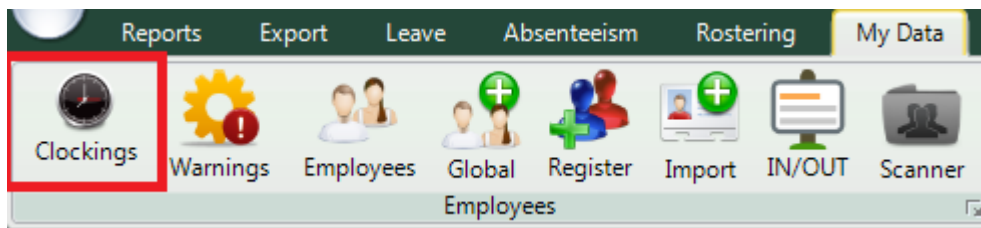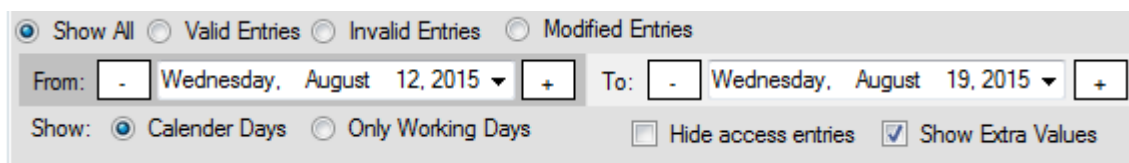## How to add comments on time entries

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.

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

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 | |

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

+ Add Basic

o Add Advanced

/ Edit

Comments

✖ Delete ▶

Change Type ▶

Force Shift

Add Leave

Re-calculate ▶
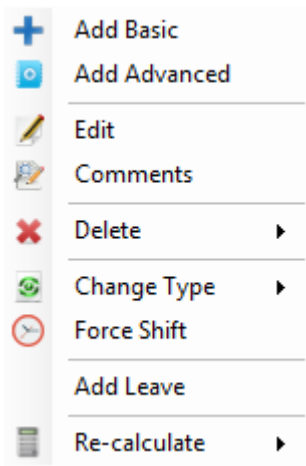
When you click on comments a text box will appear in which you can type.

Edit Comments

Please type in your comment:

[ ] Save   🚫 Cancel
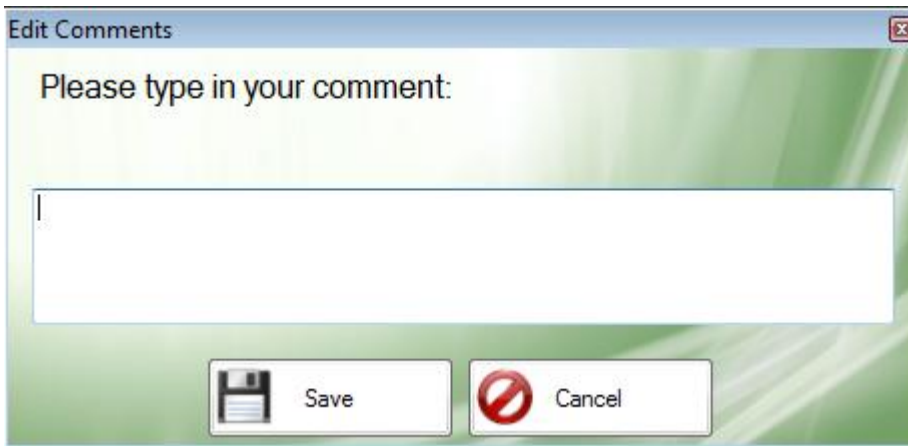
Type in the message you want to save to the day and click save. The message will now display next to the clockings.

2015/08/14 - Friday

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

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.