How to add comments on time entries

You can add comments on the time entries in Nako. This is not compulsory. This is a feature you can use to make notes for you or other users. For example if you fixed an entry you can make a note or if a person is late for work etc. To make a note navigate to the my data tab and then click on clockings.

U Rep	orts Ex	port Leav	ve Ab	senteeism	Roste	ring	My Data	
Clockings	i Warnings	Employees	Global	Register	Import	IN/OUT	Scanner	
Employees 🕞								

When the time entry screen opens you can click on the specific employee which you want to add a note to.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
80000	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	TID Strandard (TID Strandard Shift area fe)		
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-m)		
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	TID Streeded (TID Streeded Skiltering fr)		
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift Mon-M)		

You can right click on the day which you want to make a note for. When you right click the edit menu will appear.



When you click on comments a text box will appear in which you can type.

Edit Comme	nts	
Please	type in your comment:	
1		
28		
110		
	Save 🖉 Cancel	

Type in the message you want to save to the day and click save. The message will now display next to the clockings.

2015/08/14 - Friday									
2015/0/14 Er	8:00	IN	Added by Master	Open	TID Standard (TID Standard Skitterer (1)	Test Courses			
2013/6/14-Fit	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-In)	rest comment			
	-	-	-						

If you want to remove or edit the comment you can just right click on the day again and click on comments. You can now edit or remove the message. Click on save to apply the changes. You can also link the comments to your standard report. Ask a GTAF consultant if you want to link it to your report.