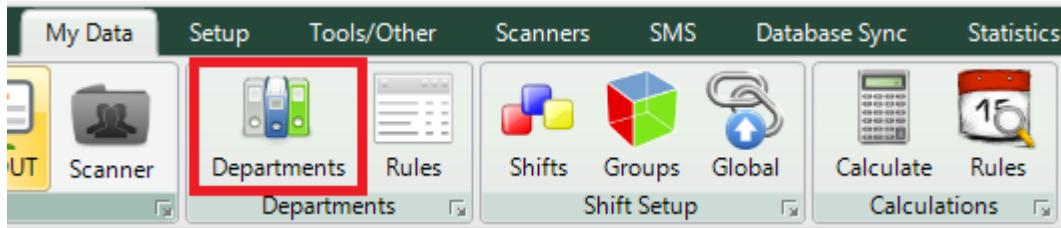
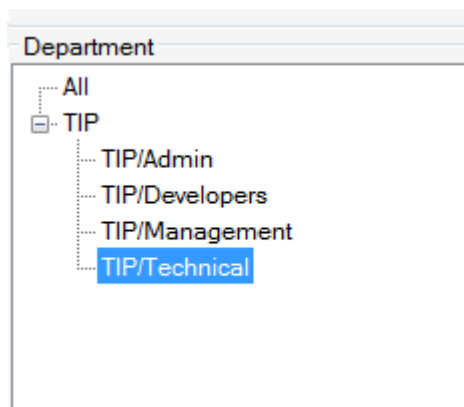


Renaming a department in Nako


Firstly navigate to the “my data” tab and then choose the department button.



On the left hand side choose the department which you want to rename.



In the centre of the screen all the department's details should appear.

 **System Details**

Parent Department:

Department Name:

Display Name:

Company Name:

Pay Point Number:

Site Agent:

Payroll Company Code:

Use schedule holidays: Active

Enable First Last Clocking Calculation : Active

First Scan is IN: Active

Now you can do all the changes to the department name as you wish to.



System Details

Parent Department:

Department Name:

Display Name:

Company Name:

Pay Point Number:

Site Agent:

Payroll Company Code:

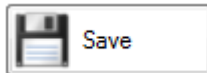
Use schedule holidays: Active

Enable First Last Clocking Calculation : Active

First Scan is IN: Active



When all the changes are done click the save button.



Your department will now be renamed.