

HDIS

Health Department Information System

Helping You...Help Others

Parks/Camps - Voids

User Manual

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**Parks/Camps
Voids
User Manual**



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How to Create a Void

There are two ways to void an Audit number

Navigate to: **Parks/Camps > Parks/Camps**

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

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

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

Recreation Vehical Park, Recreation Camp, Combined Park-Camp or Temporary Park-Camp -

Find Park/Camp Person to Contact Licensing Information Inspections GIS/GPS

by Name by Licence # by Street Address

Enter Name, License# or Street Address

Add Close

| Name | Street | Licnese # | Licensee |
|--------------------------|---------------------|-----------|------------------------|
| | | 38 | |
| | | 39 | |
| / VOID | | 40 | |
| BALD CO. GARDEN CENTER | 754 HARVEST WAY | 14 | BALD CO. FARMERS COOP |
| BALD COUNTY FISH & GAME | 1535 TROUT WAY | 8 | BALD CO FISH & GAME |
| BECAUIDAY STATE PARK | 4697 ST. RT. 4697 | 13 | ODNR BECQUIDAY S.P. |
| DKP ARBORETUM | 888 SEEDLING DR | 29 | JOHN MUSTANG |
| DKP ARBORETUM | 888 SEEDLING DR | 34 | JOHN MUSTANG |
| KING CENTER FOR THE ARTS | 123 BALCONY STREET | 18 | KING PERFORMANCE PARK |
| LEAD FOOT CAMPGROUND | 68 BRICK LANE | 32 | LEAD FOOT CAMPGROUND |
| LEAD FOOT RACEWAY | 68 BRICK LANE | 24 | LEAD FOOT RACEWAY |
| LEAD FOOT RACEWAY | 68 BRICK LANE | 2 | LEAD FOOT PRODUCTIONS |
| NEW US #666 CAMPGROUND | 333 U.S. 666 EAST | 1 | DANIEL MOTH |
| PERCH FISHING HOLE | 830 SALMIN CT | 12 | DENNIS GARTER |
| PONCHO CENTER | 222555 CAVE ST | 35 | JOHN MUSTANG |
| RED RAIDER CAMPS | 734 APPLESEED TRAIL | 25 | BALD CO PARKS |
| RED RAIDER CAMPS | 734 APPLESEED TRAIL | 5 | BALD CO PARKS |
| RED RAIDER CAMPS | 734 APPLESEED TRAIL | 9 | BALD CO PARKS & TRAILS |
| RED RAIDER CAMPS | 734 APPLESEED TRAIL | 17 | BALD CO PARKS & TRAILS |
| RED RAIDER CAMPS | 734 APPLESEED TRAIL | 28 | BALD CO PARKS & TRAILS |

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

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

Park/Camp - \ VOID

Find Park/Camp Person to Contact Licensing Information Inspections GIS/GPS

Application for License to Operate a Park/Camp

Recreation Vehicle Park Recreation Camp Combined Park/Camp Temporary Park/Camp

Name of Park/Camp: \ VOID License #: 42

Address of Park/Camp: City: State: Zip code: Phone #: Fax #

Name of Licensee: Address: City: State: Zip code: Phone:

Email:

Print Previous Next Delete Add Modify

Click the **Licensing Information** tab.

Enter **VD** in the Code box.

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

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

Park/Camp - \ VOID

Find Park/Camp Person to Contact **Licensing Information** Inspections GIS/GPS

of park/camp sites Water Supply Other Water Supply
 Community On Site Other

| Code | Descript | Local fee | State fee | Late fee | Total |
|------|----------|-----------|-----------|----------|-------|
| VD | VOID | 0.00 | 0.00 | | 0.00 |

Audit Date issued
201604586 06/28/2018

Date paid Receipt# Insp. interval Last three inspection dates
// // 0 // // //

Inspector Service

Political subdivision District Out of business OOB date
//

Note

Licensing Authority Details
Date Application Received //

Processor Date Processed //

Print Modify

2nd Way to Void an Audit Number

In **Park/Camp > Licensing Tab > Print Button:**

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

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

Print

Application

License

Next available AUDIT #
201604583

Licensing Year
2018

Envelope-Park/Camp

Envelope 6.5" X 9.5" to Name of Park/Camp

Envelope 6.5" X 9.5" to Name of Licensee

Envelope-Licensee

Envelope-Person to Contact

Dymo Label - Name of Park/Camp

Dymo Label - Name of Licensee

Dymo Label - Person to Contact

Park/Camp Inspection

Blank Application

Preview

Print

OK

Close

Update Record

Void