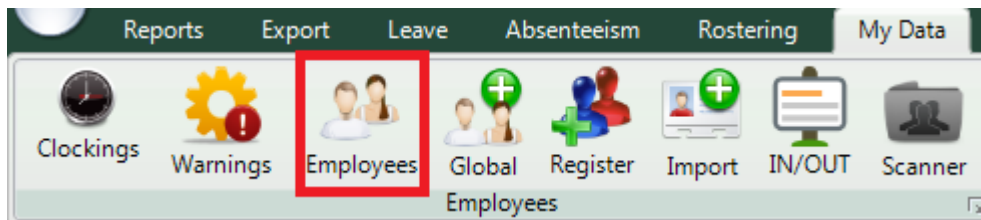
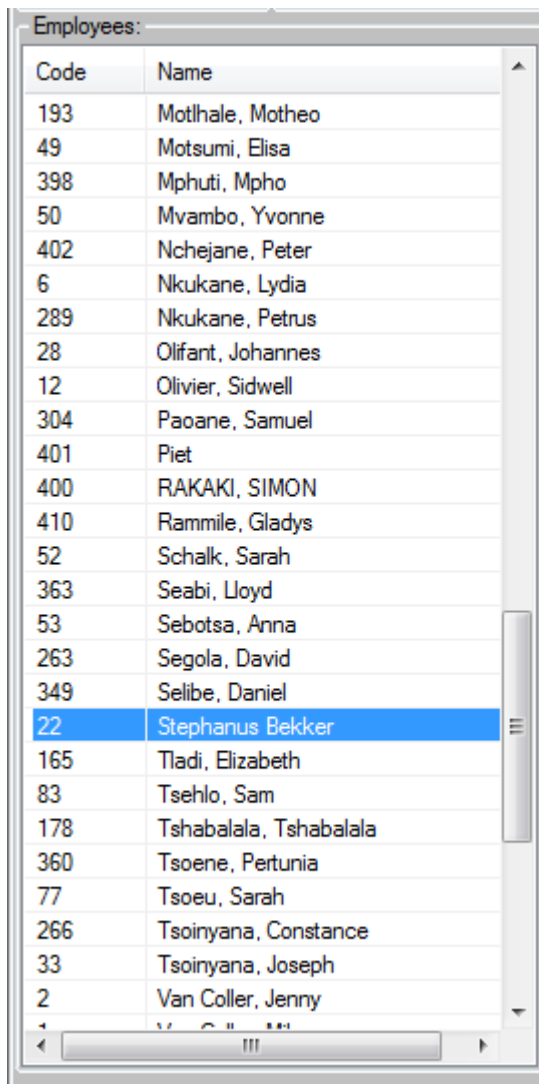


## How to change the details of an employee in Nako

If you want to change the department for an employee in Nako you will firstly have to navigate to the “my data” tab. Then click the employee button.



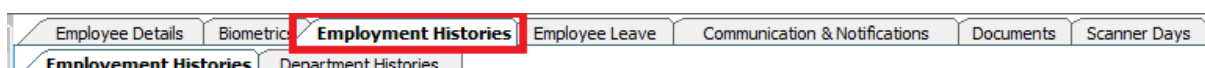
On the next screen select the employee whose department you want to change.



The screenshot shows a list of employees in a table. The table has two columns: 'Code' and 'Name'. The row for 'Stephanus Bekker' with code '22' is highlighted in blue.


Code	Name
193	Motlhale, Motheo
49	Motsumi, Elisa
398	Mphuti, Mpho
50	Mvambo, Yvonne
402	Nchejane, Peter
6	Nkukane, Lydia
289	Nkukane, Petrus
28	Olifant, Johannes
12	Olivier, Sidwell
304	Paoane, Samuel
401	Piet
400	RAKAKI, SIMON
410	Rammile, Gladys
52	Schalk, Sarah
363	Seabi, Lloyd
53	Sebotsa, Anna
263	Segola, David
349	Selibe, Daniel
22	Stephanus Bekker
165	Tladi, Elizabeth
83	Tsehlo, Sam
178	Tshabalala, Tshabalala
360	Tsoene, Pertunia
77	Tsoeu, Sarah
266	Tsoinyana, Constance
33	Tsoinyana, Joseph
2	Van Coller, Jenny

Click the employee history tab.



Then select the department history tab.


After that the department history should display on the screen.

 **Department History**

Department	From	To
GTAF/Consultants	2015/09/10	N/A

Click on the department to highlight it.

Employment Histories **Department Histories**

 **Department History**

Department	From	To
GTAF/Consultants	2015/09/10	N/A

The department history should now be available to edit at the bottom of the screen. Tick the left department box and specify the date when the person will leave the department.



Department History



Department:

Date employed from:

Left Department:

Date employed to:

 Save  Cancel

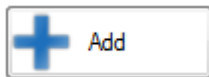
 Add  Delete

Click the save button. Your department history should now have changed with a “to” date.

 **Department History**

Department	From	To
GTAF/Consultants	2015/09/10	2015/09/11

Now you can add the new department in which the employee will work. At the bottom of the screen click on the add button.



Now use the dropdown next to department to select your new department.

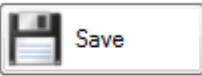

Department History

Department: Admin

Date employed from: Thursday , September

Left Department:


Date employed to: Thursday , September

 Save  Cancel



Choose the correct date from which the employee will start and click the save button.

Your department history should now look like this:

 **Department History**

Department	From	To
Admin	2015/09/12	N/A
GTAF/Consultants	2015/09/10	2015/09/11

On the new date the person will automatically be assigned to that department with its shift rules.