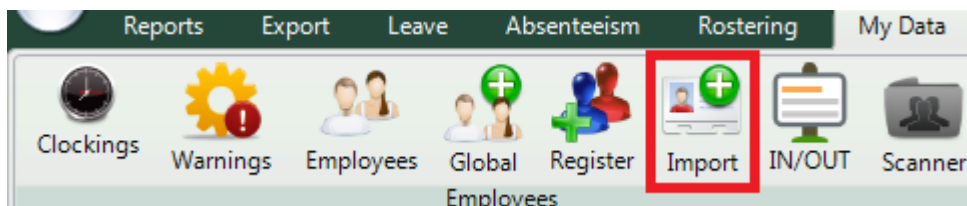


## Importing Users into Nako using an excel spreadsheet

To do an import in the Time and attendance system you must first create an excel sheet containing the following fields. If you don't use VIP or Pastel those two fields are not necessary. Departments have a / in to create sub departments.

	A	B	C	D	E
1	VIP employee	Name	Department	VIP company code	CLOCK CODE
2	1262	MPHO LUCAS MBALISA	GTAF/ABATTOIR	021	1262
3	0031	ABRAM MATSUMA	GTAF/ABATTOIR	024	0031
4	0043	DAWID JOHANNES KEYSER	GTAF/WHOLESALE	024	0043
5	0069	CHRISTIAAN FRANS RADEMAN	GTAF/ENGINEERING	024	0069
6	0075	CORNELIUS DU PREEZ	GTAF/DEBONING	024	0075
7	0095	SELINA JANSEN	GTAF/DEBONING	024	0095
8	0106	MZINAMABHELE MOFFAT MBANGEL	GTAF/DEBONING	024	0106
9	0119	PETER JACQUES JACO VAN DER ROSS	GTAF/OFFAL	024	0119

Once your sheet is done you can go my data and then to import.



Once you have clicked on the icon, click the browse button. This button will open your computer. Navigate to your excel sheet that you created and choose the sheet



Once that is done you can tick the box that asks to include / as department separator. Click save and continue

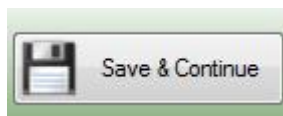


On the next page link all the columns to the appropriate field as seen in the example below.

**Sheet2**

Assign	VIP employee code	to	VIP Employee ID
Assign	Name	to	FirstnameAndSurname
Assign	Department	to	Department Name
Assign	VIP company code	to	VIP Company ID
Assign	CLOCK CODE	to	ClockSystemCode

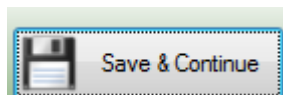
Click the save and continue button




The next screen will give you a summary of everything you want to import into the time and attendance system. Please ensure that everything is correct before moving on to the next stage.

VIP Em...	FirstnameAndSurname	Department Name	VIP Co...	ClockSy...	Type
<input checked="" type="checkbox"/>	MPHO LUCAS MBALISA	GTAF/ABATTOIR	021		New
<input checked="" type="checkbox"/> 0031	ABRAM MATSUMA	GTAF/ABATTOIR	024	0031	New
<input checked="" type="checkbox"/> 0043	DAWID JOHANNES KEYSER	GTAF/WHOLESALE	024	0043	New
<input checked="" type="checkbox"/> 0069	CHRISTIAAN FRANS RADEMAN	GTAF/ENGINEERING	024	0069	New
<input checked="" type="checkbox"/> 0075	CORNELIUS DU PREEZ	GTAF/DEBONING	024	0075	New
<input checked="" type="checkbox"/> 0095	SELINA JANSEN	GTAF/DEBONING	024	0095	New
<input checked="" type="checkbox"/> 0106	MZINAMABHELE MOFFAT MBANGELA	GTAF/DEBONING	024	0106	New
<input checked="" type="checkbox"/> 0119	PETER JACQUES JACO VAN DER ROSS	GTAF/OFFAL	024	0119	New
<input checked="" type="checkbox"/> 0169	ADAM JOHANNES HENDRIKUS VAN DER...	GTAF/ENGINEERING	024	0169	New
<input checked="" type="checkbox"/> 0211	SEBENZILE NDABA	GTAF/OFFAL	024	0211	New
<input checked="" type="checkbox"/> 0216	RAMOHAPI ABEL MBELE	GTAF/ABATTOIR	024	0216	New
<input checked="" type="checkbox"/> 0223	ARTHUR PENNY	GTAF/WHOLESALE	024	0223	New
<input checked="" type="checkbox"/> 0229	MOHOLO KOOS RATHABA	GTAF/STEAM	024	0229	New
<input checked="" type="checkbox"/> 0230	LAZARUS TSHIDISO KUMALO	GTAF/DEBONING	024	0230	New

Click save and continue



On the next page you can specify on which date the employees should be active from.

 Save Details

Total employees:



Employees Selected:

Employees Skipped:

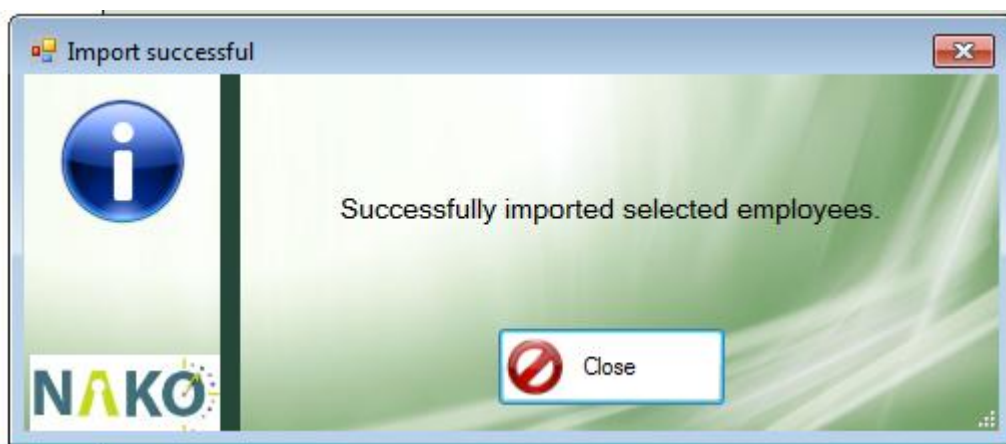
Set employees active from:

September 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	<input type="text" value="7"/>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 2015/09/07

 Back  Save & Continue

You should get a message stating that the import was successful.



Click the close button. All the employees should now be available in your time and attendance software.