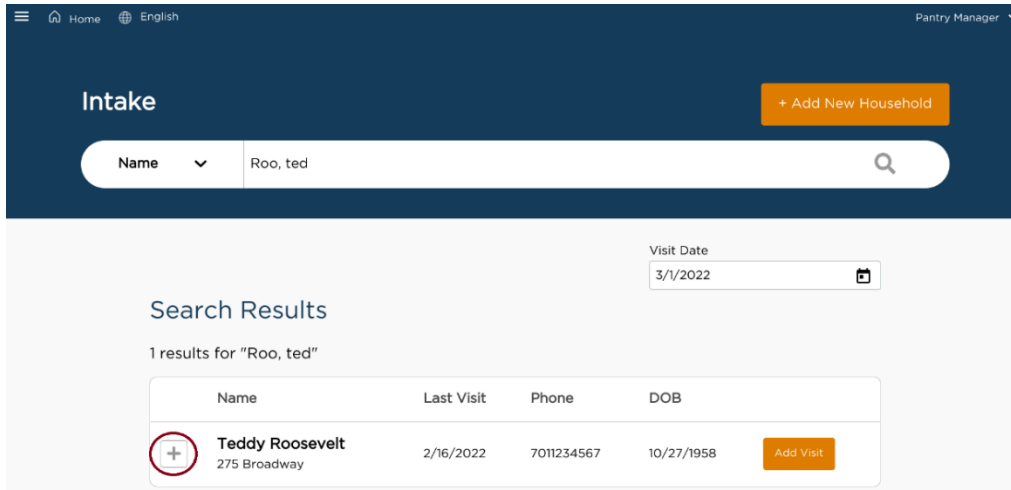# Editing a Profile Outside of a Visit

All information contained in the household record can be changed at any time.

If you have not added the neighbor's visit to the database, and they are picking up food at the time they are making changes, you may edit as you add the visit. Follow the **Adding a Visit** directions to add this visit type.

If you have already added the neighbor's visit, or if they are not picking up food at the time they are making changes, follow the directions below.

Begin by searching for the neighbor, as described in the **Adding a Visit** directions.

Potential matches to your search will generate below the search bar. Click the plus sign next to a neighbor's name to see more information about their household.

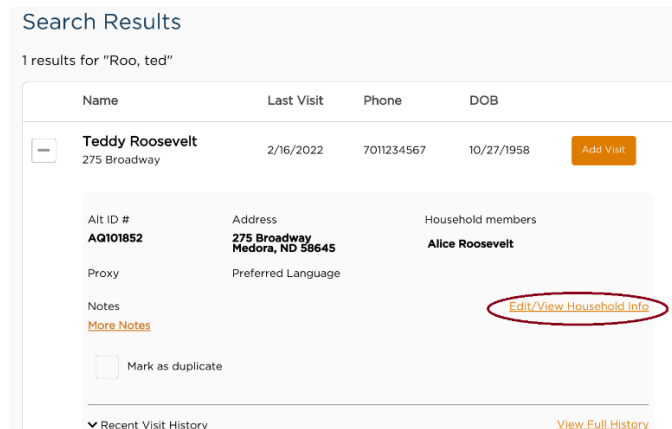Once you confirm you have identified the correct household click "Edit/View Household Info."

All of the information about the household profile will generate on one page.

- To make changes to typed information such as name or address, simply delete the existing information and enter the updated information.
- To make changes to information marked by a radio button, simply click the button next to the updated option.
- To make changes to information marked by a check box, click the box next to the updated option *and* click the box next to the existing information to remove that option.
- To remove an existing member of the household, change the status of the person from "Active" to "Inactive" or "Deceased" as appropriate.
- To add a member to the household, add an additional number to the appropriate age range of the individual under "Household." Add their name and date of birth, as described in the *Adding a Visit* directions.

When you have finished making the changes, click the orange "**Save**" button at the bottom of the screen. The profile has been updated.