

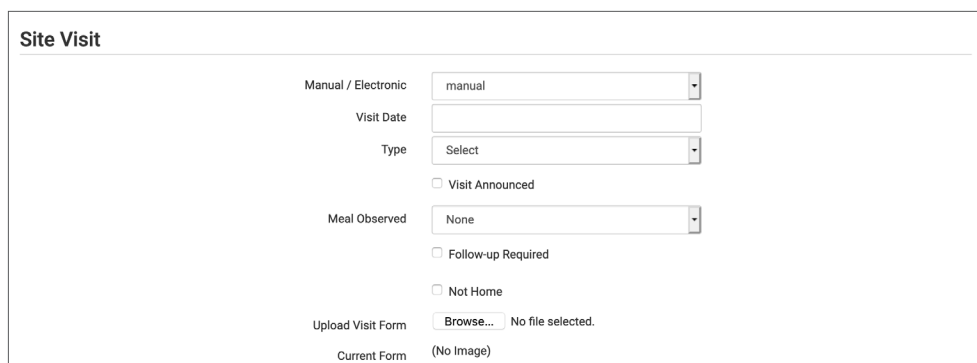
Visits: Adding a New Visit using a Paper Form

My Food Program has the ability to record and track review/monitoring visits made by sponsors to sites. There are two ways to enter visits:

1. Using the **Electronic Visits through the Web App.**
2. Using a **paper-form and scanning it into My Food Program.**

To add a new review visit using a paper form:

- Click on “Visits” on the main dashboard.
- Click the blue “Add Visit” in the upper-right corner.
- Enter the fields:
 - **Manual/Electronic (required):** select “Manual”
 - **Visit Date (required)**
 - **Type:** select from:
 - 28-day follow-up
 - Regular Monitoring
 - Regular Monitoring – 1st Tri
 - Regular Monitoring – 2nd Tri
 - Regular Monitoring – 3rd Tri
 - Weekend Visit
 - CAP follow-up
 - Other
 - Site audit
 - Desk Audit
 - Preoperational/Intro Visit
 - **Visit Announced:** check if the site was notified of the visit ahead of time.
 - **Meal Observed:** select from Breakfast, AM Snack, Lunch, PM Snack, Dinner, Evening Snack
 - **Follow-Up Required:** check if a follow-up is required.
 - **Not Home:** check if provider was not home.
 - **Upload Visit Form:** use the Browse button to find and select the form from your device.
- Click “Save”.



The screenshot shows a web form titled "Site Visit". The form contains the following fields and options:

- Manual / Electronic:** A dropdown menu with "manual" selected.
- Visit Date:** An empty text input field.
- Type:** A dropdown menu with "Select" selected.
- Meal Observed:** A dropdown menu with "None" selected.
- Visit Announced:** An unchecked checkbox.
- Follow-up Required:** An unchecked checkbox.
- Not Home:** An unchecked checkbox.
- Upload Visit Form:** A "Browse..." button next to the text "No file selected."
- Current Form:** The text "(No Image)" is displayed below the upload button.