

# How to Backdate Visits in MCI

How to submit previous visit date information for a neighbor.

1. Select the correct visit date, as shown below:



The screenshot shows the 'Intake' form interface. At the top left, the word 'Intake' is displayed. To the right is an orange button labeled '+ Add New Household & Visit'. Below this is a search bar with a dropdown menu labeled 'Name' and a search icon. In the lower right area, a date field labeled 'Visit Date' contains the text '9/13/2023' and a calendar icon. This date field is highlighted with a red rectangular border.

2. Click "+Add New Household & Visit".
  - a. *If you do not have the orange "Add new Household & visit" button, confirm with your admin that there is an event set up for the date selected.*
3. Enter the information as you would during a typical intake.

## Questions?

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