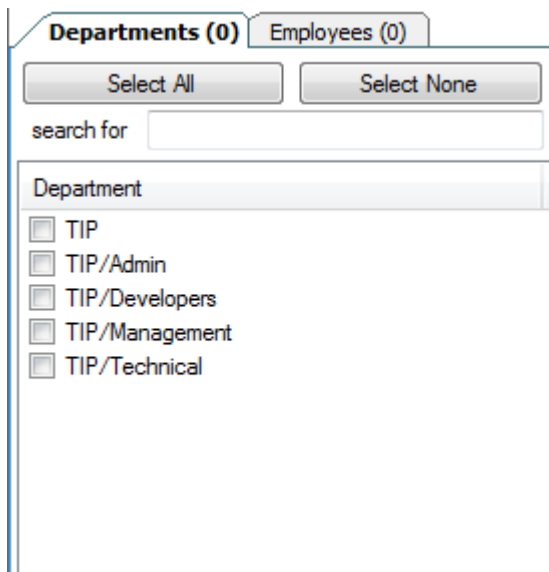


How to add a single global entry into Nako

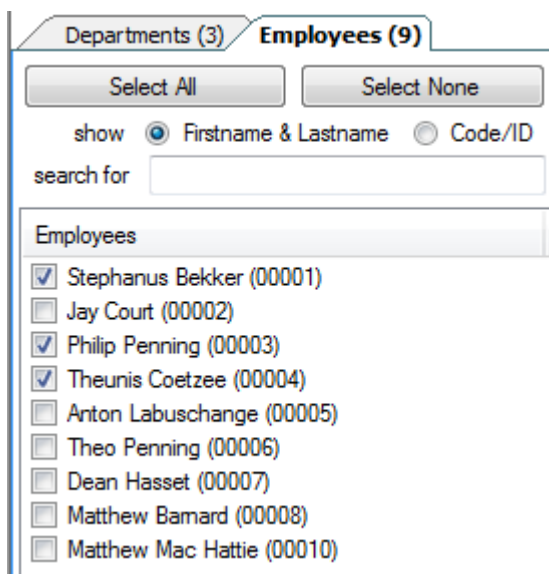
If you want to add a single global entry in you time and attendance system firstly navigate to the “my data” tab and then click on global.



On the next page tick the departments with which you want to work with. As you tick the departments, employees will become available on the employee tab.



After you have ticked the departments click on the employee tab and select all the employees on which you want to add a global entry



After you have selected all the employees you will have two options in the middle of the screen.

Single Entry **Multiple Entries**

Add the following in entry:

Create an in entry

on date and time

2015-September-15 09:07 AM

Add the following out entry:

Create an out entry

Standard Type

on date and time

2015-September-15 09:07 AM

You can now either add an In entry or an out entry or both entries. You can just tick the boxes on which entries you want to add. Specify the date and times in the boxes below the tick boxes.

Add the following in entry:

Create an in entry

on date and time

2015-September-15 08:00 AM

Add the following out entry:

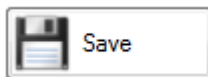
Create an out entry

Standard Type

on date and time

2015-September-15 05:00 PM

Once you have selected the times and entries you can click on the save button to create the entries.



Please be careful when adding a global entry. Once you clicked the save button it will create that entries for all the employees you have selected. If you clicked the incorrect employees or incorrect times you will have to delete or edit the entries manually per employee. There aren't an undo button for a global entry.