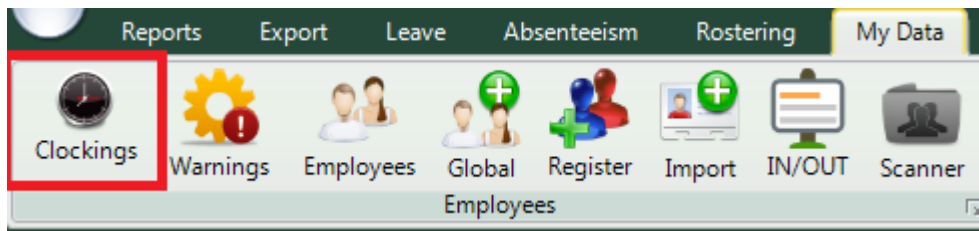


Editing a time entry in Nako

To edit a clocking 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

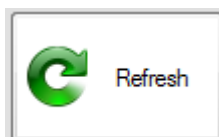
The employee's data will now appear in the centre of the screen. The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.

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

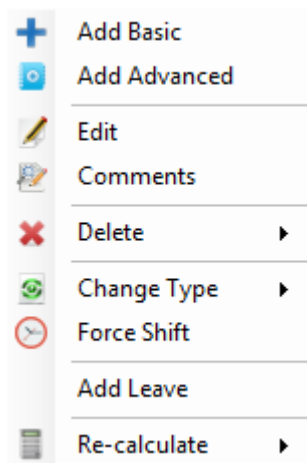
After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.



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 edit the entries right click on the specific date. The editing menu will then appear.



Click on the edit option. A screen will appear with the current in and out times.

Add Log Entry

In Entry

Date: Friday, August 14, 2015

Time: 08 hh 00 mm

Reader: [Text Box]

Modified by Master Admin

Out Entry

Date: Friday, August 14, 2015

Time: 17 hh 00 mm

Reader: [Text Box]

Modified by Master Admin

Save Cancel

You can now use the drop down menus or the keyboard to change the in and out times. After you have changed it you can click on the save button.

The entries will now have changed to the times you specified.

Editing also works unpaired entries. For example if the person clocked in for the morning but have not yet clocked out you can still change the in entry.

2015/08/14 - Friday					
2015/8/14-Fri	8:00	IN	Added by Master	Open	No shift allocated
	-	OUT	-	-	

When you right click on that day and choose the edit button the clocking system will give you the option to only change that one entry

Add Log Entry

In Entry

Date: Friday . August 14, 2015

Time: 08 hh 00 mm

Reader:

Modified by Master Admin

Save Cancel

Change the entry to the desired time and click the save button. Please note that the edit option is only to edit entries that are already in the system. If you want to add entries please see the add a time entry manual.