
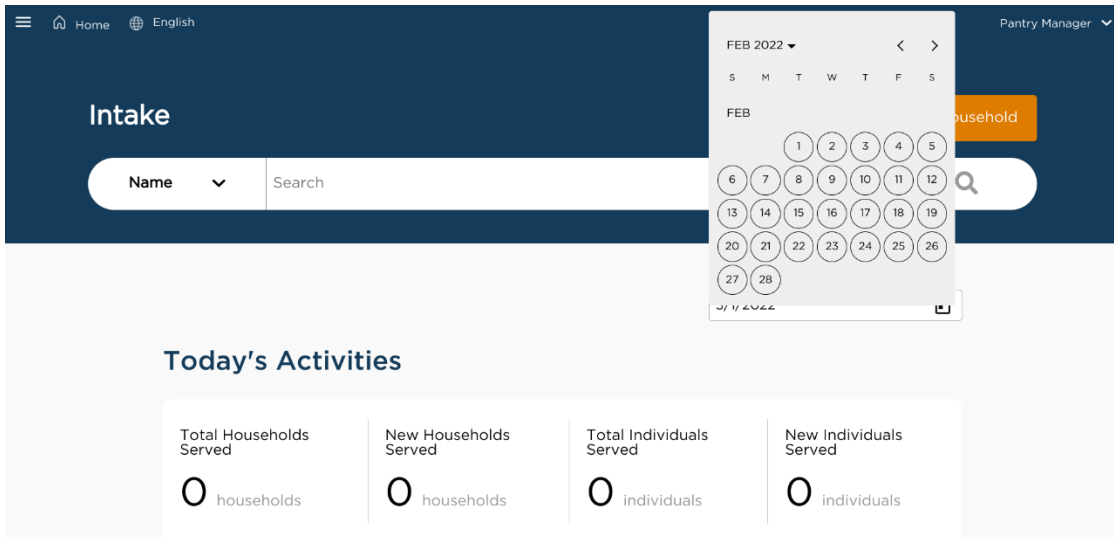


Adding a Visit Post-Distribution

Visits may be entered after a distribution has occurred. On the Main Screen, click on the calendar icon  under **Visit Date**. A monthly calendar will pop up. Select the date of the visit you want to record. Proceed following the directions for *Adding a Visit*.

***Note that once you have recorded the visit, the date will remain on the date of that visit.**



The screenshot displays the 'Intake' application interface. At the top, there is a navigation bar with 'Home' and 'English' options. The main header area includes the title 'Intake', a search bar with a 'Name' dropdown, and a 'Pantry Manager' dropdown. A calendar overlay is visible, showing 'FEB 2022' and a grid of dates from 1 to 28. Below the calendar, the 'Today's Activities' section is displayed, featuring four cards: 'Total Households Served' (0 households), 'New Households Served' (0 households), 'Total Individuals Served' (0 individuals), and 'New Individuals Served' (0 individuals).