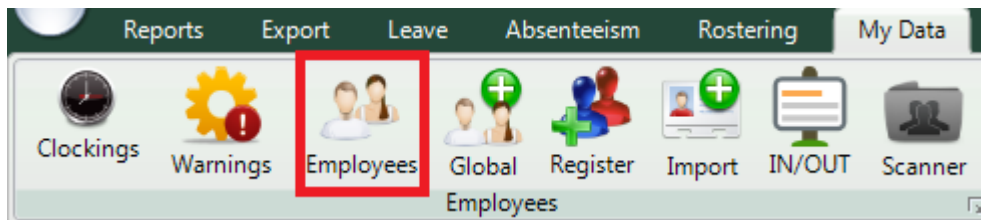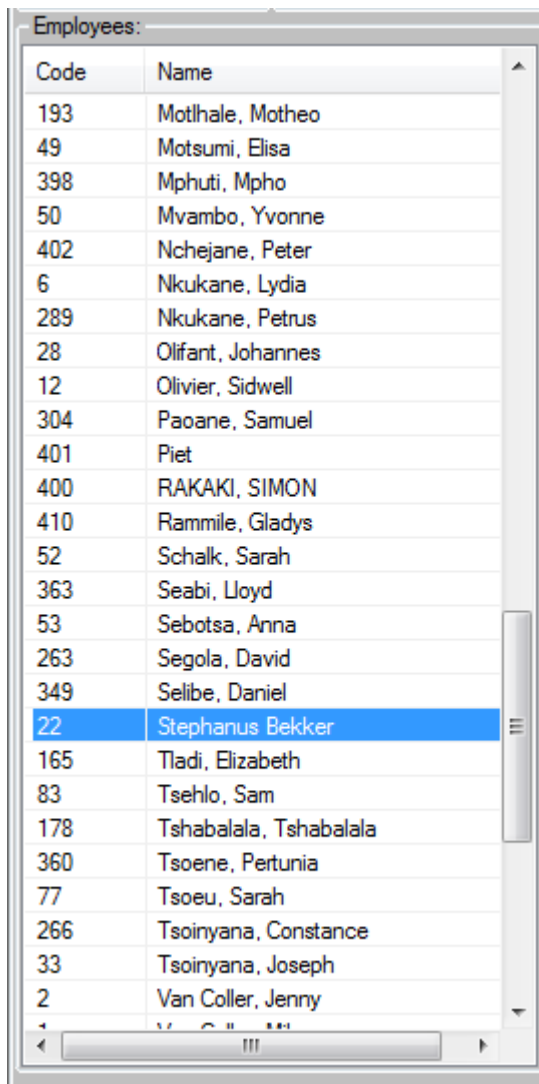## How to change the details of an employee in Nako

If you want to change the details of employee in Nako you will firstly have to navigate to the "my data" tab. Then click the employee button.

On the next screen select the employee which you wish to edit.

Code	Name
193	Motlhale, Motheo
49	Motsumi, Elisa
398	Mphuti, Mpho
50	Mvambo, Yvonne
402	Nchejane, Peter
6	Nkukane, Lydia
289	Nkukane, Petrus
28	Olifant, Johannes
12	Olivier, Sidwell
304	Paoane, Samuel
401	Piet
400	RAKAKI, SIMON
410	Rammile, Gladys
52	Schalk, Sarah
363	Seabi, Lloyd
53	Sebotsa, Anna
263	Segola, David
349	Selibe, Daniel
22	Stephanus Bekker
165	Tladi, Elizabeth
83	Tsehlo, Sam
178	Tshabalala, Tshabalala
360	Tsoene, Pertunia
77	Tsoeu, Sarah
266	Tsoinyana, Constance
33	Tsoinyana, Joseph
2	Van Coller, Jenny

In the middle of the screen all of the employees details should appear..

Now you can change all the details of the employee. Please take note that if you change the clock system code the person will have to be re-enrolled on the reader with the correct clock system code.

When you are done with all the changes you want to do. Click the save button below
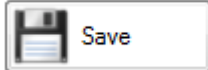
The details will now be changed.