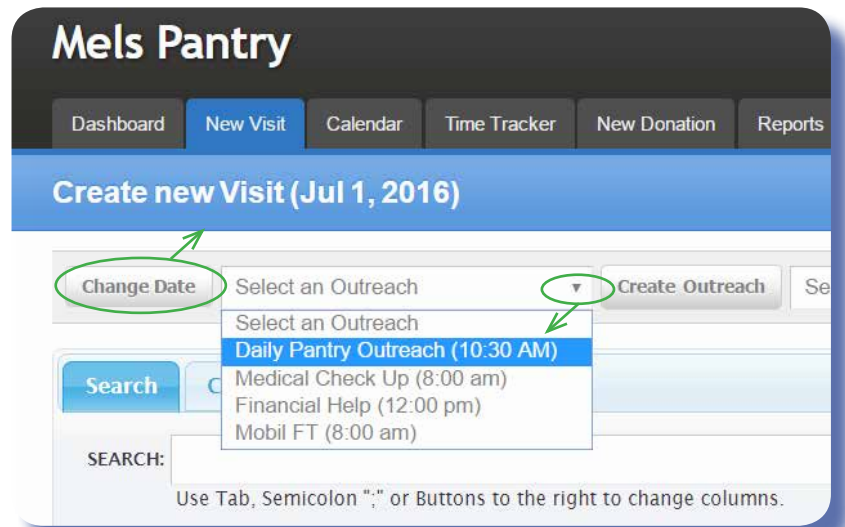


# FoodBank MANAGER

## How to Cancel a Visit

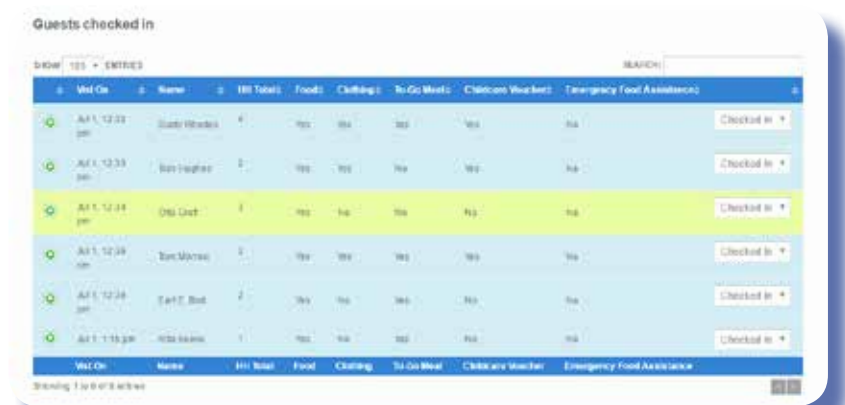
Click on the 'New Visit' tab. Change the date to reflect the visit date you want to cancel a visit on.

Next select the outreach that your client is located in. (For this help doc, our outreach is Daily Pantry Outreach and the client is Otto Graff)



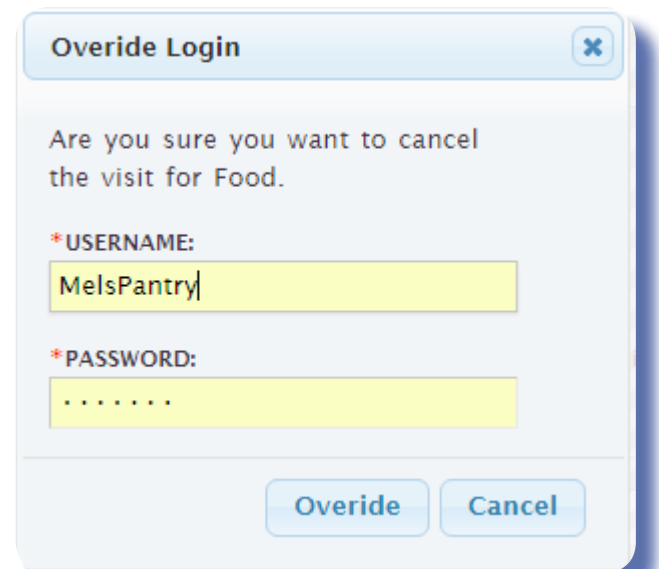
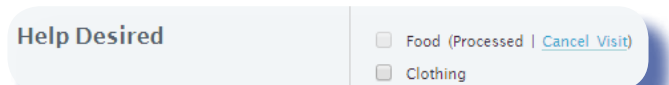
Scroll down to the bottom of the page to 'Guests checked in'.

Double click on the client you need to cancel. (do not open the green plus sign)

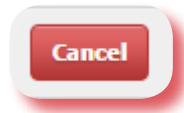


Click '[Cancel Visit](#)' next to the goods or services that need to be canceled.

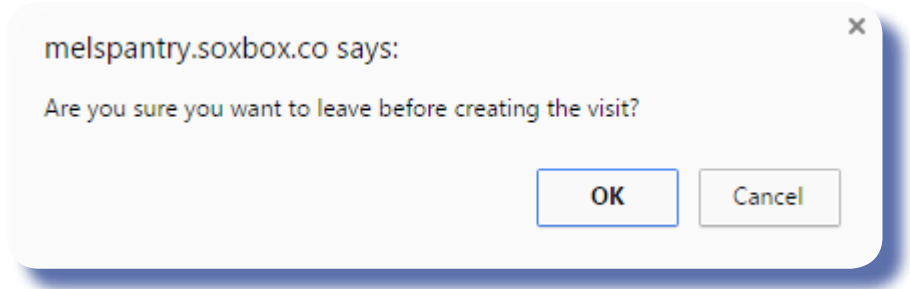
It will require an 'Override Login' by someone who has permission.



Click the 'Cancel' button.



Click 'OK' to leave before creating a visit.



Otto Graff's visit is now removed.

Guests checked in

SHOW 100 ENTRIES SEARCH

Visit On	Name	Kit Total	Food	Clothing	To-Go Meal	Childcare Voucher	Emergency Food Assistance	
Jul 1, 12:32 pm	Dirty Shoes	4	Yes	Yes	Yes	Yes	No	Checked In
Jul 1, 12:33 pm	Roy Hughes	2	Yes	No	No	Yes	No	Checked In
Jul 1, 12:35 pm	Tom Merritt	3	Yes	Yes	Yes	Yes	No	Checked In
Jul 1, 12:35 pm	Earl E. Bird	2	Yes	No	Yes	No	No	Checked In
Jul 1, 1:15 pm	Rita Booker	1	Yes	No	Yes	No	No	Checked In

Showing 1 to 5 of 5 entries