

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Admin:

Create Admin, Edit Admin, and Delete Admin:

Step 1 Navigate to Admin screen:

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

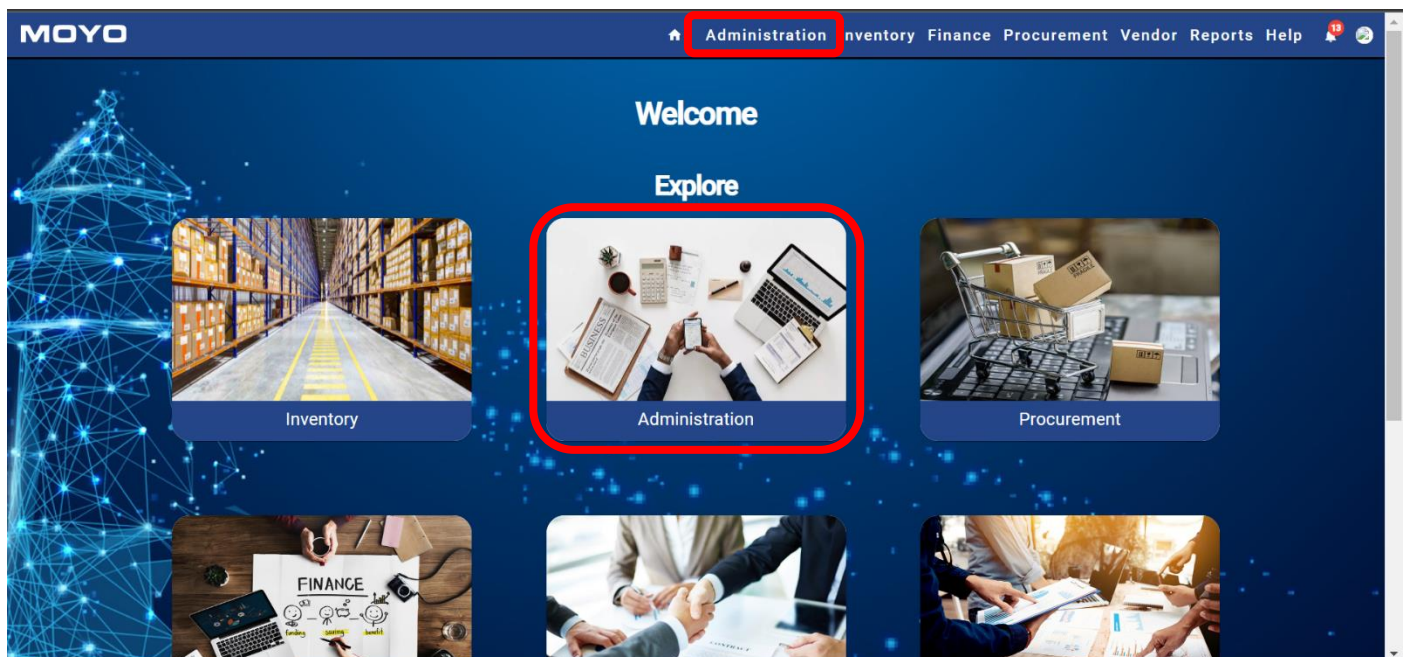


Figure 1 Home Screen to Admin Screen

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

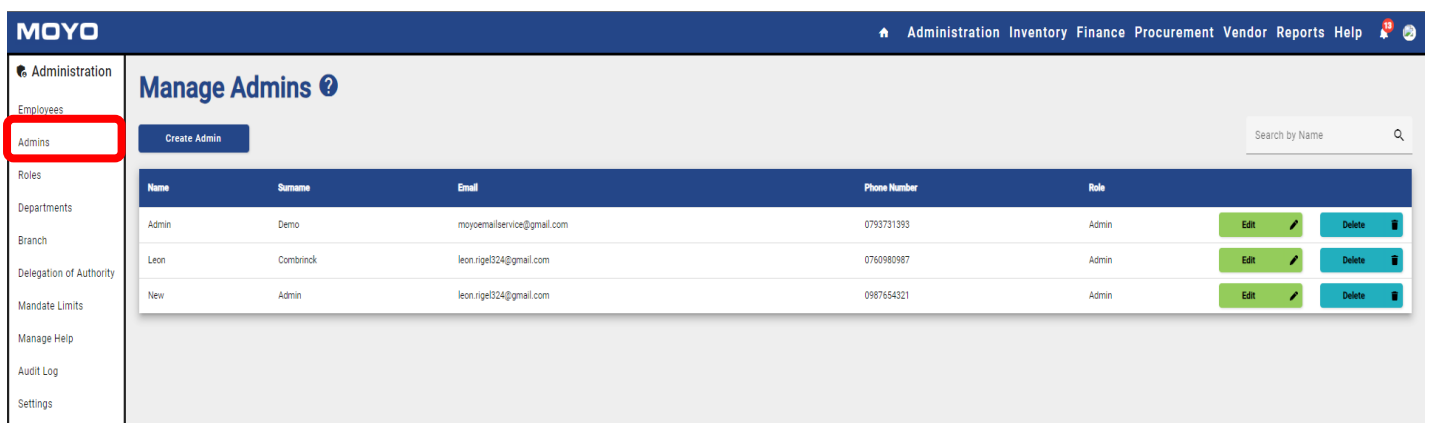


Figure 1 Administration side nav to Admin Screen



Step 2 Create Admin:

Create a new admin by clicking on the “Create Admin” button on the admin screen:

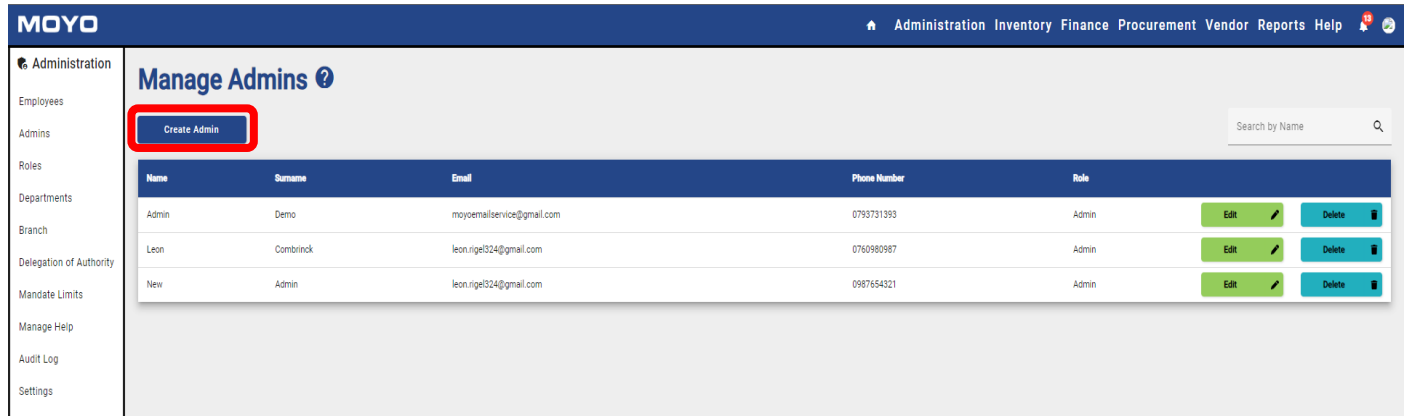


Figure 1 Click Create Admin Button

This will navigate you to the “Create Admin” screen where you will be able to create the new admin. Click on the “Save” button to create the new admin.

Create Admin ?

Name:

Not more than 32 characters long.

Surname:

Not more than 50 characters long.

Email:

Phone Number:

Save
Cancel

Figure 1 Click Save Create Admin Button

1. “Name”: Fill in the name of the admin. (Compulsory)
2. “Surname”: Fill in the surname of the admin. (Compulsory)
3. “Email”: Fill in the email of the admin. (Compulsory)
4. “Phone Number”: Fill in the phone number of the admin. (Compulsory)

