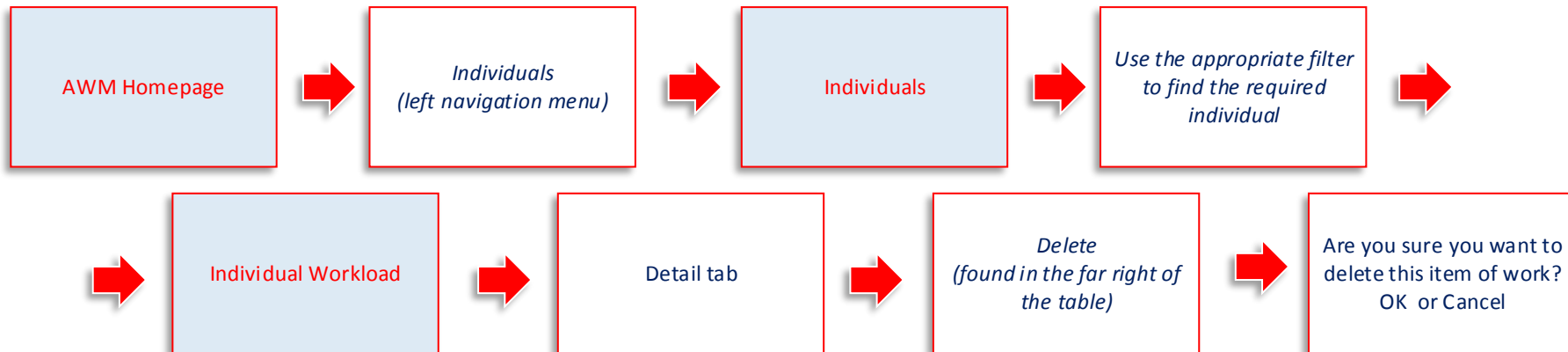


Delete a Work Item

Navigate to appropriate screen



Key Points to know

- A work item can only be deleted in a Sessional workload if it is in the Planning stage.
- Changes are tracked in the table next to each work item:
 - New: Added since workload was created or last approved.
 - Modified: Changed since workload was last approved.
 - Deleted: Deleted since workload was last approved.
- A dialogue box will ask you if you are sure you want to delete this time of work.
- If a Non-Sessional is at any stage other than the Planning stage and a work item needs to be deleted you need to choose Revise from the Update Status button on your screen. This will move the workload back to the planning stage.
- In the event a work item has been deleted in error and you are in the Checking stage – choose Revise from the Update Status button.
- This moves you back to the Planning stage and allows you the opportunity to Restore your deleted work item. Restore is an option shown in the table on the Detail screen.