

How to Edit Neighbor & Household Information

If you need to make changes to a neighbor's information, use the following guide. Common changes include but are not limited to:

- Last name
- Phone number
- Address
- Household members and status (Active, Inactive, Permanently Inactive, Deceased)
- SNAP Status
- Proxy Information

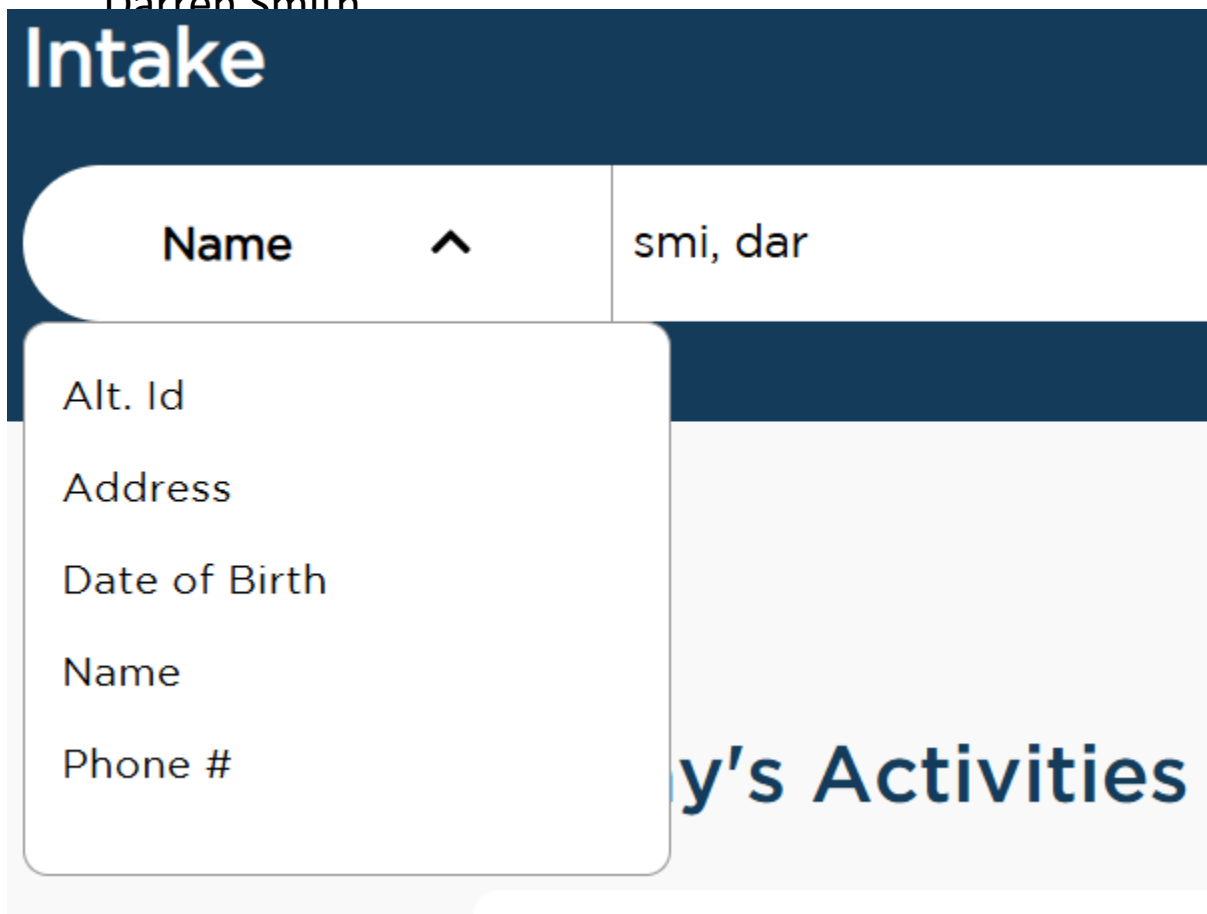
1. Log in to the home

The screenshot shows the 'Intake' dashboard. At the top, there is a navigation bar with 'Home', 'English', and 'Online' options. A search bar is present with a dropdown menu for 'Name' and a search icon. A prominent orange button reads '+ Add New Household & Visit'. Below the search bar, there is a 'Visit Date' selector set to '4/7/2026'. The main section is titled 'Today's Activities' and contains four data cards:

Total Households Served (duplicated)	New Households Served (unduplicated)	Total Individuals Served (duplicated)	New Individuals Served (unduplicated)
0	0	0	0
households	households	individuals	individuals



page

2. Search for the desired neighbor's profile by either Name, Address, Date of Birth, Phone #, or Alt. Id. In the following example, we are searching for a hypothetical neighbor Darren Smith



Search Results


2 results for "smi, dar"

Name	Active Household Members	Last Visit	Phone	DOB	
 Darren Smith 456 Easy St. Bridgeton, MO 63044	2	2/24/2026	N/A	1/1/1990	Quick Serve Add Visit Reserve
 D [REDACTED] [REDACTED] 63033	3	N/A	[REDACTED] [REDACTED]		Quick Serve Add Visit Reserve

Name	Active Household Members	Last Visit	Phone	DOB												
<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px;">-</div> <div> <p>Darren Smith</p> <p>456 Easy St. Bridgeton, MO 63044</p> </div> </div>	2	2/24/2026	N/A	1/1/1990												
<div style="background-color: #004a7c; color: white; padding: 5px; display: inline-block;">Quick Serve</div>																
<div style="background-color: #e69d00; color: white; padding: 5px; display: inline-block;">Add Visit</div>																
<div style="background-color: #e69d00; color: white; padding: 5px; display: inline-block;">Reserve</div>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> <p>Alt ID #</p> <p>EW838024</p> </td> <td style="width: 33%;"> <p>Household Members</p> <p>Erin Smith</p> </td> <td style="width: 33%;"> <p>Proxy</p> <p>N/A</p> </td> </tr> <tr> <td> <p>Preferred Language</p> <p>N/A</p> </td> <td> <p>TEFAP Status</p> <p>N/A</p> </td> <td> <p>Notes</p> <p>More Notes</p> </td> </tr> <tr> <td colspan="3"> <p>View Household Info</p> </td> </tr> <tr> <td colspan="3"> <p>Last TEFAP Visit</p> <p>N/A</p> </td> </tr> </table>					<p>Alt ID #</p> <p>EW838024</p>	<p>Household Members</p> <p>Erin Smith</p>	<p>Proxy</p> <p>N/A</p>	<p>Preferred Language</p> <p>N/A</p>	<p>TEFAP Status</p> <p>N/A</p>	<p>Notes</p> <p>More Notes</p>	<p>View Household Info</p>			<p>Last TEFAP Visit</p> <p>N/A</p>		
<p>Alt ID #</p> <p>EW838024</p>	<p>Household Members</p> <p>Erin Smith</p>	<p>Proxy</p> <p>N/A</p>														
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<p>View Household Info</p>																
<p>Last TEFAP Visit</p> <p>N/A</p>																
<input type="checkbox"/> Mark as duplicate			<div style="background-color: #e69d00; color: white; padding: 10px; display: inline-block;">Reserve For Future Event</div>													



Print Or Add Card

Please print a new ID card or scan an existing card to add this household. 

How many alternate identifiers would you like to add to this household?

Alternate Identifiers

Enter or Scan Barcode

EW838024

Print Card

Need to resend neighbor card?

Add Alt ID

Cancel

Save