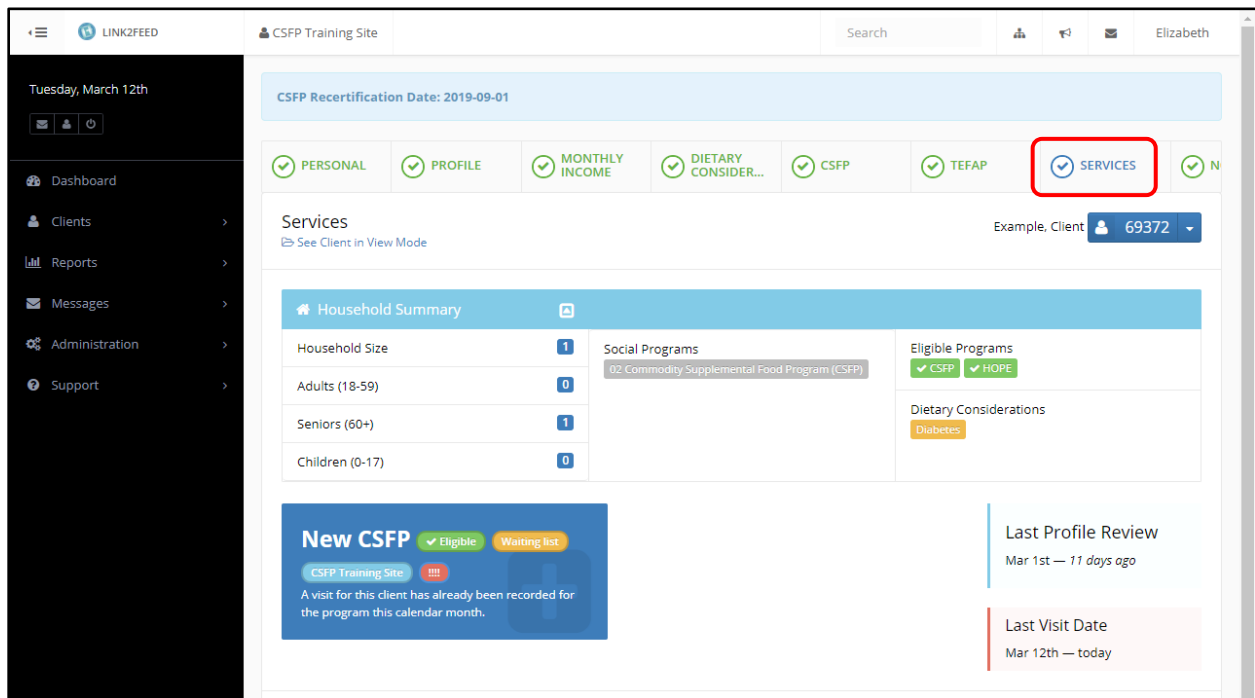


Deleting a CSFP visit in Link2Feed

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.

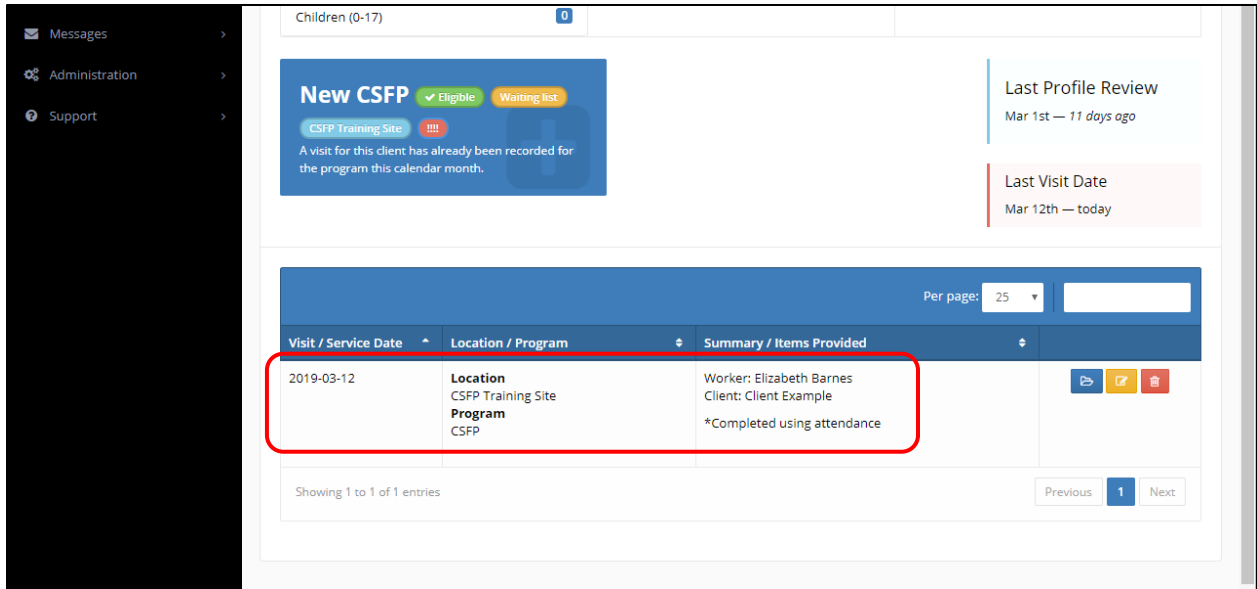



The screenshot displays the Link2Feed interface for a client profile. The top navigation bar includes the Link2Feed logo, the client name 'CSFP Training Site', a search bar, and the user name 'Elizabeth'. The left sidebar shows navigation options: Dashboard, Clients, Reports, Messages, Administration, and Support. The main content area features a header with 'CSFP Recertification Date: 2019-09-01' and a row of tabs: PERSONAL, PROFILE, MONTHLY INCOME, DIETARY CONSIDER..., CSFP, TEFAP, SERVICES, and N. The 'SERVICES' tab is highlighted with a red box. Below the tabs, the 'Services' section is active, showing 'Example, Client 69372'. The 'Household Summary' section includes a table with the following data:

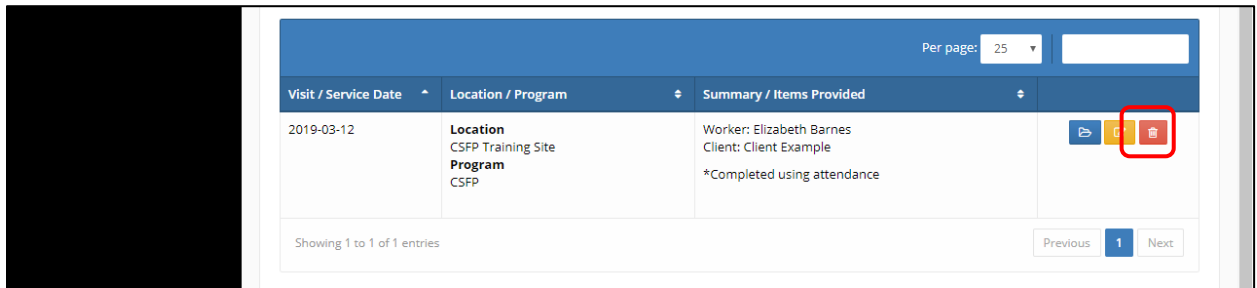
Category	Count
Household Size	1
Adults (18-59)	0
Seniors (60+)	1
Children (0-17)	0

The 'Social Programs' section lists '02 Commodity Supplemental Food Program (CSFP)'. The 'Eligible Programs' section shows 'CSFP' and 'HOPE' with green checkmarks. The 'Dietary Considerations' section lists 'Diabetes'. A 'New CSFP' notification banner is present, indicating the client is 'Eligible' and on a 'Waiting list'. A message states: 'A visit for this client has already been recorded for the program this calendar month.' The 'Last Profile Review' is dated 'Mar 1st - 11 days ago' and the 'Last Visit Date' is 'Mar 12th - today'.

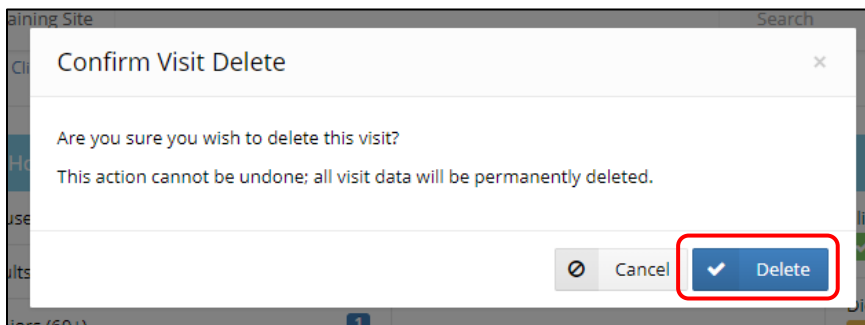
2. Scroll down the page to see the list of visits that have been recorded for this client and locate the visit that needs to be deleted.



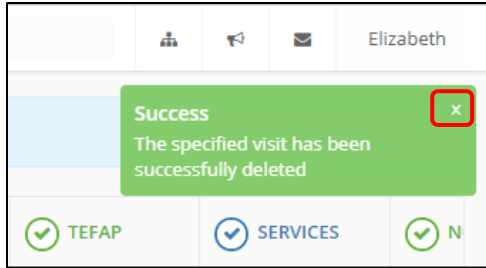
3. Click on the red trash can icon  to delete the visit.



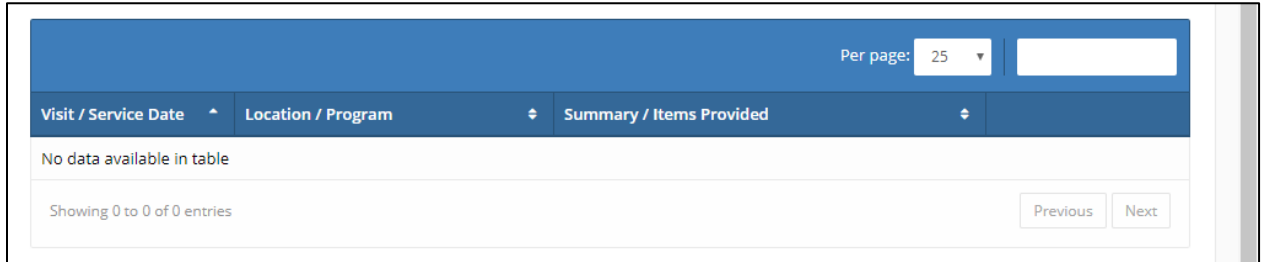
4. A “Confirm Visit Delete” box will open. Click “Delete” to delete the visit permanently.



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.