

Import/Export Food Protection Files for Remote HDIS

Export/Import Food Protection Clients

The **Export/Import** function allows you to take your Food Protection data out of the office on your laptop. If you would like to use a laptop for your inspections, please contact The Baldwin Group for the Remote Laptop software.

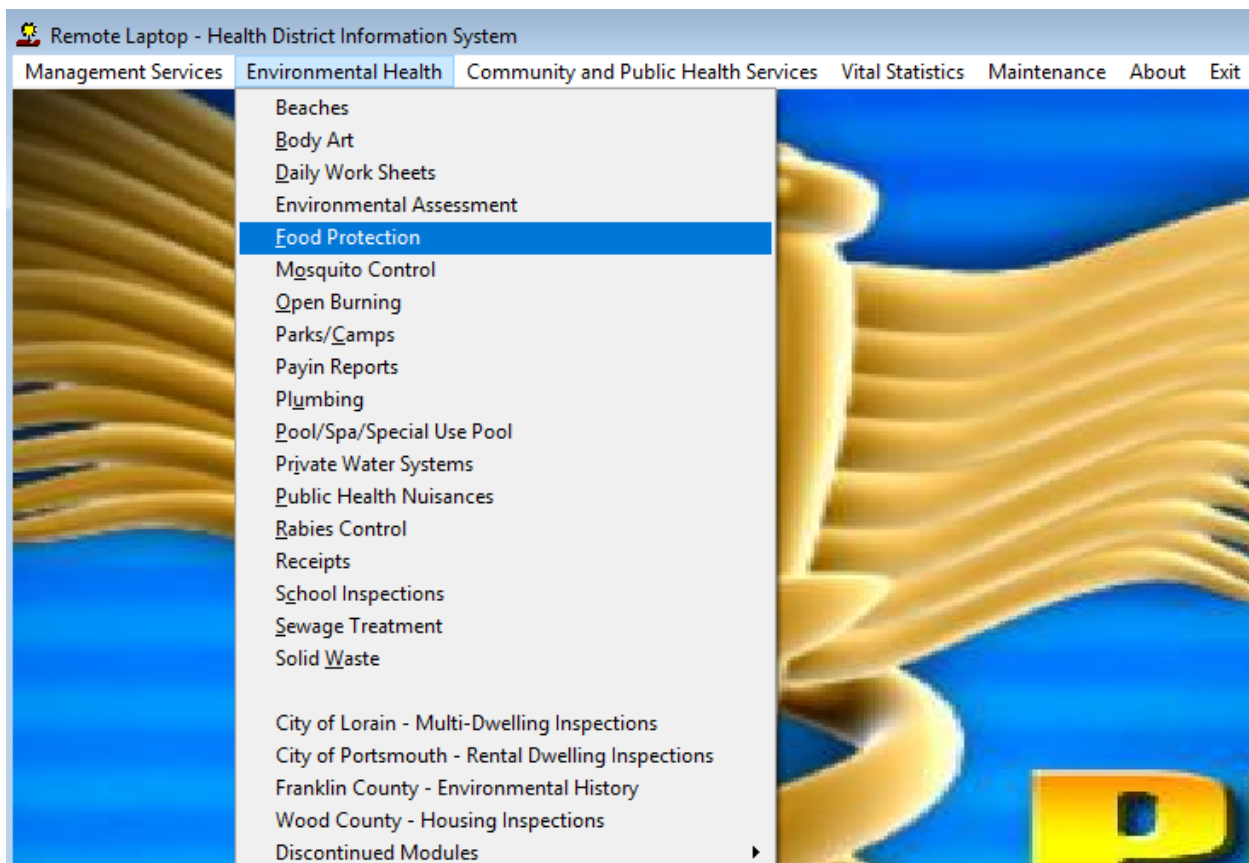
GUIDELINES:

Before you leave the office:

Import Food Service Files using Remote HDIS

Click **“Environmental Health”**

Click **“Food Protection”**

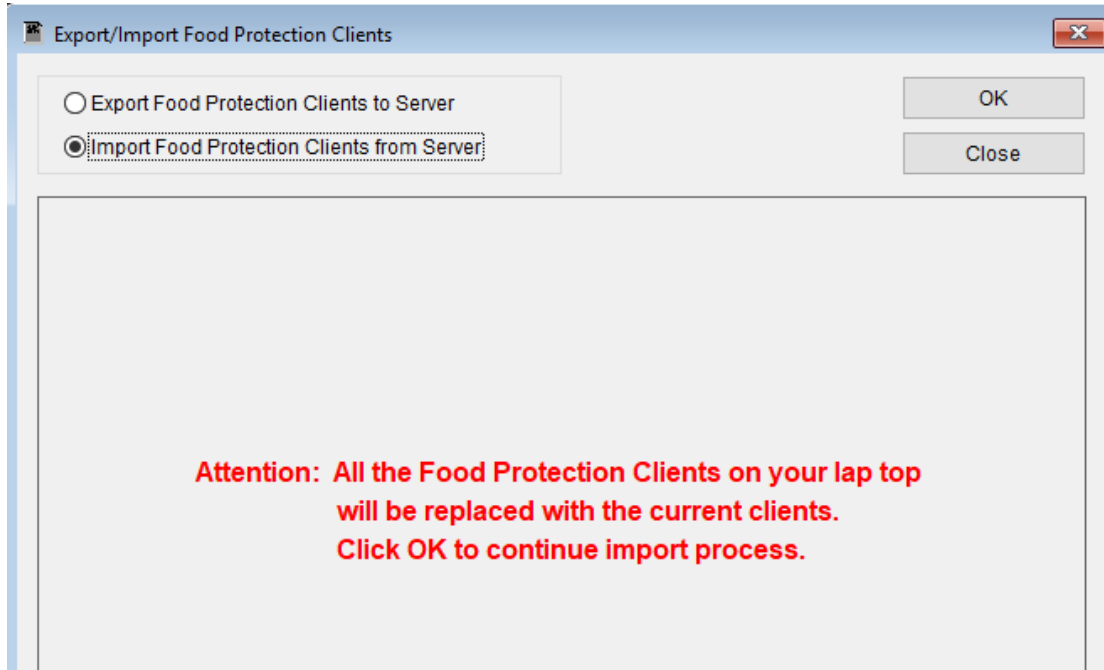


Click “Maintenance”

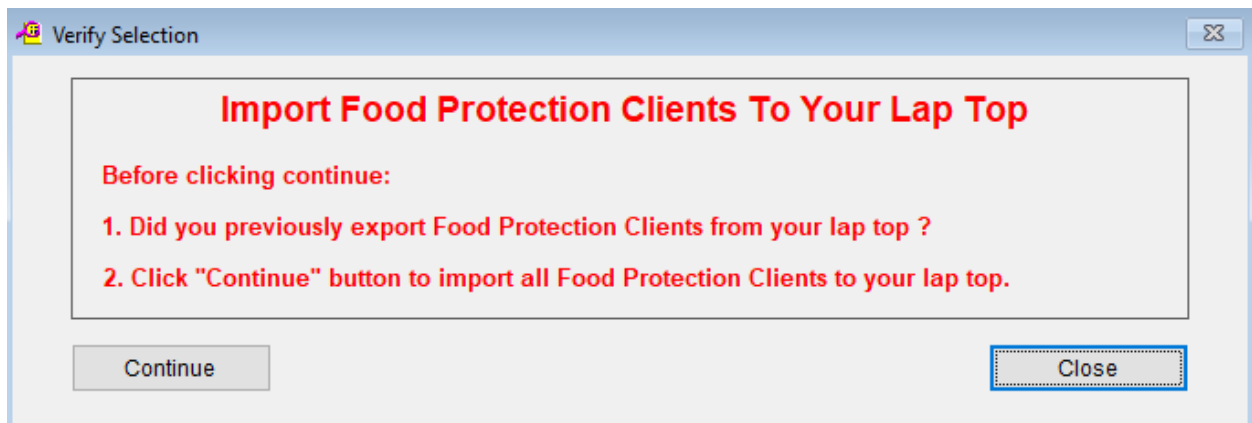


Click “Export/Import Food Protection Files”

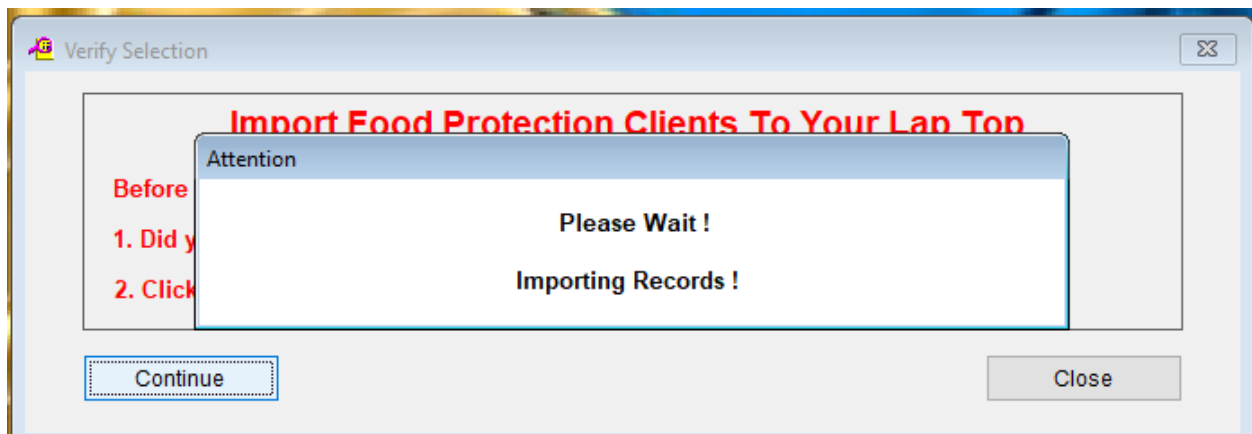
Click **“Import Food Protection Clients From Server”** radio button to bring files from the server down to Remote HDIS.



Click **“OK”**



Click **“Continue”**



Press the Close button when finished. This process is now complete.

You should now have all of the data from the server in your Remote HDIS.

Upon returning to the office:

Export Food Services Files using Remote HDIS

Export Food Protection Files

Click “Environmental Health”

Click “Food Protection”

Click “Maintenance”

Click “Lap Top - Export/Import Food Protection Files”

Click “Export Food Protection Clients to Server” radio button

Type	Export Name	Street	Licence #

Note: Any record that has been modified will display a check in the box next to the name. Any Mobile or Temporary Food Service added will be displayed.

Click “OK”

Click “Continue”

All of the data you entered in Remote HDIS while out in the field should now be seen on the server. To double check, close out of Remote HDIS, open HDIS → Food Protection, and check to see if the information you added appears.

If you experience any issues during this process please call BGI.