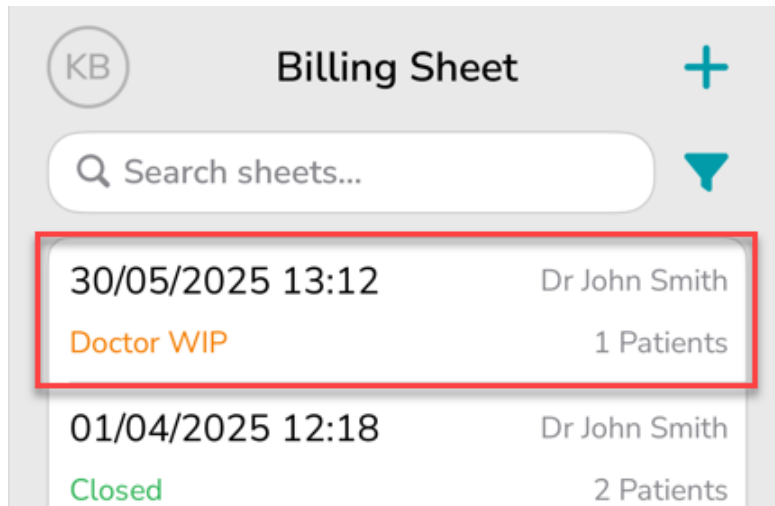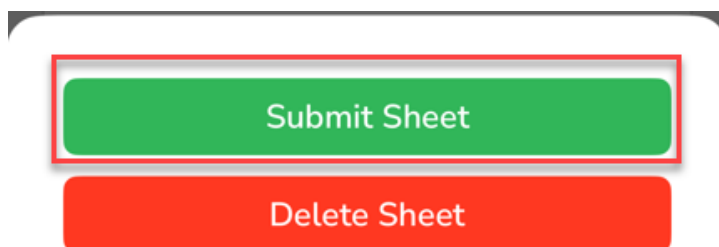# How to Delete a Billing Sheet

From the main **Billing Sheet** screen, locate the sheet you would like to delete.
*Note: You can only delete a sheet if its status is **Doctor WIP**.*
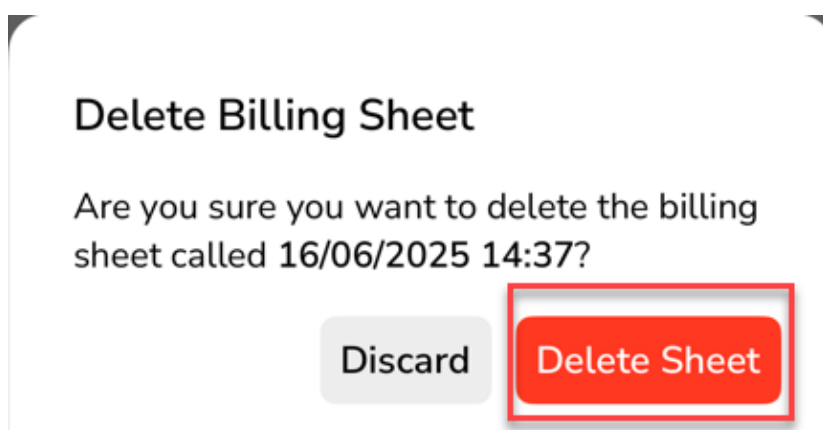

To delete a billing sheet:

- **Hold down** on the sheet you wish to delete
- Tap **Delete Sheet** on the pop-up that appears

- Confirm by tapping **Delete Sheet** again in the second pop-up

Once deleted, you'll see a green confirmation banner: **"Billing Sheet Deleted Successfully"**