

## 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.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Bamard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt
1032	Test

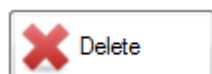
In the middle of you screen you will see the leave entries of that employee.

Currently Selected:

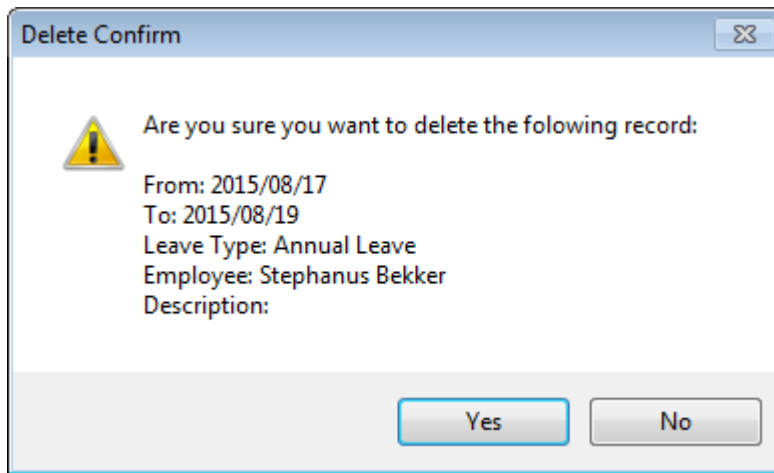
**00001 - Stephanus Bekker**

From	To	Leave Type	Employee	Description
2015/08/17	2015/08/19	Annual Leave	Stephanus Bekker	
2015/06/09	2015/06/09	Annual Leave	Stephanus Bekker	

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.



Click on the yes button.

The entry will now be deleted.