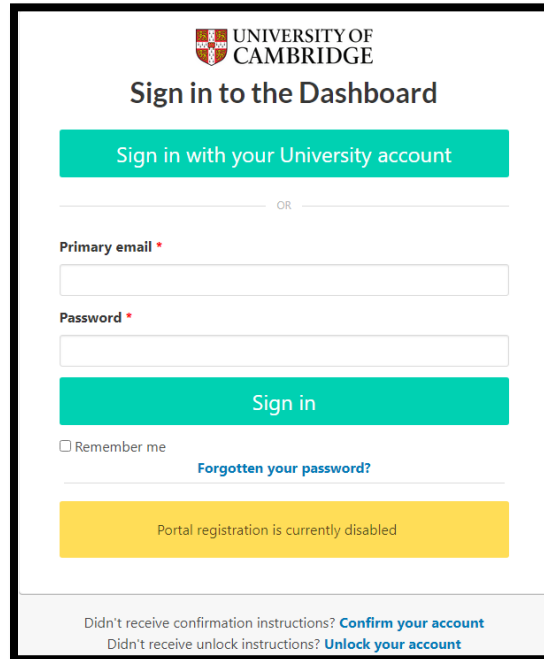# CAMBRIDGE CASUAL WORKER SYSTEM HOW TO GUIDE

DELETING A TIMESHEET
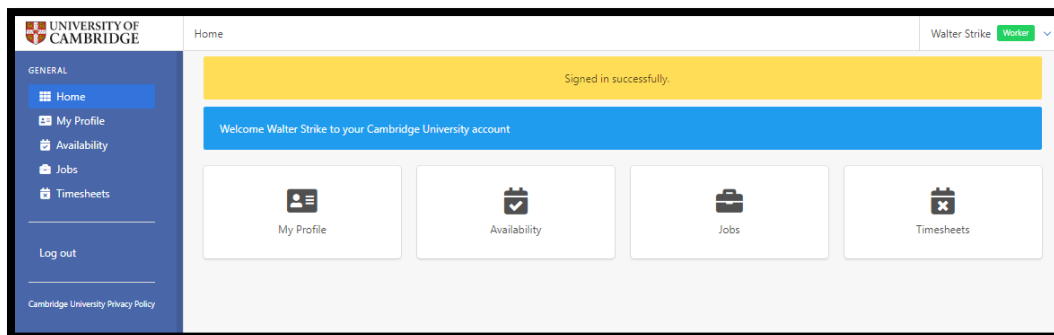
Step 1

Sign into the Cambridge Casual Worker System (CCWS) using your Worker account.
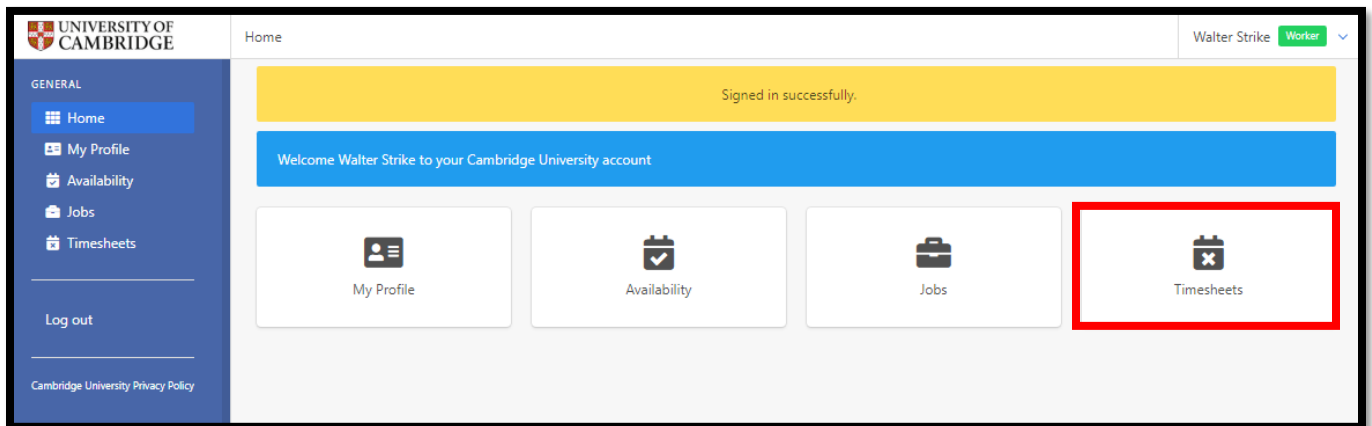
https://cambridge.dashboardtechnology.co.uk/

Step 2

Select the Timesheets button

Step 3

The Timesheets page will display a list of Timesheets to submit and ones which have been submitted.

Step 4

If a worker does not work any hours during one of the weeks they were booked to work, they will still have an outstanding timesheet in their list of timesheets to manage. In this situation the worker can delete the timesheet for that week.

To delete timesheet with zero hours, first locate the timesheet in the Manage Timesheets list making a note of the timesheet reference number in the Ref column.
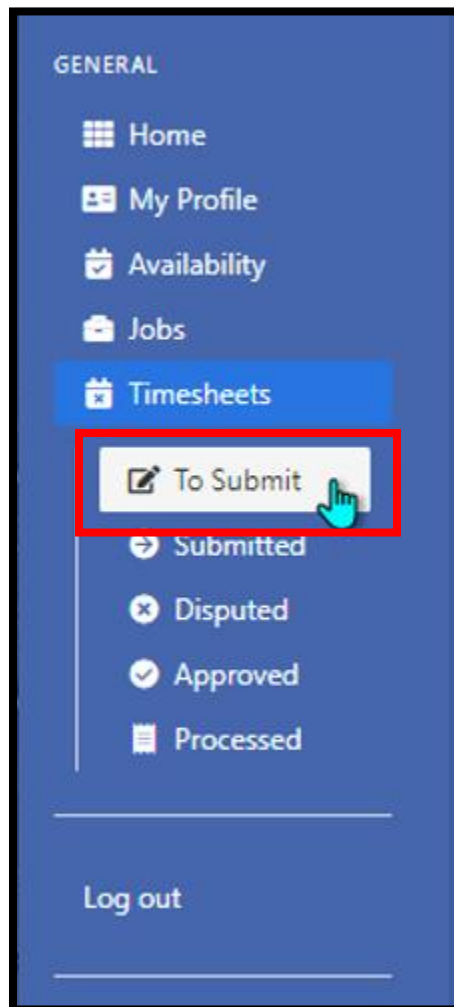
Step 5

Select the **To Submit** button from the left-hand menu.

Step 6

On the Manage Timesheets page, tick the box next to the timesheet you want to delete. Make sure it is the correct timesheet if there is more than one. Press the red **Delete** button at the bottom of the page.

Step 7

A message will appear asking if you are sure you want to delete the selected timesheets.

Please Confirm

Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

[   ]

Confirm   Cancel

Follow the prompt and type **delete** into the field and press the green **Confirm** button.
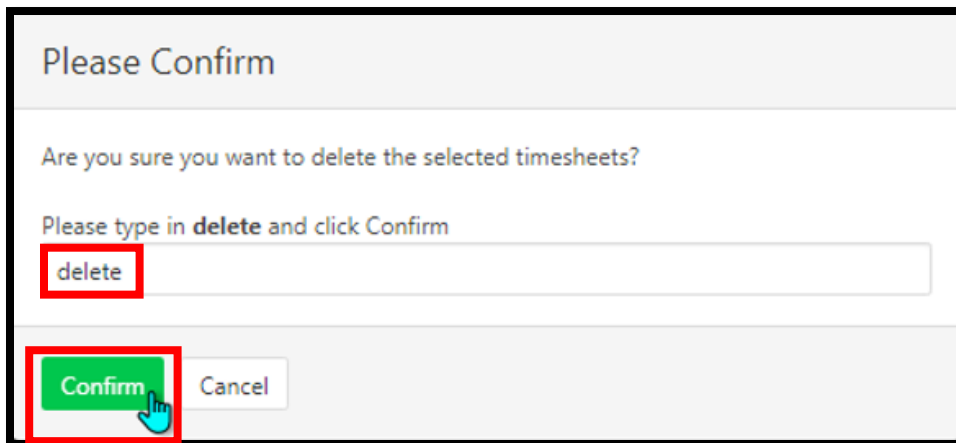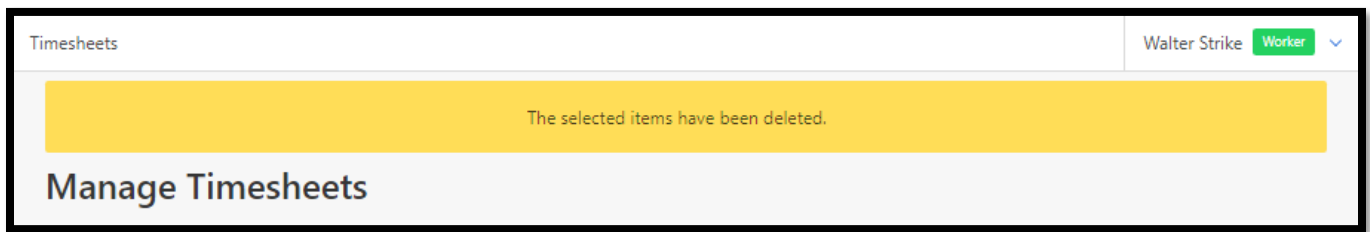

Please Confirm

Are you sure you want to delete the selected timesheets?

Please type in **delete** and click Confirm

delete

Confirm   Cancel

Step 8

The screen will refresh to show a yellow message at the top of the screen stating that 'The selected items have been deleted'.

Timesheets	Walter Strike Worker ⌄
The selected items have been deleted.	

Manage Timesheets

Finish