

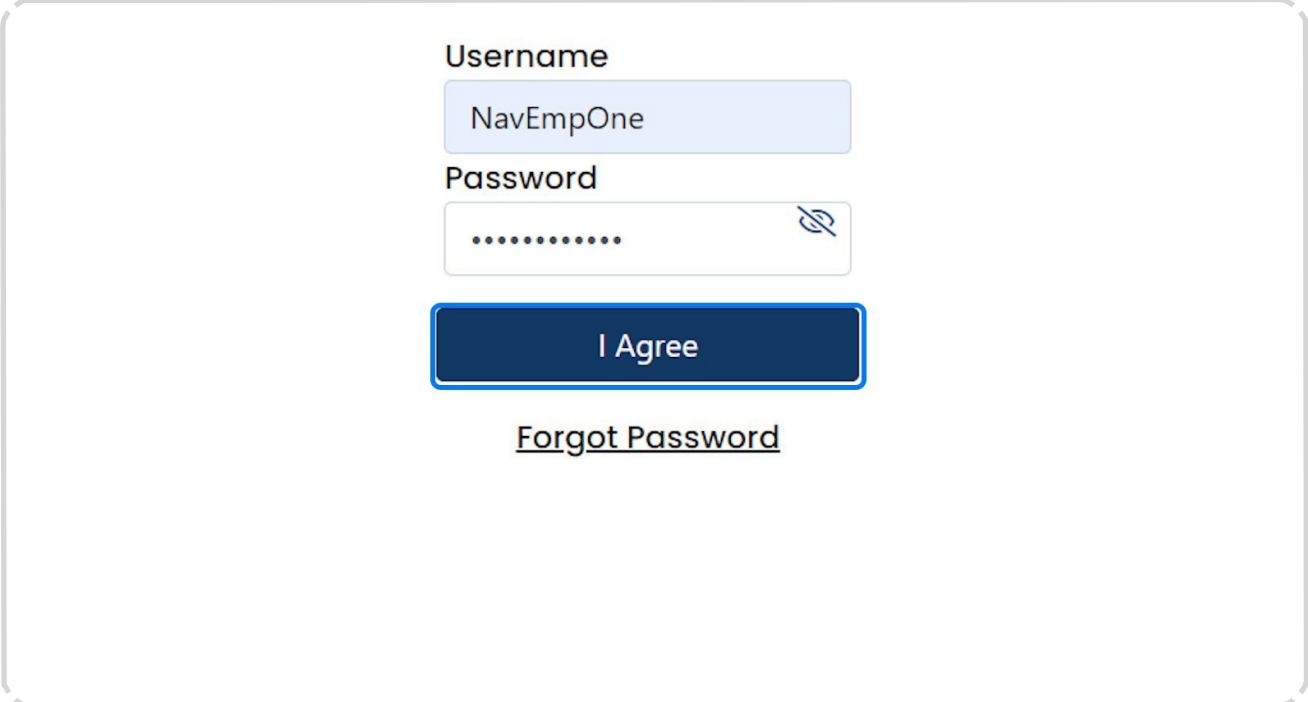
Instructions for Employees to Delete Timesheet

STEP 1

LogIntoNavigationPlusWebsite at <https://navigation-plus.com/#/MNFMS>

Enter in your user credentials. **Remember, if you are a managing party you need to use your employee login to delete your own time.**

Click on I Agree



The screenshot shows a login interface within a light gray rounded rectangle. At the top, the label 'Username' is above a light blue input field containing the text 'NavEmpOne'. Below this, the label 'Password' is above a white input field with a masked password '.....' and a toggle icon (an eye with a diagonal line) on the right. Under the password field is a dark blue button with a white border and rounded corners, labeled 'I Agree'. At the bottom of the form is a blue underlined link labeled 'Forgot Password'.

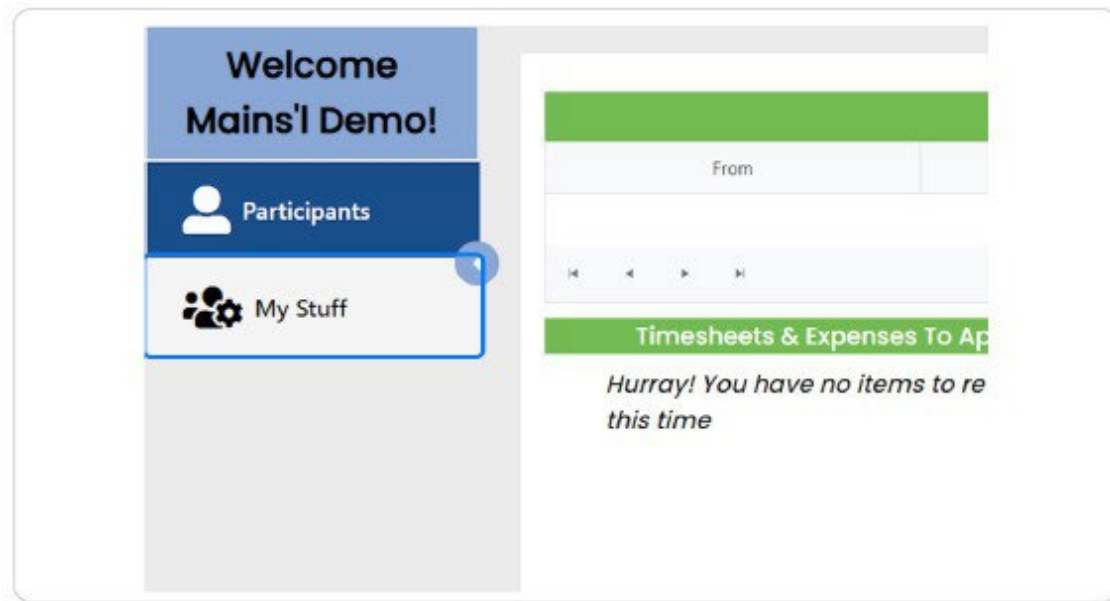
Only an employee can delete their own shift. A Managing Party cannot delete the employee's shift.

An approved timesheet cannot be deleted. If a timesheet has been approved, the managing party must first unapprove the timesheet before the employee can delete it.

STEP 2

Click on My Stuff

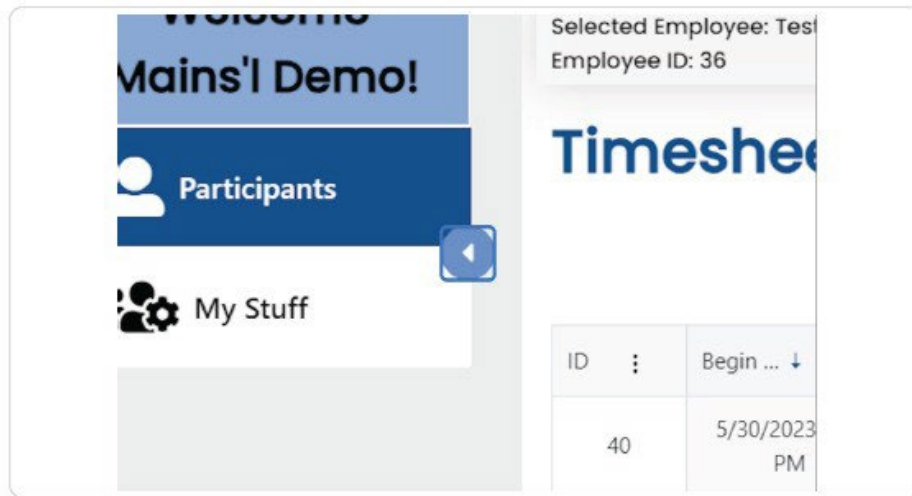
This will open up the employee's timesheet review screen



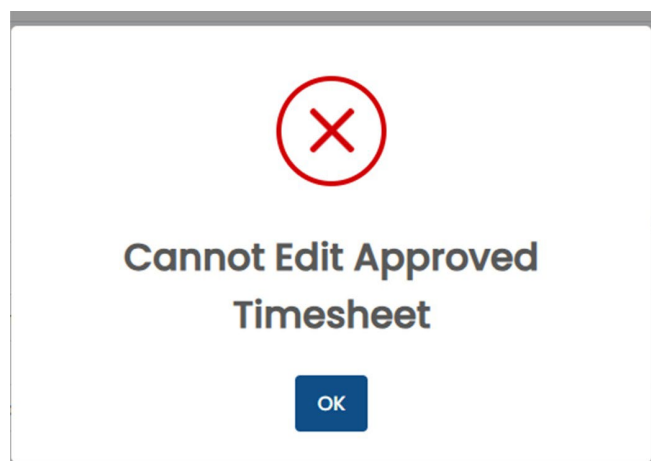
STEP 3

Collapsing the Left Navigation Menu

Clicking on the blue arrow will collapse the left navigation menu allowing for more viewing screen



An employee cannot edit or update a timesheet that has been approved by the managing party. If you receive the error message below, please contact your managing party (the person who approves your timesheets- this is not Mains'l) to ask them to unapprove your shift so you can delete the shift.

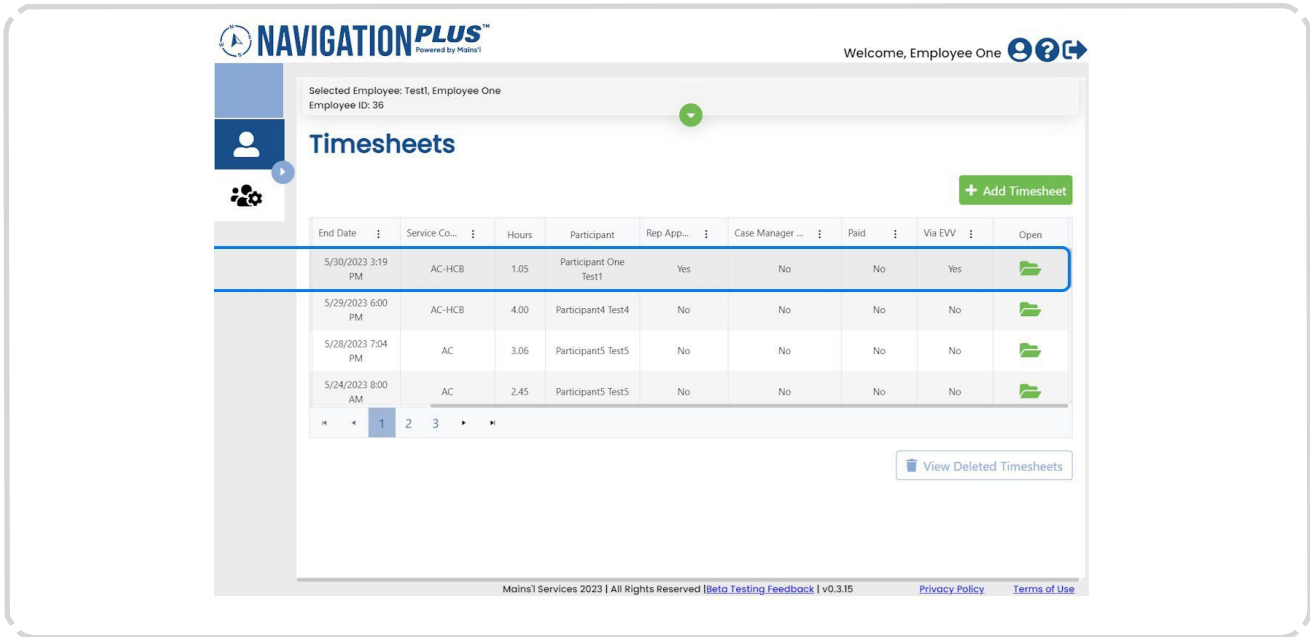


STEP 4

You must view the timesheet details to Delete.

Click on Green Folder (on the far right of the screen) for the shift you would like to delete. Once you click this folder, it will “open” the timesheet entry.

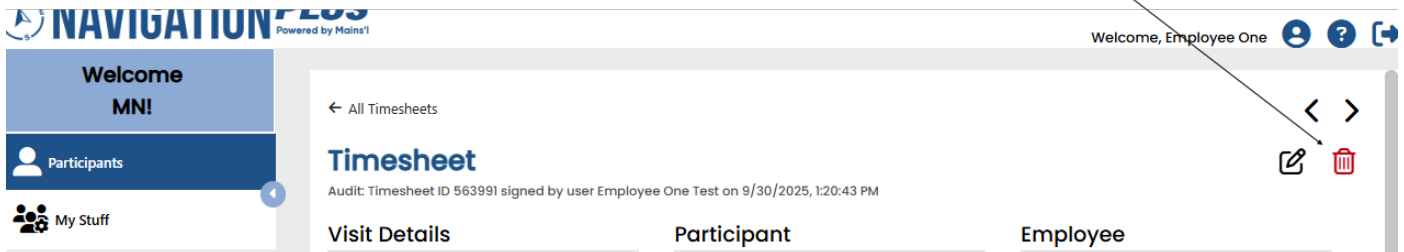
Opening the timesheet will allow you to delete



STEP 5

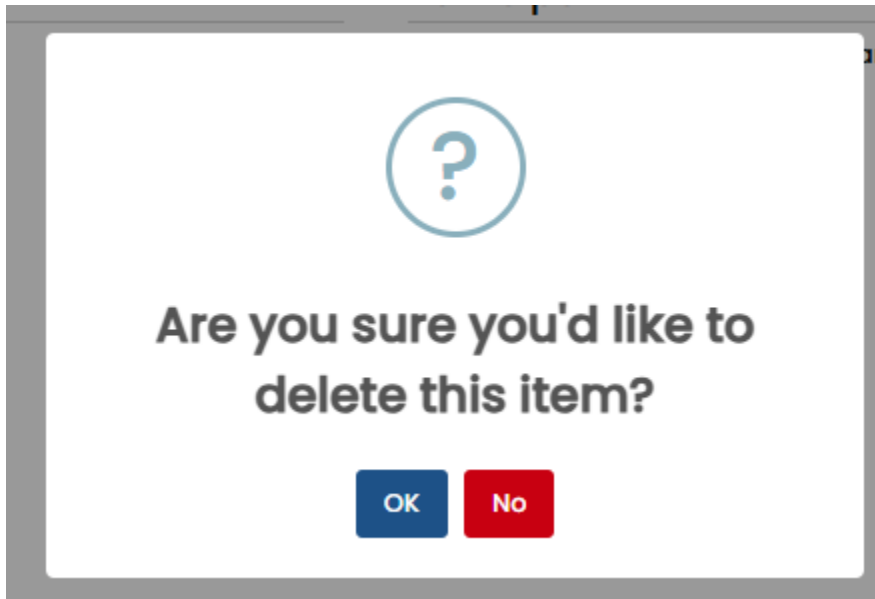
Click on Delete Timesheet

Red Trash Symbol



STEP 11

Click Okay



This will then pop up

