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
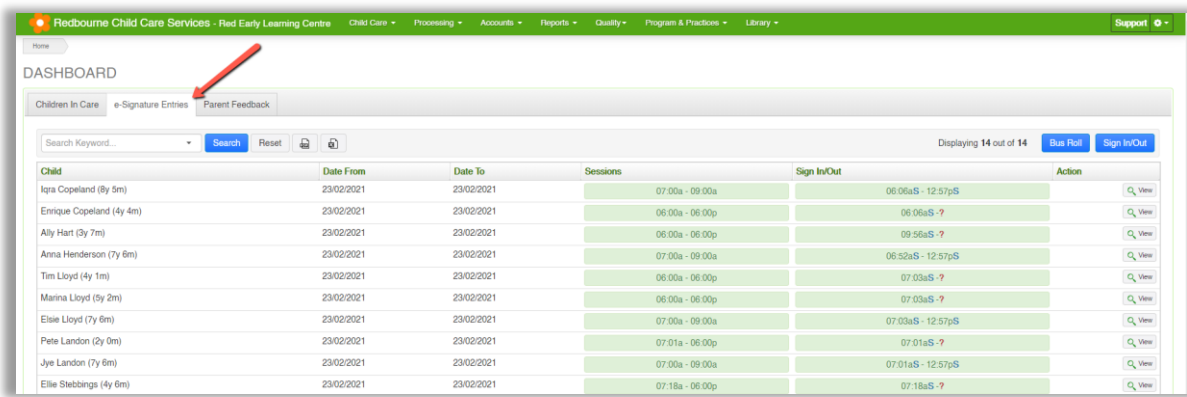6. Click on Close

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
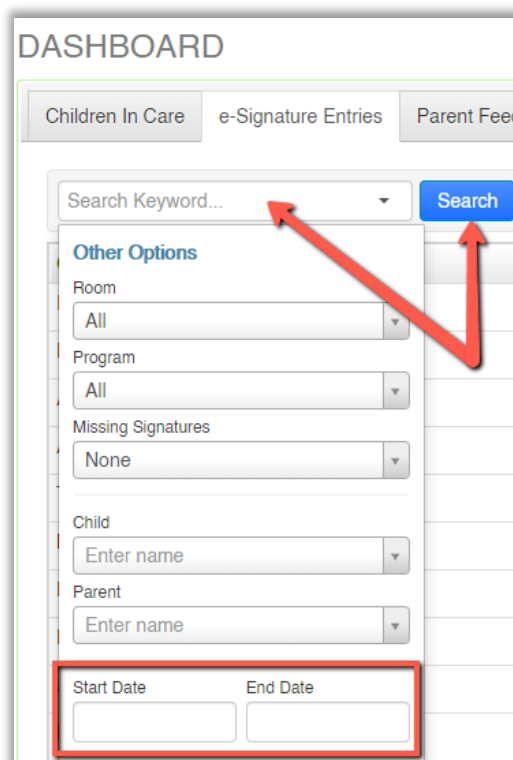6. Click on Close

DELETING AN E-SIGNATURE ENTRY

Detailed

e-Signature Dashboard

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

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

Detailed

Any entries relevant to your search will appear:

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

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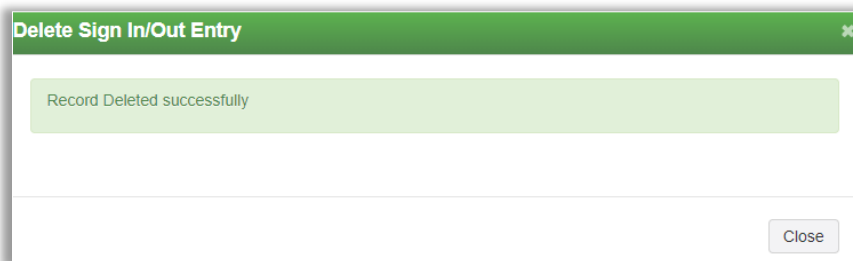
Detailed

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:
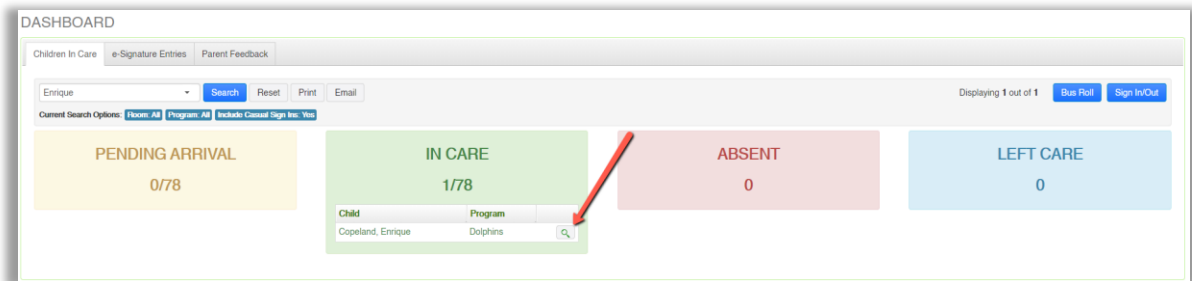

Children in Care Dashboard

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:**
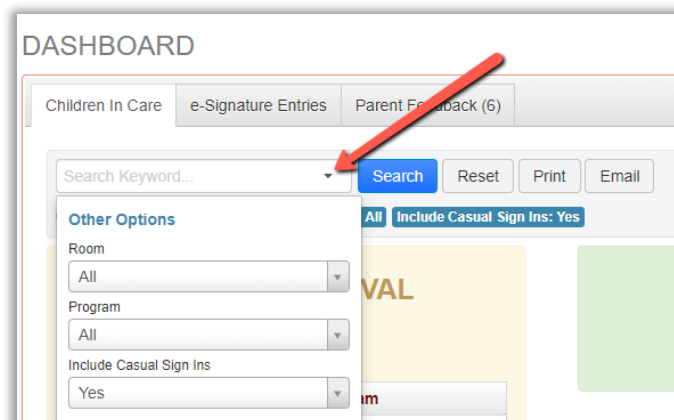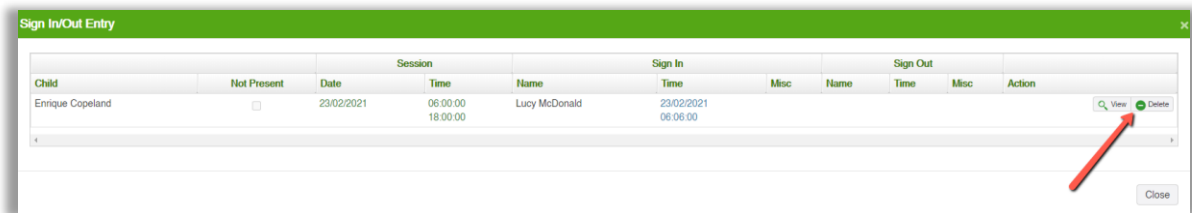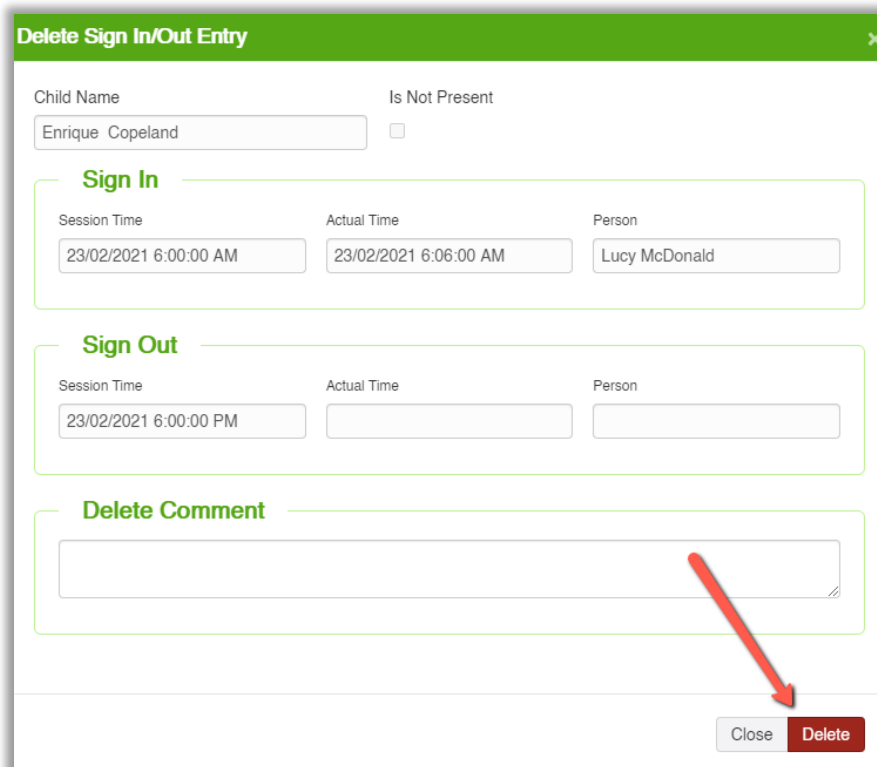
Detailed

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.