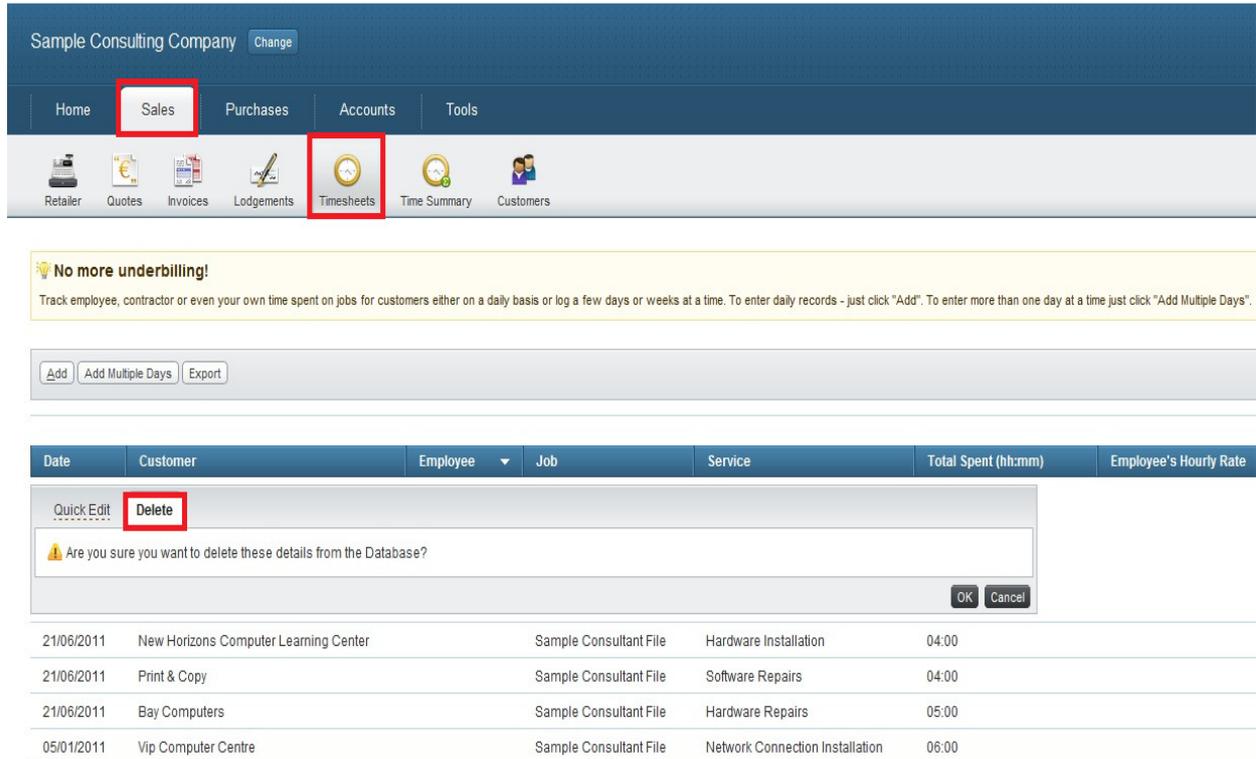


## How to delete a timesheet

1. Click on Sales, Timesheets,
2. Click the timesheet you wish to delete,
3. Click delete.
4. Click ok to the prompt 'Are you sure you want to delete these details from the Database? timesheet'



Sample Consulting Company [Change](#)

Home **Sales** Purchases Accounts Tools

Retailer Quotes Invoices Lodgements **Timesheets** Time Summary Customers

**No more underbilling!**  
Track employee, contractor or even your own time spent on jobs for customers either on a daily basis or log a few days or weeks at a time. To enter daily records - just click "Add". To enter more than one day at a time just click "Add Multiple Days".

[Add](#) [Add Multiple Days](#) [Export](#)

Date	Customer	Employee	Job	Service	Total Spent (hh:mm)	Employee's Hourly Rate
21/06/2011	New Horizons Computer Learning Center	Sample Consultant File	Hardware Installation		04:00	
21/06/2011	Print & Copy	Sample Consultant File	Software Repairs		04:00	
21/06/2011	Bay Computers	Sample Consultant File	Hardware Repairs		05:00	
05/01/2011	Vip Computer Centre	Sample Consultant File	Network Connection Installation		06:00	

Quick Edit **Delete**

⚠ Are you sure you want to delete these details from the Database?

[OK](#) [Cancel](#)