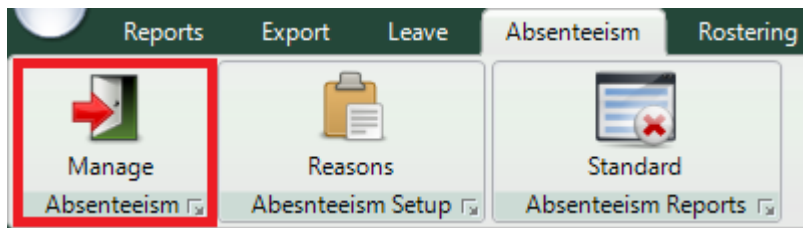
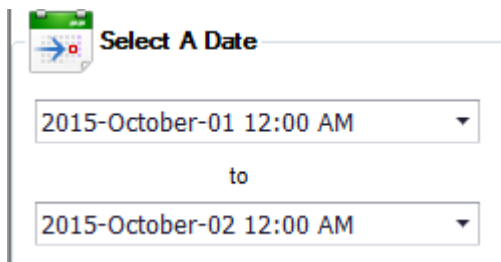


## Deleting an absenteeism reason to an employee

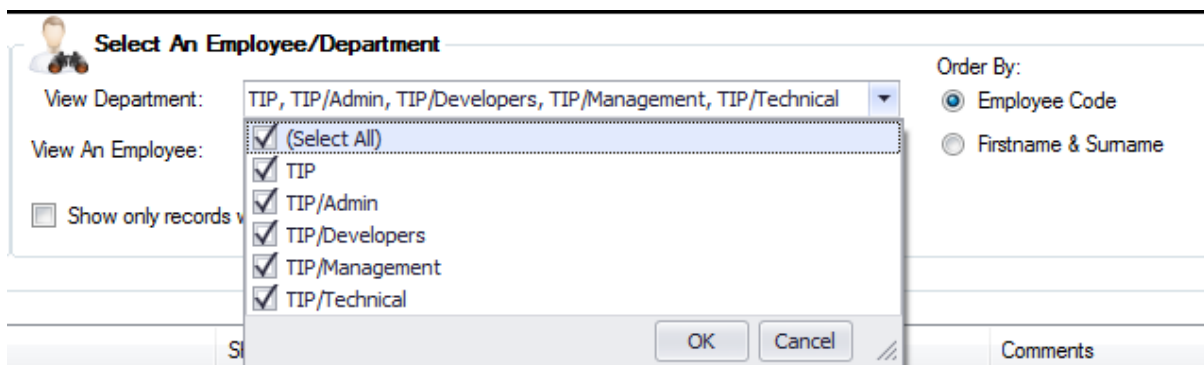
If you want to delete reasons on employees in Nako you can do the following. Click on the absenteeism tab and then click on manage.



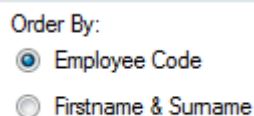
On the next screen firstly specify which period you want to work with by using the data selectors.

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

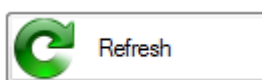
After you selected the period you will firstly have to choose with which departments and employees you want to work with. Use the drop down arrow next to view departments to open the selection screen. Choose with which departments you want to work. Only the employees will be available

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'. To 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 section titled 'Order By:' with two radio button options: 'Employee Code' (selected) and 'Firstname & Surname'.

After you choose your settings you can click on the refresh button to display your employees.



A list should now appear will all your employees as well as those that have absenteeism reasons added to them

Date	Code	Employee	Shift	Leave Type	Absenteeism Reason	Comments
<b>Admin</b>						
<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
<b>Technical</b>						
<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	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
<b>Management</b>						
<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
<b>Developers</b>						
<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

Tick the reasons that you want to remove and then click on the delete button at the bottom of the screen.



The absenteeism will now be removed.