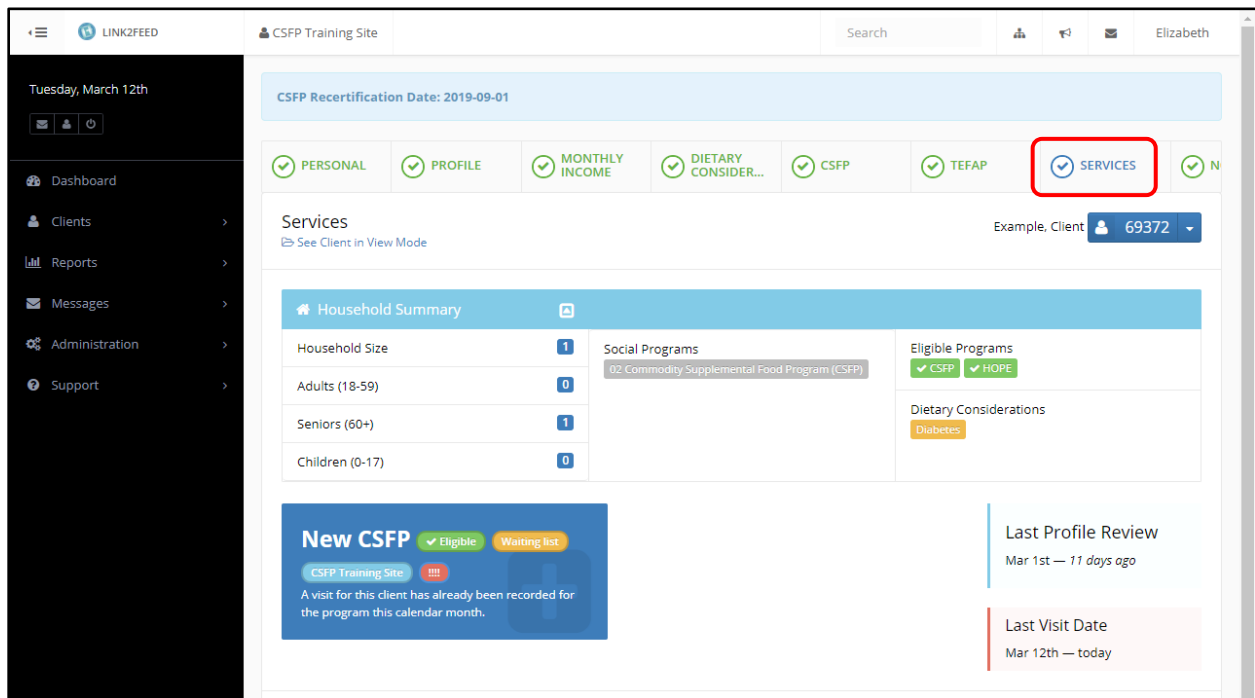# Deleting a CSFP visit in Link2Feed

If you record a CSFP visit that needs to be edited or deleted, you can make the change yourself up to 24 hours after recording the visit.

1. Open the profile of the client whose visit needs to be deleted. If the client's page opens to a tab other than "Services," click the "Services" tab to switch to it.
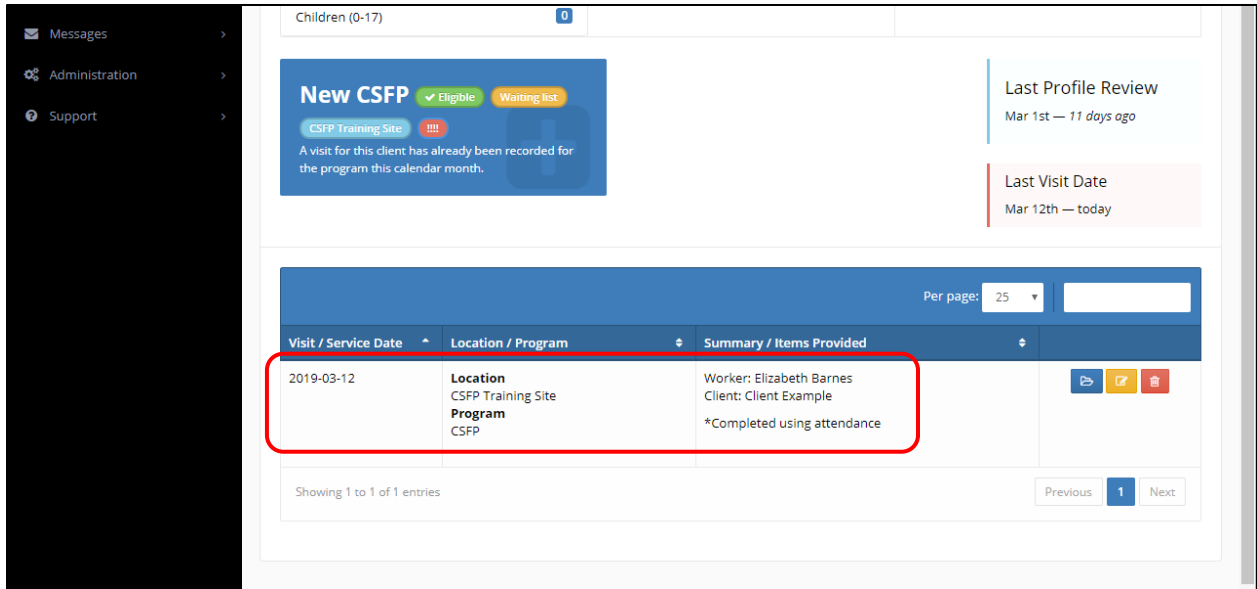

2. Scroll down the page to see the list of visits that have been recorded for this client and locate the visit that needs to be deleted.

3. Click on the red trash can icon to delete the visit.
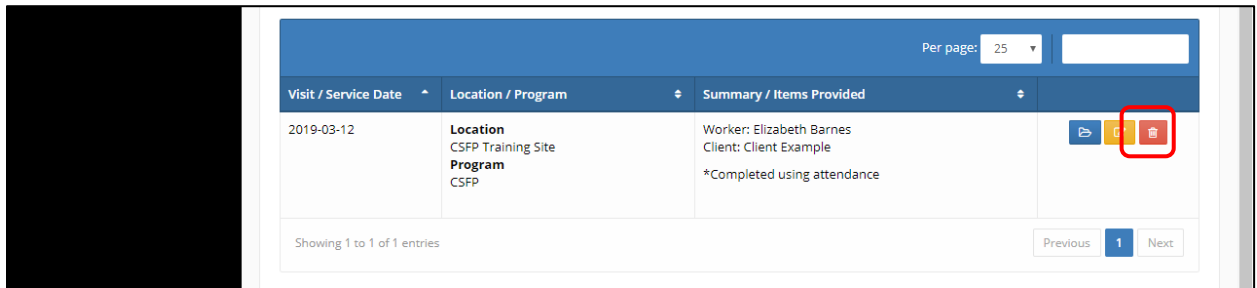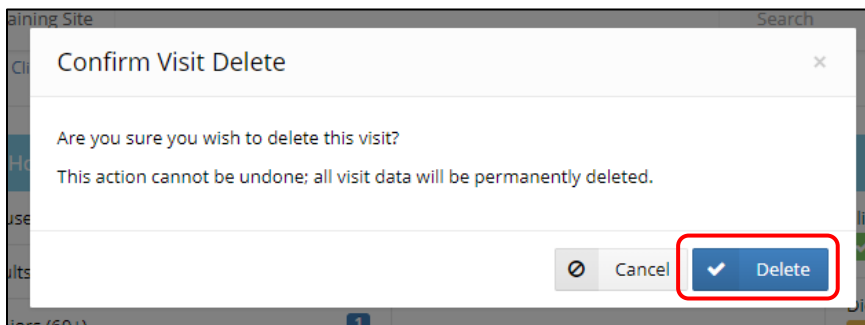

4. A "Confirm Visit Delete" box will open. Click "Delete" to delete the visit permanently.

5. After you click "Delete," the button will change to "Please Wait" while the visit is being deleted. Then the "Confirm Visit Delete" box will disappear, and a green "Success" box will appear in the upper right corner. This notification will fade after a few seconds or can be shut with the "x" in the upper right corner.
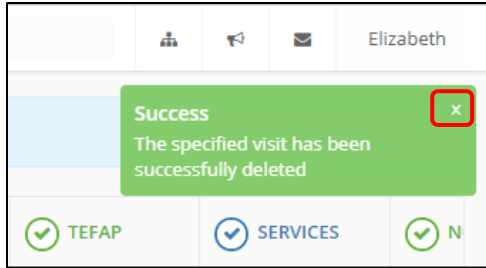
6. The deleted visit will then be completely wiped from Link2Feed as though it were never recorded.
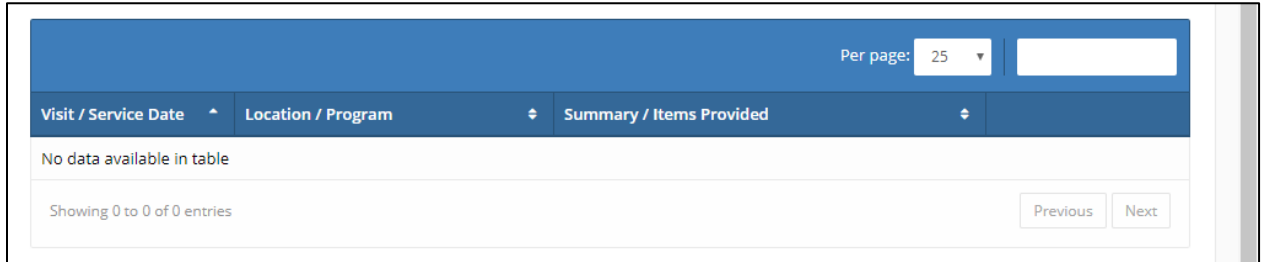
After 24 hours, only Food Bank staff have the authorization to delete visits in the system. Please email distributionprograms@centraltexasfoodbank.org to request that a visit be edited or deleted and be sure to include your site name and the client ID number.