Button

This will navigate you to the “Assign Delegation” screen where you will be able to assign the authority of the employee you have chosen to another employee of your choosing. Click on the “Save” button to create the delegation of authority.





The form is titled "Assign Delegation" with a question mark icon. It contains four main sections: "Delegating Party" with a text box containing "LeonCombrinck765"; "Delegate" with an empty text box and a note "Not more than 50 characters long."; "Date Range" with a date picker showing "Start date - End date" and a calendar icon, with a format hint "MM/DD/YYYY - MM/DD/YYYY"; and "Delegation Document" with a file upload button "Choose File" and the text "No file chosen". At the bottom, there are two buttons: "Save" (highlighted with a red rectangle) and "Cancel".

Figure 1 Click Save Delegate Employee Button

1. **"Delegating Party"**: This field will be prefilled with the employee you chose to delegate their authority.
2. **"Delegate"**: Fill in the Username of the employee you want to delegate the authority to. (Compulsory)
3. **"Date Range"**: Fill in the date range using the date picker for the period of the delegation. Once the period has passed the authority will be revoked automatically. (Compulsory)
4. **"Delegation Document"**: Provide the signed delegation of authority document. (Compulsory)

