Deleting a leave reason code in Nako

To delete a leave reason for a leave type do the following. Click on the leave tab and then click on the reason button.



The following reason screen should now appear.

	- New 📝 Edit 🖌 Enable	X Delete
Reason Code	Description	Enabled
ANN	Annual Leave	Enabled
FAM	Family Leave	Enabled
SICK	Sick Leave	Enabled



Click on the reason you want to delete so that it is highlighted.

ANN Annual Leave Enabled

Click on the delete button.



The system will ask if you are sure you want to delete the entry

Delete Confirm	23
Are you sure you wa	ant to delete the Reason Code ?
	Yes No

The system will now delete the reason code