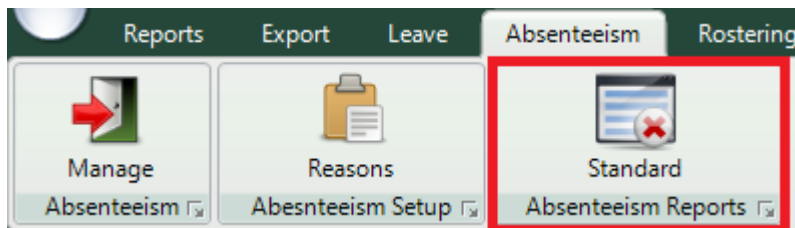


Printing an Absenteeism report in Nako

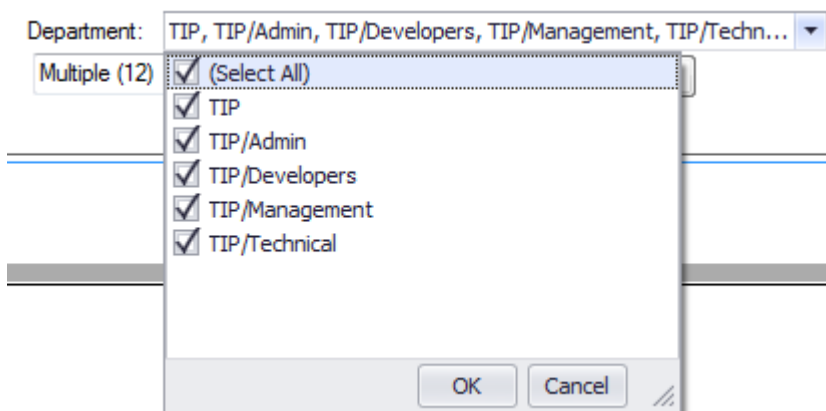
To print an absenteeism report in Nako you must first navigate to the absenteeism tab and then click on the standard button.



When the page opens up you can first select the dates on which you want to view the report by using the date selectors.



Next you can select the departments with which you want to work with by clicking on the dropdown button next to departments.



Select the departments that you want to work with. Next you must select the employees that you want to work with which is filtered out by the departments that you chose. Click on the multiple button.



The following screen should now appear.

