Deleting an leave entry on Nako

If you want to delete a leave entry which you added for an employee you can do the following. Navigate to the leave tab and click on the manage button.

On the next screen you should have a list off all your employees. Select the employee which you want to edit.

In the middle of you screen you will see the leave entries of that employee.

Click on the leave entry which you want to delete so that it is highlighted. Click the delete button on the right hand of the screen.
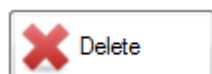
The clocking system will then ask you if you are sure that you want to delete the leave entry.

Delete Confirm

Are you sure you want to delete the folowing record:

From: 2015/08/17
To: 2015/08/19
Leave Type: Annual Leave
Employee: Stephanus Bekker
Description:

Yes   No
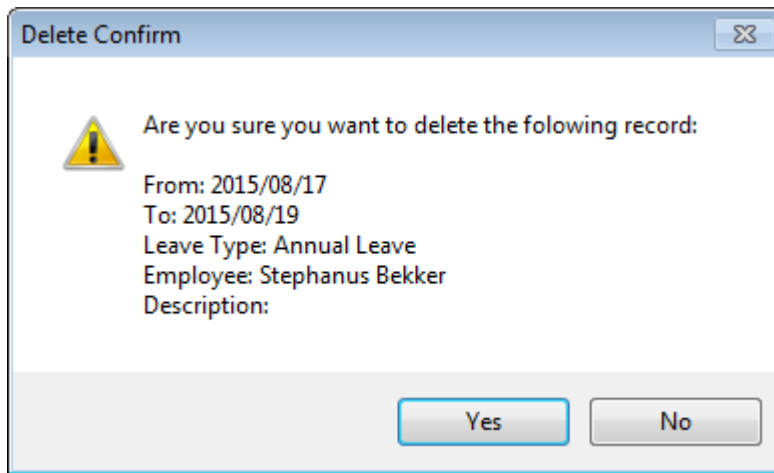
Click on the yes button.

The entry will now be deleted.