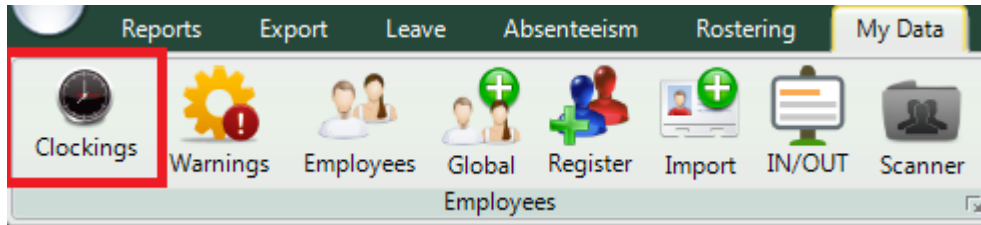## Using force shift on the time entry screen in Nako

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.

When the time entry screen opens you can click on the specific employee that you want to edit.
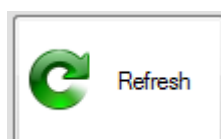

The employee's data will now appear in the centre of the screen.   The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.
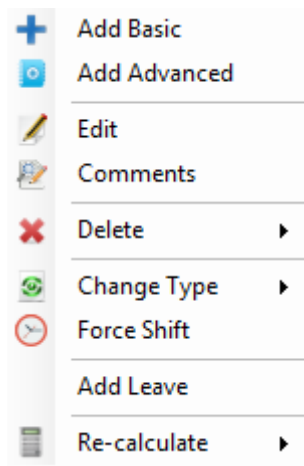

After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.

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 | 8:00 | IN | Added by Master | Open | TIP Standard (TIP Standard Shift mon-fri) |
| | 17:00 | OUT | Added by Master | Open | |

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

- Add Basic
- Add Advanced
- Edit
- Comments
- Delete ▶
- Change Type ▶
- Force Shift
- Add Leave
- Re-calculate ▶

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

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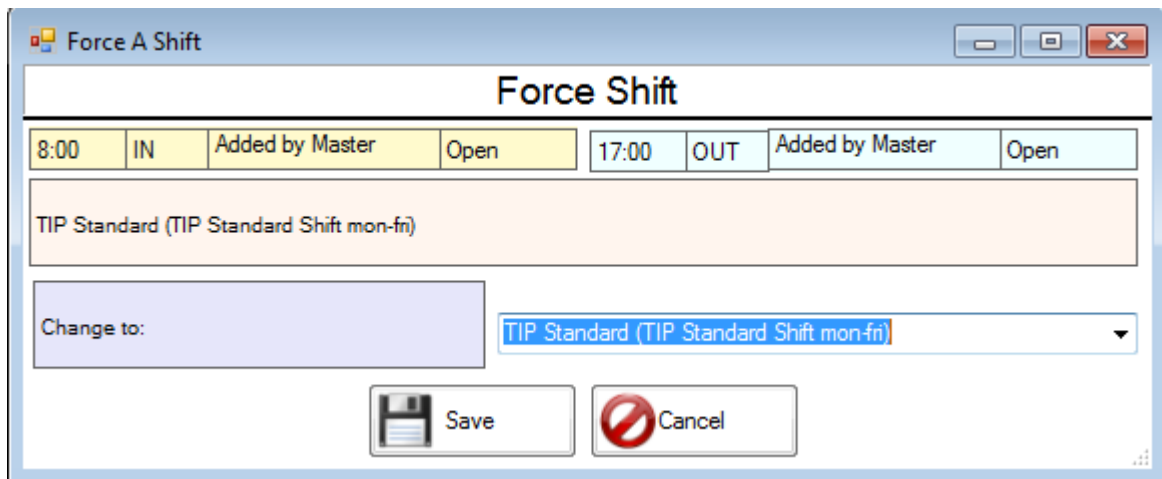
You can now use the drop down button next to the change to option to select the shift you want to enforce on the paired entries.

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)
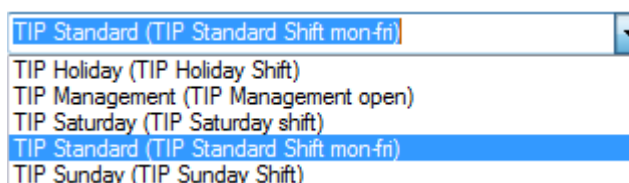
Select the shift which you want to enforce and click on the save button.
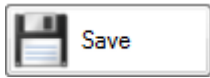
The shift will now change to apply the rules that you have chosed.