Using force shift on the time entry screen in Nako

In the time and attendance software you can use a force shift function to enforce different shift rules over the normally applied shift rules. To enforce a shift you can navigate to the "my data" tab and then select the clockings option.

- Rep	orts Ex	port Leav	ve Ab	senteeism	Roste	ering	My Data
Clockings	San Warnings	Employees	Global	Register	Import	IN/OUT	Scanner
Employees							- Fa

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
80000	Matthew Barnard
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 O Valid Entries O Invalid Entries O Mod	Jified Entries
From: - Wednesday, August 12, 2015 - +	To: - Wednesday, August 19, 2015 - +
Show: Calender 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 Strandard (TIP Strandard Shift man fr)	
	17:00	OUT	Added by Master	Open	ne Standard (ne Standard Shirt mon-m)	
2015/08/13 - Thursday						
2015/8/13-Thu	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift man fr)	
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift Mon-III)	
2015/08/14 - Friday						
2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Stradard (TIP Stradard Skitt man fr)	
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-In)	

By right clicking on the specific day you will get a drop down with options for you to do.



When you want to enforce a shift select the force shift button. The force shift screen should appear.

🖳 Force A S	Shift 📃 🗖 💌						
	Force Shift						
8:00 IN	Added by Master Open 17:00 OUT Added by Master Open						
TIP Standard	(TIP Standard Shift mon-fri)						
Change to: TIP Standard (TIP Standard Shift mon-fri)							
Save Cancel							

You can now use the drop down button next to the change to option to select the shift you want to enforce on the paired entries.

TIP Standard (TIP Standard Shift mon-fri)	-
TIP Holiday (TIP Holiday Shift)	_
TIP Management (TIP Management open)	
TIP Saturday (TIP Saturday shift)	
TIP Standard (TIP Standard Shift mon-fri)	
TIP Sunday (TIP Sunday Shift)	_

Select the shift which you want to enforce and click on the save button.



The shift will now change to apply the rules that you have chosed.