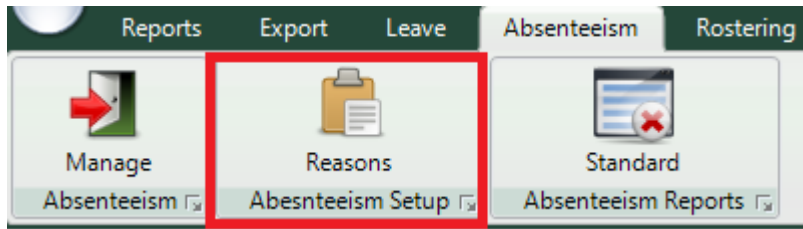
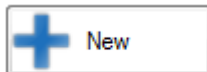


## How to add an absenteeism reason in Nako

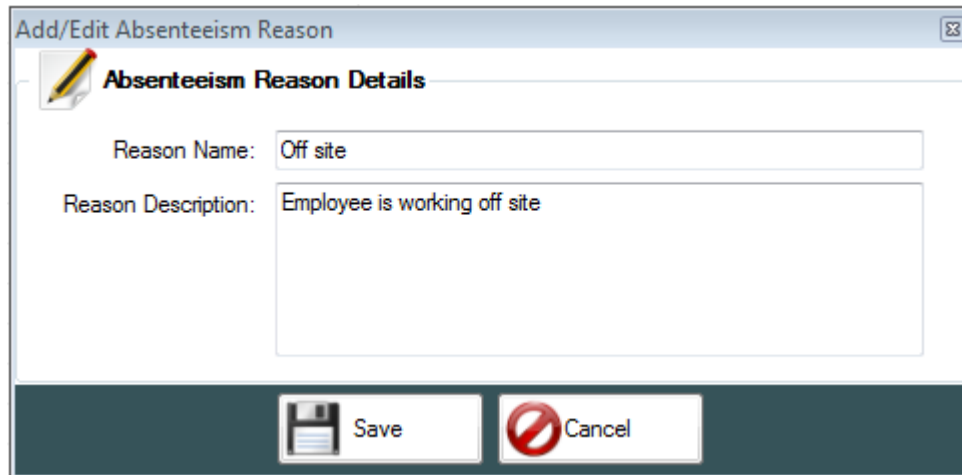
You can add any absenteeism reason that is suited for your business in Nako. To add a new reason you can do the following. Firstly navigate to the absenteeism tab en then click on reasons.



On the next screen you can click on the new button to add a new reason.



On the next screen you can add a name for the reason and a detailed description for the reason.

A screenshot of a dialog box titled 'Add/Edit Absenteeism Reason'. The dialog box has a pencil icon and the text 'Absenteeism Reason Details'. There are two input fields: 'Reason Name' with the value 'Off site' and 'Reason Description' with the value 'Employee is working off site'. At the bottom of the dialog box, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red prohibition sign icon).

After that click the save button. The reason will now be created and can now be used.