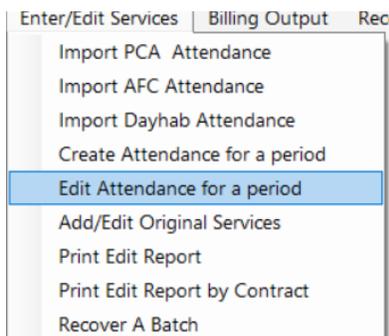


DELETE ATTENDANCE

Reasons for deleting:

- Created for incorrect date span
- Created for incorrect contract
- Created for incorrect client(s)

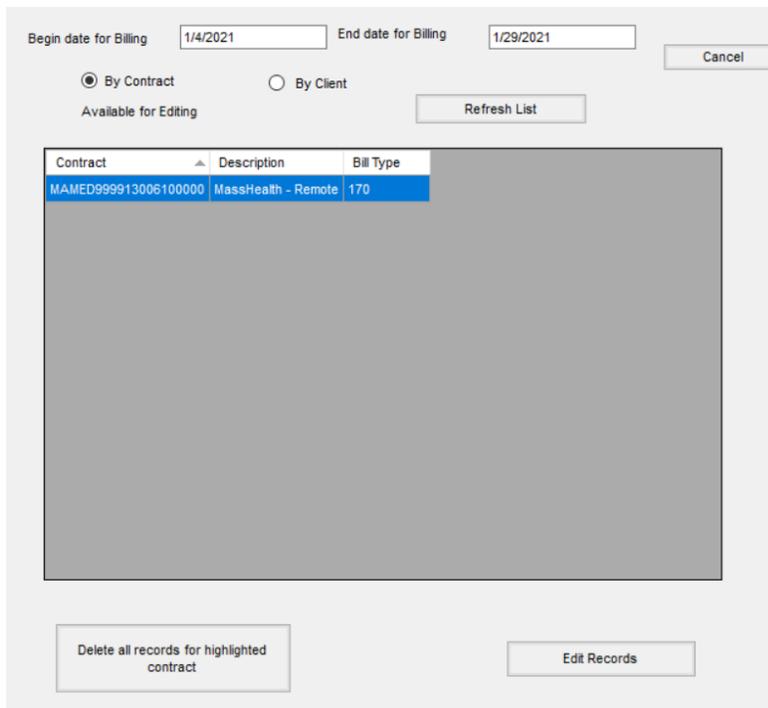
Go into Enter/Edit Services tab and select Edit Attendance for a period.



Make sure the Begin and End dates are the accurate dates you are looking to delete.

Choose either By Contract or By Client

Select Refresh List:



The screenshot shows a dialog box for editing attendance records. At the top, there are two date input fields: 'Begin date for Billing' with the value '1/4/2021' and 'End date for Billing' with the value '1/29/2021'. To the right of these fields is a 'Cancel' button. Below the date fields are two radio buttons: 'By Contract' (which is selected) and 'By Client'. Underneath the radio buttons is a checkbox labeled 'Available for Editing' and a 'Refresh List' button. The main area of the dialog is a table with three columns: 'Contract', 'Description', and 'Bill Type'. The table contains one row with the following data: 'MAMED999913006100000', 'MassHealth - Remote', and '170'. The row is highlighted in blue. At the bottom of the dialog, there are two buttons: 'Delete all records for highlighted contract' and 'Edit Records'.

Contract	Description	Bill Type
MAMED999913006100000	MassHealth - Remote	170

Highlight the contract in the main box and selected Delete all records for highlighted contract on the bottom left of the screen.

All claims that have been deleted will no longer be in the temp folder and you will be able to create new records.