Renaming a department in Nako

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

	My Data		Setup Tools	;/Other	Scanners	SMS	Data	oase Sync	Statistics
UT	Scanner		Departments	Rules	Shifts	Groups	Global	Calculate	15 Rules
F.			Departments 🖓		Shift Setup 🕞		Calculations 🕞		

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:	TIP 🔹
Department Name:	Technical
Display Name:	TIP/Technical
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
	Save OCancel

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

System Details				
Parent Department:	TIP			
Department Name:	Operation			
Display Name:	TIP/Operations			
Company Name:				
Pay Point Number:				
Site Agent:				
Payroll Company Code:				
Use schedule holidavs:	Active			
Enable First Last Clocking Calculation :	Active			
First Scan is IN:	Active			
	Save OCancel			

When all the changes are done click the save button.



Your department will now be renamed.