User Manual

PROCION SYSTEM ONLINE

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Submitted by: MOYO

Prepared by Leon Combrinck

Administration section

Branch:

Edit Branch:

Step 1 Navigate to Branch screen:

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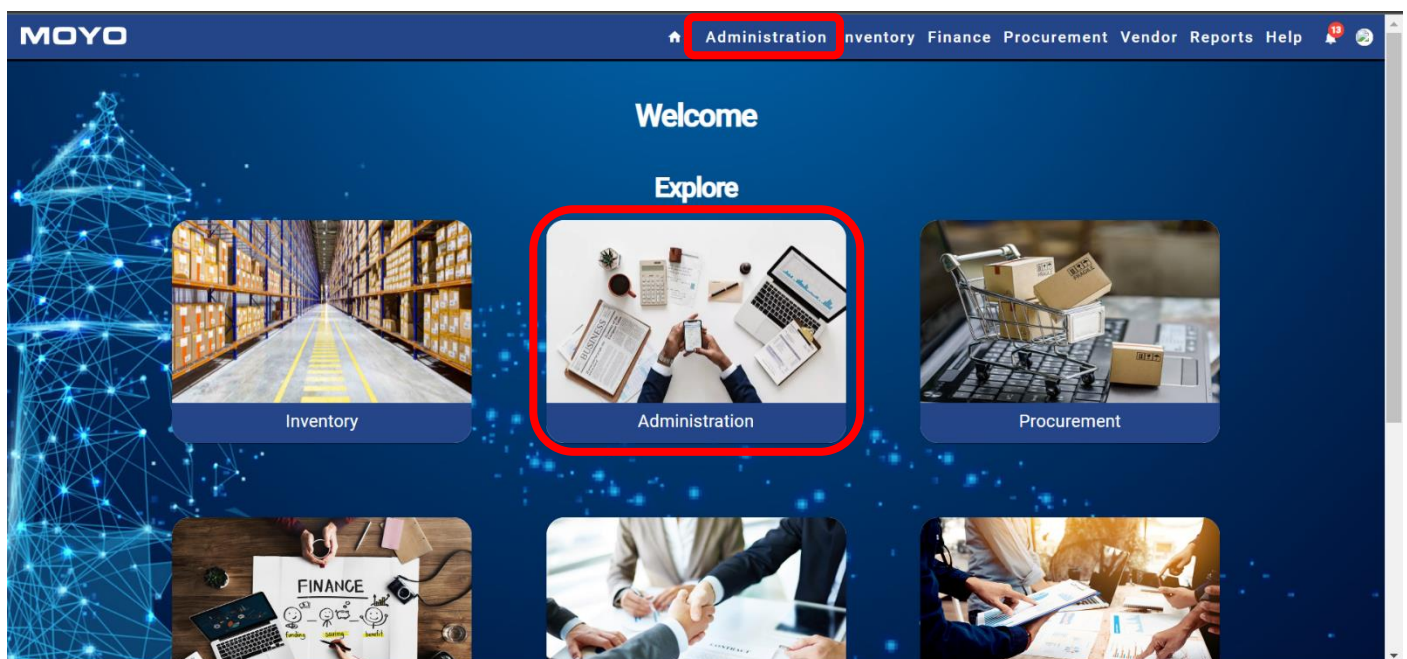

Figure 1 Home Screen to Branch Screen

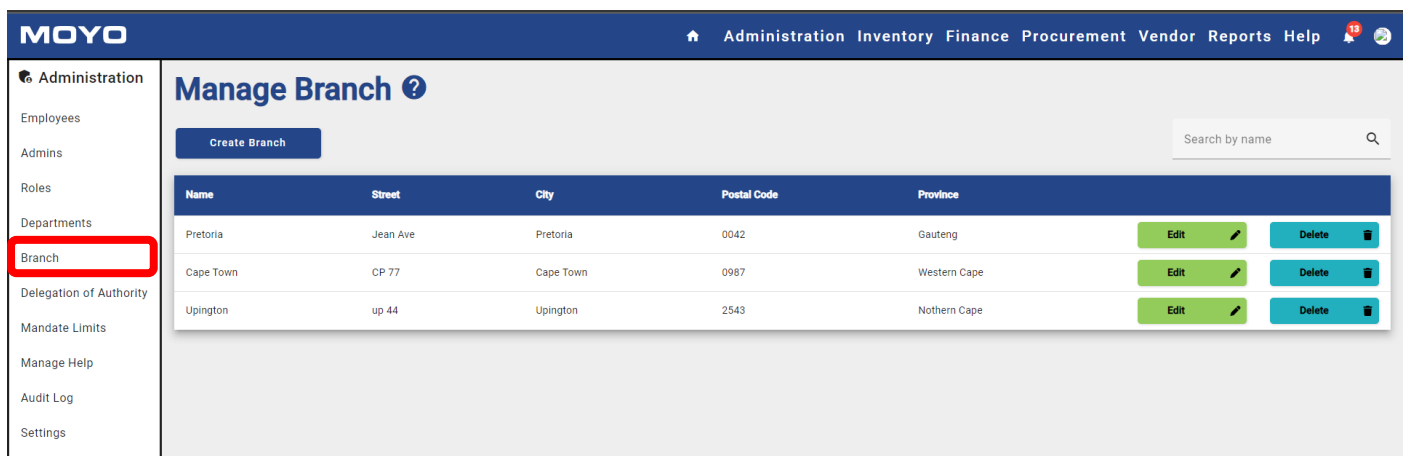**Then Click on the "Branch" button on the administration side navbar:**

Figure 1 Administration side nav to Branch Screen

Step 2 Edit Branch:

Edit a branch by clicking on the "Edit" button on the branch screen within the branch

table: (The row you chose is the branch you will be editing)

Figure 1 Click Edit Branch Button.

This will navigate you to the "Edit Branch" screen where you will be able to Edit the branch. Click on the "Save" button to edit the branch. (All Details are prefilled)

Figure 1 Click Save Edit Branch Button.

1. <u>"Name":</u> Change the name of the branch. (Not Compulsory)
2. <u>"Street":</u> Change the street of the Branch. (Not Compulsory)
3. <u>"City":</u> Change the city of the Branch. (Not Compulsory)
4. <u>"Postal Code":</u> Change the postal code of the Branch. (Not Compulsory)
5. <u>"Province":</u> Change the province of the Branch. (Not Compulsory)