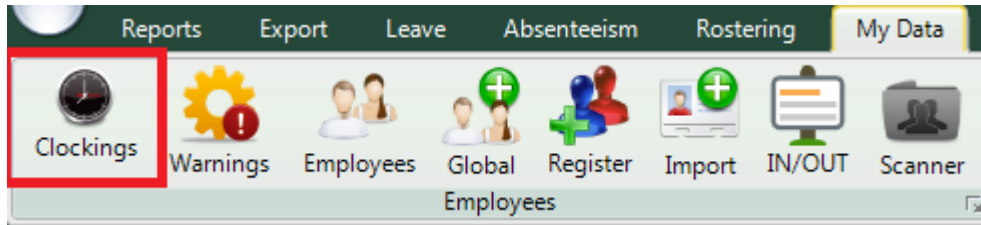


How to use the Change type option on the Time entries screen

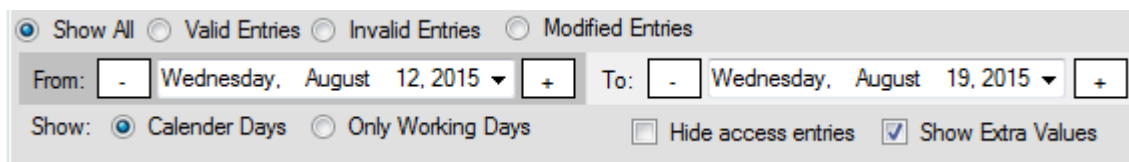
The change type option is used in Nako to change an In clocking to an Out clocking and vice versa. This option will only be used if the person accidentally clocked out instead of in. To change the entry you can do the following. Navigate to my data and then click on clockings.



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.

A screenshot of the date selection interface in the Nako software. It features four radio buttons at the top: 'Show All' (selected), 'Valid Entries', 'Invalid Entries', and 'Modified Entries'. Below these are two date selectors: 'From: - Wednesday, August 12, 2015 +' and 'To: - Wednesday, August 19, 2015 +'. At the bottom, there are three checkboxes: 'Show: Calendar Days' (selected), 'Only Working Days', 'Hide access entries', and 'Show Extra Values' (checked).

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	

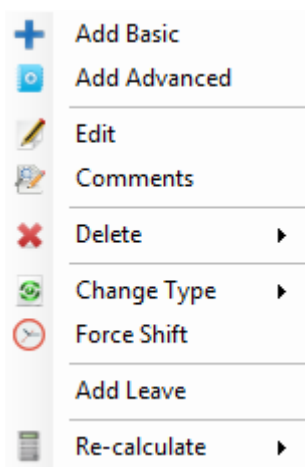
2015/08/13 - Thursday

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	

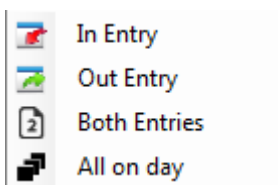
2015/08/14 - Friday

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

In this example we want to change the out entry to an in entry on the 14/08/2015. To do that right click on that day. The editing menu should now appear.



If you go to change type four more options should appear. For this example it is the out entry which we want to change. When I click on the out entry it will change the 08:00 out to a 08:00 in.



When I click on the out entry it will change the 08:00 out to a 08:00 in.

2015/08/14 - Friday

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

Here are examples of each option

- * In entry: This option will change the in entry to an out entry.
- * Out entry: This option will change the out entry to an in entry.
- * Both Entries: This option will change both paired entries
- * All on day: The option will change everything on that day.