



**Food Protection  
Voids  
User Manual**



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## How to Create a Void

### There are two ways to void an Audit number

Navigate to: **Environmental Health > Food Protection > FSO/RFE**

Find the license you want to **void**.

Go to the **Licensing Information** tab and copy, write down, or remember the **Audit** number.

Next, click the tab **Find** and click the **Add** button.

The screenshot shows the 'Find' tab selected in the FSO/RFE application. The interface includes a search bar with radio buttons for 'by Name' (selected), 'by License #', and 'by StreetAddress'. Below the search bar is a text input field and three buttons: 'Check For Complaints', 'Add', and 'Close'. A table displays a list of food establishments with the following columns: Name, Street, License #, and Name of operator. The table contains 20 rows of data.

Name	Street	License #	Name of operator
		450	
		485	
A DANDY PLACE TO SHOP	130 MAIN STREET	170	KIM POSSIBLE
A DUBIOUSLY PRICED DINING DELIGHT	190 MAIN STREET	247	KIM POSSIBLE
A DUBIOUSLY PRICED DINING DELIGHT/DUP		0	
A FINE DINING AND GOOD EATS PLACE	94 LINE IN SAND LANE	126	KIM UNLIKELY
A GRAIN OF SALT	70 MAIN STREET	99	KIM POSSIBLE
A LONG TIME AGO STORYBOOK CAFE	82 UPPER LOWER BLVD	114	GEORGE O'JUNGLE
A SMALL CORNER STORE	178 SQUARE CIRCLE	229	ELMER FUDDSTERIONE
A TON OF CHOW	154 LINE IN SAND LANE	199	KIM UNLIKELY
A WABBIT IN A POT	238 SQUARE CIRCLE	305	ELMER FUDDSTERIONE
AARDVARK ANTS AND OTHER TASTY BUGS	34 LINE IN SAND LANE	46	KIM UNLIKELY
AL'S HOUSE OF EXTREME WAFFLES	214 LINE IN SAND LANE	278	KIM UNLIKELY
ALEC CHEZ SNOBE	58 SQUARE CIRCLE	77	ELMER FUDDSTERIONE
ALL ABOUT CHICKEN SOUP	106 SOUTH NORTH STREET	140	SANDY SHORE
ALL ABOUT CHOCOLATE GRASSHOPPERS	226 SOUTH NORTH STREET	293	SANDY SHORE
ARNIE'S AWESOME GYM AND GRILL	22 UPPER LOWER BLVD	26	GEORGE O'JUNGLE
AUNTIE ANGELA'S HOUSE OF PASTA	202 UPPER LOWER BLVD	262	GEORGE O'JUNGLE
BARBS BEST BEAR BURGERS	46 SOUTH NORTH STREET	58	SANDY SHORE

Check-mark the appropriate box for the type of license you want to void.

Enter “\ VOID” in the name field [Use a backslash and a **SPACE** before the word **VOID**].

RFSO - \ VOID

Find FSO/RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

**Food Service Operation**

**FSO**     **RFE Endorsement**     **Catering**     **Seasonal**     **Limited**    License #   
 **RFE**     **FSO Endorsement**

Name of Facility     Name of License Holder

Street address     City     State     Zip code

Phone     FAX     Established Date     Code

**Employees with Food Protection Certification**    [Manage Employee Certs](#)     Show Active Only

Cert Levels Required		
<input type="checkbox"/> Level 1	<input type="checkbox"/> After 2010	<input type="checkbox"/> FBI
<input type="checkbox"/> Level 2	<input type="checkbox"/> Sanitation	

Active Last Name	First Name	Level

**Mailing address for annual Renewal if different than above**

Name of parent company or owner     Mail to Person (optional)

Street address     City     State     Zip code

Phone

Print Previous FSO/RFE Next FSO/RFE Delete FSO/RFE Add FSO/RFE Modify

Click the **Licensing Information** tab.

Enter **VD** in the Code box.

Enter the **Audit number** in the **Audit** field.

Enter the **Void date** in the **Date Issued** box.

The screenshot shows the 'RFSO - VOID' application window with the 'Licensing Information' tab selected. The form contains the following fields and values:

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
VD						

Other fields include:

- Insp. interval: [ ]
- Last three standard inspection dates: [ // ] [ // ] [ // ]
- CCP Interval: [ ]
- Last two CCP inspections: [ // ] [ // ]
- Audit: 0
- Date issued: 01/24/2018
- Date paid: [ // ]
- Receipt#: [ ]
- Inspector: [ ]
- Service: [ ]
- Political subdivision: [ ]
- District: [ ]
- Air Compliance: (C)ompliant (N)on (O)ver [ ]
- Compliance Date: [ // ]
- Website: [ ]
- Note: [ ]
- Private Water:
- PWS/EPA:
- Out of business:
- OOB date: [ // ]

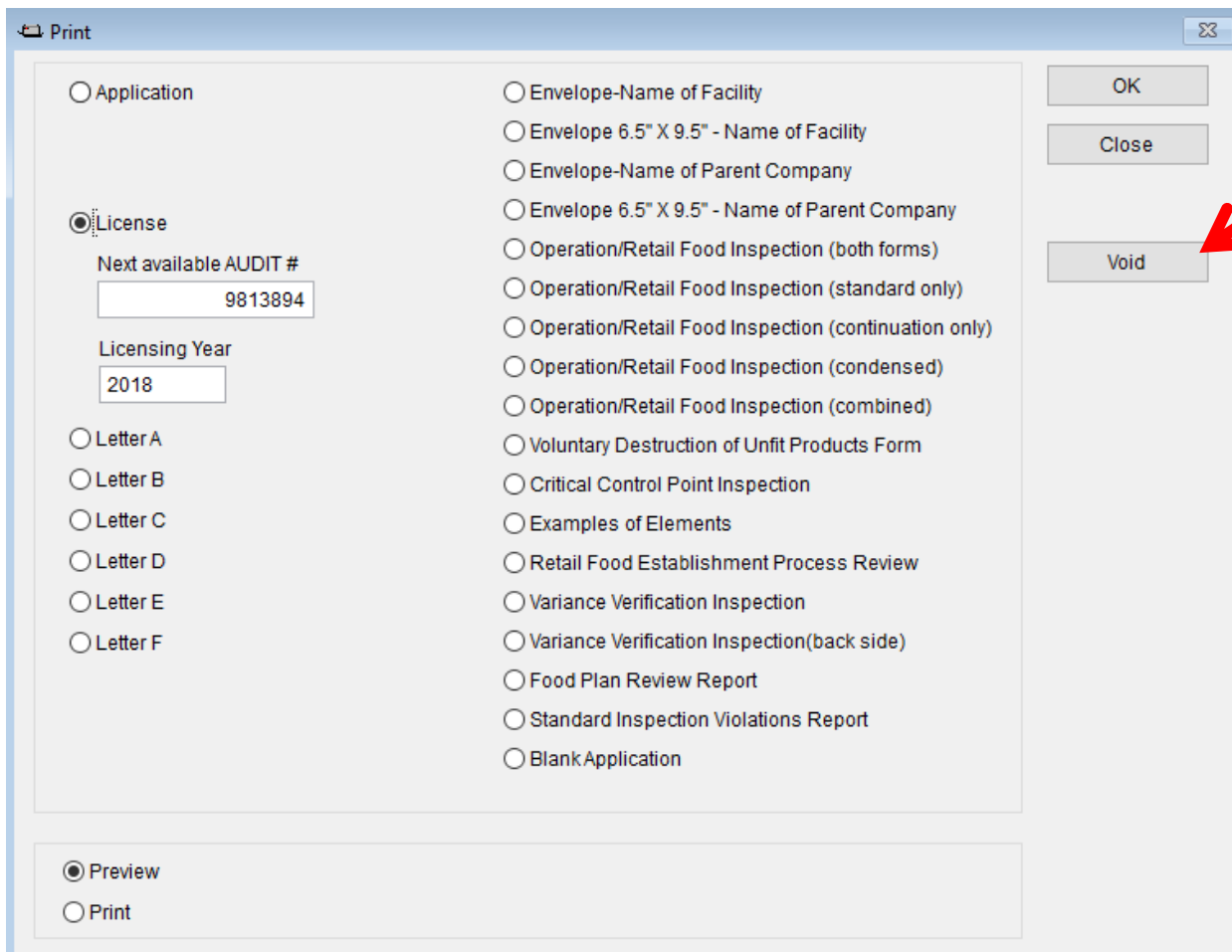
Buttons: Print, Modify

## 2<sup>nd</sup> Way to Void an Audit Number

In **FSO/RFE > Licensing Tab > Print Button:**

When printing there should be a **Void** button in the print window.

By clicking this button it will create a **Void record** that will account for the audit number.



The screenshot shows a 'Print' dialog box with the following elements:

- Application
- License
  - Next available AUDIT #
  - Licensing Year
- Letter A
- Letter B
- Letter C
- Letter D
- Letter E
- Letter F
- Envelope-Name of Facility
- Envelope 6.5" X 9.5" - Name of Facility
- Envelope-Name of Parent Company
- Envelope 6.5" X 9.5" - Name of Parent Company
- Operation/Retail Food Inspection (both forms)
- Operation/Retail Food Inspection (standard only)
- Operation/Retail Food Inspection (continuation only)
- Operation/Retail Food Inspection (condensed)
- Operation/Retail Food Inspection (combined)
- Voluntary Destruction of Unfit Products Form
- Critical Control Point Inspection
- Examples of Elements
- Retail Food Establishment Process Review
- Variance Verification Inspection
- Variance Verification Inspection(back side)
- Food Plan Review Report
- Standard Inspection Violations Report
- Blank Application

Buttons on the right side of the dialog box:

- OK
- Close
- Void** (highlighted with a red arrow)

At the bottom of the dialog box, there are two radio buttons:

- Preview
- Print