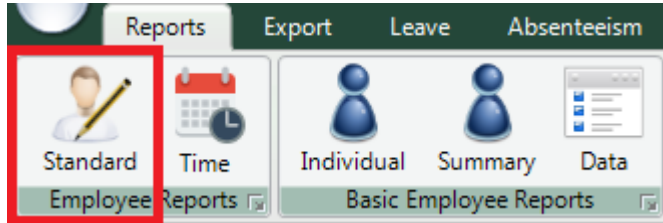
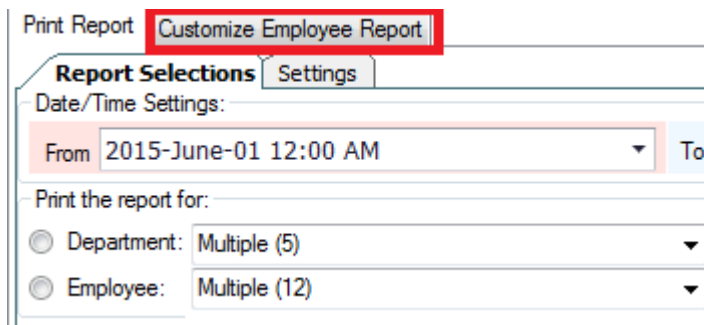


## Creating a custom report in Nako

In Nako you can create your own reports with our report builder. If you want to create a custom report in your time and attendance system you can do the following. Firstly navigate to the reports tab and then click on the standard button.



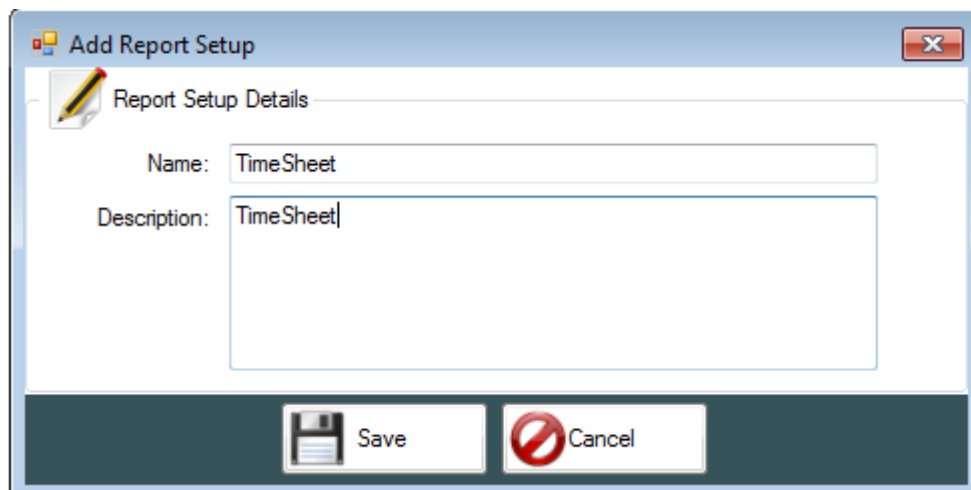
On the top of the next screen click on the customize employee report tab.



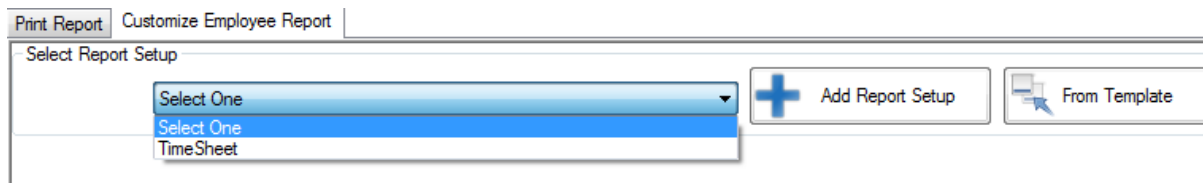
Now you can click on the add report setup button.



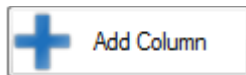
The add report setup screen will appear. Firstly give your report a name and a description of the report. After that you can click on the save button.



Now use the drop down menu to select your report to start adding and editing your report.



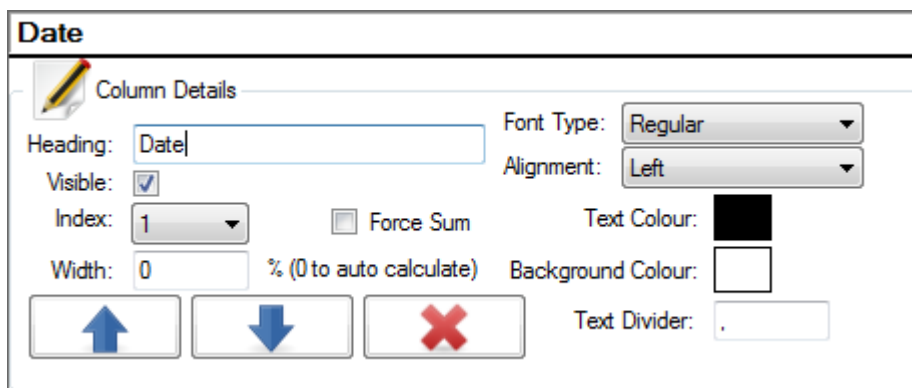
Once you have selected your report you will have to start adding columns to your report. To do this click on the add column button at the bottom of the screen.



Your first column should now appear.



Firstly change the way the column should look.

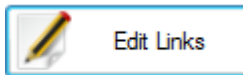


- \* **Heading:** This will be the name that will be displayed on the top of the column.
- \* **Visible:** You can un-tick this if you don't want the column to do display on your report. This will normally only be used if you want to use the column for mathematical equations for another column. See the mathematical equations part later in this manual.
- \* **Index:** This is the order in which the columns must display. For example this will be the first column on the left hand side of the report. After adding a lot of columns you can move them around by changing the index.
- \* **Width:** This is the size of the column. Leaving it at 0 it will auto calculate your column so that the width of all your columns are the same. If you want to make one column thicker you can change the percentage. For example if you have 10 columns it will auto calculate at 10 percent for each column. Changing this column's 20 percent will increase it's with while leaving the other 80 percent for the other 9 columns.
- \* **Font Type:** Here you can change the font type to suite your needs.
- \* **Alignment:** Here you can change the alignment of the data in your columns. Changing this will move your data to the side which you specify.

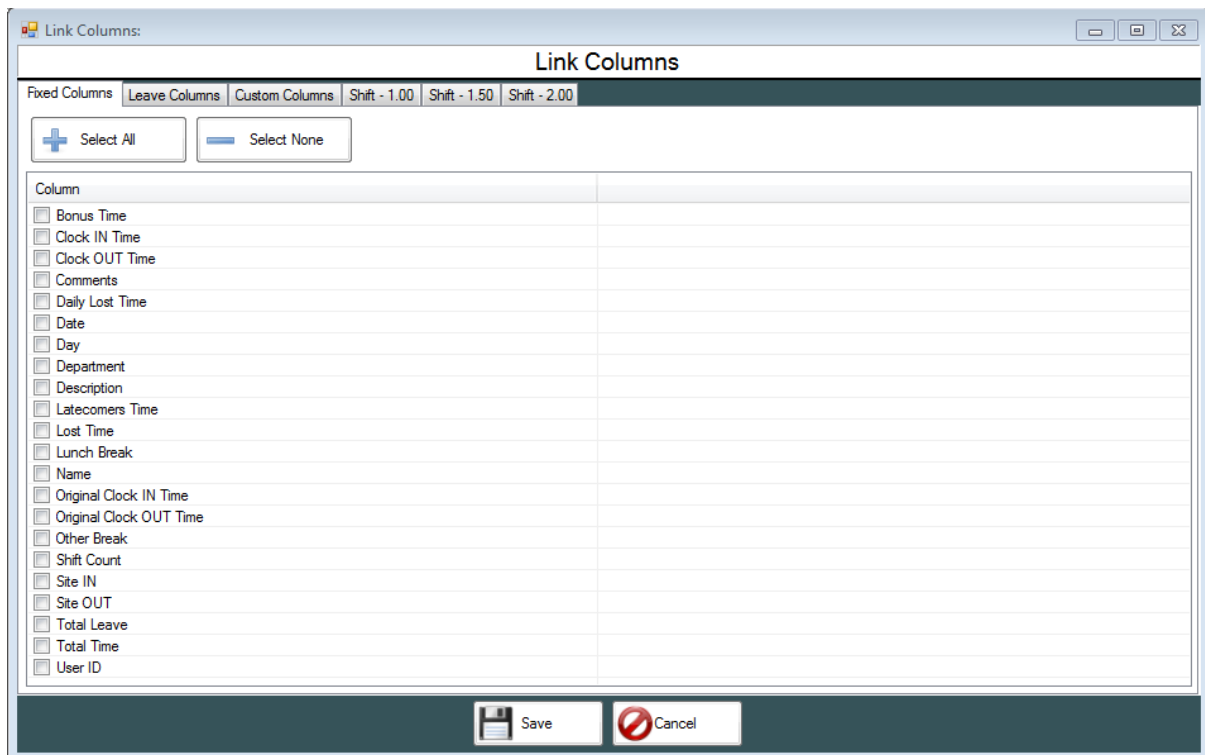
- \* Text Colour: Here you can select the colour in which your heading and data should display in.
- \* Background Colour: This option will change the colour of the borders of this specific column.
- \* Text Divider: This is the divider in between the data that you have chosen for your column.  
Take note that this is if you choose more than one option per column that is not based on hours.  
Example will be the date and day option which you will see later in this manual.
- \* Force Sum: This tick will force the data to add at the bottom of the column. This is also only used when using the mathematical equations.

Lastly you can use the up and down arrows to move the columns index up or down. You can use the cross to delete the column.

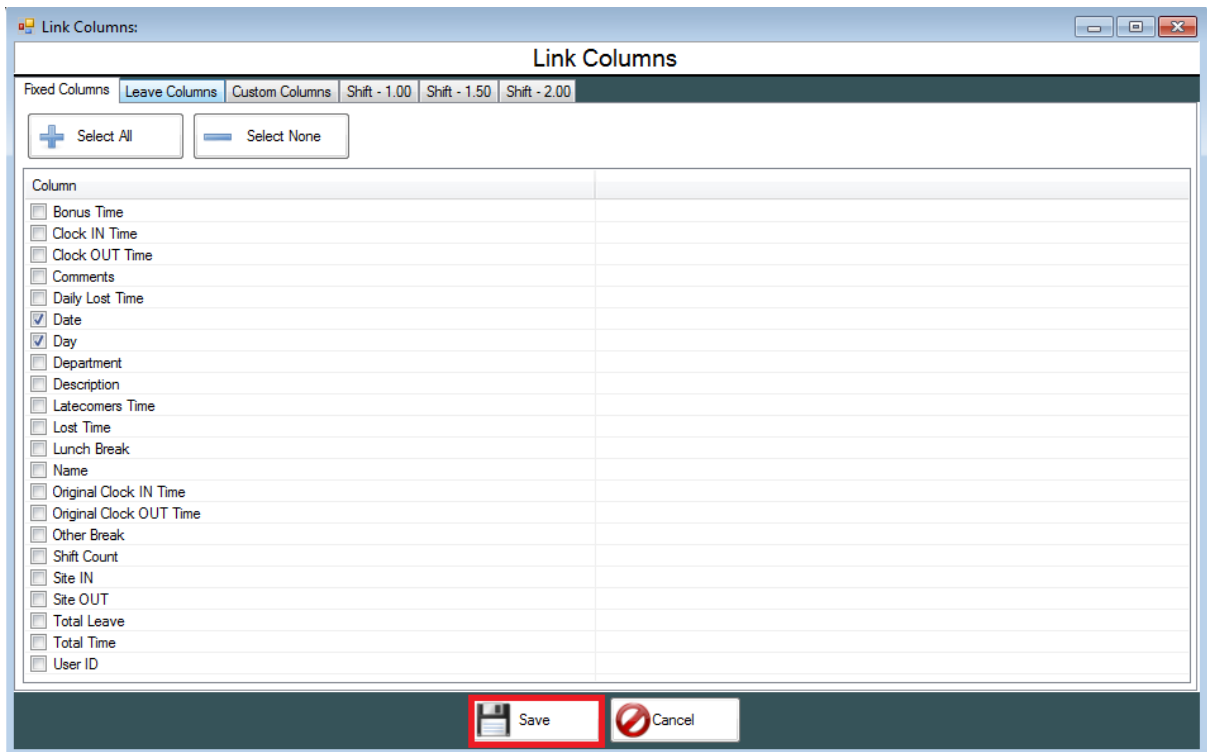
After choosing the display details of your column you will have to link the data you want to see to the specific column. On the right hand side you can click on the edit links button.



The link column page will now appear. Here is where you can specify which data you want to add in that specific column



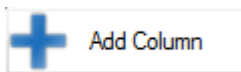
In this example I want the date and day to display in that column which I named "Date". You can select it and click on the save button.



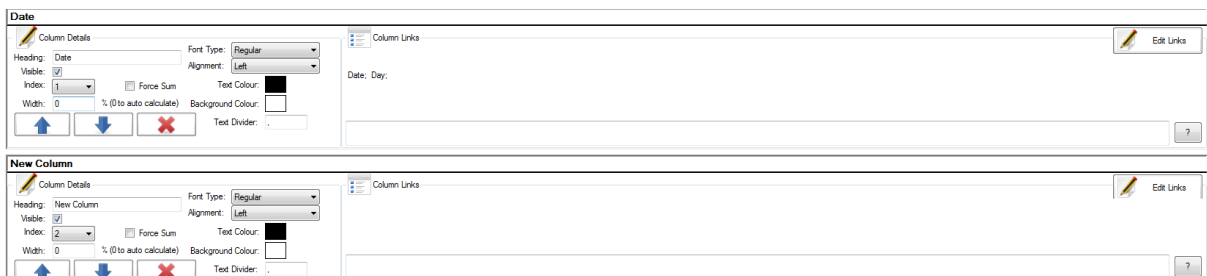
The page should not be updated.



Now we can add a second column to go on the right hand side off it. Click the add column button at the bottom of the page.



I should add a column just below the one we created earlier.



Now you can name that one and link different data to it. Except for times, the clocking system has built in fixed column that you can select from.

Fixed Columns	Leave Columns	Custom Columns	Shift - 1.00	Shift - 1.50	Shift - 2.00
<input type="button" value="+ Select All"/>		<input type="button" value="- Select None"/>			
Column					
<input type="checkbox"/> Bonus Time					
<input type="checkbox"/> Clock IN Time					
<input type="checkbox"/> Clock OUT Time					
<input type="checkbox"/> Comments					
<input type="checkbox"/> Daily Lost Time					
<input type="checkbox"/> Date					
<input type="checkbox"/> Day					
<input type="checkbox"/> Department					
<input type="checkbox"/> Description					
<input type="checkbox"/> Latecomers Time					
<input type="checkbox"/> Lost Time					
<input type="checkbox"/> Lunch Break					
<input type="checkbox"/> Name					
<input type="checkbox"/> Original Clock IN Time					
<input type="checkbox"/> Original Clock OUT Time					
<input type="checkbox"/> Other Break					
<input type="checkbox"/> Shift Count					
<input type="checkbox"/> Site IN					
<input type="checkbox"/> Site OUT					
<input type="checkbox"/> Total Leave					
<input type="checkbox"/> Total Time					
<input type="checkbox"/> User ID					

- \* Bonus Time: Bonus time is extra time like nightshift allowance. It will only display if it is setup as part of your payroll export. It will pull the values from the export and add it into the columns.
- \* Clock in Time: This option will display the time when the person clocked in for work. Please take note that rounding options is applied to this option. For example if your rule set states that a person only gets paid from his start of his shift time which is for example 08:00 and the person clocks in at 07:40 the system will display 08:00.
- \* Clock out Time: This option will display the time when the person clocked out for work. The same rules apply just as in the "Clock in Time" option right above this one.
- \* Comments: This will display the comments that you add on your clockings screen.
- \* Daily Lost Time: This option will display the person's short time for that specific day. For example if the shift is 9 hours long and the person only works 7 hours the system will display 2 hours of daily lost time inside that column.
- \* Date: This will display the dates inside the columns for example 01/10/2015.
- \* Day: This will display the days inside the columns for example Monday or Tuesday.
- \* Department: This will display the specific department in which the employee is.
- \* Description: The description will state what kind of data the times are for example leave or clocked entries.

- \* Latecomers Time: This will display the amount of time the person was late for work. For example if the shift starts at 08:00 and the employee clocks in at 08:20 the system will display 20 min inside the column.
- \* Lost Time: This will also display the short time of an employee but this option will get the data from the export batch and not from the shift itself as in the daily lost time option.
- \* Lunch Break: This option will display the amount of time the employee went on lunch.
- \* Name: This option will display the employee's name.
- \* Original Clock in Time: This option will display the exact clock in time of the employee. Rounding will still take effect on the actual times that the person is getting paid but the system will show the exact time. For example if the rule states that the person is only getting paid from 08:00 and the employee clocks in at 07:40 the system will display 07:40. The time he gets paid however will still be from 08:00.
- \* Original Clock out Time: This option will display the exact clock out time of the employee. The same rules apply as the "Original Clock in Time".
- \* Other Break: This option will display break times like tea breaks etc. This will all depend how your break times are setup on the system.
- \* Shift Count: This will display the total amount of the shifts that the employee worked for the period.
- \* Site In: This will display the name of the device where the employee clocked in for the day.
- \* Site Out: This will display the name of the device where the employee clocked out for the day.
- \* Total leave: This option will display the total leave hours for the employee.
- \* Total Time: This option will display the total time for the day and period.
- \* User ID: This will display the person's clock system code. Depending on how your Nako is setup this option can also show the employee's payroll code.

You can select and combine any of these items inside a column.

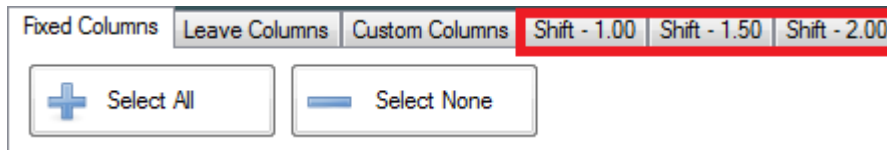
For this example I want to see the clock in time in the second column. I will name the second column Clock in and then I will click on the edit links on the right hand side of it. I will select Clock in underneath the fixed column and then click on save. The page should now look like this

The screenshot shows a web-based configuration interface for columns. It has two tabs: 'Columns' and 'Report Settings'. The 'Columns' tab is active, showing two column configurations:

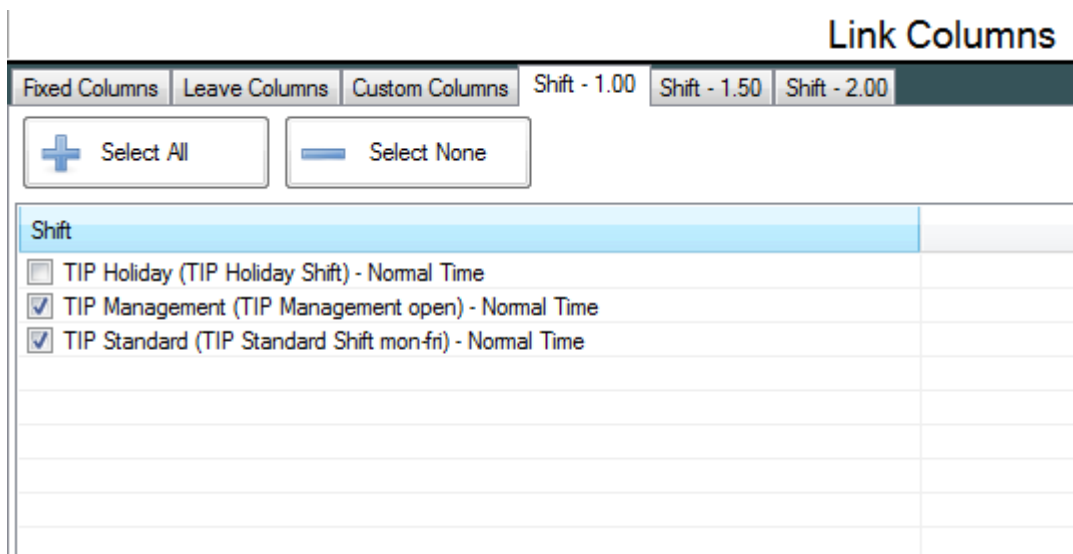
- Column 1: Date**
  - Heading: Date
  - Font Type: Regular
  - Alignment: Left
  - Visible:
  - Index: 1
  - Width: 0 % (to auto calculate)
  - Force Sum:
  - Text Colour: Black
  - Background Colour: White
  - Text Divider: .
  - Column Links: Date: Day
  - Edit Links: [Edit]
- Column 2: Clock In**
  - Heading: Clock In
  - Font Type: Regular
  - Alignment: Left
  - Visible:
  - Index: 2
  - Width: 0 % (to auto calculate)
  - Force Sum:
  - Text Colour: Black
  - Background Colour: White
  - Text Divider: .
  - Column Links: Clock IN Time
  - Edit Links: [Edit]

For the third column I want to add clock out time so I do the same as the second column but I just click the clock out fixed column option and click on save.

Now for the fourth column I want to start and add the times that the person worked. So I add another column and I will name it normal time because I want to link all the standard hours inside of it. After that I go to edit links. But now instead of fixed columns we are going to start selecting shifts that we want to use in the report

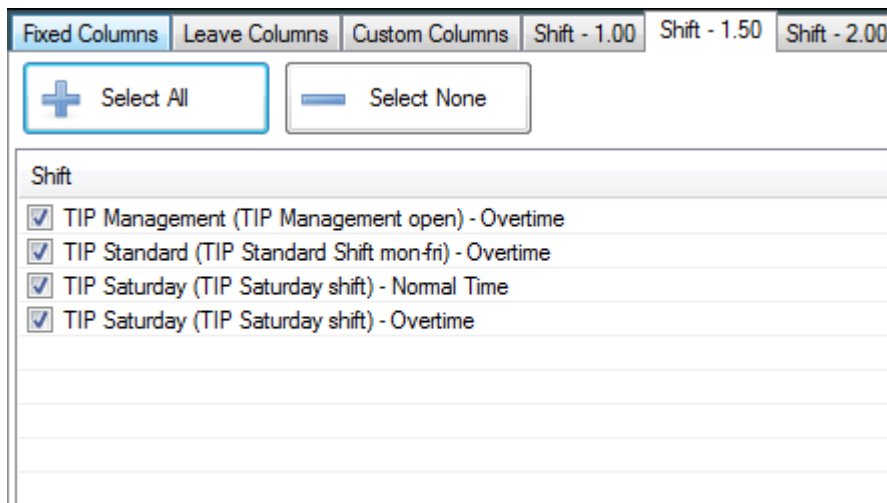


Different shifts will be underneath each multiplier depending on how you pay them. All the normal time will normally be underneath 1.0, overtime 1.5 underneath 1.5 and overtime 2.0 underneath 2.0. It all depends on how the company's rules work. For this example I want the normal time in the fourth column so I click on Shift – 1.00. Now a list will appear with all the shifts that are paid at that multiplier.



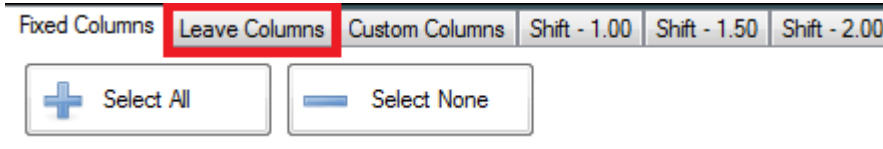
In this example it only ticked the two normal shifts because I want the time of holidays to be on another column. After that I click on save.

Now for the fifth column I want to use overtime 1.5. I name the column OT 1.5 and then click on edit links. I then click on shift – 1.5 and select all the 1.5 shifts.



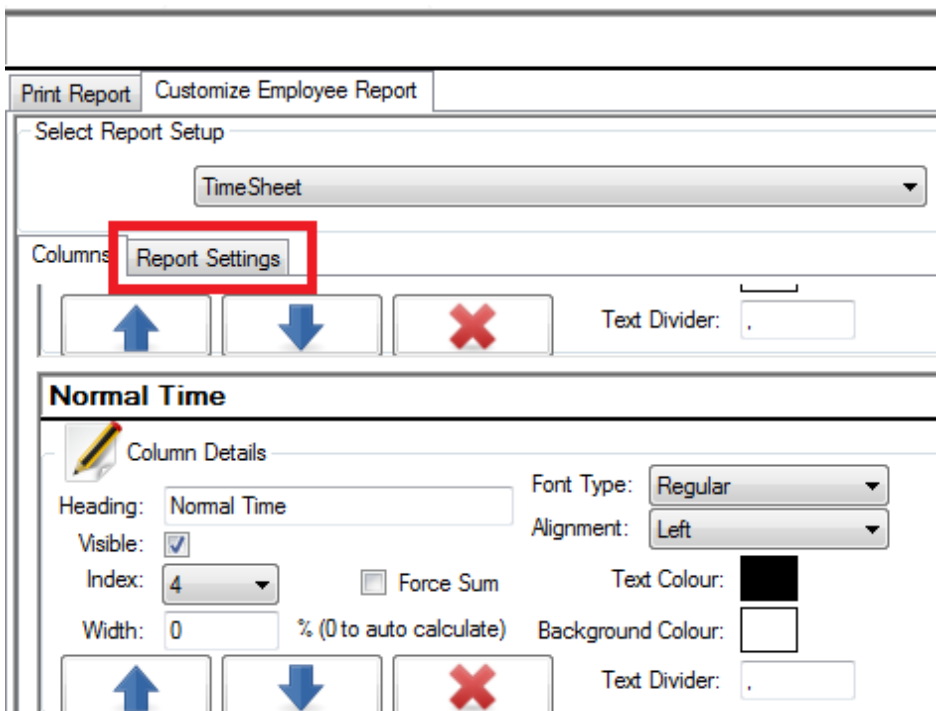
After that I click save. Now I want the sixth column to be overtime 2.0 so I do the same as with the 1.5 but I just link the 2.0 shifts to them.

Another option except for the fixed columns and shift columns are your leave columns. By selecting it you can link your leave to columns as well.



You can name your columns anyway you want and link anything you want to it.

Once you created all of your columns there are still one last step before you can use your report and that is to set the report settings. Just above the columns click on the report settings tab.



The following page should now appear.



Print Report Customize Employee Report

Select Report Setup

TimeSheet + Add Report Setup From Template

Columns Report Settings

List Type

Report name: TimeSheet Save

List Type

List records individually

Group records by day

Group records by employee (summary report)

Group summary report employees by:

None

Department

Page Settings

Print employee per page

Print sequential

Other Options

Display shift count per employee

Display values as decimal

Exclude absent & calendar days

Don't show absent on days with end clockings

Here you can change the final details for you report.

\* Report name: Here you can rename your report. After renaming click on the save button.

\* List Type: Here you can choose between three options.

List records individually – This will cause the system to lists each paired clockings separately.

Date	Clock In	Clock Out	Normal Time	OT 1.5	OT 2.0
2015/06/30, Tue	08:00 AM	12:00 PM	04:00		
2015/06/30, Tue	01:00 PM	05:00 PM	03:00		

Group records by day – This will group and combine the times of the shift into one line

Date	Clock In	Clock Out	Normal Time	OT 1.5	OT 2.0
2015/06/30, Tue	08:00 AM, 01:00 PM	12:00 PM, 05:00 PM	07:00		

Group records by employee – This will combine the whole period together and will give one line per employee. This will normally be to get the total time of a period for a lot of users. When you choose this option you can also specify if it should group the employees in their departments.

\* Page settings

Print employee per page –The system will preview each employee separately on different pages.

Print sequential – The system will fit as much data into the page as possible meaning that you can more than one employee on a page. This is normally used together with the group records by employee (Summary report) option as you only get one person per line.

\* Other options

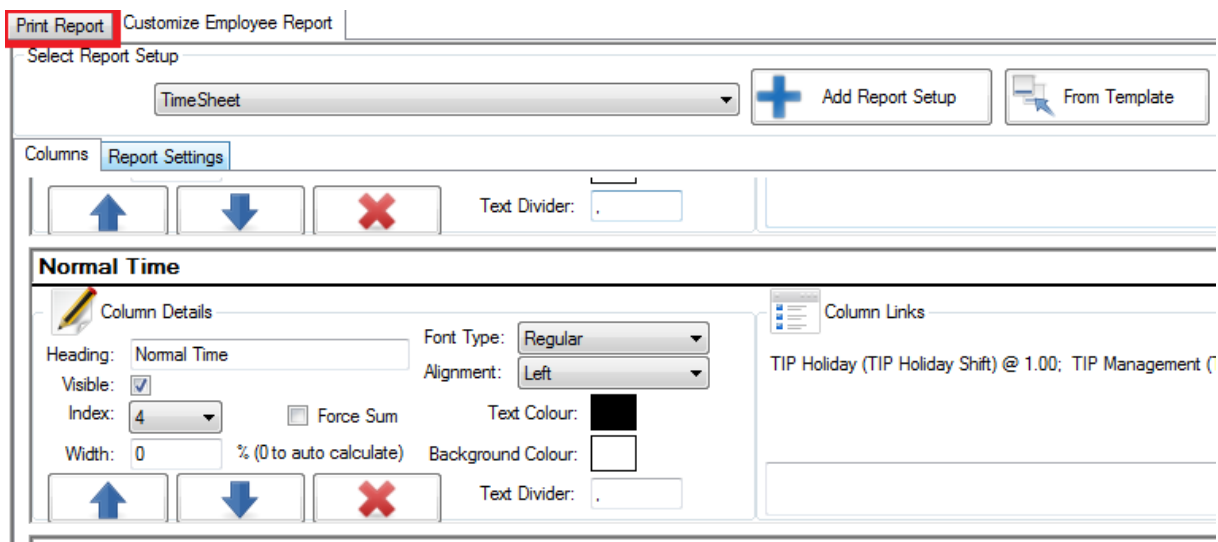
Display shift count per employee – By clicking this option the report will display the amount of shifts that an employee worked.

Display value as decimal – This option will change the values to display in decimal instead of hours and minutes. For example 02:30 will become 2.50

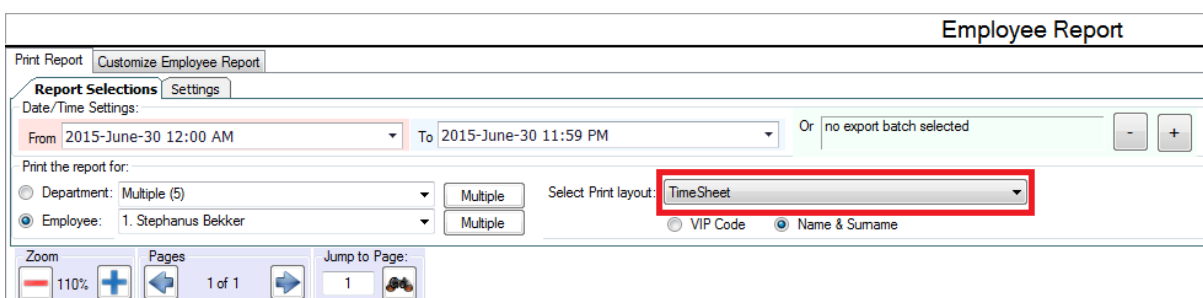
Exclude absent & calendar days – This option will change the report so that only the days show on which an employee actually clocked. Absent days and non-working days will not show

Don't show absent on days with end clockings – Normally when a person forgot to clock out the system can't determine how long the person worked for that day so it will display the person as absent until the entry is fixed. When you tick this option it will display the in time instead of absent.

Once you done with those options you can click on the print report tab at the top of the page.



Now just ensure that you have selected you report at the print layout.



Now you can preview the report. If you are not satisfied you can just go and change the settings and columns on the report.