

## My Time Sheet Starts with Wrong Day

From the main menu in Barnestorm Office click on **Employee Activity** > **Time Sheets**, from Point-of-Care go straight to **Time Sheets**. Click on the yellow star icon inside of the Next Time Sheet section. The date drop down list for **Next Time Sheet** will be active. Change the From and Thru date to the first week that your time sheet period began. Click on Create. Continue to click on Create until you are at the current week.

If time sheets with incorrect dates were created, select them from the **Time Sheets** section and click the **Delete** button. Clicking the delete button will only delete the time frame (time sheet) you have selected - it will not delete the actual data that is created from other screens. The next time you recreate the time sheet it will gather the data that is needed for that time frame.

The screenshot displays the 'Time Sheets' management interface. At the top left, there is an 'Employee:' field. To the right, the 'Next Time Sheet' section includes a 'Create' button, 'From' and 'Thru' date pickers (set to 08/24/13 and 08/30/13), and a yellow star icon. Below this is a list of 'Time Sheets' with a 'Delete' button highlighted. A 'Time Range' section shows '8:00 AM' and a 'Totals' section with 'Visit', 'Non-Visit', and 'Miles' columns.

Time Sheets	# of Time Sheets
20130302 - 20130308	10
20120915 - 20120921	
20120804 - 20120810	
20120414 - 20120420	
20110820 - 20110826	

Totals		
Visit	Non-Visit	Miles
0.00	0.00	0
Total Hours		

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50397.aspx>