

Service Insights: Back Dating a Visit

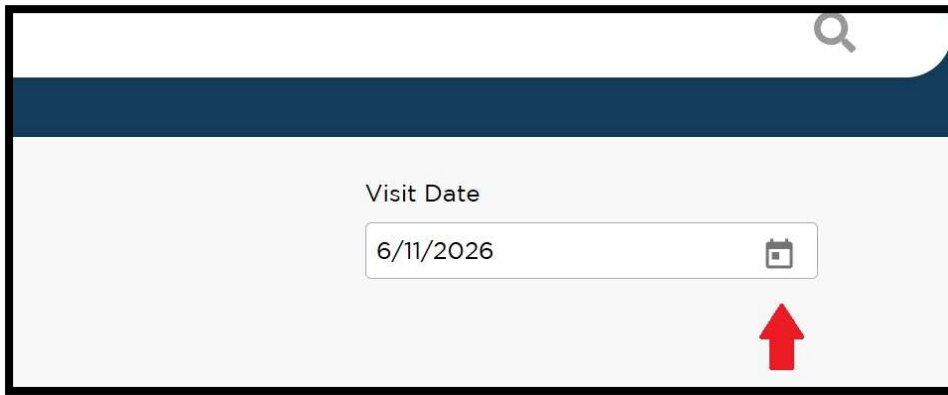
Updated August 2026



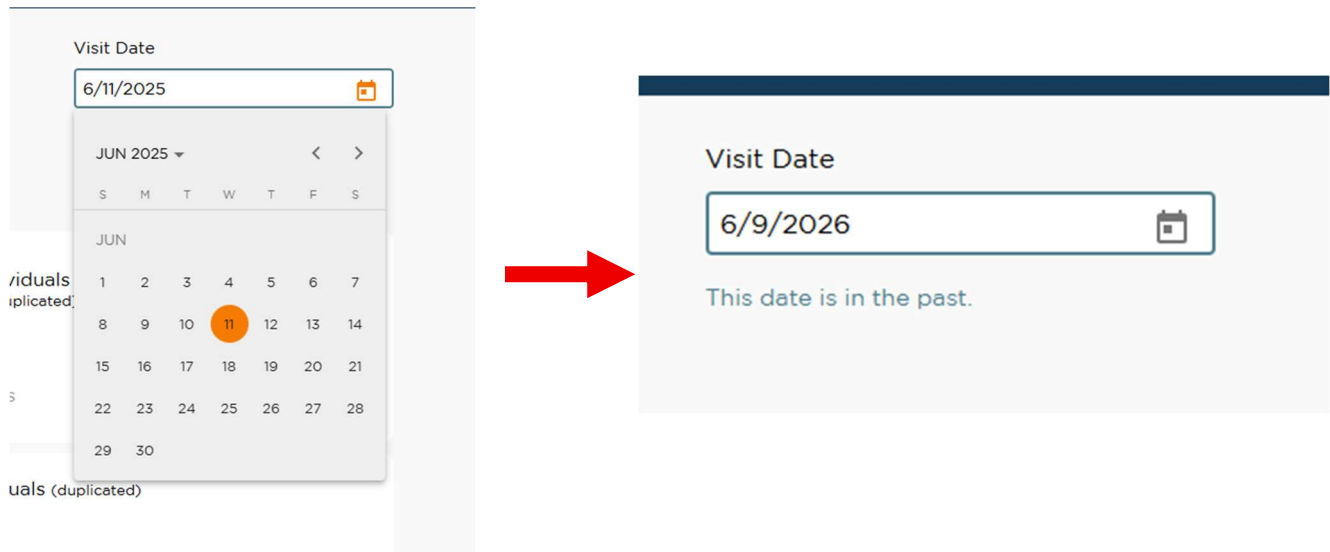
Back Dating A Visit In Service Insights

When you need to add a service or a profile outside of your regular pantry hours we call that backdating. To backdate you will want to make sure the date on the calendar matches the date they came in.

On the Dashboard, look to the right side and under the search bar you will see the Visit Date box.



To change that you will want to click the little calendar icon. This will open up the calendar. From there you can change it to the day you need simply by clicking the day you want.



Once the correct date is selected, you can then search for the profile and add the services.

See [the Essential Resources on our website for guides if you have any questions!](#)