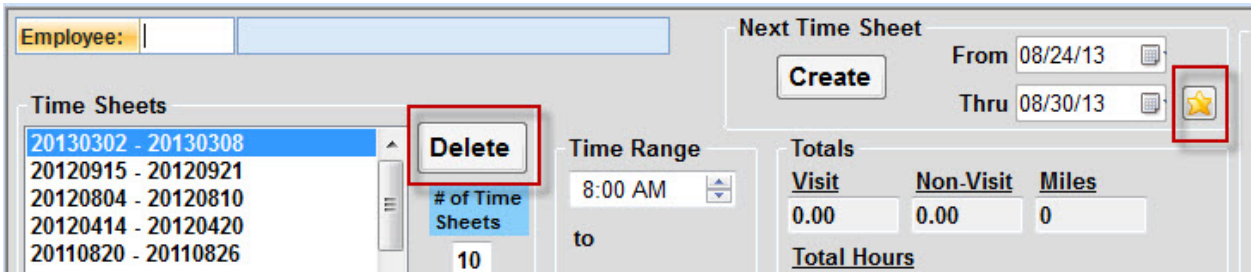
From the main menu in Barnestorm Office click on **Employee Activity > Time Sheets**, from Point-of-Care go straight to **Time Sheets**. Click on the yellow star icon inside of the Next Time Sheet section. The date drop down list for **Next Time Sheet** will be active. Change the From and Thru date to 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.



Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50397.aspx