

Modifying or Deleting An Hours Entry

Note: This is only possible while your entry is 'Pending'. Once approved a change request will need to be made to the Committee Head.

If you want to change or remove an entry that you've submitted follow these steps.

1. From the Log Hours screen, click the entry you want to change

The screenshot shows the SIYC Organizer Dashboard. The 'Log Hours' form on the left includes fields for Hours (set to 2.5), Date (Mar 27, 2017), and Committee (Transportation). The 'Timesheet' table on the right shows a list of entries for the period Jan 01 2017 - Dec 31 2017. The table has columns for Date, Activity, and Hours. The entry for 03/25/17 with Activity 'Transportation' and 2.5 hours is highlighted in blue, with a red arrow pointing to the '2.5' value.

Date	Activity	Hours
03/25/17	Transportation	2.5
03/05/17	Transportation	1
02/26/17	Transportation	1
Total		4.5

2. Click the blue 'edit' text.

This close-up shows the 'edit' link in blue text next to the 03/25/17 entry. The entry details are: Date: 03/25/17, Activity: Launched flattop, Submitted on 2017-03-25 09:28:03, and Hours: 2.5.

Date	Activity	Hours
03/25/17	Launched flattop <small>Submitted on 2017-03-25 09:28:03</small>	2.5 edit
03/05/17	Transportation	1
02/26/17	Transportation	1
Total		4.5

3. Make your changes, click SAVE or DELETE to remove.

The edit form shows the current entry details: Hours: 2.5, Date: Mar 25, 2017, Committee: Transportation. At the bottom, there are three buttons: 'Save' (highlighted in orange), 'Cancel', and 'Delete'.