Overview

Deleting an entry from a Timesheet or Expense Sheet

Using the [Delete] key

1. Highlight the unwanted line entry.
2. Press the [Delete] key.
   The Delete Entry window appears.
3. Click Yes to remove the unwanted entry.

Using the Right-Click option

Note

You can only use the right click delete method when in the Calendar view.

1. Highlight the unwanted entry.
2. Right-click the unwanted entry.
   On the pop-up menu click Delete Timesheet Entry
3. The Delete Entry window appears.

4. Click Yes to remove the unwanted entry.

5. To delete more than one entry at a time, hold down the [Ctrl] key while selecting the unwanted entries. When you press the [Delete] key or Right-click, the Delete Line window is displayed.

6. Click Yes to delete each entry.

Related

- Authorising, deleting and exporting