



# Deleting time

*Last updated - Jun 02, 2020 at 2:55PM*

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To permanently delete a block of time simply find and delete the appropriate *In* and *Out transactions*. To easily find them first find the block of time to be deleted from the timesheet view then click on it to see the transactions that made up that block of time.

**Note:** When clicking on a block of time if there seems to be a missing in/out this may indicate that the time block is running on from the day before, or is running on to the day after. In this instance you may need to also click on the time blocks for the adjacent days to find the transactional in/out that applies to the multi-day time block.