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.

)	- Re	ports Ex	port Lea	ve Abs	enteeism	Roste	ring	My Data
	Clockings	Varnings	Employees	Global	Register	Import		Scanner
Į	Employees 5							

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.

Departments (0) Employees (0)			
Select All	Select None		
search for			
Department			
TIP			
TIP/Admin			
TIP/Developers			
TIP/Management			
TIP/Technical			

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

Departments (3) Employees (9)				
Select All	Select None			
show 💿 Firstname & La	astname 🔘 Code/ID			
search for				
Employees				
Stephanus Bekker (00001)				
🔲 Jay Court (00002)				
Philip Penning (00003)				
V Theunis Coetzee (00004)				
Anton Labuschange (00005)				
Theo Penning (00006)				
Dean Hasset (00007)				
Matthew Barnard (00008)				
Matthew Mac Hattie (00010)				

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:	Add the following out entry:		
Create an in entry	Create an out entry		
on date and time	Standard Type		
2015-September-15 09:07 AM 🔻	on date and time 2015-September-15 09:07 AM v		

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:	Add the following out entry:		
Create an in entry	Create an out entry		
on date and time	Standard Type		
2015-September-15 08:00 AM 🔹	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.