

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck



Inventory section

Consumable:

Edit Consumable:

Step 1 Navigate to Consumable screen:

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

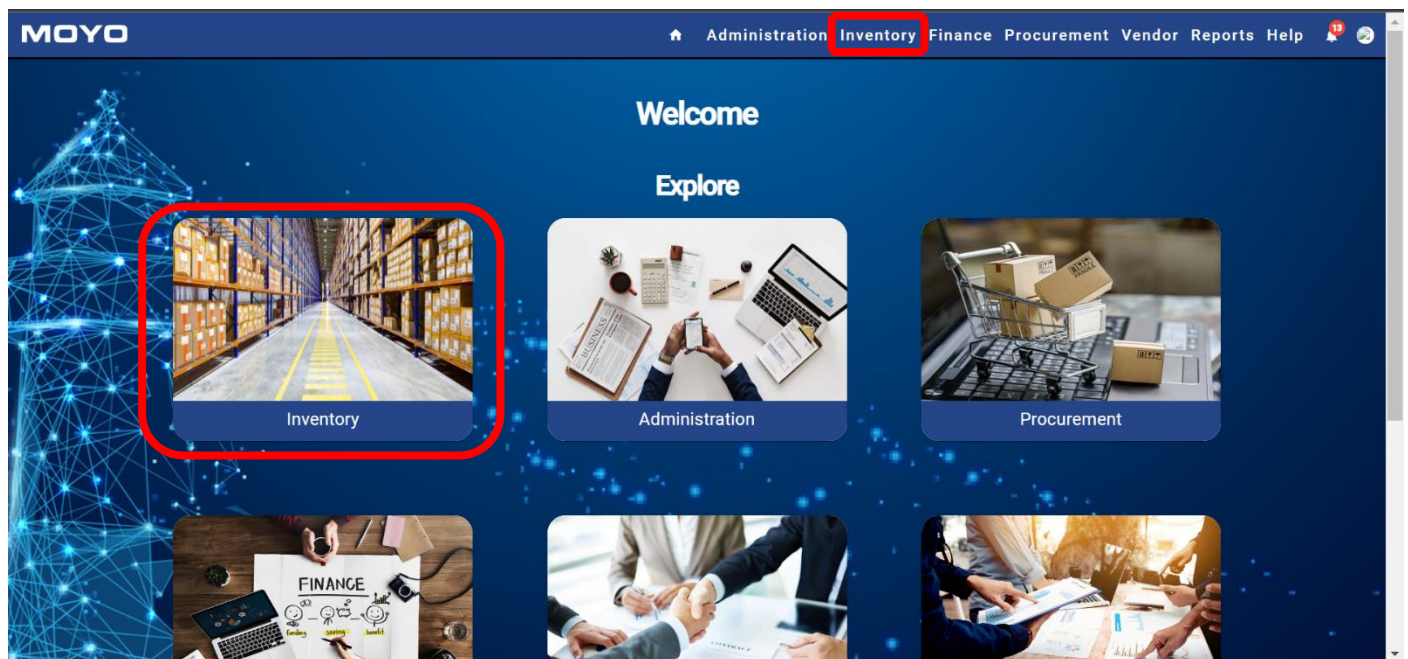


Figure 1 Home Screen to Consumable Screen.

Then Click on the “View Consumable” button on the Inventory side navbar:

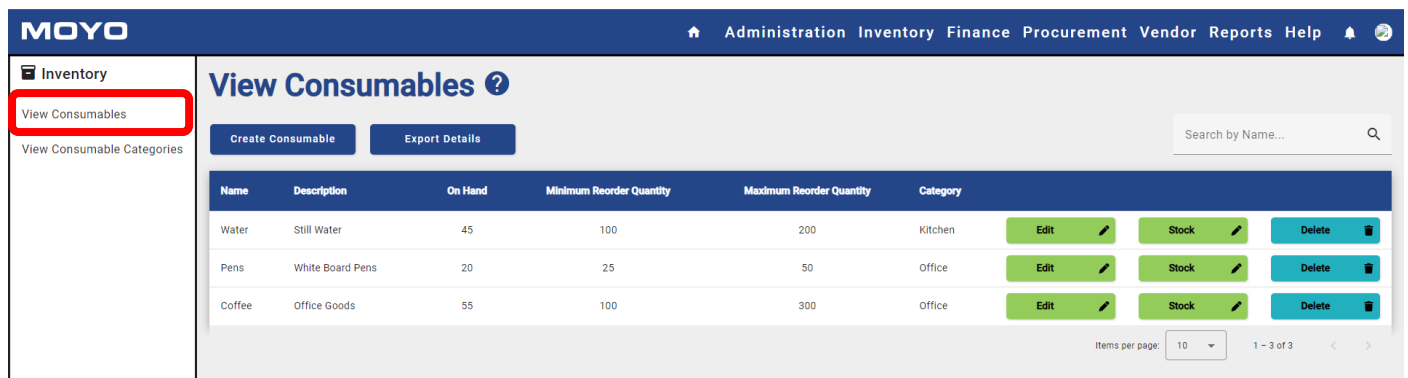


Figure 1 Inventory Side Nav to Consumable Screen.



Step 2 Edit Consumable:

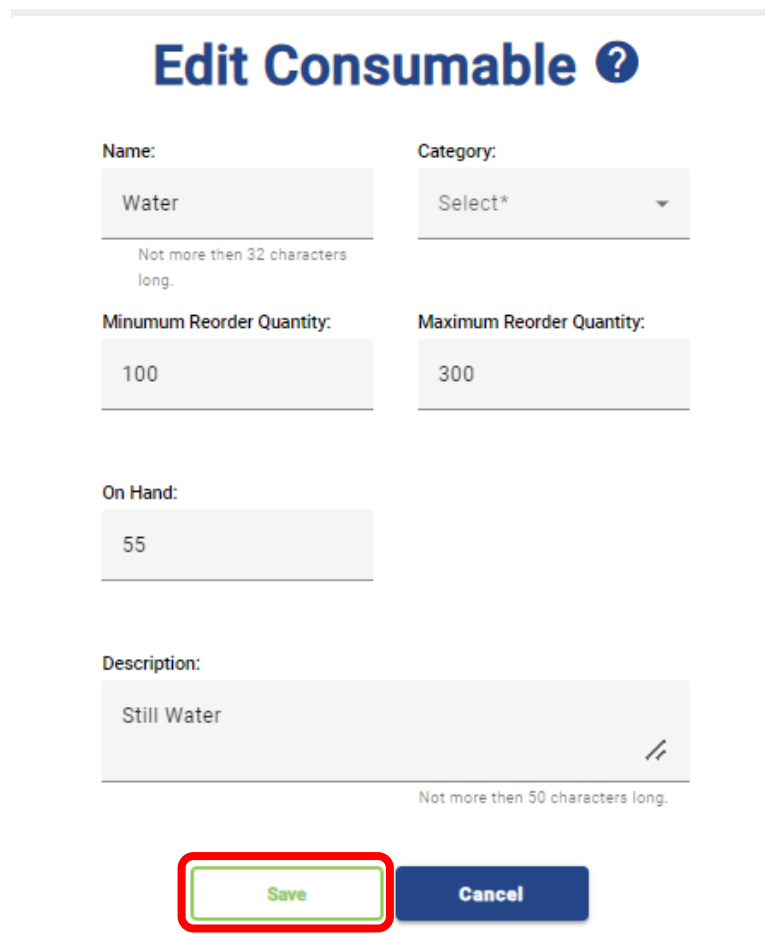
Edit a Consumable by clicking on the “Edit” button on the Consumable screen within the Consumable table: (The row you chose is the Consumable you will be editing)



Name	Description	On Hand	Minimum Reorder Quantity	Maximum Reorder Quantity	Category			
Water	Still Water	45	100	200	Kitchen	Edit	Stock	Delete
Pens	White Board Pens	20	25	50	Office	Edit	Stock	Delete
Coffee	Office Goods	55	100	300	Office	Edit	Stock	Delete

Figure 1 Click Edit Mandate Limit Button.

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



Edit Consumable ?

Name: Not more than 32 characters long.

Category:

Minimum Reorder Quantity:

Maximum Reorder Quantity:

On Hand:

Description: Not more than 50 characters long.

Figure 1 Click Update Stock Edit Consumable Button.

1. "Name": change the name of the consumable. (Not Compulsory)
2. "Description": change the description of consumable. (Not Compulsory)
3. "category": Change in the consumable category of the consumable. (Not Compulsory)
4. "Minimum Reorder Quantity": Change the minimum reorder quantity of the consumable. (Not Compulsory)
5. "Maximum Reorder Quantity": Change the maximum reorder quantity of the consumable. (Not Compulsory)
6. "On Hand": Prefilled on hand and cannot be changed on this screen. (Navigate to Update Stock screen if you want to edit the on hand amount)

