



Deleting time

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

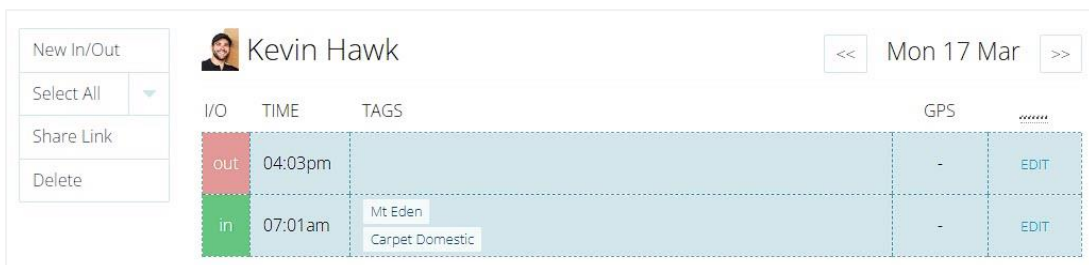
| | |
|----------------|--|
| Web: | https://timedock.com |
| Email: | info@timedock.com |
| International: | (+64) 9 444 1384 |
| Local phone: | (09) 444 1384 |

To permanently delete a block of time you'll need to find and delete the appropriate *IN* and *OUT* entries. Follow the steps below to delete existing IN and OUT entries:

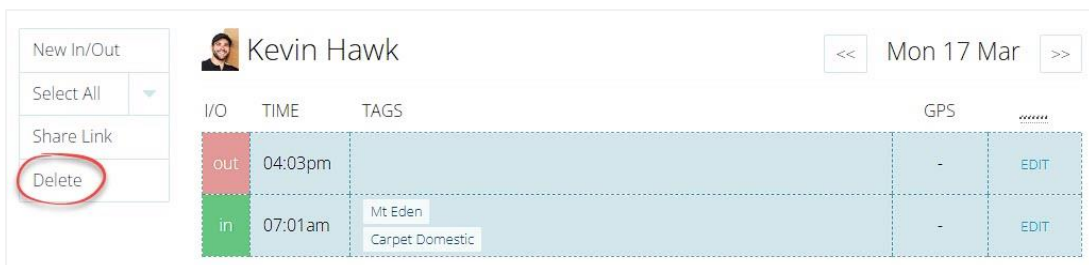
1. Navigate to the *Timesheet* view.
2. Click on the number of hours in the day cell for the employee.



3. Click to select the *IN* and *OUT* entries that need to be deleted.



4. Once the entries are selected, click the *Delete* button in the left-hand actions menu.



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.