



Helping You...Help Others

Food Protection (FSO-RFE) User Manual



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Chapter 1: Getting Started

Once the Food Protection Module has been installed, it can be accessed by going to:

Environmental Health > Food Protection

Environmental Health	Community and Public Health Sen
Beaches	
Body Art	
Daily Work Sheets	
Environmental Asse	ssment
<u>F</u> ood Protection	N
Mosquito Control	45
Open Burning	
Parks/ <u>C</u> amps	
Payin Reports	
Pl <u>u</u> mbing	
Pool/Spa/Special Us	se Pool
Private Water Syster	ns
<u>P</u> ublic Health Nuisa	nces
<u>R</u> abies Control	
Receipts	
School Inspections	
<u>S</u> ewage Treatment	
Solid <u>W</u> aste	

The first order of business is to complete the control files that will drive the module. After going into the Food Protection Module, these files can be found by going to: Maintenance > Add/Delete/Modify Tables.

Maintenance	Return		
<u>A</u> dd/Delete	/Modify Tables	•	Fees-FSO /RFE
Blank Appli	cation	►	Fees-Mobile
Export/Imp	ort Food Protection Files		Fees-Temporary
Export/Imp	ort Food Protection Certification Data		Fees-Vending
Field Name	s	→	Inspectors
Food Prote	ction Interface to Daily Work Sheets		Political Subdivision





Fees – FSO/RFE

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables > Fees-FSO/RFE.

Add/D	elete/Modify Retail Food Fee Table						- ×
Code	Description	Local Fee	State Fee	Water fee	Inspec.(CCP/PR	Close
							Add New Fee
C1L	COMMERCIAL CLASS 1 =>25,000 SQ. FT.	277.95	28.00	0.00	365	0	
C1S	COMMERCIAL CLASS 1 <25,000 SQ. FT.	200.43	28.00	0.00	365	0	Delete Fee
C2L	COMMERCIAL CLASS 2 =>25,000 SQ. FT.	291.16	28.00	0.00	365	0	
C2S	COMMERCIAL CLASS 2 <25,000 SQ. FT.	222.45	28.00	0.00	365	0	Blank Cert. Individuals *
C3L	COMMERCIAL CLASS 3 =>25,000 SQ. FT.	965.05	28.00	0.00	180	0	
C3S	COMMERCIAL CLASS 3 <25,000 SQ. FT.	401.28	28.00	0.00	180	0	Blank Audit #s *
C4L	COMMERCIAL CLASS 4 =>25,000 SQ. FT.	1021.43	28.00	0.00	180	180	
C4S	COMMERCIAL CLASS 4 <25,000 SQ. FT.	501.70	28.00	0.00	180	180	Zero All Late Fees *
DP	DUPLICATE	0.00	0.00				
MM	MICRO MARKET	200.43	28.00		365		Update Fees & Intervals *
PC1L	C1L PLAN REVIEW FEE	83.39					•
PC1S	C1S PLAN REVIEW FEE	60.13					Blank Old Insp. Dates *
PC2L	C2L PLAN REVIEW FEE	87.35					
PC2S	C2S PLAN REVIEW FEE	66.74					Blank License #s *
PC3L	C3L PLAN REVIEW FEE	289.52					
PC3S	C3S PLAN REVIEW FEE	120.38					Blank Date Issued *
PC4L	PLAN REVIEW FEE	306.43					
PC4S	C4S PLAN REVIEW FEE	150.51					Blank Date Paid *
TR	TRANSFER	0.00	0.00				
VD	VOID	0.00	0.00				Blank Receipt #s *
Ϋ́							Liainticooptino
							Blank Notes *
							Print
						~	
5						>	

The information entered in this table populates the fee code dropdown box in the module.

To enter FRS/RFE fees, follow these steps (use the tab key to advance to each field):

- 1. Click Add New Fee and enter a Code to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Enter the amount of the **State Fee** for this fee code.
- 5. Enter the amount of the Water Fee for this fee code. (This deals with a bacterial water sample.)
- 6. Enter the Inspection Interval in days.
- 7. Enter the CCP/PR (Critical Control Point/Process Review) Interval in days.
- 8. Repeat steps 1-7 as many times as necessary.
- 9. Click **Close** to exit the table.

Additional information:

- 1. Other buttons will be outlined later, as needed.
- 2. Delete Fee: Use to delete the record where your cursor is positioned.
- 3. Print: Use to print the list.



Inspectors

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables > Inspectors.

Add/Delete/Modify Insp	ector Table			-
Code Name		District	^	Close
			- 11	
106 BROWN, G	ENEVIEVE		- 11	Add
108 CHRISTEN	SON, JACK		- 11	
50 FABLES, D.	AVE		_	Delete
107 GREENE, K	YLE			
66 HUBER, JO)HN			Print
80 HOLDERB/	AUM, AMY			
56 HUTTON, E	AVID			Update Inspectors
49 IMMONS, A	NGEL			
101 JONES, KE	ITH			
103 KOVACH, S	TEPHEN			
102 LABOR, JO	HN			
55 MORRIS, D	EANNA			
104 NAPERS, S	TEVE			
109 POWELL, C	OLLIN			
105 SCHNEIDE	R, JOHN		_	
79 STEVENS,	DREW		_	
57 THOMAS, R	YAN		-	
110 TOMPKINS	, PATRICK		_	
UNK UNKNOWN	4			

If you have other HDIS Modules, this file may already be completed. The information entered in this table populates the inspector dropdown box in the module. This table cannot be populated "on the fly", so information must be entered here if you want it available in dropdown boxes throughout the module.

To enter Inspectors, follow these steps (use the tab key to advance to each field):

- 1. Click Add and enter a Code to identify this inspector. It can be up to four characters long.
- 2. Enter the Name of this inspector (Last Name, First Name).
- 3. Enter the **District** this inspector is assigned to, if applicable.
- 4. Repeat steps 1-3 as many times as necessary.
- 5. Click **Close** to exit the table.

Additional information:

- 1. **Delete**: Use to delete the record where your cursor is positioned.
- 2. Print: Use to print the list.
- 3. Update Inspectors: Discussed later.





Political Subdivision

If you have other HDIS Modules, this file may already be completed.

The information entered in this table populates political subdivision dropdown boxes in the module.

From the Food Protection Module, navigate to: Maintenance > Add/Delete/Modify Tables >Political Subdivisions

Add/Del	ete/Modify Political Subdivision Table			×
Code	Subdivision	District	^	Close
·			- 11	
001	AUSTINTOWN TWP.			Add
0012	AUSTINTOWN-SE (FOOD ONLY)			
0013	AUSTINTOWN-SW (FOOD ONLY)			Delete
0014	AUSTINTOWN-N (FOOD ONLY)			
002	BEAVER TWP.			Print
003	BERLIN TWP.			
004	BOARDMAN TWP.			Update Districts
0041	BOARDMAN-NE (FOOD ONLY)			
0042	BOARDMAN-NW (FOOD ONLY)			
0043	BOARDMAN-SE (FOOD ONLY)			
0044	BOARDMAN-SW (FOOD ONLY)			
005	CANFIELD CITY			

1. Click Add and enter a Code to identify this political subdivision. It can be up to four characters long

- 2. Enter the name of this political **Subdivision**.
- 3. Enter the **District** this subdivision is assigned to, if applicable.
- 4. Repeat steps 1-3 as many times as necessary.
- 5. Click **Close** to exit the table.

Additional information:

- 1. **Delete**: Use to delete the record where your cursor is positioned.
- 2. Print: Use to print the list.
- 3. Update Districts: Discussed later.





Chapter 2: Entering FSO/RFE Information

From the Food Protection Module, navigate to: Food Protection > FSO/RFE

🖺 FS	0 / RFE -											×
Find	FSO/RFE	Licensing Information	Inspections	FSO CCP	RFE Process Review	Variance	Verificati	on Plan	Review	E-mail /	GIS / GP	'S
	ø by Name	O by License #	O by Street Add	ress								
E	nter Name, License	e# or Street Address								-		
Ī						Ch	eck For	Complaints	Add		Close	
	b •			o		"			<u> </u>			_
	Name			Street		License #		Name of o	perator			<u>^</u>
	A DANDY PL			130 MAIN 8	STREET		170	KIM POSS	SIBLE			
	A DUBIOUSL	Y PRICED DINING D	ELIGHT	190 MAIN 3	STREET		247	KIM POSS	SIBLE			
	A FINE DININ	IG AND GOOD EATS	PLACE	94 LINE IN	SAND LANE		126	KIM UNLI	KELY			
	A GRAIN OF	SALT		70 MAIN S	TREET		99	KIM POSS	BIBLE			
	A LONG TIME	E AGO STORYBOOK	CAFE	82 UPPER	LOWER BLVD		114	GEORGE	O'JUNG	LE		
	A SMALL CO	RNER STORE		178 SQUA	RE CIRCLE		229	ELMER F	UDDSTE	RIONE		
	A TON OF CH	HOW		154 LINE I	N SAND LANE		199	KIM UNLI	KELY			
	A WABBIT IN	ΙΑΡΟΤ		238 SQUARE CIRCLE 305 ELMER F		ELMER F	UDDSTE	RIONE				
	AARDVARK	ANTS AND OTHER	ASTY BUGS	S 34 LINE IN SAND LANE			46		KELY			
	AL'S HOUSE	OF EXTREME WAF	FLES	214 LINE II	N SAND LANE		278	KIM UNLI	KELY			
	ALEC CHEZ	SNOBE		58 SQUAR	ECIRCLE	77 EL		7 ELMER FUDDSTERI		RIONE		
	ALL ABOUT	CHICKEN SOUP		106 SOUT	HNORTH STREE		140	SANDY SI	HORE			
	ALL ABOUT	CHOCOLATE GRAS	SHOPPERS	226 SOUT	HNORTH STREE		293	SANDY SI	HORE			
	ARNIE'S AW	ESOME GYM AND G	RILL	22 UPPER	LOWER BLVD		26	GEORGE	O'JUNG	LE		
	AUNTIE ANG	ELA'S HOUSE OF P	ASTA	202 UPPE	R LOWER BLVD		262	GEORGE	O'JUNG	LE		
	BARBS BES	T BEAR BURGERS		46 SOUTH	NORTH STREET		58	SANDY SI	HORE			
	BELLA'S BON APPETIT			142 UPPE	R LOWER BLVD		184	GEORGE	O'JUNG	LE		
	BENNY'S HOUSE OF EDIBLE BEE WAX			166 SOUT	HNORTH STREE		212	SANDY SI	HORE			
	BLENDED B	LOWISH SHACK # 2	50	250 MAIN	STREET		321		BIBLE			
	BLENDED BLOWISH SHACK # 262			262 UPPE	R LOWER BLVD		335	GEORGE	O'JUNG	LE		
			••				0.50				<u>`</u>	~

The **FIND** tab on the FSO/RFE window is for finding a previously entered FSO/RFE.

You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the enter key on your keyboard.

To find a FSO/RFE by License #, click the radio button labeled by License # and then enter the license number.

To find a FSO/RFE by **Street Address**, click the radio button labeled **by Street Address** and enter the street address.

Click the **Add** button to enter a FSO/RFE. Once you click the **Add** button, you have entered a FSO/RFE record.

You **do not** have to click the **Add** button again after you have entered the information.





FSO/RFE Tab:

🖀 RFEO - A A A A TEST					×
Find FSO/RFE Licensing Information Inspections F	SO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS
Retail Fo	od Estab	olishment Oper	ation		
□ FSO □ RFE Endorsement □ RFE □ FSO Endorsement	Catering	Seasonal	Limited	e# E 485	xt Lic # (optional) 123456LLTEST
Name of Facility		Name of License	e Holder		
AAAATEST		TESTER			
Street address	City		State	Zip code	_
TESTING AVENUE	TESTVI	LLE	✓ OH	11111	/
Phone FAX			Established Date	e Code	
1-111-1111 1-111-1121			06/05/2018	C1L	/
Employees with Food Protection Certi	fication	Manage E	mployee Certs	Show Active Onl	y
Cert Levels Required	Active Las	st Name	First Name	Level	•
Level 1 After 2010 FBI Sanitation	T tes	stingExport	thekaylez	1	
Level 2				,	
Mailing address for annual Renewal if differen	t than above	e		>	_
Name of parent company or owner		- Mail to Person (c	optional)		-
]	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Street address	City		State	Zip code	_
			~	~	*
Phone					
Pr	int Pre	evious FSO/RFE Next	FSO/RFE Delete FSO/F	RFE Add FSO/F	RFE Modify

You may now begin to enter information into the fields.

Remember, you can use the **Tab** key to advance from field to field.

On this page, you will fill out the information for the FSO/RFE and the licensee that you received from the application.

Field/Button	Description
FSO	Mark this checkbox if this is a Food Service Operation
RFE Endorsement	Mark this checkbox if the FSO also has an endorsement for a Retail Food Establishment
RFE	Mark this checkbox if this is a Retail Food Establishment
FSO Endorsement	Mark this checkbox if the RFE also has an endorsement for a Food Service Operation
Catering	Mark this checkbox if this establishment provides catering services
Seasonal	Mark this checkbox if this establishment is seasonal
Limited	Mark this checkbox if this establishment has any type of limitation on their license.
	EXAMPLES: Only pre-washed foods that are pack aged as ready to eat may be used.
	Only disposable ware and utensils may be used in the preparation and serving of food.





License #	Will automatically be completed with the next license #.						
Name of Facility	Enter th	Enter the name of the facility					
Name of License Holder	Enter th	ne name of the license holder					
Street Address	Enter th	ne street address of the facility					
City	Enter th	ne city of the facility					
State	Enter th	ne state of the facility					
Zip Code	Enter th	ne zip code of the facility					
Phone	Enter th	ne phone # for the facility. ** Note: Must start with a "1"					
Fax	Enter the fax # for the facility. ** Note: Must start with a "1"						
Established Date	Enter th	ne date the facility was established					
Code	Choose	the appropriate code for this facility					
Mailing address for annual R	enewal if	f different than above					
Name of parent company or	owner	Enter the name of parent company or owner if different than above					
Mail to person (optional)		Enter the name of the "mail to" person if different than above					
Street address		Enter the mailing street address if different than above					
City		Enter the mailing city if different than above					
State		Enter the mailing state if different than above					
Zip Code		Enter the mailing zip code if different than above					
Phone		Enter the phone if different than above. ** Note: Must start with a "1".					





Food Protection Certification

When entering new establishments or modifying existing establishments, you need to make sure that the correct Certification Levels are specified within the **Cert Levels Required** section of the **FSO/RFE tab** on the **FSO/RFE** screen.

On this screen you may directly check or uncheck the **Level 2** box, but may only indirectly change the status of the **Level 1** box.

If none of the sub-requirements are selected for Level 1, then Level 1 is not required.

If one or more of the sub-requirements are selected, then Level 1 certification is required.

🖺 RFSO	- A DUBIOUSLY	PRICED DINING DELI	IGHT								X		
Find	FSO / RFE	Licensing Infor	mation	Inspections	FSO CCP	RFE	Process Review	Variance	Verification	Plan Review	E-mail / GIS / GPS		
	Food Service Operation												
		FSO I	RFE End FSO End	orsement orsement	Cater	ing	Seasonal	Limited	Licens	e# E 247	Ext Lic # (optional)		
	Na	ame of Facility				!	Name of Licen	se Holder			_		
	A	DUBIOUSLY F	PRICED	DINING DEL	IGHT		KIM POSSIBL	E					
	St 1	treet address 90 MAIN STRE	ET		City BAL		WP		State	Zip code 99973	~		
	Phone FAX 1-555-555-1761 1-555-555-1190					Establish				e Code C4S			
	_										- 1		
	E	mployees with	n Food P	rotection C	ertification	1	Manage	Employee Ce	erts 🗹	Show Active On	ly		
	E	mployees with Cert L 2 Level 1 Aft 2 Level 2	evels Re	rotection C quired FBI Sanit	ation	Last Na Schne Stojsa	Manage ame II Vijvic	Employee Ce	rts ☑ First Name Stan Modified Bill	Show Active On Level	v		
	E	mployees with Cert L Level 1 Aft Level 2 ailing address for	evels Re er 2010	rotection C quired FBI Sanit	ation erent than a	Last Na Schne Stojsa	Manage ame II Mjvic	Employee Ce	rts First Name Stan Modified Bill	Show Active On	y Y		
	E Ma Na F	mployees with Cert L Level 1 Aft Level 2 Alling address for ame of parent c OOD EMPORI	TFood P evels Re er 2010	rotection C quired FBI Sanit enewal if diff or owner	ertification ation erent than a	Last Na Schne Stojsa	Manage arme II Vijvic Mail to Person	e Employee Ce	rts First Name Stan Modified Bill	Show Active Onl	v v		
	E Ma Na St	mployees with Cert L Level 1 Aft Level 2 An Address for ame of parent c OOD EMPORIN reet address	n Food P evels Re er 2010	rotection C quired FBI Sanit enewal if diff	ertification ation erent than a City	Last Na Schne Stojsa Dove	Manage ame II Mjvic Mail to Person	e Employee Ce	rts First Name Stan Modified Bill State	Show Active On	y Y		
	E Ma Na St 1	mployees with Cert L Level 1 Aft Level 2 alling address for ame of parent c OOD EMPORIN reet address 90 MAIN STRE	an Food P evels Re er 2010	rotection C quired FBI Sanit enewal if diff or owner	ertification ation Active T T C t City BALF	Last Na Schne Stojsa	Manage ame II Vijvic Mail to Person	e Employee Ce	rts First Name Stan Modified Bill State OH	Show Active On Level	y Y		
	E Ma Ná St 1 Př	mployees with Cert L Level 1 Aft Level 2 Alling address for ame of parent c OOD EMPORIU reet address 90 MAIN STRE hone -555-555-4961	annual Re evels Re er 2010 annual Re ompany o JM ET	rotection C quired FBI Sanit enewal if diff or owner	ertification T T erent than a City BALF	East Na Schne Stojsa	Manage ame II Mjvic Mail to Person	e Employee Ce	rts First Name Stan Modified Bill State OH	Show Active On Level d 1 1 3 3 4 1 1 1 3 3 3 3 3 3 3 3 3 3 3 3	y v		





Manage Employee Certification

In order to manage the employee certifications for a given establishment, click on the Manage Employee Certs button.

RFSO -	FSO / RFE	Licensing Information	Inspections FSO CCP	RFE P	rocess Review	Variance Verification	Plan Review	E-mail / GIS / GPS					
			Food Se	ervice C	Operation								
	🔀 Manage Em	nployee Certifications						23					
		Manage Employee Food Protection Certifications											
			H	DIS C	AFE								
	Active	Last Name	First Name	Level ^	Active	Cert Level or Equiva	alent (1 or 2) 1						
	Rubb	nekowski	Damubus	1	First Name	Barnubus							
					Last Name	Rubblekowski							
					Cert Number	ABC1234							
					Cert Authority	ODH							
					Cert Start Date	€ 12/01/2015							
					Employed from	12/02/2015 unti	11						
						Save Add	Reset Del	lete					
						First Prev	Next La	ast					
	<			>									
							Clo	ose					
	Phon 	ne -											
			Print	Previous F	SO/RFE Next	FSO/RFE Delete FSO/	RFE Add FSO/F	RFE Modify					

To edit an existing certification entry you select it from the list, alter the values as desired, and click the **Save** button. If you begin changing values and want to reset everything back to the original values prior to saving, then you may click on the **Reset** button in order to restore the most recently saved values.

In addition to being able to click on the entry in the list, you may also click on the button labelled **First** to go to the first item in the list, **Last** to go to the last item in the list, **Prev** to go to the previous item in the list, or **Next** to go to the next item in the list.

To create a new certification entry, you click on **Add**, fill in the desired values on the subsequently displayed record, then click on save.

To mark a record as deleted, click on the **Delete** button. It is important to remember two things about the behavior of **Delete** on this screen:

- 1) You should not delete a record that has been valid in the past. Rather instead, if an employee has left the establishment, you should uncheck the box marked **active** and save the record.
- 2) When you click on the **Delete** button you are telling HDIS to ignore this record, but you are not removing the data from the database.

You are required to specify the **Active** status- (Checked by default), the First Name, the Last Name, and the Cert Number. Other fields are optional.





Licensing Information Tab

RFSO - AL'S HOUSE OF EXTREME WAFFLES	
Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review	E-mail / GIS / GPS
Code Descript Local fee State fee WS fee Late fee Total C4S COMMERCIAL CLASS 4 <25,000 SQ. FT.	
Inspector Service	
KJK V KOJACK CCP V CRITICAL CONROL POINT	
Political subdivision District Air Compliance: Compliance Date 11 BALROG TWP (C)ompliant (N)on (O)ver / /	
Website	
Note Success consists of going from failure to failure without loss of enthusiasm.	
OOB date Private Water PWS/EPA Out of business / /	
Print	Modify

Field/Button	Description
Code	Chose the fee code for the FSO/RFE
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
WS Fee	If you check the Private Water check box, a water fee will appear if you have defined one in the fee table.
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates
CCP Interval	(filled out once fee code is selected)
Last two CCP Inspections	Enter your last two critical control point inspection dates
Audit	(filled out once a license fee is printed)
Date issued	Date permit issued





Date Paid	Date the permit was paid
Receipt #	Receipt number for the permit
Inspector	Inspector's code and name
Service	Reason code and description
Political subdivision	Political subdivision code and political subdivision
District	Used only if you have defined districts for Inspectors.
Air Compliance	C = Compliant / N = Non-Compliant / O = Over Compliant
Compliance Date	Enter the date of air compliance
Website	Enter the website for this establishment
Note	Enter your notes
Private Water	Check if the FSO/RFE uses private water
PWS/EPA	The EPA was involved with the private water system on the property
Out of Business	Check if the FSO/RFE is out of business
OOB Date	Enter the out of business date
Print	Opens the print menu
Modify	Click to modify the information on the page





Inspections Tab

🌋 RFEO - A A A A A	A TEST TEST TEST						_
Find FSO/R	FE Licensing Informa	tion Inspections	FSO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS
Physical	Facilities/Poisonous or To	tic Materials/Special Red	quirements	Violations/C	omments	RFE - Voluntary	Destruction
	Category/Descriptio	on Form 2018	Date	2018 Inspection T	Travel Time (min)	ne (min)	oing, and waste
Lindata Std + C	Standard			odborne 🗆 Com			□Var
	Consultatio	n 🗌 Prelicensi	ng 🗆 30	Day 🗌 Othe	r (specify)		
	Follow-up Date and 10/19/2018	Inspector (if require	ed) Sample	date/result (if require	ed) Automatic Day st	eet Entry et Report	
	Date	Pram Description			Activity Description		
	09/21/2018	Description			Mileege	~	
		Description	~		vineage	Add Entry	
		Print	Previous	Inspection Next Inspe	Delete Inspectio	n* Add Inspecti	on* Modify

To enter a standard inspection, click the Modify button

RIGHT click the **Add Inspection** button and enter the inspection date.





FSO/RFE Inspection

🖺 RFEO - A A A A A A	TEST TEST TEST						
Find FSO/RF	E Licensing Information	Inspections	FSO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS
Physical F	acilities/Poisonous or Toxic Mat	erials/Special Rec	quirements	Violations/C	omments	RFE - Voluntary	Destruction
	Category/Description	11 20 10 1	Date 09/19/2	Inspection T	ime (min) Travel Tir 10 Travel Mi	ne (min) les	ung, and waste
Update Std + CC	P ☑ Standard	□ Follow up □ Prelicensi	ng 30	odborne 🗌 Com Day 🗌 Othe	plaint 🛛 CC r (specify)	CP □PR	□ Var
. <u></u>	Follow-up Date and Inspe 10/19/2018 CS	ector (if require	ed) Sample	date/result (if require	ed) Automatic Day sh	eet Entry et Report	
	Date Prgr 09/21/2018 Service Code & Des	n Description cription		Time	Activity Description	Add Entry	
		Print	Previous	Inspection Next Inspe	ction Delete Inspectio	n* Add Inspecti	on* Modify

Field/Button	Description
Category/Description	Automatically filled out
Date	Enter the date of the inspection
Inspection Time (min)	Enter the inspection time in minutes
Travel Time (min)	Enter the travel time in minutes
Travel Miles	Enter the number of miles travelled for this inspection
Standard	Check if this is a standard inspection
Update Button	Click to update the last three inspection dates on the Licensing Information page and last 2 CCP.
Follow up	Check if this is a follow up inspection
Food borne	Check if this is a foodborne inspection
Complaint	Check if this inspection is due to a complaint
Consultation	Check if this is a consultation inspection



Prelicensing	Check if this is a follow prelicensing inspection
30 day	Check if this is a follow 30 day inspection
Other (specify)	Check if this is an Other type of inspection and enter the kind of inspection in the field to the right.
Follow up Date and Inspector (if required)	Enter the follow up date for an inspection if it is required, along with the inspector
Sample date/result (if required)	Enter the sample date/result if required





Inspection Form 2018

RFEO - A		A TEST	TEST TE	ST									
Find	FSO/RF	RFE Licensing Information Inspections FSO CCP		RFE Pro	cess Review	Variance Verification	Plan Review	E-mail / GIS	/ GPS				
	Physical F	Facilitie	s/Poiso	nous or	Toxic M	aterials/Special F	Requirements		Violations/0	Comments	RFE - Volunta	ary Destruction	
FSO	/ RFE Ins	pection		Inspe	ection F	vrm 2018 Management and Personnel / Food Equipment, Utens					nsils, Linens/Water, Plumbing, and Waste		
Item#	Detail	IN	OUT	N/A	N/O				Item Text			Section	^
0	Detail					Observations /	Comments - Item	s not code i	elated			Comments	
1	Detail					Person in charg	e present, demor	nstrates kno	wledge, and	performs duties		Supervision	
2	Detail					Certified Food F	Protection Manage	er				Supervision	
3	Detail					Management, fo	ood employees ar	nd condition	al employee;	knowledge, responsibiliti	es and reporting	Employee Healt	
4	Detail					Proper use of re	striction and exc	lusion				Employee Healt	t
5	Detail					Procedures for	responding to von	niting and di	arrheal event			Employee Healt	i l
6	Detail					Proper eating, t	asting, drinking, o	or tobacco u	ise			Good Hygienic	i
7	Detail					No discharge fr	om eyes, nose, a	nd mouth				Good Hygienic	i I
8	Detail					Hands clean an	d properly washe	d				Preventing Cont	i
<	1	_											. •
Inspec	ted by									Received by			_
CS			Tec		п								
03	~		1 30	AN, S									
R.S./5	SIT #									Title			
			- 4 -										
			ate		Pr	gm Descriptio	n			Activity Description			
		()9/21/	2018					\sim		\sim		
				<u> </u>					-				
		S	ervice	Code	e & De	scription			lime	Mileage			
							~				Add Entry		
		L				Pri	nt Previous	s Inspection	Next Insp	ection Delete Inspectio	Add Inspe	ction* Modi	fy

Click the **Modify** button to edit an existing inspection

When you right-click Add Inspection* you will notice an Item# 0 field

Item#	Detail	IN	OUT	N/A	N/O	ltem Text	Section	^
0	Detail					Observations / Comments - Items not code related	Comments	3

Select and use this field to write Observations or Custom comments





Choose Violations											
	Select One or More Violations										
	Ite	m#	0 C	bse	rvati	ons /	Comments - Items not code related	Save	Save		
					Cance	I.					
It	tem#	Viol	Code	Crit	COS	Repe	Description/Observation		^		
	0		Custom-1	NC			Custom Comment # 1	Ŷ			
	0		Custom-2	NC			Custom Comment # 2	^			
	0		Custom-3	NC			Custom Comment # 3	Ŷ			
	0		Custom-4	NC			Custom Comment # 4	Ŷ			
	0		Custom-5	NC			Custom Comment # 5	Ŷ			
	0		Custom-6	NC			Custom Comment # 6	Ŷ			
	0		Custom-7	NC			Custom Comment # 7	Ŷ			
	0		Custom-8	NC			Custom Comment # 8	\$			
	0		Custom-9	NC			Custom Comment # 9	Û	~		
	<							>			





At any time, even before selecting Modify you are able to click the **Detail** button for any Item # to view information.

ltem#	Detail	IN
0	Detail	
4	Datail	

However, to make any changes, you must click Modify first. Then, choose an Item#, put a checkmark under the **OUT** column

Item#	Detail	IN	OUT	N/A	N/O	
0	Detail					0
1	Detail		\leq			F
2	Detail					0
3	Detail					Ν
4	Detail					F

When clicking OUT another window will pop open and display all of the violations relating to the Item#

Choose Violations								
					Se	ect One or More Violations	Close	
lte	em #	1 F	erso	on in	char	ge present, demonstrates knowledge, and performs duties	Save	
							Cancel	
Item#	Viol	Code	Crit	cos	Repe	Description/Observation	^	7
1		3717-1-02.4(A)(1) C D PIC: Assignment of Responsibility					^	
1		3717-1-02.4(B)(1)	с			PIC: Demonstration of Knowledge - Describing relationship between preventing foodborne illnes and employee health	s ^ v	
1		3717-1-02.4(B)(4)	с			PIC: Demonstration of Knowledge - Explaining relationship between maintaining proper time/temperature of TCS food and prevention of foodborne illness	Ŷ	
1		3717-1-02.4(B)(5)	с			PIC: Demonstration of Knowledge - Explaining hazards involved in consuming raw or undercooked meat, poultry, eggs, fish	Ŷ	
1		3717-1-02.4(B)(6)	с			PIC: Demonstration of Knowledge - Stating required temperatures and times for safe cooking of TCS food	Ŷ	
1		3717-1-02.4(B)(7)	с			PIC: Demonstration of Knowledge - Stating required temperatures and times for safe storage, holding, cooling, reheating of TCS food	^	
1		3717-1-02.4(B)(8)	с			PIC: Demonstration of Knowledge - Describing relationship between prevention of foodborne illness and management of contamination, hand contact with food, hand washing, and clean facility	^	
1		3717-1-02.4(B)(9)	С			PIC: Demonstration of Knowledge - Identifying major food allergens	Ŷ	
1		3717-1-02.4(B)(10)	с			PIC: Demonstration of Knowledge - Explaining relationship between food safety and proper equipment	Û,	
<							>	-





Select the **Violations** you want to add and check-mark any other fields as necessary. Additional comments can be added to any violation in the **Description/Observation** field.

Click Save to save your changes and Close to close-out

Close
Save
Cancel

NOTE: You will receive up to two message boxes if items in the 2018 inspection form need marked as either "IN" or "N/A".

Press the **Print** button to print the 2018 Inspection Form.

Print	Previous Inspection	Next Inspection	Delete Inspection*	Add Inspection*	Modify





Select the Food Inspection Report 2018 radio button in order to print your 2018 Food Inspection Report

O Application	O Envelope-Name of Facility	ОК
Application year	○ Envelope 6.5" X 9.5" - Name of Facility	Close
2018	O Envelope-Name of Parent Company	0,000
	Envelope 6.5" X 9.5" - Name of Parent Company	
	Food Inspection Report 2018	
	Operation/Retail Food Inspection (both forms)	
	Operation/Retail Food Inspection (standard only)	
	Operation/Retail Food Inspection (continuation only)	
	Operation/Retail Food Inspection (condensed)	
◯ Letter A	Operation/Retail Food Inspection (combined)	
◯ Letter B	O Voluntary Destruction of Unfit Products Form	
O Letter C	O Critical Control Point Inspection	
◯ Letter D	 Examples of Elements 	
◯ Letter E	O Retail Food Establishment Process Review	
O Lotter E	O Variance Verification Inspection	
	○ Variance Verification Inspection(back side)	
	○ Food Plan Review Report	
	O Standard Inspection Violations Report	
	O Blank Application	
Preview		
Print		

The first message box you may receive is shown below. Click either Yes, No, or Cancel based on the instructions on the screen.







The second message box you may receive is shown below. This allows you to choose to mark non-violation items as "IN" by clicking Yes. Otherwise, click No or Cancel.

Mark Items as IN?	×
You have one or more items unmarked. Do you want to mark them as being IN compliance at this time?	
Yes = Mark and continue to print No = Make no changes and continue to print Cancel = Make no changes and cancel print	
Yes No Cancel	





If you select HDIS Generated PDF it will save a PDF file of the Food Inspection Report to the previously set-up file location.

Preview Print HDIS Gener	rated PDF			×
	00101	5 8950		
Save in: Quick access Desktop Libraries	Name	No items match your	G Ø P P▼ Date modified search.	Туре
This PC				
Network	< Food File Save as type:	a a a a a a test test test-1100-09-21 PDF	-2018.pdf ∽	Save Cancel
				Lode Page





Preview of 2018 Inspection Form:

Designer - toodinsp-neapsuza-agri zo8.trx - Page T							
	State of	Ohio					
Food I	nspec	tion R	epo	ort 👘			
Authority: Chapte	ers 3717 and	1 3715 Ohio	Revis	ed Cod	е		
Name of facility	Checkione XFSO] RFE	Licens	e Number i59	r D	ate 18/27/2018	
Address	City/Zip Code	,			I		
License holder	Inspection Tim	e Travel	Fime		Category/Descri	ptive	
	30	32			COMMERCIAL C	LASS 4 <25,000	D SQ. FT.
Type of inspection (check all that apply) XI Standard Critical Control Point (FS0) Process Review (RFE Foodborne 30 Day Complaint Pre-licensing Consul	E) 🗌 Variance I ultation	Review 🛛 Follo	νUp	Follow-up //) date (if required	i) Water sa (if requir //	imple date/result red)
FOODBORNE ILLNESS	RISK FACTO	DRS AND P	JBLIC I	IEALTH	INTERVEN	TIONS	
Mark designated compliance status (IN, OUT, N/O, N/A) for each numbere	ed item: IN = i	in compliance O	UT = noti	n complian	ce NVO = not obs	served NVA = r	not applicable
Compliance Status				Con	npliance Status	3	
Supervision Supervision I XIIN OUT N/A Person in charge present, demonstrates know performs duties	ledge, and		amperatu]о∪т]оит	Proper dat	te marking and di	sposition	; food)
2 IN XOUT N/A Certified Food Protection Manager		24 X IN []о∪т]лип	Time as a	public health con	trol: procedure:	s & records
Management, food employees and conditional	l employee;			Cons	umer Advisory	•	
4 IN DUIT N/A knowledge, responsibilities and reporting		25 X IN []о∪т	Consumer	- radvisoryprovide	d for raw or und	dercooked foods
5 IN XOUT N/A Procedures for responding to vomiting and dia	arrheal events		Hig	hiy Susa	eptible Popula	itions	
Good Hygienic Practices		26 🛛 IN []оит	Pactouriac	d foods used: pro	hibited food on	unt offerend
6 🕅 IN 🗌 OUT 🗌 N/O Propereating , tasting , drinking , or tobacco use	e	20 🗆 N/A		rasteunze	a was used, pro	moned bousin	iot offered
7 XIN OUT N/O No discharge from eyes, nose, and mouth					Cherrical		
Preventing Contamination by Hands		27 0 IN L	1001	Food addi	tives: approved a	nd properly use	ed 🔰
8 IXIN UUT UN/O Hands clean and property washed		28 🛛 IN [⊒о∪т	Toxic sub	stances nonerhui	dentified. store	d used





Management and Personnel/Food

To enter a violation, click on the appropriate check box for the violation. In the example above, we are going to click on **Management and Personnel Rule 2.3 Hygienic Practices**.

When the violation is checked, the Food Protection Inspection rules table will open (seen on the next page).

If the violation is **critical**, check the Critical check box before clicking the violation.

This will preface the violation on the Violations/Comments with Critical Violation.

RF:	SO - A A A A TEST								X
Find	I FSO/RFE	Licensing	g Information	Inspections	FSO CCP	RFE Process Revie	w Variance Verific	cation Plan Review	E-mail / GIS / GPS
	Physical F	acilities/Poisc	onous or Toxic M	aterials/Special I	Requirements	Violation	is/Comments	RFE - Voluntary De	struction
	FSO / RFE Insp	pection	Inspection For	m 2018 🛛 🕅	lanagement and	Personnel / Food	Equipment, Utens	ils, Linens/Water, Plumbin	g, and Waste
	FSO / RFE Inspection Inspection Form 2018 Management and Personnal Equipment, Utensils, Linens/Water, Plumbing, and Waste Management and Personal 0.1 Sold Sold								
		Date 09/05/20	Prgm)18	Description		~	Activity Descrip	otion	
		Service (Code & Desc	cription	~	Time	Mileage	Add Entry	
				Print	Previous	Inspection Next In	spection Delete In	spection* Add Inspecti	on* Modify





For your inspections, you have the ability to view the rules. Check the box for the appropriate code that was violated to add to your inspection form.

You may also search all 02.3 rules by typing a key word in the field box and clicking the Search button.

This will display all rules that the key word has found. You may view a rule by clicking on the row and then clicking the **View** button.

When finished, click the Add Rules and Close button.

C _	Food	Service O	perati	tion Rules	23			
				Search Reset Checks View	v			
Γ	Add	Critical #	#	Code Title	^			
		\checkmark	02.1	(A)The license holder shall require food employees and Management and personnel: employee health.				
		\checkmark	02.1	1 (B)The person in charge shall notify the licensor when Management and personnel: employee health.				
		\checkmark	02.1	(C)The person in charge shall ensure that a conditional Management and personnel: employee health.				
		\checkmark	02.1	(D)Conditions of exclusion and restriction - exclusions Management and personnel: employee health.				
		\checkmark	02.1	(E)Removal of exclusions and restrictions Management and personnel: employee health.				
	L							
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	-							
	<	II			> [×]			
				Add Bules Add Bules and Close Close	•			
				Add Rules Add Rules and Close Clos	c			

Field/Button	Description
Search	Click to search for a key word entered in the field to the left
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window



Equipment, Utensils, Linens/Water, Plumbing, and Waste

This page displays rules 4.0 thru 5.4.

RFSO	- A A A A TEST								
Find	FS0/RFE	Licensing Informatio	n Inspections	FSO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS	
	Physical Fa	acilities/Poisonous or To:	kic Materials/Special	Requirements	Violations/	Comments	RFE - Voluntary De	struction	
	FSO / RFE Insp	ection Inspection	Form 2018	Management and	Personnel / Food	Equipment, Utensils, Lin	ens/Water, Plumbing, and Waste		
	Augment, Utensils, Linens 4.0 Materials for construction 4.1 Design and construction 4.2 Numbers and capacities 4.3 Locations and Installation 4.4 Maintenance and operation 4.5 Cleaning of equipment and 4.6 Sanitizing of equipment and 4.7 Laundering Critical 4.8 Protection of clean items		n Critical Critical Critical Critical Critical n Critical nd critical nd uten Cr and uten Cr Cr Critical	- 5. 5. 5. 5. 5. 5. 5.	0 Water Critical 1 Plumbing system 2 Mobile water tar 3 Sewage, liquid v 4 Refuse, recyclal	m Critical iks Critical vaste and Critic	cal al		
		Date P 09/05/2018	rgm Description	l	~	Activity Description	~		
		Service Code & D	escription	~	Time	Mileage	Add Entry		
			Print	t Previous	Inspection Next Insp	ection Delete Inspecti	on* Add Inspect	ion* Modify	





Physical Facilities/Poisonous or Toxic Materials/Special Requirements

This page displays rules 6.0 thru 27.

🖺 RFS	SO - A A A A TEST									×		
Find	FSO / RFE	Licensi	ing Information	Inspections	FSO CCP	RFE Process Review	v Variance Ve	rification	Plan Review	E-mail / GIS / GPS		
	FSO / RFE Ins	pection	Inspection For	rm 2018	Management and	agement and Personnel / Food Equipment, Utensils, Linens/Water, Plumbin						
	Physical F	acilities/Poi	isonous or Toxic N	laterials/Specia	al Requirements	Violation	s/Comments	ł	RFE - Voluntary De	struction		
	Physical Facilities 6.0 Materials for construction Critical 6.1 Design, construction Critical 6.2 Numbers and capacities Critical 6.3 Location and placement Critical 6.4 Maintenance and operation Critical 7.0 Labeling and identification Critical 7.1 Operational supplies Critical 7.2 Storage and display Critical Special Requirements 8.0 Fresh juice production Critical 8.1 Heat treatment dispensing Critical 8.2 Custom Processing Critical		Critical Critical Critical Critical Critical Critical Critical Critical Critical Critical	 8.3 Bul 8.4 Acie 9.0 Fac 20 Exis 901:3-4 C 12 Artic 13 Rec 14 Foo 15 Emt 3701-21 C 27 Emt 	k water machine dified white rice p cility layout and e sting facilities and OAC RFE Only cles - Cease Use ords Critical d Sample Collect oargo of food/Vol OAC FSO Only oargo of food	criteria Critical preperation Critical quipment Critical d equipment Critical Critical critical critical critical Critical Critical Critical						
	Date Prgm Description 09/05/2018 Service Code & Description				n	Time	Activity Desc Mileage	ription	~			
				Prir	nt Previous	Inspection Next In	spection Delete	Inspection	Add Entry * Add Inspecti	on* Modify		





Violation(s)/Comment(s)

The **Violations/Comments** page displays the rules that you added.

You may add your own comments specific to the rules.

	- A A A A TEST								
d	FSO / RFE	Licensing Informat	on Inspections	FSO CCP	RFE Process Review	v Variance Verification	Plan Review	E-mail / GIS / GP	
	FSO / RFE Insp	ection Inspectio	on Form 2018	Management and	d Personnel / Food	Equipment, Utensils, Lir	Equipment, Utensils, Linens/Water, Plumbing, and Waste		
Physical Facilities/Poisonous or Toxic Materials/Special Requirements Violations/Comments RFE - Violations/Comments								struction	
	3717-1-02.2 Mai (C)Hands and ai Food employees this rule immedi clean equipmen (1) After touc (2) After usin (3) After carir rule 3717-1-0 (4) After coug	hagement and persor ms - when to wash. a shall clean their har ately before engaging or utensils; or unwrr hing bare human bod g the toilet room; g for or handling serv 2.3 of the Administrat hing, sneezing, using	nel: personal clean ds and exposed po in food preparation pped single-service y parts other than cl ice animals or aqual ive Code; a handkerchief or	iness. rtions of their arn including workin or single-use art lean hands and c tic animals as sp disposable tissue	ns as specified under p g with exposed food; icles and: lean, exposed portions pecified in paragraph (C e, using tobacco, eatin	waragraph (B) of s of arms;)) of g, or	•		
	drinking exce Inspected by	ot as specified in par	adraph (A) of rule 3/	(17-1-02.3 of the	Administrative Code to R S /SIT #	ra	•		
	CS	CAT SCAN S	т		1.0.7011 #				
						All Rules			
	Received by		Title			Spell Check			
						Zoom			
		Date 09/05/2018	Prgm Description	n	~	Activity Description	~		
		Service Code &	Description	~	Time	Mileage	Add Entry		
			Prir	Previous	s Inspection Next In:	spection Delete Inspect	ion* Add Inspecti	ion* Modify	

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the "Violations" tab along with your comments
Inspected by	Choose the inspector who performed the inspection
R.S./SIT#	Enter the number of the Registered Sanitarian or Sanitarian in Training
Received by	Enter the person who received the inspection form
Title	Enter the title of the person who received the information
All Rules	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments
Zoom	Click to open the violations/comments in a full screen.

In the Violations/Comments Section:

F2 key will produce squared symbol, F3 key will produce degree symbol

If there are no violations, press **F4** with the cursor in the **Violations and Comments** section and "**No violations at time of inspection**" will appear. You will not have to print out the second page for a standard inspection. A small box will appear on the first Standard Inspection page with that comment in it.





RFE – Voluntary Destruction

On this page, you will enter information on the products that were voluntarily destroyed by the FSO/RFE.

FSO / RFE FSO / RFE Inspe Physical Far Product(s) a Reason for the	Licensing Information ection Inspection iclitites/Poisonous or To: and estimated am unfitness	n Inspections Form 2018 kic Materials/Specia ount in pound	FSO CCP Management and al Requirements ds, cases, bot	RFE Process Review I Personnel / Food Violations/ tles, etc.	Variance Verificatio	n Plan Review inens/Water, Plumbing RFE - Voluntary De	E-mail / GIS / GPS g, and Waste struction
Physical Fai Physical Fai Product(s) a Reason for t	ection Inspection cilities/Poisonous or To: and estimated am unfitness	Form 2018 kic Materials/Specia ount in pound	Management and al Requirements is, cases, bot	I Personnel / Food Violations/ tles, etc.	Equipment, Utensils, L Comments	inens/Water, Plumbing RFE - Voluntary De	g, and Waste struction
Physical Far Product(s) a Reason for t	cilities/Poisonous or To: and estimated am unfitness	xic Materials/Specia	al Requirements Is, cases, bot	Violations/	Comments	RFE - Voluntary De	struction
Product(s) a Reason for i	and estimated am unfitness	ount in pound	ls, cases, bot	tles, etc.		~	
Reason for I	unfitness					~ ~	
Reason for I	unfitness						
						^	
						~	
Method of D	Destruction						
Remarks							
						^	
						~	
	Dato D	ram Deceriptic	.		Activity Deparintion		7
	09/05/2018	rgm Descriptio	n	~	Activity Description		
	Service Code & D	escription		Time	Mileage		
		ocomputer	~			Add Entry	
		Pri	nt Previous	Inspection Next Insp	ection Delete Inspec	ction* Add Inspection	on* Modify
R	ethod of E emarks	ethod of Destruction emarks Date P 09/05/2018 Service Code & D	ethod of Destruction emarks Date Prgm Descriptio 09/05/2018 Service Code & Description Pri Pri	ethod of Destruction emarks Date Prgm Description 09/05/2018 Service Code & Description Print Previous	ethod of Destruction emarks Date Prgm Description 09/05/2018 Service Code & Description Print Previous Inspection Next Insp	ethod of Destruction emarks Date Prgm Description Activity Description 09/05/2018 Service Code & Description Time Mileage Print Previous Inspection Next Inspection Delete Inspection	ethod of Destruction





FSO CCP Tab

To enter a critical control point inspection, click the **Modify** button and then RIGHT click the **Add CCP** button.

🖀 RFSO - HDIS CAFE										×
Find FSO/RFI	E Licensing Information	Inspections	FSO CCF	RFE Process	Review	Variance Verific	ation	Plan Reviev	v E-n	nail / GIS / GPS
	Critical Control Poi	int	Temperature Log			Temperature Log				
2	Category/Description		Date		Inspection	n Time (min)	Travel	Time (min)	
	COMMERCIAL CLAS	S 4 <25,000	01/07/2016	D Update	20		Travel	5 I Miles 0		
	VI. Time/Temperature Controlled Safety Food Proper: cooking time and temperatures; reheating procedures for hot holding; cooling time and temperatures; hot holding temperatures; cold holding temperatures; date marking and disposition. Time as a public health control procedures and record. OBSERVATION: Foods are being hot held at 135°F or greater and cold held at 41°F or below. A proper 7 day date mark is achieved on all TCS foods.									
	Zoon	n Example	s of Elements	Rules	Spell Cf	neck				
				Print	Previous CCF	P Next CCP		Ad	d CCP*	Modify
				Print	Previous CCH	P Next CCP		Ad	d CCP*	Modify

Critical Control Point

Enter the information related to this CCP inspection.

Field/Button	Description
Category/Description	Automatically filled out
Date	Enter the date of the critical control point inspection
Update	Click to update the critical control point inspection dates on the licensing
	information page
Inspection Time (min)	Enter the inspection time in minutes
Travel Time (min)	Enter the travel time in minutes
Examples of Elements Button	Click to View/Add Examples of Elements
Rules Button	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments
Delete CCP* Button	To delete this CCP, you must RIGHT click on this button.
Add CCP*	Right click to add another CCP Inspection





Examples of Elements

dd	Code		Rules	
7	I. Employee Health		Memo	Т
	II. Good Hygieni Practices		Memo	t
	III. Preventing Contamination by Hands		Memo	Ť
]	IV. Demonstration of Knowledge		Memo	Ť
]	V. Food from Approved Source		Memo	Ť
]	VI. Time/Temperature Controlled Safety Food		Memo	T
]	VII. Protection from Contamination		Memo	Τ
]	VIII. Consumer Advisory		Memo	Т
	IX. Highly Susceptible Populations		Memo	Τ
	X. Chemical		Memo	Τ
	XI. Conformance with Approved Procedures		Memo	Ι
				\downarrow
				\downarrow
				1
				Ľ
			:	>
		Add Rules and Close	Close	

The **Examples of Elements button** is similar to the **Rules** button where you can view the elements and add them to your "Violations/Comments" field for your Critical Control Point Inspection.





Temperature Log

On this page, you will enter your temperature log on the food items.

Find	FSO / RFE	Licensing Informa	ion Insp	ections	FSO CCP	RFE Process Review	Varian	ce Verification	Plan Review	E-mail / GIS / GPS
		Critical Co	trol Point		Ter	mperature Log		Temperatu	ire Log	
		F4 = Hot Holding Food I LENT CHILI SALA DICE BEEF	F5 = Cold Holdi em L SOUP I D D TOMATC	DE	State HO HO CO CO CO	eheating F8 = Time in lieu of f e food is in T HOLDING T HOLDING LD HOLDING LD HOLDING LD HOLDING	temp F9	 Preparation Temperature 178 175 41 40 33 	F11 = Cooling 9	
		TABO	LI			LD HOLDING		40		
		CUT	IELON		CO			39		
		YOGU	RT		CO	LD HOLDING		38		
						Print Previous CC	CP Ne	xt CCP Dele	te CCP* Add CC	CP* Modify




Temperature Log (continued)

On this page, you will enter your continued temperature log on the food items as well as the inspector who performed the critical control point inspection and who received the report.

🖀 RFSO -	HDIS CAFE									×
Find	FSO / RFE	Licensing Information	Inspections	FSO CCP	RFE Process Review	Variand	ce Verification	Plan Re	eview E	-mail / GIS / GPS
		Critical Control Po	pint	Ter	mperature Log		Temperatu	ire Log		
		Food Item		Sta	State food is in		Temperature			
		MILK			DLD HOLDING		38			
		RAW CHIC	KEN	CC	DLD HOLDING		33			
							0			
							0			
							0			
		Inspected by				R.S./	Sit#			
		109	POWELL	COLLIN	123456					
		Received by			Title					
		G			Print Previous C	CP Ne	xt CCP Dele	te CCP*	Add CCP*	Modify
_										





RFE Process Review

To enter a RFE Process Review, click the Modify button and then RIGHT click the Add PR button.

🖺 RFSO -	A DUBIOUSLY	PRICED DINING DELIGHT							×	
Find	FS0/RFE	Licensing Informatio	n Inspections	FSO CCP	RFE Process Review	Variance	Verification	Plan Review	E-mail / GIS / GPS	
	Ľ	Processes	Pr	ocesses	Processes	Comments		omments		
		Date	Inspection time (i	min) Travel Ti	me (min) Travel Mile	2S F5=Uns F6=Sat F7=Per F8=Per F9=Not	satisfactory tisfactory rson in Charge- rson in Charge- t Applicable	Not Knowledgeable Knowledgeable		
		Thawing		Cooking						
		Under refri	geration	Eggs	- 155F for 15 sec	Fi	ish, meat, j	pork,game		
		Thawing in	n water	Comn	ninuted fish, meat	etables				
		Part of cor	ntinuous	Meat	Meat roasts: Cooling Tir			np Control		
		Thawed in	microwave	Ratite	Ratites & injected		ooked TC			
				Poultr	Poultry: stuffed fish		CS food pr			
				Whole	-muscle, intact	Automatic	: Day sheet Er	ntry		
				Microv	wave: Raw	Daily Wo	rk Sheet Rep	ort		
		Date Prgm Description 09/21/2018			Activity Description					
		Service Code & Description			Time N					
				~				Add Entry		
					Print Previ	ious PR N	Vext PR D	elete PR* Add P	R* Modify	





Processes – 1

RFSO - A DUBIOUS	LY PRICED DINING DELIGHT					×
Find FSO/RF	E Licensing Information	Inspections FSO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS
	Processes	Processes	Processes	s Co	omments	
	Date Insp // Update	bection time (min) Travel	Time (min) Travel Mile	2S F5=Unsatisfactory F6=Satisfactory F7=Person in Charge- F8=Person in Charge- F9=Not Applicable		
	Thawing Under refriger Thawing in wa Part of contine Thawed in mi	Cooking ation Egg: tter Com Jous Mea crowave Ratif Poul Who Micr	s - 155F for 15 sec minuted fish, meat t roasts: es & injected try: stuffed fish le-muscle, intact owave: Raw	Fish, meat, Fruits & veg Cooling Time - Ten Cooked TC TCS food pr Automatic Day sheet Er Daily Work Sheet Rep		
	Date Prgr 09/21/2018 Service Code & Des	n Description cription	Time M Print Previ	Activity Description	Add Entry elete PR* Add P	R* Modify

The program affords you the ability to use **hot** or **quick** keys in entering data into the fields for your RFE Process Review as noted below.

Field/Button	Description
Date	Enter the date of the process review
Update	Click to update the critical control point inspection dates on the licensing information page
Inspection Time (min)	Enter the inspection time in minutes
Travel Time	Enter your travel time in minutes
Travel Miles	Enter your travel miles
Quick Keys	
F5	Press to enter "U" into the field
F6	Press to enter "S" into the field
F7	Press to enter "U-PIC" into the field
F8	Press to enter "S-PIC" into the field
F9	Press to enter "N/A" into the field





Processes -2

Continue entering your Process Review information.

🖺 RFSO -		PRICED DINING DELIGHT							×
Find	FSO / RFE	Licensing Information	Inspections	FSO CCP	RFE Process Review	Varianc	e Verification	Plan Review	E-mail / GIS / GPS
		Processes	Processes		Processe	Processes		omments	
		Processes Reheating TCS foods rapi Food reheated Commercially p Remaining uns Two hour maxin Freezing Fish for Para Approved source	ES food s at 130F CS foods held emises)	Raw Menu Item Approved source. Records retained: Consumer advisory Protection from con F5=Unsatisfactory F6=Satisfactory F7=Person in Charge-Not Knowledgeable					
		-4F or below for 168 hrs F7-Person in Charge-Not Knowledgeable Records retained: F9=Not Applicable Date Prgm Description 09/21/2018 Activity Description							
		Service Code & Descr		~	Print Prev	Mileage	Next PR D	Add Entry elete PR* Add P	R [*] Modify





Processes - 3

Continue entering your Process Review information.

RFSO ·	A DUBIOUSLY	PRICED DINING DELIGHT								×
Find	FSO/RFE	Licensing Information	Inspections	FSO CCP	RFE	Process Review	Variance	Verification	Plan Review	E-mail / GIS / GPS
		Processes	Pro	cesses		Processes)	Co	omments	
		Time as a Public Heal	th Control (rol Cold/Hot Foods Transport of Food as						
		Used only for:				Metho	od of trans	sport & prot	ection	
		Written procedures available				Metho	od of cold	& hot food	temp	
		Hot & Cold Foo			Metho	od of hand	l washing:			
		Cold Food: 6hr	limitation			Metho	od of minii	mizing hand	d contact	
				Protection from contamination by						
					Records for food temperatures					
		F5=Unsatisfactory F6=Satisfactory F7=Person in Charge-Not Know F8=Person in Charge-Knowledg F9=Not Applicable	ledgeable eable	od Process I	Review	ved				
		Date Prgm I 09/21/2018	Description	otion Activity Descri				scription	~	
		Service Code & Descri	ption	~		Time M	lileage		Add Entry	
						Print Previ	ous PR	Next PR D	elete PR* Add P	R* Modify





Comments

On this screen, you can enter your comments on the Process Review and the food inspection rules that apply. Also, be sure to fill out the Inspector's name and who received the report.

🖺 RFSO -	A DUBIOUSLY	PRICED DINING DELIGHT							×
Find	FSO/RFE	Licensing Information	Inspections I	FSO CCP	RFE Process Review	Variance V	erification	Plan Review	E-mail / GIS / GPS
		Processes	Proces	sses	Processe	s	Co	mments	
								^	
		Inspected by Received by		Title				Rules Spell Check	
		Date Prgm 09/21/2018 Service Code & Descr	Description	Y	Time Print Prev	Activity Des Mileage	ext PR De	Zoom Add Entry elete PR* Add P	R* Modify





Variance Verification

This screen is to be used to enter information regarding Hazard Analysis and Critical Control Points. To enter a variance, first click **Modify**, then click **Add Variance**.

Processes-1

RFS	0 - HDIS CAFE									
Find	FSO / RFE	Licensing Inform	ation Inspections	FSO CCP	RFE Process Review	Variance V	erification Plai	n Review E	-mail / GIS / GPS	
	Processes Processes Comments									
Da /	Date Inspection Time (min) Travel Time (min) Follow-up Date (if required)									
1.	1. Is there a written HACCP Plan on premises?									
2.	Has ODA grante	d a variance for t	his process?					Go to #3	Go to #4	
3.	s the variance	letter on file at the	e firm?							
4. /	Are the firm's m	Go to #6	Go to #5							
5.	Check the box o	of CCP/hazard cor	nbination where mon	itoring proced	ures in the plan are i	nadequate or	nissing.			
	Food Safety Hazard		Location of the CCP							
ł	Biological	Receiving	Processing	Cooking	Cooling	Packing	Storage	Other		
ł	Chemical								_	
l	Physical									
6. /	Are the process	monitoring instru	ments for the CCPs ca	alibrated?						
7. /	Are there record	ds for the calibrati	on?							
8. /	8. Are the appropriate corrective actions taken when a critical limit deviation occurs?									

Field/Button	Description
Date	Enter the date of the variance inspection
Inspection Time	Enter the inspection time in minutes
Travel Time	Enter the travel time in minutes
Follow-up Date (if required)	Enter the date a follow-up is needed (if required)
Is there a written HACCP Plan on premisis?	Check Yes or No
Has ODA granted a variance for this process?	Check Yes or No. If Yes, go to question #3. If No, go to question #4.
Is the variance letter on file at the firm?	Check Yes or No
Are the firm's monitoring procedures being	Check Yes or No
followed?	
Check the box of CCP/hazard combination where	Mark each box as appropriate
monitoring procedures in the plan are inadequate	





	-
or missing.	
Are the process monitoring instruments for the	Check Yes or No
····· · · · · · · · · · · · · · · · ·	
CCPs calibrated?	
Are there records for the calibration?	Check Yes or No
Are the appropriate corrective actions taken when	Check Yes or No
a critical limit deviation occurs?	





Food Protection (FSO-RFE) User Manual

Processes-2

🖺 RFSO	- HDIS CAFE									×
Find	FSO / RFE	Licensing Information	Inspections	FSO CCP	RFE Process Rev	iew Variand	ce Verification	Plan R	eview I	E-mail / GIS / GPS
		Processes		F	Processes			Corr	ments	
										NO
9. Do and a	9. Does the firm's record keeping system adequately document the monitoring of each critical limit and any corrective actions taken?									
10. C	oes the HACC	P Plan include end prod	uct or in proces	ss testing as a	verification activi	ty?			Go to #11	Go to #12
11. N	lost recent test	t results: Date //	Produ	ct			Result			
12. <i>A</i>	re the records	reviewed and initialed	outinely?			3				
13. E	o the SSOPs r	eviewed reflect the sani	ary conditions	observed du	ing the inspection	visit?				
				Print	Previous Variance	Next Variance	Delete Varia	nce* <i>I</i>	Add Variance	Modify

Field/Button	Description
Does the firm's record keeping system adequately document the monitoring of each critical limit and any corrective actions taken?	Check Yes or No
Does the HACCP Plan include end product or in process testing as a verification activity?	Check Yes or No. If Yes, go to question #11. If No, go to question #12.
Most recent Test Reults	Enter the Date, Product and Result
Are the records reviewed and initialed routinely?	Check Yes or No
Do the SSOPs reviewed reflect the sanitary conditions observed during the inspection visit?	Check Yes or No





Comments

On this screen, you can enter your comments on the Variance Verification. Also, be sure to fill out the Inspector's name, number and who received the report.

🖺 RFSO	- HDIS CAFE								•			
Find	FSO / RFE	Licensing Information	Inspections	FSO CCP	RFE Process Review	v Varian	ce Verification	Plan Review	E-mail / GIS / GPS			
		Processes		F	Processes	1	Comments					
		11000303			10003003							
				ν.					~			
Inspe	ected by			R.S./SIT	#							
Rece	eived by		Title			Spell	Check					
			[Print	Previous Variance	Next Variance	Delete Varian	Add Variar	Modify			





Plan Review Tab

On this screen, you can enter your Plan Review for your FSO/RFE by clicking the Modify Button.

🖺 RFSO - HDIS CA	FE						×
Find FSO /	RFE Licensing Information	Inspections	FSO CCP	RFE Process Review	Variance Verification	Plan Review	E-mail / GIS / GPS
	Plan Type		Application Ma	ade Submitted	Approved // Date Paid // 30 Day Follow-up //	Disapproved I Receipt# Resubmitted I	
						Print	Modify

Field/Button	Description
Plan/Type	Choose the type of plan
Application Made	Enter the date that the application was made
Submitted	Enter the date that the application was submitted
Approved	Enter the date that the application was approved
Disapproved	Enter the date that the application was disapproved
Code	Choose the fee code
Descript	Automatically filled out
Local Fee	Automatically filled out
Date Paid	Enter the date that the application was paid for
Receipt #	Receipt # for the Plan Review, Press Ctrl + R for a receipt.
Inspector	Choose the inspector
Opening Insp.	Enter the date of the opening inspection
30 Day Follow-up	Enter the date of the 30 day follow-up
Resubmitted	Enter the date the review was resubmitted
2 nd Resubmit	Enter the date the 2 nd resubmission
Notes	Enter your notes on the plan review





Email / GIS / GPS Tab

The Email/GIS/GPS tab allows you to enter email contact information as well as your GPS coordinates for mapping purposes. Click the **Modify Button** to enter or modify your data.

🖀 RFSO - HDIS CAFE	—
Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review	E-mail / GIS / GPS
Owner support@baldwingroup.com	email
Operator	email
Manager	email
Chain Owner	email
Other	email
External ID # Duplicate date Save Current Audit Number *	
Street #Prefix DirectionPrefix TypeGlobal Information System Street nameStreet SuffixPrefix Direction7550Image: Street nameImage: Street nameImage: Street nameImage: Street nameImage: Street name7550Image: Street nameImage: Street nameImage: Street nameImage: Street nameImage: Street name7550Image: Street nameImage: Street nameImage: Street nameImage: Street name7550Image: Street nameImage: Street name	n
Global Positioning System Latitude Decimal Value Longitude Decimal Value 0.0000000 0.0000000	Modify

Field/Button	Description				
Owner	Enter the email address of the business owner				
Operator	Enter the email address of the business operator				
Manager	Enter the email address of the manager				
Chain Owner	Enter the email address of the chain owner				
Other	Enter any other important email address				
	Licensing Information				
External ID #					
Transfer Date					
Duplicate Date					
Save Current Audit Number*					
	Global Information System				





Street #	Automatically filled out when you enter the address on the first tab
Prefix Direction	Automatically filled out when you enter the address on the first tab
Prefix Type	Automatically filled out when you enter the address on the first tab
Street Name	Automatically filled out when you enter the address on the first tab
Street Suffix	Automatically filled out when you enter the address on the first tab
Prefix Direction	Automatically filled out when you enter the address on the first tab
	Global Positioning System
Latitude Decimal Value	Enter the latitude DECIMAL value of the location
Longitude Decimal Value	Enter the longitude DECIMAL value of the location





<u>Print</u>

The print button is available on all the tabs. ** Note: The licenses will print out on your preprinted license paper.**

🖴 Print		23
Application	O Envelope-Name of Facility	ОК
Application year	○ Envelope 6.5" X 9.5" - Name of Facility	Close
2018	O Envelope-Name of Parent Company	0.000
	◯ Envelope 6.5" X 9.5" - Name of Parent Company	
OLicense	◯ Food Inspection Report 2018	
	Operation/Retail Food Inspection (both forms)	
	Operation/Retail Food Inspection (standard only)	
	Operation/Retail Food Inspection (continuation only)	
	Operation/Retail Food Inspection (condensed)	
◯ Letter A	Operation/Retail Food Inspection (combined)	
O Letter B	O Voluntary Destruction of Unfit Products Form	
O Letter C	O Critical Control Point Inspection	
O Letter D	O Examples of Elements	
	O Retail Food Establishment Process Review	
	O Variance Verification Inspection	
Cleaner	○ Variance Verification Inspection(back side)	
	◯ Food Plan Review Report	
	O Standard Inspection Violations Report	
	O Blank Application	
Preview		
⊖ Print		

Field/Button	Description
Application	Prints out an application form for this establishment
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper.
	HDIS will automatically display the next available audit #.
	When you receive a new packet of licenses, enter the Audit # of the
	first license in the packet.
Letters A – F	Prints the letter chosen for this establishment.
Envelope – Name of Facility	Prints a business envelope addressed to the facility.
Envelope 6.5" x 9.5" – Name of Facility	Prints a 6.5" x 9.5" envelope addressed to the facility.
Envelope – Name of Parent Company	Prints an envelope addressed to the parent company.
Envelope 6.5" x 9.5" – Name of Parent Company	Prints a 6.5" x 9.5" envelope addressed to the parent company.
Operation/Retail Food Inspection (both forms)	Prints out the Food Service Standard Inspection Report along with
	the Continuation Report.
Operation/Retail Food Inspection (standard only)	Prints out the Food Service Standard Inspection Report.
Operation/Retail Food Inspection (continuation	Prints out the Food Service Continuation Report.
only)	





Operation/Retail Food Inspection (condensed)	
Operation/Retail Food Inspection (combined)	
Voluntary Destruction of Unfit Products Form	Prints out the Voluntary Destruction of Unfit Products Report.
Critical Control Point Inspection	Prints out the Critical Control Point Inspection Report.
Examples of Elements	Prints out the Examples of Elements form.
Retail Food Establishment Process Review	Prints out the Retail Food Establishment Process Review Report.
Variance Verification Inspection	
Variance Verification Inspection (back side)	
Food Plan Review Report	Prints out the Food Plan Review Report
Standard Inspection Violations Report	Prints a count report of all the Standard Inspection violations
Blank Application	
Preview	Selects the output to preview.
Print	Selects the output to the printer.
ОК	Use to print or preview the form requested.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the
	new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you
	incorrectly printed the license, click the Void button, which will
	create a Void record that will account for the license audit number.

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab Find

Click the Add button

Click the appropriate check box for type of license

Enter "\ VOID" in the name field (use a backslash and a space before the word "VOID").

Click the "Licensing Information" window tab

Enter the fee code as "VD"

Enter the audit number you are voiding in the "Audit" field

Enter the date voided in the "Date Issued" field





Chapter 3: Reports

Reports Browse/List/Export Count/Graph Mair	ntenance Return
Inspection Data Mining	Ha 1
FSO / RFE	Applications
Mobile	Certification Compliance
Temporary	 Critical/Non-Critical Violations
Vending	Envelopes-Location
	Envelopes-Mail to
Food Service List With Last Inspection	Filiing Labels
Food Service List With Daily Work Sheet Inspectio	ons Inspection Tracking by Inspector
	Inspection Tracking by Political Subdivision
Total Inspection/Travel Time	Inspections (Batch)
	Inspections (Followup)
ODH-License Report	Inspections (List)
ODH-Transmittal Report	Labels-Location
ODA-License Report	Labels-Mail to
ODA-Transmittal Report	Labels-Mail to (all)
	Labels-Parent Company, Street, City, State, Zip
	Letters A-F
	Letters-Applications
	Letters-Delinquent
	Letters-Hearings
	Licenses/RFE
	Licenses/FSO
	List
N. Contraction of the second s	List-Audit #
	List by Class
	List by Inspectors
	Required Inspections Versus Inspections Done
	Required Inspections Versus Inspections Done By Inspector
	Food Violations Statistics
	Standard Inspection Violations (Detail)
	Standard Inspection Violations (Summary)

The Food Protection program has a set of pre-defined reports to choose from.

Most reports will ask for From date issued and To date issued.

This is to prevent printing a report for a FSO/RFE that is Out of Business or that did not apply for a license.

🖴 Retail Food Establishment / Servic	e Operation Report Options for Applicat	ions	23
Output to: Preview Printer Include Filter Printout	From date issued	Application year 2018	OK Close Filters





Inspection Data Mining

Food Inspection Data Mining provides for two different views of your data.

The first is a collection of establishments that have, or have not, had inspections that match the specified search criteria. The second view of your data is as a collection of violations found across any inspections.



Food Inspection Data Mining is available as the first option in the Report menu in the Food Protection module.

When you select the "Inspection Data Mining" option, the program will warn you that this is a data intensive operation not recommended for use on slower computers or slower network connections.



Data mining operations will always be at least a little slower than other operations due to the volume of data involved.





The Data Mining screen provides you with an overview of all establishments of all types.

Particularly important attributes include the dates to search, the entity types to review, and whether or not there were inspections that match the search criteria for any matching establishments.

🛃 Import a	and Anal	yze Add	dress Da	ata									[- 0	×
Review Food Safety Inspections															
					1 000 0		Ctyr	nop			10				
Inspe	ction L	ate R	ange	Inspection lype	e Ins	pecto	r	Show A	<u> </u>		Politio	cal Subdivis	sion City	Sho	<u>w</u> ^
Start	09/05/20	017		Standard	CAT SCAN, SI	Г			AT	LANT	IS TW	P			
End	09/05/20	018			CLOUSEAU				8/			, ND			
				Complaint	DRESDEN							///~			
Entity	Туре			Consult	GABBY				H	OBBIT		NP			-
FSC	D/RFE			Prelicensing	CONT			l H							H×.
Mot	bile			✓ 30 Day				/		•					/
✓ Ien	nporary ding				Set All Cle	ar All			5	et All	CI	ear All			
Ven	ung			⊠ CCF ⊠ PR	In Busin	ess		With a	nd w/	out i	nsp	Violatio	ons		
Risk Lo	evel			Clear All	In Bu	siness	3	🗹 Witl	h Inspe	ection	s	🗹 Sho	w Without		
🗹 Sho	w none	specifie	ed	Set All Clear Al	U Out o	fBusi	ness	🗹 Witl	hout In	sp		✓ Sho	w Non-criti	cal	
Sho	w Level	1	Fil	ter based on current ID/Lic	#								w Critical	aate	
⊠ Sho	ow Level	2	Ente	r a value or double click ro	N							for	print and sa	ave	
⊠ Sho	w Level	3	Only	y this ID	A such a Fi								4	P - 1 - 6	
0					Арріу н	iter :	selection	IS				Mine His	storical	lolation	าร
					Se	elect	ion								
FSO/RFE	Mobile	Temp	Vend	Name		OOB	ID / Lic #	Audit	Risk	FSO	RFE	FSO Endrs	RFE Endrs	Catering	S ^
F	F	F	Т	9029KAYLETEST		F	451	9813909	0	F	F	F	F	F	F
T	F	F	F	AAAAAATEST TEST TE	ST	F	1100	0	1	F	T	F	F	F	F
T	F	F	F	AAAATEST		F	485	9813909	1	T	F	F	F	F	F.
T	F	F C	F			F	480	9813909	1	T		F	F	F	Ē
T	F	F	F	AAAATEST		F	485	9813909	1	T	F	F	F	F	F
T	F	F	F	AAAATEST		F	485	9813909	1	T	F	F	F	F	F
F	Т	F	F	A A A REALLY NEW TEST		F	78	9813909	0	F	F	F	F	F	F
F	Т	F	F	A A A REALLY NEW TEST		F	973	9813909	0	Т	F	F	F	F	F
Т	F	F	F	A A TEST IMPORTS		F	778	0	1	Т	F	F	F	F	F
T (F	F	F	A A TEST IMPORTS		F	778	0	1	Т	F	F	F	F	IF Y
	-														_
Previe	w OP	rinter	Print	Insp Print Viol	Violation Char	t X	ML Sav	e Insp I	List	Sav	e Vic	ol Count	s Save	Violatio	ons

Within the Food Safety Data Mining screen, it is possible to filter on many different aspects of your data.

There are many columns in the list and you may need to scroll to the right in order to see all the columns based on your screen size and whether you have maximized the window.



Click the Maximize button to expand the window to the maximum available size. Extra space will be given to the table showing the list of selected inspections.





Mine Historical Violations

Mine Historical Violations

When you mine historical violations, the process goes through the comments of the inspections to gather data about what codes (down to the paragraph level) are being violated.

This part of the process is not necessary to do every single time you use the data mining screen; however, it should be done on a regular basis.

Depending upon the amount of data that is entered into your system, this could mean using the utility on a weekly or monthly basis.

Additionally, this process should be ran the first time you intend to use the data mining as a resource for reporting.

Once the Mine Historical Violations button is clicked, a confirmation message will be displayed.

Okay to m	ine Data?	\times
?	Mining historical violations data can sometimes take a very long time. Do you want to continue?	
	Yes <u>N</u> o	

The program will read through inspection comments and try to identify specific code violations. This can take a very long time, but only needs to be done once for a given inspection record.

After you click on the "Mine Historical Violations" button, the system will let you either refresh the mining results completely, or merely mine those records that have not yet been mined.

The system will try to save time by picking up where it left off if you click on "Yes".

Individual inspection records don't need be mined again if they remain unchanged.







Sometimes the mining of historical inspections for violations will take a very long time, especially if you have many inspections recorded in the program.

You may hit Alt-S to stop and start where you left off at a later time.

	nd w/	out ins	sp					
All	🗹 In	Busine	ess		🗹 Wit	th Inspe	ections	
		ut of Bu	siness		🗌 🗌 Wit	thout In:	sp	
Mining Da	ata. At	any poir	nt you n	nay hit A	lt-S to st	top.	[M
πορ υαισ	Juiu	TIWUP	101	стра	consum	- renC	30 day	Ot
06/01/2016	Т	F	F	F	F	F	F	
08/30/2010	Т	F	F	F	F	F	F	
	All Mining Date 06/01/2016 08/30/2010	In Bu All In Mining Data. At a Mining Data. At a 111 06/01/2016 T 08/30/2010 T	In Busines In Busine Out of Bu Mining Data. At any poir Mining Data. At any poir 06/01/2016 T F 08/30/2010 T F	In Business In Business In Business Out of Business Mining Data. At any point you n 06/01/2016 T F F 08/30/2010 T F F	In Business In Business In Business Out of Business In Out of BusinesS	In Business With a In Business With a Out of Business With a Out of Business With a Mining Data. At any point you may hit Alt-S to state With a 06/01/2016 T F F 08/30/2010 T F F F	In Business With and w/d All In Business With Inspective Construction Out of Business Without Inspective Construction Mining Data. At any point you may hit Alt-S to stop. Mining Data. At any point you may hit Alt-S to stop. 06/01/2016 T F F 08/30/2010 T	In Business With and w/out ins All In Business With Inspections Out of Business Without Insp Mining Data. At any point you may hit Alt-S to stop. Mining Data. At any point you may hit Alt-S to stop. Mining Data T F F F 06/01/2016 T F F F F 08/30/2010 T F F F F

The program will let you know when the data mining has completed.







Data Mining Filters

Check or uncheck boxes, specify a current ID#, or modify dates as desired to alter the list of inspections shown. After you have changed your search criteria, click the button labelled "Apply Filter Selections".

Inspection Date Range Inspection Type Show A Political Subdivision City Inspector Show A Standard CAT SCAN, SIT \checkmark Start 09/05/2017 ATLANTIS TWP Follow up CLOUSEAU \checkmark BALROG TWP \checkmark End 09/05/2018 Foodborne DECKER \checkmark BUBONICA TWP \checkmark Complaint DRESDEN GOTHAM CITY \checkmark \checkmark Entity Type Consult GABBY HOBBITON TWP Prelicensing FS0/RFE < < Mobile 30 Day Temporary ✓ Other Set All Clear All Set All Clear All Vending CCP In Business With and w/out insp Violations ✓ PR Show Without In Business With Inspections Risk Level Set All Clear All Show Non-critical Out of Business Without Insp Show none specified Show Critical Show Level 1 Filter based on current ID/Lic# Only show repeats Show Level 2 Enter a value or double click row for print and save Show Level 3 Only this ID Show Level 4 **Apply Filter Selections** Mine Historical Violations

"Violations - Only show repeats for print and save" Will display only repeat records.

The search is narrowed or expanded as you see fit. Any time you want your selections to be applied, click on the **Apply Filter Selections** button.

			Ŀ		2	oot nii	arra					
			6	✓ PR		In Bu	sines	S	With	and	w/ou	ıt
one evel evel evel evel	specifi 1 2 3 4	ed Filf Enter Only	ter based r a value (/ this ID	et All I on cu or doul	Clear All rrent ID/Lic# ble click row 338	✓ In ○ Ou Apply Fi	Busin it of Bi I ter S	ess usiness Selectior		With In Withou	specti t Insp	ior
						Se	elect	ion				
bile	Temp	Vend			Name		OOB	ID / Lic #	Audit	Risk	FSO	F
-	F	F	BUY IT F	ROM	US #1629		F	1145	9813796	4	Т	
:	F	F	BUY IT F	ROM	US # 309		F	389	8249984	3	F	
:	F	F	BLENDE	ED BLC	OWISH SHAC	CK #1150	F	516	9813391	4	Т	
:	F	F	FISH HE	AD SN	100THIES #	306	F	386	8249981	3	F	
	F	F	SHOPPE	ER'S Q	UICKMART #	#1103	F	338	9807967	4	Т	
-	F	F	I FTTUC	E AND) BARK OUT	DOOR DINING # :	F	387	8249982	4	F	

If you wish to view only one establishment, either enter the current ID number or double click on any row that relates to that establishment. To view all establishments again either clear the ID amount field or enter a value of zero. Any time you want your changes to be applied, click on "Apply Filter Selections" to refresh the list of inspections.





Click on any column heading to sort. On the first click the column will sort in ascending order. On the second click it will sort in descending order.

		S	e
nited	Insp Date	Stnd	F
F	05/16/2006	Т	
F	05/16/2006	Т	
F	05/16/2006	Т	
F	05/16/2006	F	
F	05/17/2006	Т	

Viewing in descending order may be useful when reviewing violation data.

	# Viol	# Crit Viol	
0	42	17	SI
06	40	17	SI
02	38	18	B/
4	38	19	M
0:	38	17	S
<u></u>	07	10	





There are several options for saving or printing the selected information.



Print Button: Will produce a report listing the ID #, Name, Inspection Date, Inspector and Inspection Type of the information listed in the grid. Due to the large number of columns, the printed report does not include all the information shown on the screen. Also choose whether to preview or send the report directly to the printer.

Violation Chart: Using the Violation Chart button, you may bring up a chart of counts of violations by type that were found during the inspections shown. Up to ten categories are shown, sorted in descending order by count within each code category.



The chart shows the top ten violation categories for the selected inspections sorted from greatest count to least.





Additionally, you can hover over a column to get the exact count



Using the **Save Graph** button will Save the chart as shown to an EMF, JPEG, BMP, or TIFF file. EMF is a vector format that allows the image to be greatly magnified. You may stretch the height and width of the chart window prior to saving, so as to emphasize or de-emphasize the differences in column height.

Look in:	data		v 🙆 🏦 📂 💷 -	
Look ji.		^		
_	Name		Date modified	Туре
	appt		2/10/2017 4:00 PM	File folde
Quick access	frfvar		2/10/2017 4:00 PM	File folde
	help		2/10/2017 4:10 PM	File folde
	hs		2/10/2017 4:00 PM	File folde
Desktop	ms		2/10/2017 4:00 PM	File folde
-	person		2/10/2017 4:00 PM	File folde
	receipts		2/10/2017 4:01 PM	File folde
Libraries	sch		2/10/2017 4:01 PM	File folde
	System		2/17/2017 8:00 AM	File folde
	vis		2/10/2017 4:01 PM	File folde
This PC	-			
inisi e				
Network	<			>
Network	Image file:			OK
	inage nie.			UN
	Files of type:	Vector Grapbic (EMF)	~	Cancel
		All Files (*.*)		Code Page
		JPEG		Code i age
		Bitmap		





Save Inspections: To save the full information shown, you may click on the "Save Inspections" button to save the displayed grid to a spreadsheet.

Save Violation Counts: Creates a spreadsheet with a listing of violation counts by category found during the selected inspections. One code is shown per row in the spreadsheet, with the most frequently cited showing first.

Save Violations: Creates a spreadsheet with a full listing of violations found during the selected inspections. One violation is shown per row in the spreadsheet.

Reports – FSO/RFE

Applications: This will generate applications for EACH FSO/RFE. You must enter the **From date issued**, **To date issued** and **Application Year**.

Certification Compliance:

Critical/Non-Critical Violations: Generates the Critical/Non-Critical Violations Report that meets the criteria set in the **From Inspection Date** and **To Inspection Date**.

Envelopes-Location: Addresses envelope to the location of EACH FSO/RFE based on the **From Inspection Date** and **To Inspection Date**.

Envelopes-Mail To: Addresses envelope to the "mail to" field of the FSO/RFE based on the **From Inspection Date** and **To Inspection Date**.

Filing Labels: Prints out filing labels for your FSO/RFE's. Also gives you the ability to skip labels to print on partial sheets.

Inspection Tracking by Inspector: Produces a report listing all inspections needed and completed by Class, by inspector.

Inspection Tracking by Political Subdivision: Produces single page reports by inspector broken down by political subdivision listing all inspections needed and completed by Class.

Inspections (Batch): Produces the complete standard inspection for each FRO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

Inspections (Followup): Produces a list of follow-up inspections required, based on the **From Follow-up Inspection Date** and **To Follow-up Inspection Date** (typically a future date range). Also can specify a certain inspector or leave blank for all.

Inspections (List): A report listing the fee code, ID #, Name, last two standard inspections, last two CCP inspections, inspector number, if it is a seasonal along with the address of the establishment.

Labels-Parent Company, Street, City, State, Zip: Prints out label0101s for the parent company of the establishment, based on the **From Inspection Date** and **To Inspection Date**. Allows for three choices of labels.

Letters A-F: Allows for the batch printing of letters for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date** as well as which letter is to be printed.





Letters-Applications: Generates the letter designated as the "Application" letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

Letters-Delinquent: Generates the letter designated as the "Delinquent" letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**. After printing these letters, you will be asked to update the late fee.

Letters-Hearings: Generates the letter designated as the "Office Hearing" letter in Maintenance > Letters > RFE/FSO, for each FSO/RFE, based on the **From Inspection Date** and **To Inspection Date**.

Licenses/RFE:

*** To use this feature the "Allow User to Print Batch Licenses" checkbox must be marked in the General Profile > Environmental Tab > Food Protection Tab"***

This will generate licenses for each RFE that meets the criteria set in the **"From Date Issued**" and **"To Date Issued**" fields. Change the **"Next Available Audit#**" and **"Licensing Year**", if necessary. Click **OK** to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit **#** and date issued. Click **OK** to update the records.

Licenses/FSO:

*** To use this feature the "Allow User to Print Batch Licenses" checkbox must be marked in the General Profile > Environmental Tab > Food Protection Tab"***

This will generate licenses for each FSO that meets the criteria set in the "From Date Issued" and "To Date Issued" fields. Change the "Next Available Audit#" and "Licensing Year", if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records.

List: Generates a list of FSO/RFE's, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Name, Phone, Address, FSO/RFE designation, political subdivision, fee code, fee description and total fee.

List-Audit #: Generates a list of FSO/RFE's by audit #, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Name, Date Issued, Audit #, Fee Code, License Fee, Late Fee and State Fee.

List by Class: Generates a list of FSO/RFE's by class, based on the **From Inspection Date** and **To Inspection Date**. Lists the ID, Political Subdivision, Name, Operator's Name/Phone #, Address/City, Class & Type, Last Three Inspections and Last CCP or PR Inspection Date.

List by Inspectors: Generates a list of FSO/RFE's grouped by inspectors, based on the **From Inspection Date** and **To Inspection Date**. Lists ID, Date Issued, Political Subdivision, Name, Operator's Name/Phone #, Address/City, Class & Type, Last Three Inspections and Last CCP or PR Inspection Date.

Required Inspections Versus Inspections Done: Generates a report of required inspections versus inspections done, based on the **From Inspection Date** and **To Inspection Date**.

Required Inspections Versus Inspections Done by Inspector: Generates a report of required inspections versus inspections done by inspector, based on the **From Inspection Date** and **To Inspection Date**.

Food Violation Statistics: Report showing both critical and non critical violations, based on the **From Inspection Date** and **To Inspection Date**. Lists Name, Street, # of Violations, # of Critical Violations and specific violations.





Standard Inspection Violations (Detail): Report showing both critical and non critical violations, based on the **From Inspection Date** and **To Inspection Date**. Lists Name, Street, # of Violations, # of Critical Violations and specific violations.

Standard Inspection Violations (Summary): Report showing # of counts by category, based on the From Inspection Date and To Inspection Date.

Electronic Signatures for Food Service Licenses

Create a bit map file (.bmp) from your Health Commissioner's signature.

For best results, make the size of the bit map 1/2 inches high and 4 inches long.

Save this file in **C:\HDIS\GRAPHICS**. DO NOT MAKE THE NAME LONGER THAN 8 CHARACTERS plus the extension (Example: BALDWIN.BMP)

In HDIS, open the **Profile** window under **MAINTENANCE** of the main menu.

Click the **MANAGEMENT** tab and enter the name of the signature file in that field. Proceed to print a license on a blank sheet of paper as a test.

When complete, copy the file to your server in the **H:\HDIS\GRAPHICS** directory (assuming your data is on the H: disk drive. Then have everyone do an UPGRADE to download that file to their C: drive.





Chapter 4: Maintenance

This section covers areas that help drive the Food Protection module.

Making sure that things are properly entered here is a necessity for a smooth program experience.







Fees – FSO/RFE

🛄 Add/[Delete/Modify Retail Food Fee Table							×
Code	Description	Local Fee	State Fee	Water fee	Inspec.	CCP/PR	^	Close
•								01000
C1L	COMMERCIAL CLASS 1 =>25,000 SQ. FT.	291.00	28.00	60.89	180	0	-	Add New Fee
C1S	COMMERCIAL CLASS 1 <25,000 SQ. FT.	185.00	28.00	60.89	180	0	-	
C2L	COMMERCIAL CLASS 2 =>25,000 SQ. FT.	308.00	28.00	60.89	180	0	-	Delete Fee
C2S	COMMERCIAL CLASS 2 <25,000 SQ. FT.	215.00	28.00	60.89	180	0	-	
C3L	COMMERCIAL CLASS 3 =>25,000 SQ. FT.	1200.00	28.00	60.89	180	360	-	Blank Cert, Individuals *
C3S	COMMERCIAL CLASS 3 <25,000 SQ. FT.	435.00	28.00	60.89	180	360	-	
C4L	COMMERCIAL CLASS 4 =>25,000 SQ. FT.	1200.00	28.00	60.89	180	0	-	Blank Audit #s *
C4S	COMMERCIAL CLASS 4 <25,000 SQ. FT.	515.00	28.00	60.89	180	0	-	
DP	DUPLICATE	0.00						Zero All Late Fees *
MM	MICRO MARKET	90.00	10.00		360			
N1L	NON-COMMERCIAL CLASS 1 =>25,000 SQ. F	145.50	14.00	60.89	180	0		Update Fees & Intervals *
N1S	NON-COMMERCIAL CLASS 1 <25,000 SQ. FT	92.50	14.00	60.89	180	0		•
N2L	NON-COMMERCIAL CLASS 2 =>25,000 SQ. F	154.00	14.00	60.89	180	0		Blank Old Insp. Dates *
N2S	NON-COMMERCIAL CLASS 2 <25,000 SQ. FT	107.50	14.00	60.89	180	0		-
N3L	NON-COMMERCIAL CLASS 3 =>25,000 SQ. F	600.00	14.00	60.89	180	360		Blank License #s *
N3S	NON-COMMERCIAL CLASS 3 <25,000 SQ. FT	217.50	14.00	60.89	180	360		
N4L	NON-COMMERCIAL CLASS 4 =>25,000 SQ. F	600.00	14.00	60.89	180	0		Blank Date Issued *
N4S	NON-COMMERCIAL CLASS 4 <25,000 SQ. FT	257.50	14.00	60.89	180	0		
TR	TRANSFER						_	Blank Date Paid *
VD	VOID							
							-	Blank Receipt #s *
_							-	Blank Notes *
							-	Print
							_	
-							-	
							-	
-								
<						l	- * I	
•								

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code
Local Fee	Enter your local health department fee
State Fee	Enter state fee
Inspection	Enter the inspection interval
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Blank Cert. Individuals*	Clears out Cert Name and Cert Number fields on FSO/RFE tab of FSO/RFE screen
Blank Range of Audit # *	
Zero All Late Fees	Click this button before printing applications for the coming year. It will zero any
	late fees from the previous year.
Update New Fees	Updates all FSO/RFE's based on the fees in the fee table
Print	Prints a list of fee codes





Inspectors

Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the inspector's district(optional)
Close Button	Closes the table
Adds Button	Adds a inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	Use this to assign inspectors by political subdivision.

Political Subdivision

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list





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

Click "Environmental Health"

Click "Food Protection"

Click "Maintenance"

Click "Lap Top - Export/Import Food Protection Files"

Click "Import Food Protection Clients From Server" radio button

Click "OK"

Click "Continue"

Upon returning to the office:

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

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"





Field Names – RFEO/RFSO

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters. Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Food Service Operation Rules

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds a operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list





General Profile

General Profile												
Demographics	General	Ма	nagement		Environm	ental	Co	ommunity & Pi	ublic Health	Services	V	'ital
	* Health Department	BGI HD					* City	Middleburg H	Heights			
	Division						* State	OH				
	★ Address1	7550 Luc	cerne Drive				★ Zip	44130				
	Address2						* County	generic				
	★ Phone #'s	1-440-89	1-9100				* FAX #	1-440-891-9	458			
	Federal Tax ID	ADFA										
	Commissioner	Doc Darr	ell									
	Client/Server Location	M:\HDIS\	DATA									
	Email	ADFASD										
	Make Checks Payable to:	ADSF										
	View Archives	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	
		2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	
System Settings V	Norkstation Monitor Active		Update Fr	equency	60 second	s						
Workstation Settings	Station ID	51CAAE9	B-CA36-49	OCF-8092-F	ADC821D46	48						
	Station Description	Worksta	tion Descri	ption								
V	Workstation Monitor Active		Update Fr	equency	60 second	s						
								\star - Requ	ired Fields	Cano	el Clo	ose

The General Profile allows you to fill out the basic information regarding your health department.





Food Protection (FSO-RFE) User Manual

Food Protection

🙎 General Profile												
Dem	Demographics Ge		I Management		t	Environmental		Co	ommunity & Public Health Sen	ices	Vital	
Pu	Public Health Nuisance		R	Rabies Control		School Inspections			Sewage Disposal		Solid Waste	
Body Art	Daily Work Sheets	Food Prote	ction	Mosquito Control	Open B	urning	Parks/Camps	Plumbing	Pools/Spa/Special Use Po	ol Priva	te Water Systems	
Do No	Do Not Display Rules & Regulations			Allow User to Print Batch Licenses			Location for exporting files for web designer.					
Indicat	Indicate Critical on Violations/Comments			Inspections Using PDF995								
Add Da	aily Work Sheet Entr	y to FSO/RFE	Window	/ tabs								
✓ Use 20)18 Food Inspectior	Forms										

Note: Make sure Use 2018 Food Inspection Forms is check marked

Check Box	Description				
Do Not Display Rules &	Click to disable the "Rules and Regulations" window from opening when a				
Regulations	violation is clicked.				
Indicate Critical on	Click to indicate which violations where critical in the				
Violations/Comments	"Violations/Comments" field.				
Add Daily Work Sheet Entry to	Click to provide access to the Daily Worksheet Module from the Food				
FSO/RFE Window Tabs	Protection Module.				
Allow User to Print Batch Licenses	Click to allow printing of batch licenses.				
Inspections Using PDF995	Uses the PDF995 "printer" to				
Location for Exporting Files for	Enter the location where the food inspection files are to be saved that				
Web Designer	will be put on your website.				





Letters – RFEO/RFSO

🖂 Ente	er/Modify FS	SO/RFE Letters							83
Арр	olication	Delinquent	Office Hearing	Letter A	Letter B	Letter C	Letter D	Letter E	Letter F
Apr	Please f or retail verify tha 1. Nan 2. Ado 3. Pho 4. Nan 5. Nan	Delinquent 7 Licensure find enclosed food establis at the followir ne of operation ress of opera- ne number of ne of operation ne of operation ne and address	Office Hearing Year Food Appli Symmet operation ing information is on; ation; f operation; or; ses for mailing th	Letter A cation ication for a n. When rev correct, ma e annual rer	Letter B license to c iewing your king change	Letter C onduct a for application is where ne	Letter D od service , please cessary:	Letter E	Letter F
	 6. Pho 7. If ap 8. Plea 9. Ens 10. Ens 	one number o oplicable, please verify tha ure that you have ure you have	f contact person ase complete an t your Risk Level nave signed and enclosed a chec	for the annu y blank box I (Category) dated the a ck for the pro	ial renewal in es; is correct (s pplication; oper amount	nformation; see enclose t.	ed);		
	Applicat later tha applicat renewal after Ma	tions are due n March 1, 2 ion. Also, in a fee will be cl arch 1, 2017.	with the approp 017. Your licens accordance with harged for any ap	riate fee to (e fee is loca State Law, pplications p	Greene Cou ated at the b a penalty fee post-marked	nty Public H ottom of the e of 25% of I or hand-de	lealth no e enclosed the elivered		
	As state correct.	ed under item This informa	number 8, abov ation can be loca	e, you must ted in the ca	verify that yo ategory box i	our level of i in the lower	risk is left hand Spell Ch	v neck (Close

The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

The program allows for your Application, Delinquent, and Office Hearing letters along with six of your own letters.

Example: *OWNER* = TOM GORDON



Printer Setup

Page Setup	×
Paper Size: Let	The set of th
Source: Aut	tomatically Select V
Orientation	Margins (inches)
Portrait	Left: 1 Right: 1
◯ Landscape	Top: 1 Bottom: 1
	OK Cancel

The print setup allows you to choose from what printer you would like to print. Pick the printer in the name dropdown and click "**OK**".




Receipts

🛅 Receipts						23
	Date Receive 09/05/2018	ed by		Print	Close	
	Fee Code Fee De 12345 V RETUR	escription RNED CHECK - \$20	0.00 *	Quantity Amount	Check #/Cash	
	Per. # / Lic.# / ID# Company Name or Client - Last Name First Address/Comment					
					Add Fee Delete Fee	
Code	Description	Quan. Amount Check#	Name	Address/Comment	Per#/Lic#/ID# Received of	^
_						
-						
<						>
	Totals 0 0.00 Receipt # 148909					

If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab.

You may also print a receipt from the FSO/RFE data entry windows by pressing ALT-R keys.





Receipts Pay-In Report

🖴 Print Pay In or Receipt	×
From Date To Date 09/05/2018 09/05/2018 • Pay In by Receipt Book • O Pay in by Fund • Pay in by Initials	OK Close
⊖ Receipt	
Output to: Preview Print	

If your health department has the **Receipts** module, you have the ability to print your pay in reports through the **Maintenance** tab.

There is a drop down menu for each selection:

Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt.

Either choose or fill in the necessary options available for your receipt.





Update Late Fees – FSO/RFE

🖽 Late Fees	23		
Last Day of Last Year's Licensing Year			
11/30/20XX			
11			
OK* Clos	e		

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

Once you type in the date press "OK."





Update Late Fees – Mobile

🖽 Late Fees		23	
Last Day of Last Year's Licensing Year			
11		-	
	OK *	Close	
	UN	01036	

This is similar to the Update Late Fees – FSO/RFE section.

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

Once you type in the date press "OK."





Update Late Fees - Vending

🛥 Late Fees	83
Last Day of Last Year's Licensing Year	
11	
OK * Close	

This is similar to the Update Late Fees – FSO/RFE and Update Late Fees – Mobile.

The purpose of this section is to look for unpaid balances within the date range and to add a late charge to the unpaid ones.

Once you type in the date press "OK."





Utilities

- **Repair Corrupted Export File** If there was a file or files that were corrupted on Export, click this section to repair the file.
- Update 'Last Three Standard Inspection Dates'

Attention			
Please Wait !			
Updating Last Three Inspection Dates !			
Attention			
Completed !			
Press any key to continue			

This section is to update the last three standard inspection dates.





• Mine Historical Violations Data

Microsoft Visual FoxPro	Х
Data Mining Complete	
ОК	

This goes through the comments posted by inspectors and stores data in an easy to understand format for later analysis. This is used to make the chart on the data mining screen work.

Convert Food Protection Certification Data

import and Analyze Address Data			
Convert Food Protection Certification Data			
Your conversion has already been run. No other steps are necessary.	Convert Food Protection Certification Data		
Actions Taken			
Save List of Actions Taken			

This is to convert the food protection certification data. There is a button to convert, and area that shows the actions taken, and a button to save list of actions taken.





Web Site Exports

• Create Demographic Records for Web Site

🖰 Build FSO/RFE Demographic Records by Date Issued 🛛 🕅			
This utility will create a file for your web designer to import into your web site.			
From date license issued To date license issued	11 11		
	Build File Close		

This area creates a file of demographic records to import into your website. Enter in the dates for license issued and to date license issued. Click on "Build File" and it will automatically build the file.

• Create Inspection Records for Web Site

Build FSO/RFE Inspection Records by Date of Inspection			
This utility will create a file for your web designer to import into your web site.			
From date of Inspections To date of Inspections	<i>11</i> 1		
	Build File Close		

This area creates a file of inspection records to import into your website. Enter in the dates for from date of inspections and to date of inspections. Click on "Build File" and it will automatically build the file.

