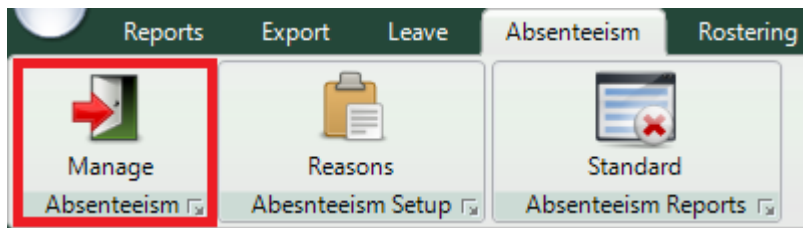
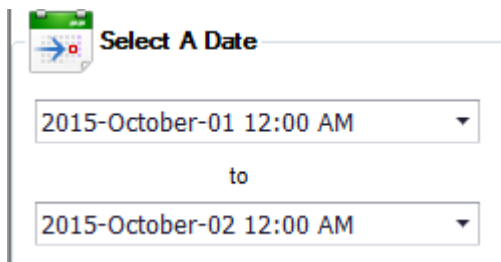


Adding an absenteeism reason to an employee

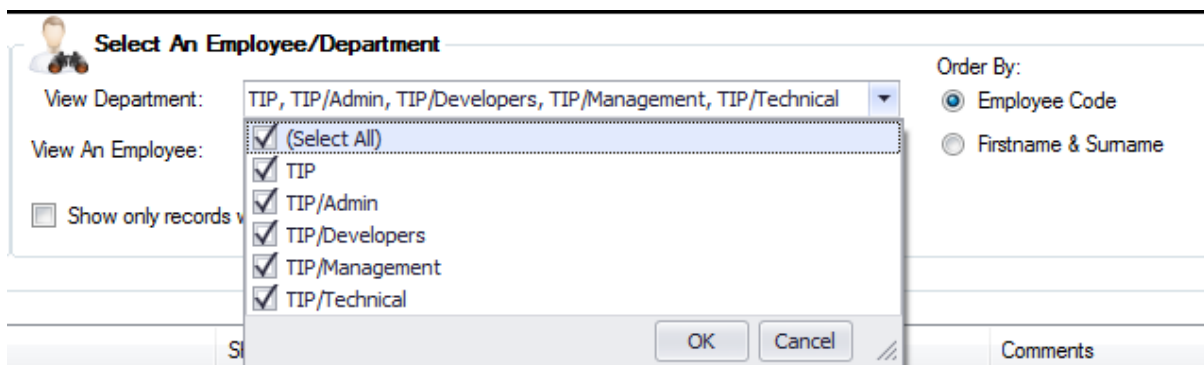
If you want to add reasons to employees in Nako you can do the following. Click on the absenteeism tab and then click on manage.



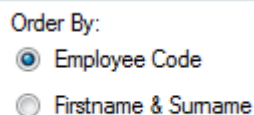
On the next screen firstly specify which period you want to work with by using the data selectors.

A dialog box titled 'Select A Date' with a calendar icon. It contains two date pickers. The first picker shows '2015-October-01 12:00 AM' and the second shows '2015-October-02 12:00 AM', with the word 'to' between them.

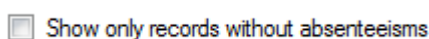
After you selected the period you will firstly have to choose with which departments and employees you want to work with. Use the drop down arrow next to view departments to open the selection screen. Choose with which departments you want to work. Only the employees will be available

A dialog box titled 'Select An Employee/Department' with a person icon. It has a 'View Department:' dropdown menu showing 'TIP, TIP/Admin, TIP/Developers, TIP/Management, TIP/Technical'. Below it is a 'View An Employee:' list with checkboxes for '(Select All)', 'TIP', 'TIP/Admin', 'TIP/Developers', 'TIP/Management', and 'TIP/Technical'. There is also a 'Show only records without absenteeisms' checkbox. On the right, there is an 'Order By:' section with radio buttons for 'Employee Code' (selected) and 'Firstname & Surname'. At the bottom are 'OK' and 'Cancel' buttons.

Before we preview the users there are two extra options you can use if you prefer. Firstly you can choose in which order the system must preview the employees.


A close-up of the 'Order By:' section from the previous dialog box. It shows two radio buttons: 'Employee Code' (which is selected) and 'Firstname & Surname'.

Select your required option. The next option is to show only employees without absenteeism.

A close-up of the 'Show only records without absenteeisms' checkbox, which is currently unchecked.

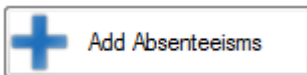
By selecting it the system will filter out all the people you already add reasons for, for that period. Once you are done click the refresh button to display all the users that are absent.



 **Edit Absenteeisms**


Date	Code	Employee	Shift	Leave Type	Absenteeism Reason	Comments
Admin						
<input type="checkbox"/>	2015/10/01	Test	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	11 Rolene De Witt	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	9 Surja van Straaten	N/A	N/A	N/A	N/A
Technical						
<input type="checkbox"/>	2015/10/01	1 Stephanus Bekker	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	10 Matthew Mac Hattie	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	2 Jay Court	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	4 Theunis Coetzee	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	6 Theo Penning	N/A	N/A	N/A	N/A
Management						
<input type="checkbox"/>	2015/10/01	3 Philip Penning	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	5 Anton Labuschange	N/A	N/A	N/A	N/A
Developers						
<input type="checkbox"/>	2015/10/01	7 Dean Hasset	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	8 Matthew Bamard	N/A	N/A	N/A	N/A


Now select all the users you want to add the same reason to by ticking the boxes next to their name. After that click the add absenteeism button.




The following screen should now appear.

Add Absenteeisms

 Selected Date: 2015/10/01

 Contacts Selected: 2

 Absenteeism Details

Absenteeism Reason:

Shift Applicable:


Applicable to Shift:



Leave Applicable

Leave Type Taken:


Leave Reason Code:

Leave Days: 1

 Comments

 Save  Cancel

Now you can select an absenteeism reason to apply to the employees.


 Absenteeism Details

Absenteeism Reason:


Offsite

Employee is working offsite

Lastly you can add a comment to the reason. The comment will not affect the reason in any way. It is only there to make a note for you self. Click the save button.

 Save

The absenteeism will now be saved.

 Edit Absenteeisms

Date	Code	Employee	Shift	Leave Type	Absenteeism Reason	Comments
Admin						
<input type="checkbox"/>	2015/10/01	Test	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	11 Rolene De Witt	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	9 Sunja van Straaten	N/A	N/A	N/A	N/A
Technical						
<input type="checkbox"/>	2015/10/01	1 Stephanus Bekker	None	None	Offsite	
<input type="checkbox"/>	2015/10/01	10 Matthew Mac Hattie	None	None	Offsite	
<input type="checkbox"/>	2015/10/01	2 Jay Court	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	4 Theunis Coetzee	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	6 Theo Penning	N/A	N/A	N/A	N/A
Management						
<input type="checkbox"/>	2015/10/01	3 Philip Penning	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	5 Anton Labuschange	N/A	N/A	N/A	N/A
Developers						
<input type="checkbox"/>	2015/10/01	7 Dean Hasset	N/A	N/A	N/A	N/A
<input type="checkbox"/>	2015/10/01	8 Matthew Barnard	N/A	N/A	N/A	N/A