

MOYO

Driving Significance Together

User Manual

PROCION SYSTEM ONLINE

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Administration section

Branch:

Delete 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:

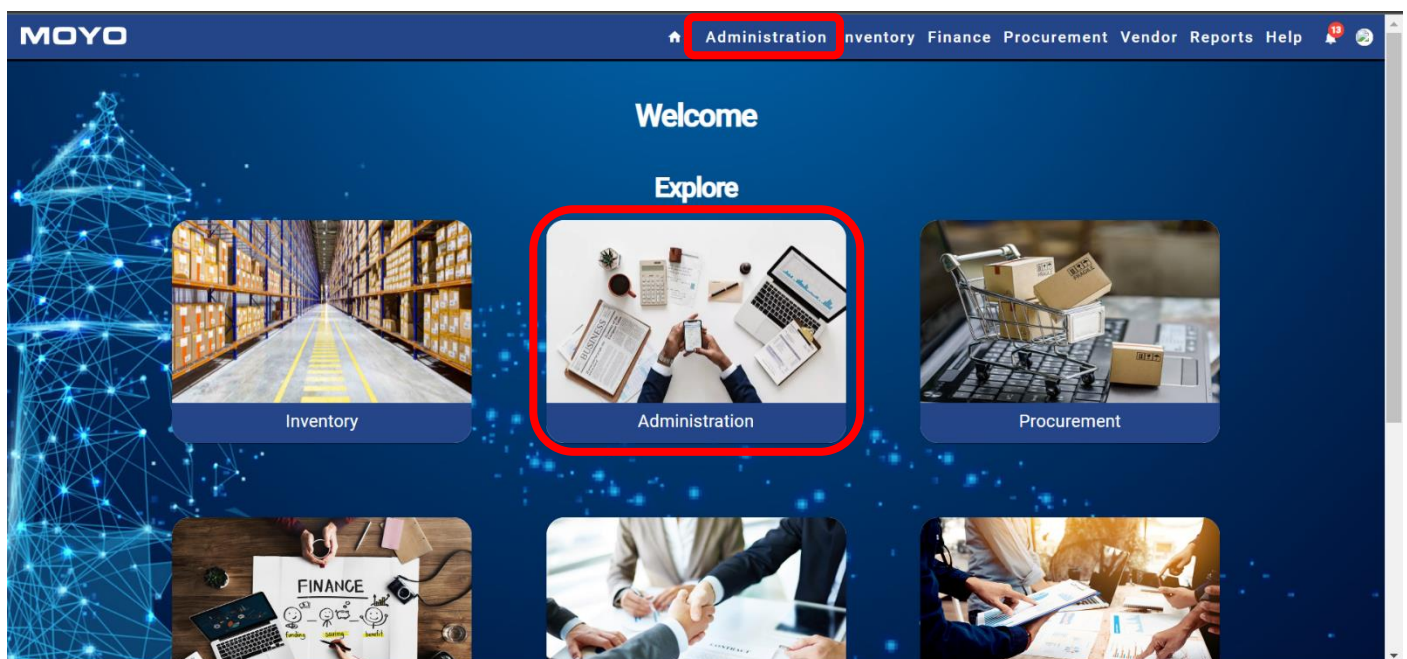


Figure 1 Home Screen to Branch Screen

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

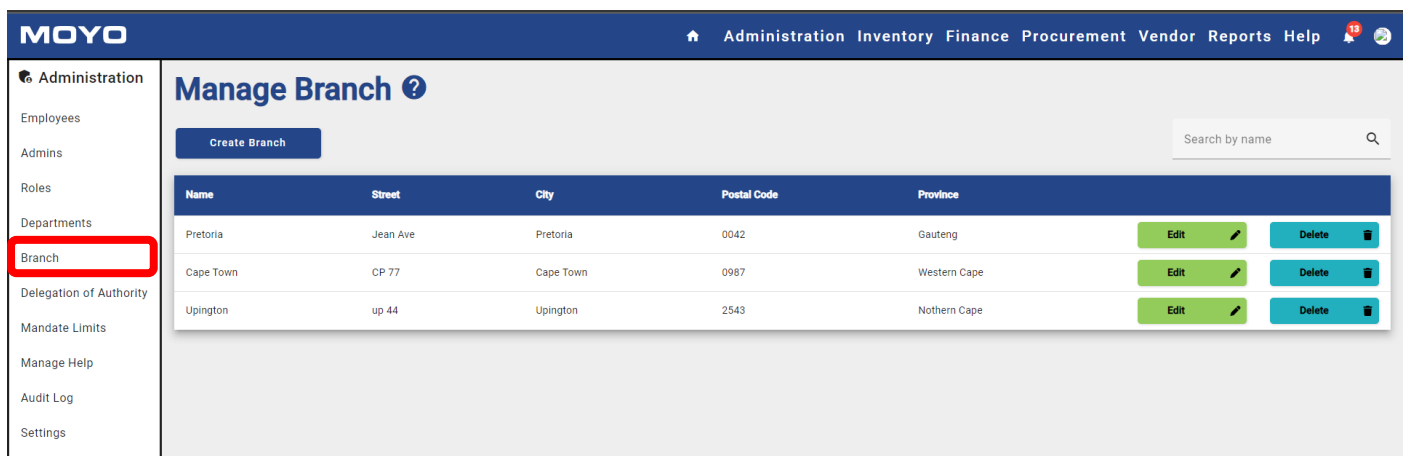
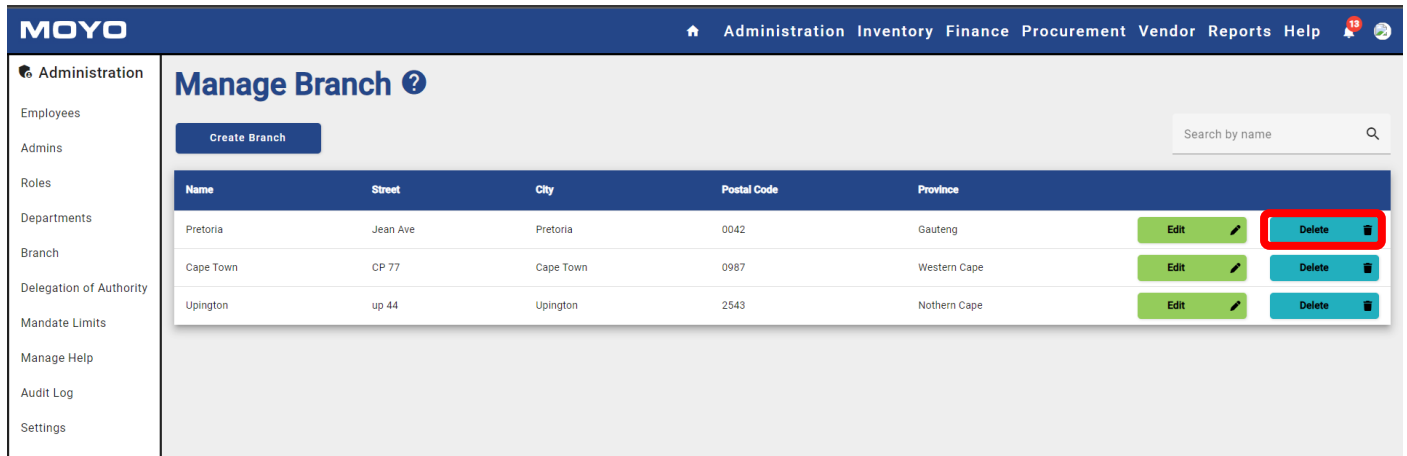


Figure 1 Administration side nav to Branch Screen



Step 4 Delete Branch:

Delete a branch by clicking on the “Delete” button on the branch screen within the branch table: (The row you chose is the branch you will be deleting)

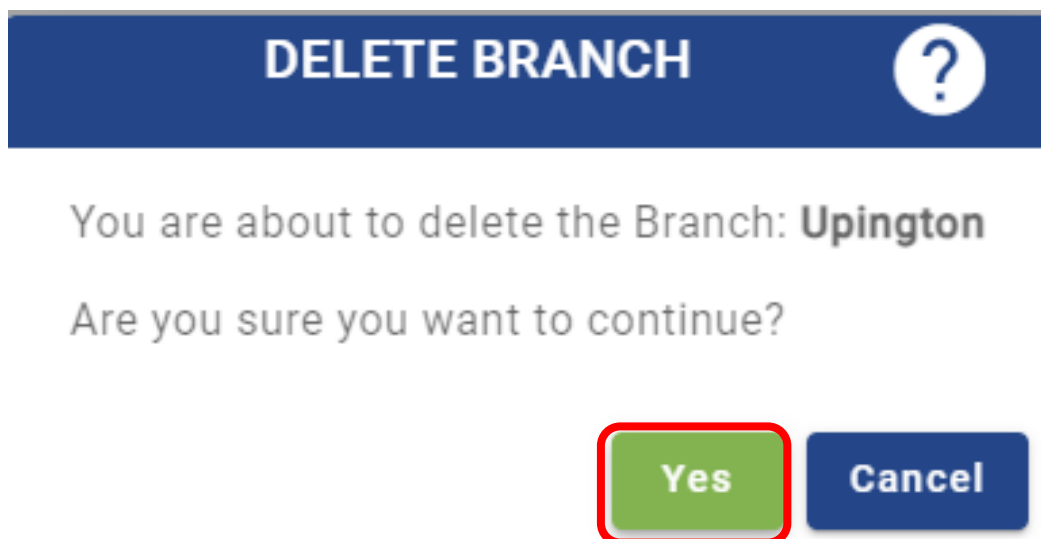


The screenshot shows the MOYO 'Manage Branch' interface. On the left is a sidebar with navigation links: Administration, Employees, Admins, Roles, Departments, Branch, Delegation of Authority, Mandate Limits, Manage Help, Audit Log, and Settings. The main area is titled 'Manage Branch' and includes a 'Create Branch' button and a search bar. Below is a table with columns: Name, Street, City, Postal Code, and Province. The table contains three rows: Pretoria, Cape Town, and Upington. Each row has an 'Edit' button and a 'Delete' button. The 'Delete' button for the 'Upington' row is highlighted with a red box.

Name	Street	City	Postal Code	Province
Pretoria	Jean Ave	Pretoria	0042	Gauteng
Cape Town	CP 77	Cape Town	0987	Western Cape
Upington	up 44	Upington	2543	Nothern Cape

Figure 1 Click Delete Branch Button

This will navigate you to the “Delete Branch” screen where you will be able to delete the branch. Click on the “Yes” button to delete the branch.



The screenshot shows a confirmation dialog titled 'DELETE BRANCH'. The text reads: 'You are about to delete the Branch: Upington' and 'Are you sure you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'Cancel'.

Figure 1 Click Yes Delete Branch Button

