Printing an Absenteeism report in Nako

To print an absenteeism report in Nako you must first navigate to the absenteeism tab en 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.

From	Thursday ,	October	01, 2015		То	Thursday ,	October	01, 2015	

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.

Multiple (12)	Multiple
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The following screen should now appear.

Select Emplo	yees	8						
Select Employees								
Select All Find:								
Code	Employee							
V 11	Rolene De Witt	_						
V 9	Sunja van Straaten							
V	Test							
7	Dean Hasset	_						
V 8	Matthew Barnard							
V 5	Anton Labuschange							
V 3	Philip Penning	_						
2	Jay Court	_						
V 10	Matthew Mac Hattie	_						
 ✓ 1	Stephanus Bekker	_						
6	Theo Penning	_						
4	Theunis Coetzee							
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		_						
		-						
		-						
	Select Cancel							

Select all the employees with which you want to work with and click on the select button. The last option is to show only records without absenteeism.

Show only records without absenteeisms

By ticking this option the report will only show the employees on which you didn't add a reason to.

After you chose all your settings you can click on the preview button to view the report.



If you are happy with the report you can export or print it.