MOYO
Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck

Administration section
Delegation of Authority:
Edit Delegation:

Step 1 Navigate to Delegation of Authority screen:

Navigate to the delegation of authority Screen by clicking on the "Administration" button on the top navbar or on the "Administration" button on the home screen:
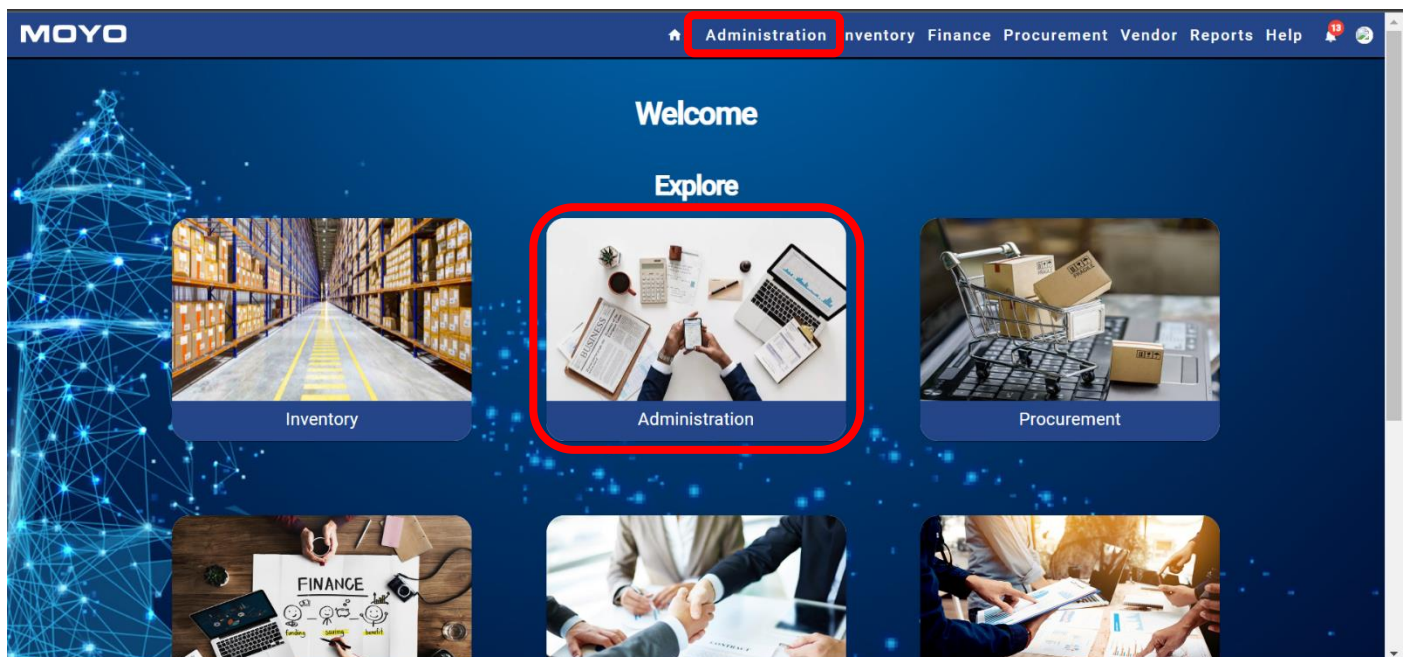

Figure 1 Home Screen to Delegation Screen

Then Click on the "Delegation of Authority" button on the administration side navbar:
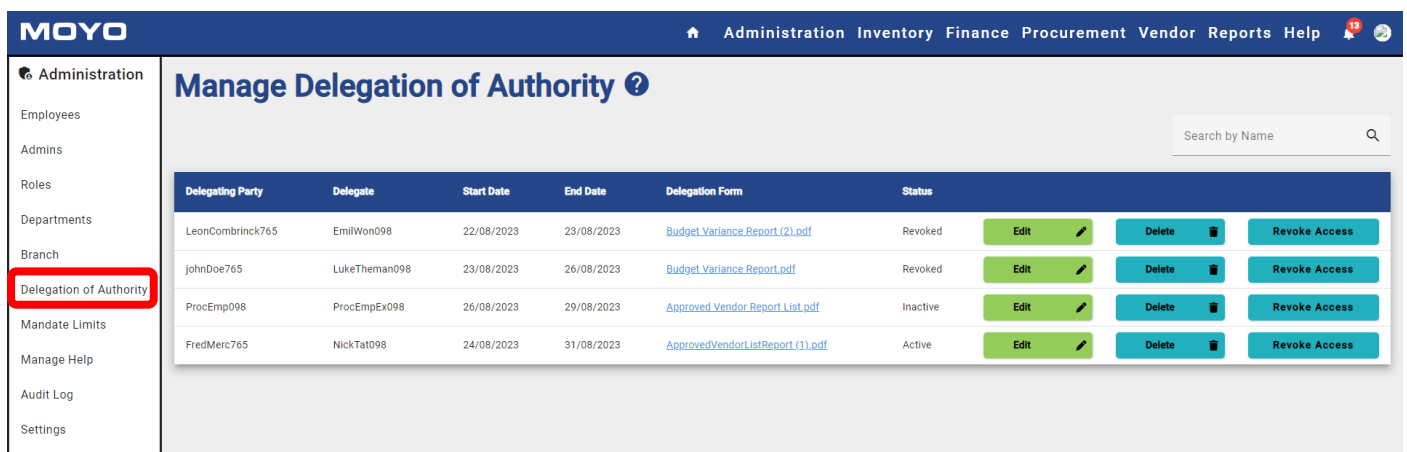
Figure 1 Administration side nav to Delegation Screen

Step 2 Edit Delegation of Authority:

Edit a delegation of authority by clicking on the "Edit" button on the delegation of authority screen within the delegation of authority table: (The row you chose is the delegation of authority you will be editing)

Figure 1 Click Edit Delegation Button.

This will navigate you to the "Edit Delegation of Authority" screen where you will be able to Edit the delegation of authority. Click on the "Save" button to edit the delegation of authority.

Figure 1 Click Save Edit Delegation Button.

1. **"Delegating Party":** This field is prefilled and cannot be changed.
2. **"Delegate":** Change the Username of the employee you want to delegate the authority to. (Not 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)

Explanation of the Delegation of Authority statuses:

Delegating Party	Delegate	Start Date	End Date	Delegation Form	Status			
LeonCombrinck765	EmilWon098	22/08/2023	23/08/2023	Budget Variance Report (2).pdf	Revoked	Edit ✏	Delete 🗑	Revoke Access
ProcEmp098	ProcEmpEx098	26/08/2023	29/08/2023	Approved Vendor Report List.pdf	Inactive	Edit ✏	Delete 🗑	Revoke Access
FredMerc765	NickTat098	24/08/2023	31/08/2023	ApprovedVendorListReport (1).pdf	Active	Edit ✏	Delete 🗑	Revoke Access

Figure 1 Delegation Status

- **Inactive:** If the status is inactive that means that the delegation of authority is not yet activated. This could be due to the date of when the delegation of authority starts.
- **Active:** If the status is active that means that the delegation of authority is activated, and the authority of the Delegation Party can be temporarily accessed by the delegate.
- **Revoked:** If the status is revoked that means that the delegation of authority is revoked, and the delegation if authority has ended. This could be due to the time period being expired or that access has been revoked.