

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 '<u>Cancel Visit</u>' next to the goods or services that need to be canceled.

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

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Help Desired	
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	Food (Processed Cancel Visit)
	Clothing	



Click the 'Cancel' button.



Click 'OK' to leave before creating a visit.



Otto Graff's visit is now removed.

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Visi De 👘	Name 18	IN ROLLS	Fords	Cottings	to GetMeets	Childcare Voocherd	Emergency Food Assistances	
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Ad 1. 12:35 pm	Earl E. Bird	25	(ini)	NE	100	80	Na	Checked In *
Jul 1, 1.15pm/	Rife Booke	10	Wet	NR.	993	50	Ma	Checked In .*
Vist On	Name	RH Turist	Total	Chilling	To Ge Meal	Coldcare Watcher	Emergency Food Assistance	

