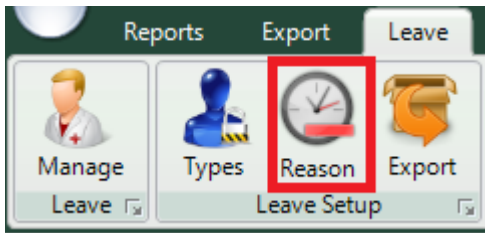
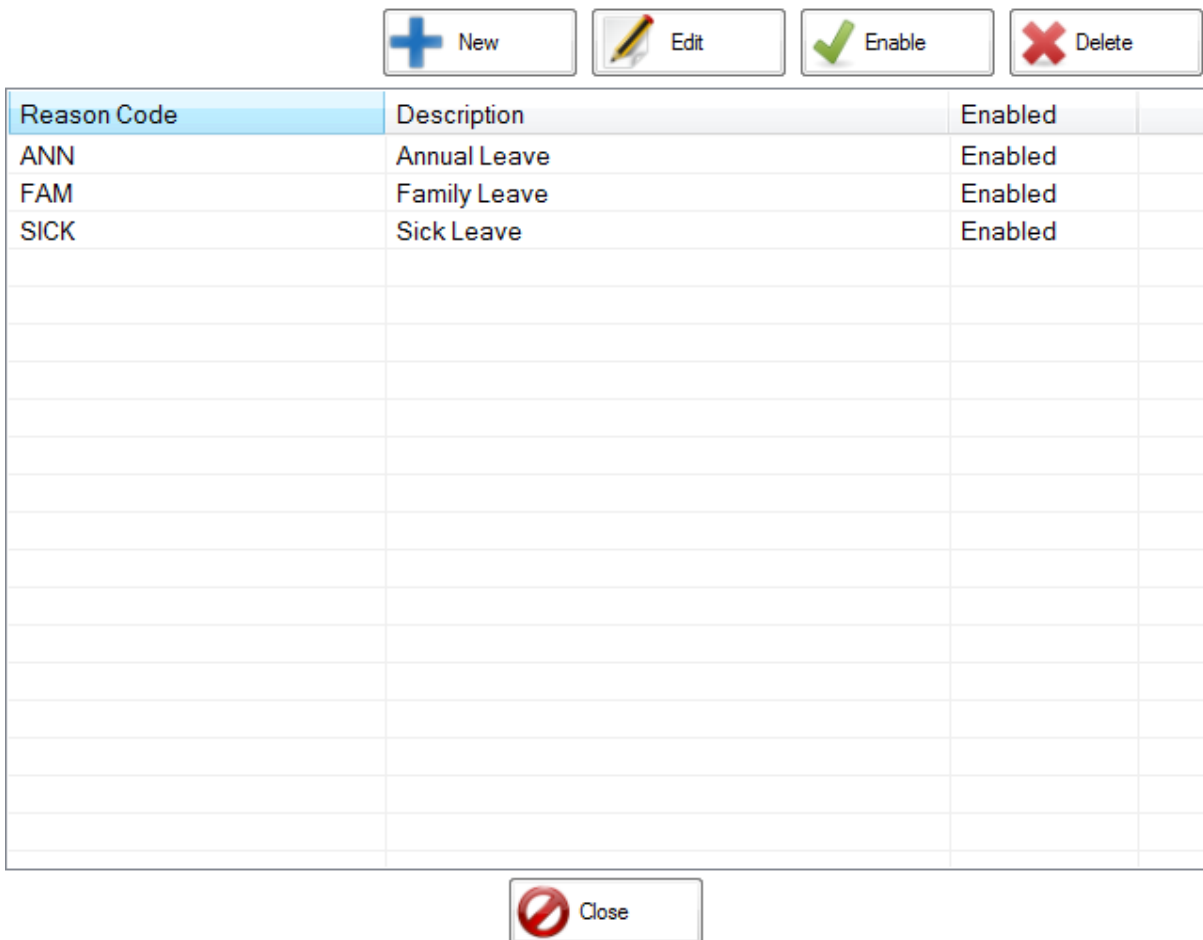


Editing a leave reason in Nako

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



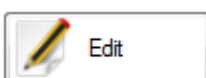
The following reason screen should now appear.



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



Click on the edit code to edit the leave reason



The edit reason should now appear.

The screenshot shows a dialog box titled "Edit Reason Code". It has a "Reason Details" section with two fields: "Code" containing "ANN" and "Description" containing "Annual Leave". At the bottom, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red prohibition sign icon). The "Save" button is highlighted with a blue border.

* Code: The code can only consist of four characters. If you are going to export/import your leave into your payroll system just must be exactly the same as within the payroll system. If you are not going to import your leave into the payroll system you can use an abbreviation of the leave type.

* Description: The Description will normally be the leave type. Type a description which you will you will recognise when adding it when you do a leave transaction.

After you have edited the two fields click the save button.

The screenshot shows a dialog box titled "Add Reason Code". It has a "Reason Details" section with two fields: "Code" containing "UNP" and "Description" containing "Unpaid Leave". At the bottom, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red prohibition sign icon). The "Save" button is highlighted with a red border.

The leave reason will now be saved.