

# DELETING AN E-SIGNATURE ENTRY

In the event that an e-Signature entry has been signed incorrectly, it may be deleted and signed again. It is important to note that once an entry has been deleted, it cannot be retrieved.

e-Signatures may be deleted from 2 areas:

1. [e-Signature Dashboard](#)
2. [Children in Care Dashboard](#)

This tip sheet will walk you through both processes.

## Summary

### *e-Signature Dashboard*

1. On your dashboard click on the e-Signature tab
2. Utilise search keyword functionality to find child
3. Click on the magnifying glass to view
4. Click on Delete
5. Click on Delete
6. Click on Close

### *Children in Care Dashboard*

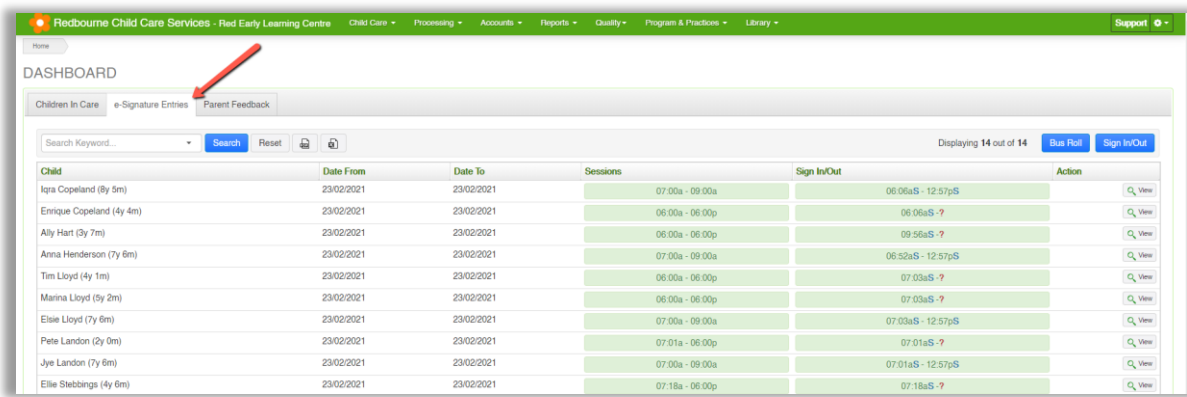
1. On your dashboard click on the children in care tab
2. Utilise search keyword functionality to find child
3. Click on the magnifying glass to view
4. Click on Delete
5. Click on Delete
6. Click on Close

# DELETING AN E-SIGNATURE ENTRY

## Detailed

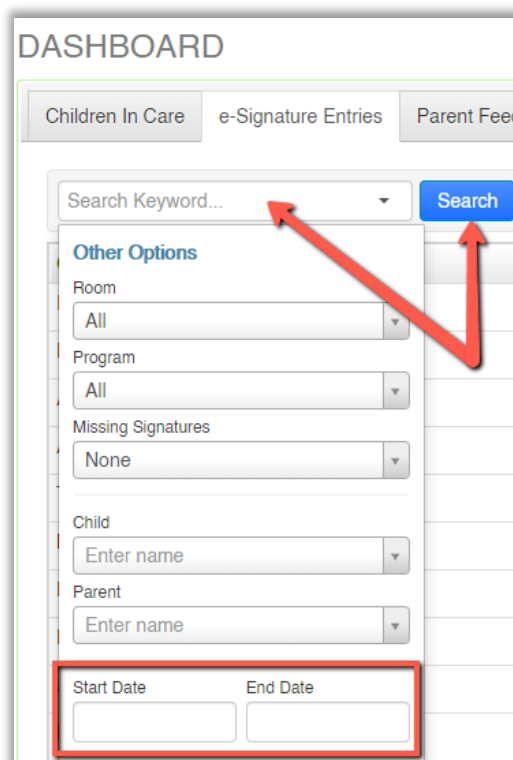
### e-Signature Dashboard

From your homepage, click on the e-Signature Entries tab.



Child	Date From	Date To	Sessions	Sign In/Out	Action
Iqra Copeland (8y 5m)	23/02/2021	23/02/2021	07:00a - 09:00a	06:06aS - 12:57pS	
Enrique Copeland (4y 4m)	23/02/2021	23/02/2021	06:00a - 06:00p	06:06aS - 7	
Ally Hart (3y 7m)	23/02/2021	23/02/2021	06:00a - 06:00p	09:56aS - 7	
Anna Henderson (7y 6m)	23/02/2021	23/02/2021	07:00a - 09:00a	06:52aS - 12:57pS	
Tim Lloyd (4y 1m)	23/02/2021	23/02/2021	06:00a - 06:00p	07:03aS - 7	
Marina Lloyd (5y 2m)	23/02/2021	23/02/2021	06:00a - 06:00p	07:03aS - 7	
Elsie Lloyd (7y 6m)	23/02/2021	23/02/2021	07:00a - 09:00a	07:03aS - 12:57pS	
Pete Landon (2y 0m)	23/02/2021	23/02/2021	07:01a - 06:00p	07:01aS - 7	
Jye Landon (7y 6m)	23/02/2021	23/02/2021	07:00a - 09:00a	07:01aS - 12:57pS	
Elise Stebbings (4y 6m)	23/02/2021	23/02/2021	07:18a - 06:00p	07:18aS - 7	

Search for the e-Signature entry by clicking the arrow, entering a child and date range and clicking search:



**DASHBOARD**

Children In Care | e-Signature Entries | Parent Feed

Search Keyword...

**Other Options**

Room:

Program:

Missing Signatures:

Child:

Parent:

**Start Date**  **End Date**

# Detailed

Any entries relevant to your search will appear:

DASHBOARD

Children In Care | e-Signature Entries | Parent Feedback

Enzo Search Reset [Icons] Displaying 6 out of 6 [Buttons]

Current Search Options: Room: All Program: All Missing Signatures: None Start Date: 15/02/2021

Child	Date From	Date To	Sessions	Sign In/Out	Action
Enzo Connor (4y 5m)	15/02/2021	15/02/2021	06:00a - 06:00p	NP - S	[View]
Enzo Connor (4y 5m)	16/02/2021	16/02/2021	06:00a - 06:00p	09:28aS - 01:57pS	[View]
Enzo Connor (4y 5m)	17/02/2021	17/02/2021	06:00a - 06:00p	02:10pS - 03:55pS	[View]
Enzo Connor (4y 5m)	18/02/2021	18/02/2021	06:00a - 06:00p	01:55pS - 09:28pS	[View]
Enzo Connor (4y 5m)	19/02/2021	19/02/2021	06:00a - 06:00p	10:37aS - 11:00aS	[View]
Enzo Connor (4y 6m)	22/02/2021	22/02/2021	06:00a - 06:00p	09:08aS - 09:55pS	[View]

Click the **View** button to open the record then click the **Delete** button:

Sign In/Out Entry

Child	Not Present	Date	Session	Name	Sign In	Misc	Name	Sign Out	Misc	Action
Enzo Connor	<input type="checkbox"/>	15/02/2021	06:00:00 18:00:00	Lucy McDonald	16/02/2021 NP					[View] [Delete]

Confirm the details to be deleted are correct and click the **Delete** button:

Delete Sign In/Out Entry

Child Name: Enzo Connor Is Not Present:

**Sign In**

Session Time: 15/02/2021 6:00:00 AM Actual Time: 16/02/2021 8:55:00 AM Person: Lucy McDonald

**Sign Out**

Session Time: 15/02/2021 6:00:00 PM Actual Time: Person:

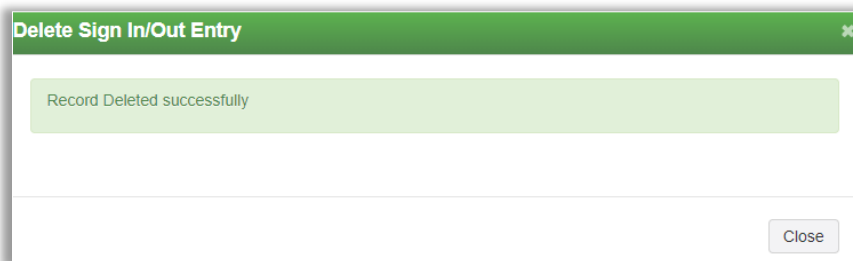
**Delete Comment**

[Text Area]

[Close] [Delete]

# Detailed

A message will appear to let you know that the record has successfully been deleted:



Click the Close button. Once the page has been refreshed, the deleted entry will appear in red:

DASHBOARD

Children In Care | e-Signature Entries | Parent Feedback

Enzo Search Reset [Icons] Displaying 6 of 6 [Buttons]

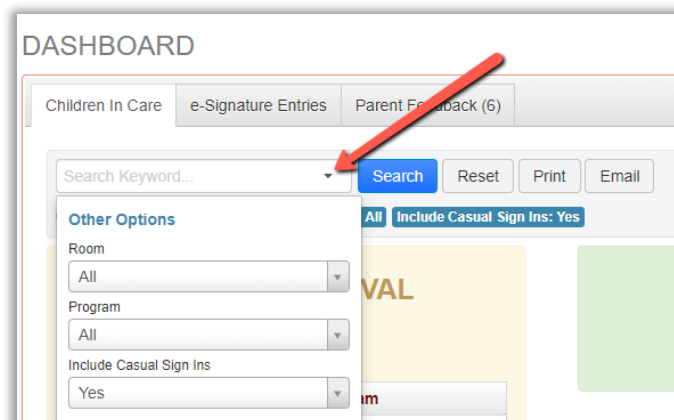
Current Search Options: Room: All Program: All Missing Signatures: None Start Date: 15/02/2021

Child	Date From	Date To	Sessions	Sign In/Out	Action
Enzo Connor (4y 5m)	15/02/2021	15/02/2021	06:00a - 06:00p	NP - S	[View]
Enzo Connor (4y 5m)	16/02/2021	16/02/2021	06:00a - 06:00p	09:28aS - 01:57pS	[View]
Enzo Connor (4y 5m)	17/02/2021	17/02/2021	06:00a - 06:00p	02:10pS - 03:35pS	[View]
Enzo Connor (4y 5m)	18/02/2021	18/02/2021	06:00a - 06:00p	01:55pS - 09:28pS	[View]
Enzo Connor (4y 5m)	19/02/2021	19/02/2021	06:00a - 06:00p	10:37aS - 11:00aS	[View]
Enzo Connor (4y 6m)	22/02/2021	22/02/2021	06:00a - 06:00p	09:08aS - 09:55pS	[View]

## Children in Care Dashboard

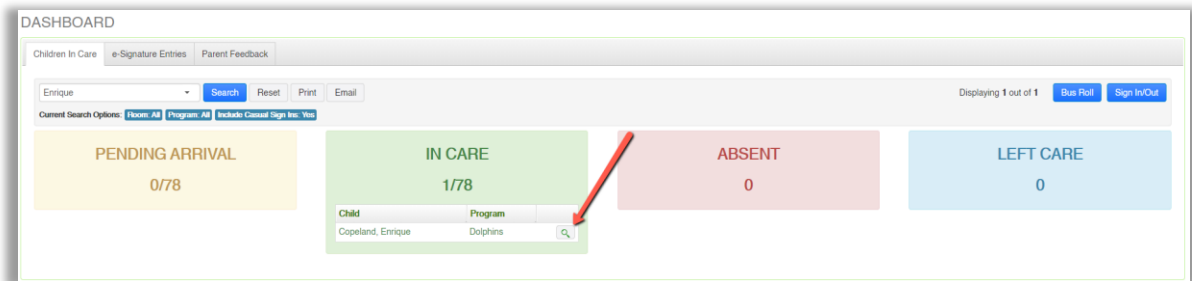
Any children in the columns: In Care, Absent and Left care you can delete the e-Signature entry.

First, utilise the search function to find the child. Type in either their first name or surname in the search keyword box then click **Search**:

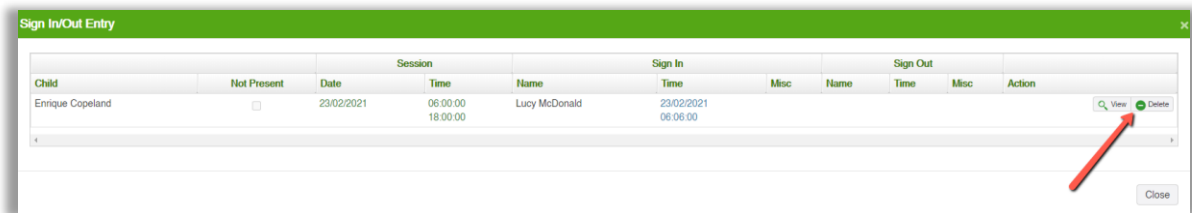


# Detailed

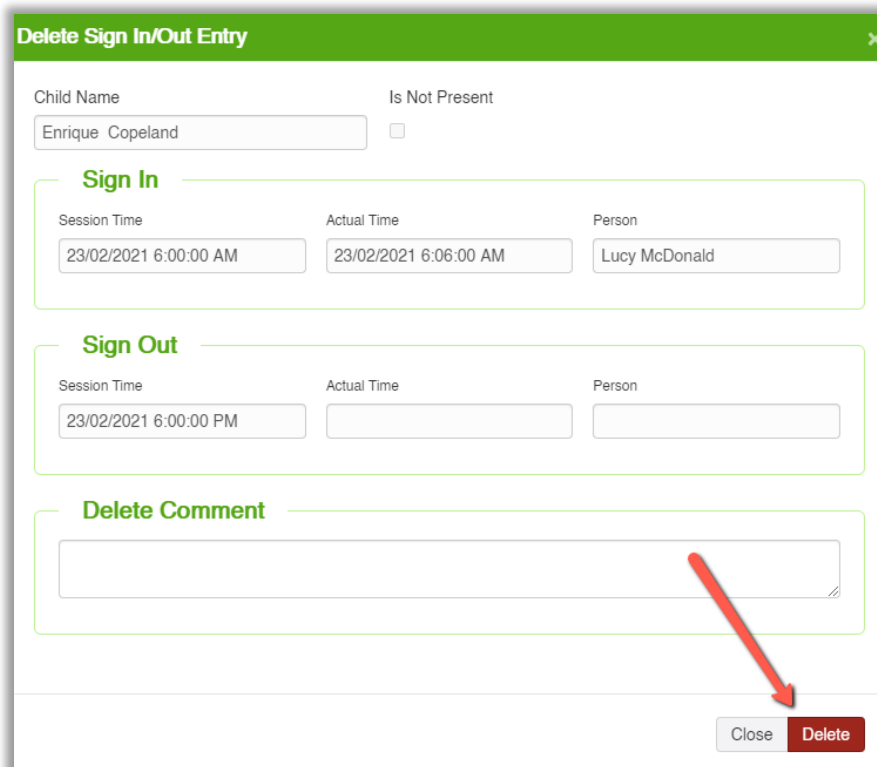
Once you find the record click on the magnifying glass:



When the sign in/out entry opens click on the delete button:



The delete screen will open, so confirm the removal by click on delete again:



The child's name will the move back to the Pending Arrival column. You can sign in the child again if needed.