Adding a time entry in Nako
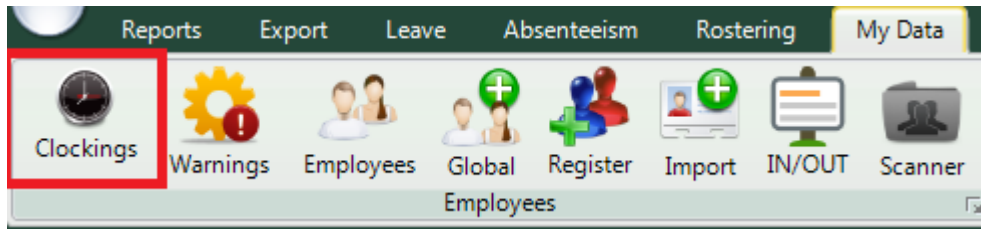
To add clockings for a specific employee you can navigate to my data and then click on the clockings button.

When the time entry screen opens you can click on the specific employee that you want to edit.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Barnard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt

The employee's data will now appear in the centre of the screen.   The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.

After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.

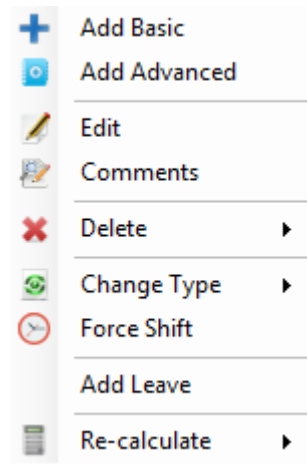You should now be able to see the person's clockings for the chosen period.

2015/08/12 - Wednesday

2015/8/12-Wed	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

2015/08/13 - Thursday

2015/8/13-Thu	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

2015/08/14 - Friday

2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

When a day is completely grey it will mean that the person didn't clock for that day.

2015/08/14 – Friday

-	-	IN	-	-	-
	-	OUT	-	-	

By right clicking on the specific day you will get a drop down with options for you to do.

- Add Basic
- Add Advanced
- Edit
- Comments
- Delete ▶
- Change Type ▶
- Force Shift
- Add Leave
- Re-calculate ▶

When you want to add entries for the person you can click on the "add basic" command.

The following screen should now appear.

Add Log Entry

☑ Include an in entry   ☑ Include an out entry

In Entry

Date: Friday , August 14, 2015

Time: 08 hh 00 mm

Reader: In edit by Master Admin

Out Entry

Date: Friday , August 14, 2015

Time: 17 hh 00 mm

Reader: Out edit by Master Admin

💾 Save   🚫 Cancel

You can now use the drop downs or you can type in the desired times for the employee. After choosing a "in" and "out" time you can click on the save button to create these entries the employee.

2015/8/14-Fri	8:00	IN	Added by Master	Open
	17:00	OUT	Added by Master	Open

You will also get situations where an employee forgot to clock or could not clock do to unforeseen reasons. If the employee did clock in but did not clock out the time entry of that day will look like this:

| 2015/8/14-Fri | 8:00 | IN | Added by Master | Open | No shift allocated |
| | - | OUT | - | - | |

You will have to add an out entry for the person otherwise the clocking system can't determine the amount of time that the person was at work. If the entry is not fixed the person will not get any hours for that day.

You can right click on the day to bring up your editing menu.
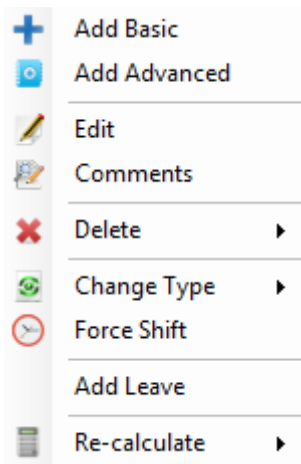
Click on the "add basic" option. Thesystem will automatically see that the person have an in entry for the day and will only give you an option to add an out entry.


Choose the time the time which the employee should receive as an out clocking and click save.

The red line should now have disappeared and the entries should now be paired.

2015/08/14 - Friday

| 2015/8/14-Fri | 8:00 | IN | Added by Master | Open |
| | 17:00 | OUT | Added by Master | Open |

Please take note that the same goes for if the person only clocked out. When add a basic entry to a day which only have out the system will automatically only give you the option to add an in entry.

This is the main difference between adding a basic entry and adding an advanced entry.
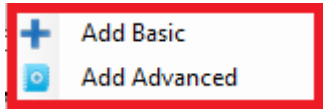
Add advance will always give you the option to add both entries regardless if there is an in or out entry.

Please take note that this option is to add entries to the system and not to change existing entries. If there is an in entry and you add an In and out with the "add advanced" option the system will not remove the first in entry and this will cause the clocking system to have two in entries for that day.

If you want to edit existing entries please see the editing time entry manual.