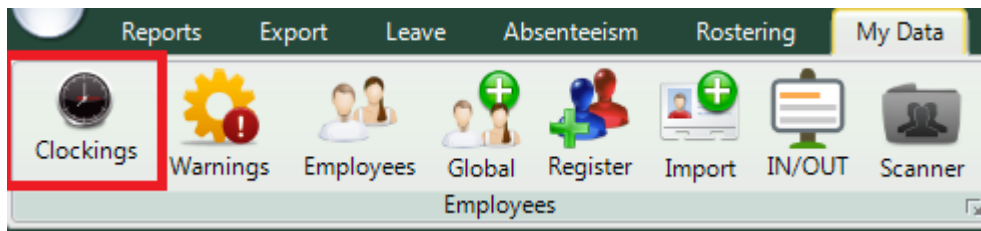


Deleting time entries in Nako

To delete 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 Bamard
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.

Show All
 Valid Entries
 Invalid Entries
 Modified Entries

From: Wednesday, August 12, 2015
 To: Wednesday, August 19, 2015

Show: Calendar Days
 Only Working Days
 Hide access entries
 Show Extra Values

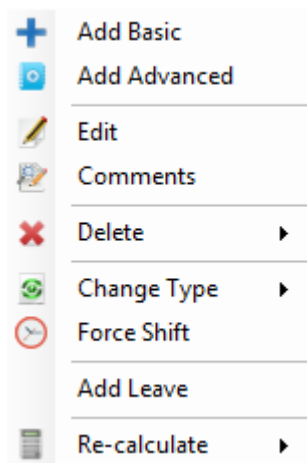
After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.



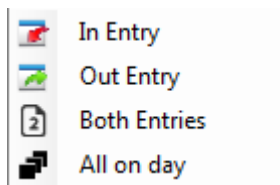
You should now be able to see the person's clockings for the chosen period.

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	

If you want to delete entries, right click on the specific date. The editing menu will then appear.



If you go to delete you should get four more options.



- * In entry: This option will delete the in entry of the paired entries that you right clicked on.
- * Out entry: This option will delete the out entry of the paired entries that you right clicked on.
- * Both Entries: This will delete the paired entries that you right clicked on.
- * All on day: The option will delete everything that falls underneath that day.

Please be careful to delete entries. There aren't an undo button. If you accidentally delete something you will have to add it again and that will form part of your audit trail.