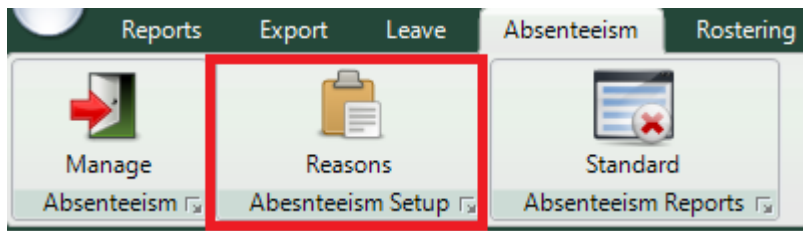
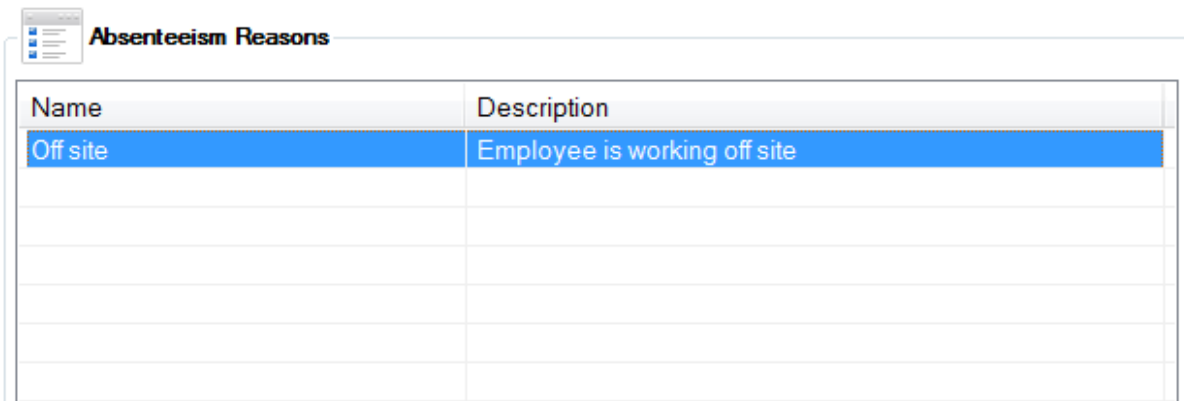


How to edit an absenteeism reason in Nako

If you want to change one of your absenteeism reasons you can do the following. Click on the absenteeism tab and then click on reasons.



A list of all the reasons should now appear in the centre of the screen.



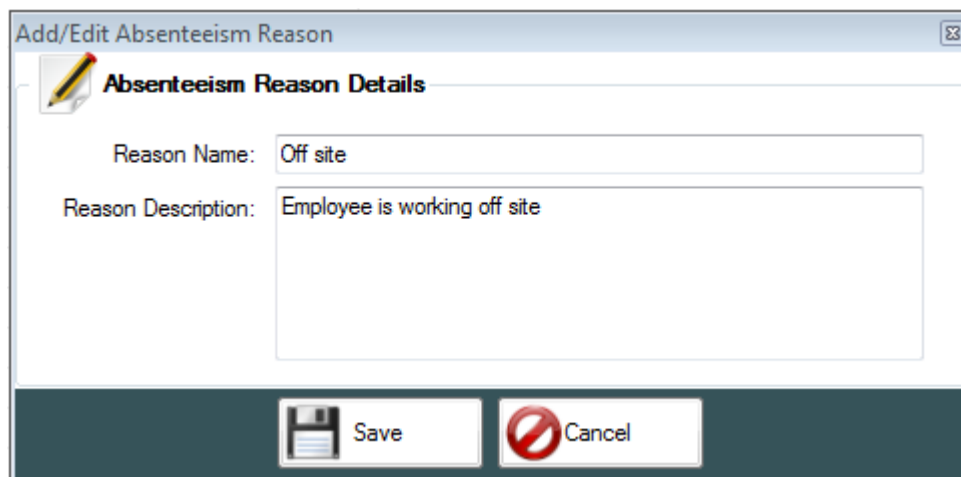
The screenshot shows a window titled 'Absenteeism Reasons' containing a table with two columns: 'Name' and 'Description'. The first row is highlighted in blue.

Name	Description
Off site	Employee is working off site

Click on the one which you want to edit so that it is highlighted. Next click on the edit button



Do all the necessary changes to the name and the description.



The screenshot shows a dialog box titled 'Add/Edit Absenteeism Reason'. It contains a section for 'Absenteeism Reason Details' with two text input fields: 'Reason Name' and 'Reason Description'. The 'Reason Name' field contains 'Off site' and the 'Reason Description' field contains 'Employee is working off site'. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons.

After that click the save button. The reason will now be edited.