HDIS
Health Department Information System
Helping You...Help Others

Food Protection
Voids
User Manual

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How to Create a Void

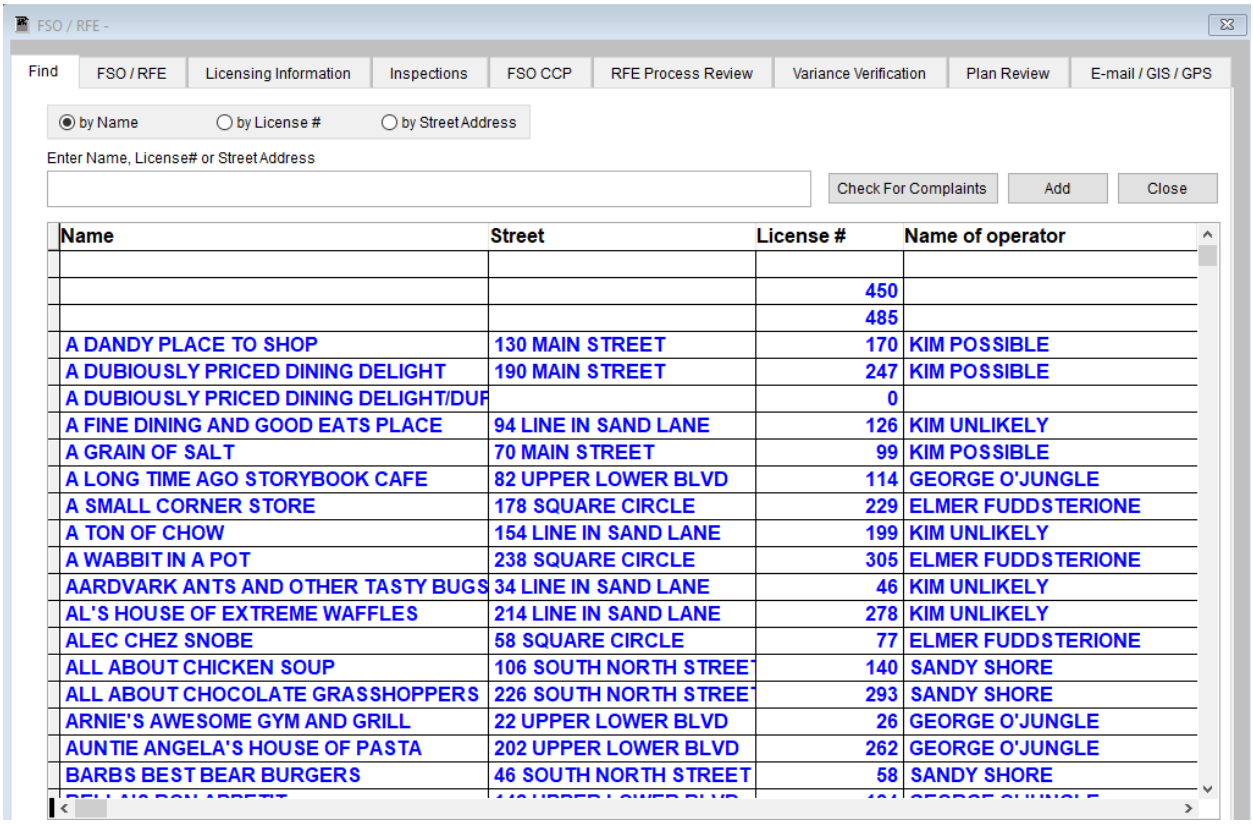
There are two ways to void an Audit number

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

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

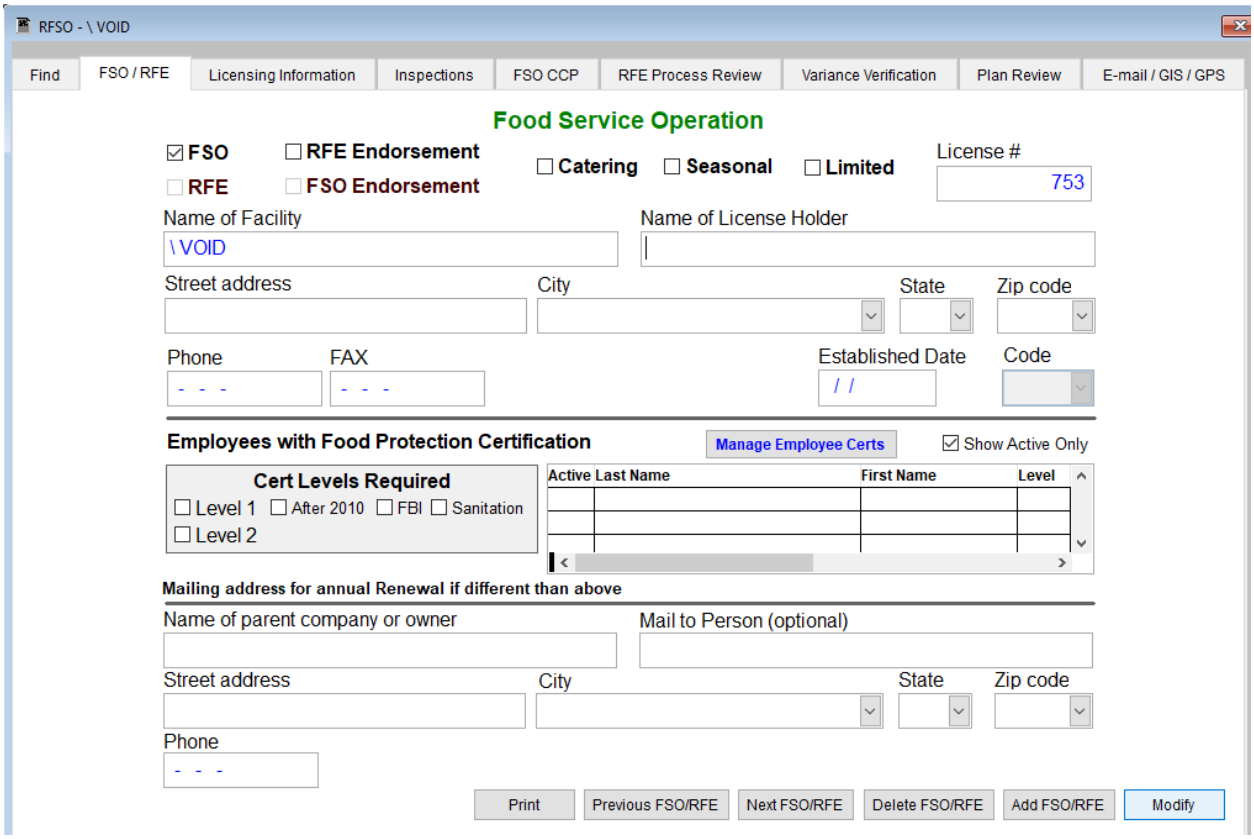
Go to the **Licensing Information** tab and copy, write down, or remember the **Audit** number.

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



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**].

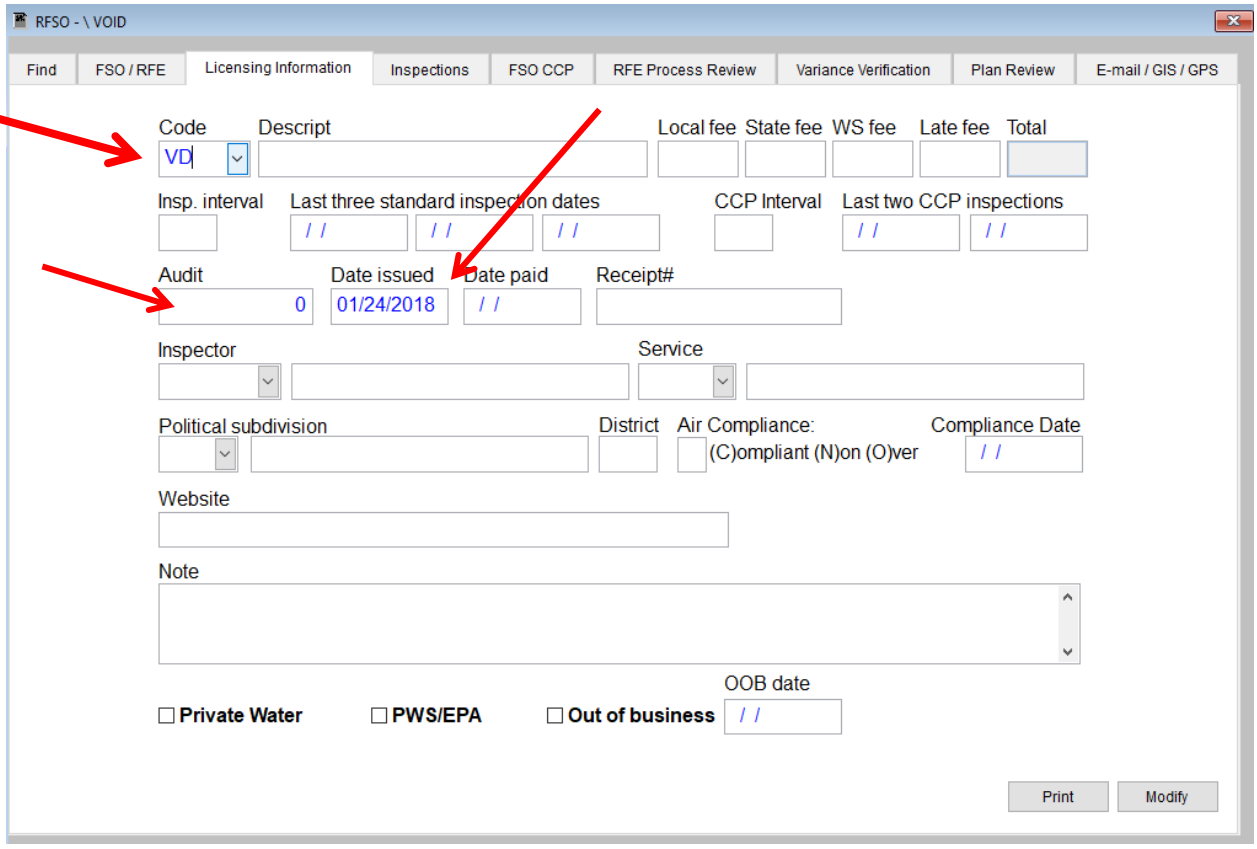


Click the **Licensing Information** tab.

Enter **VD** in the Code box.

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

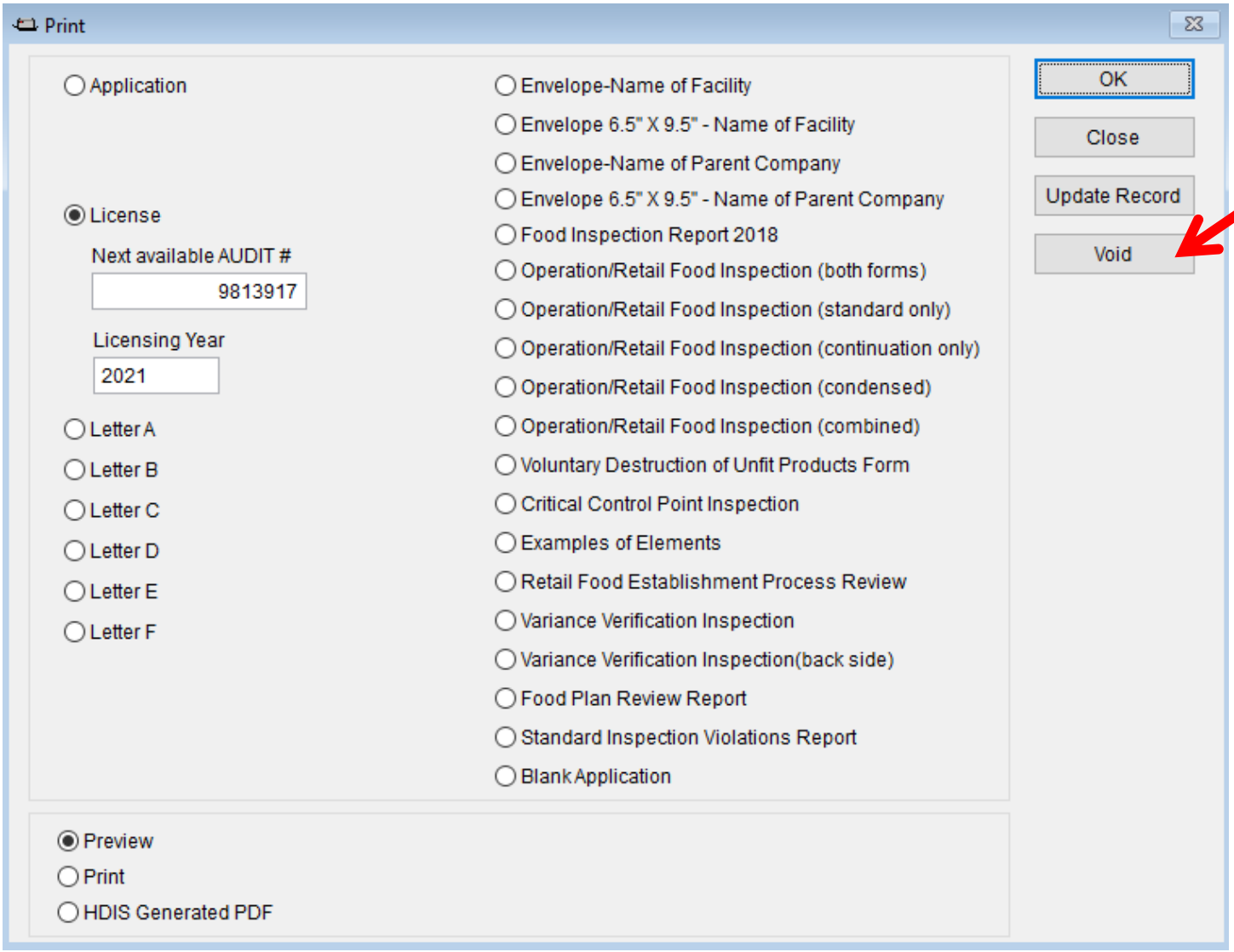
Enter the **Void date** in the **Date Issued box**.



2nd Way to Void an Audit Number

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

Note: A new license must have been recently created from the print menu.

After creating a new license, two buttons should appear: **Void** and **Update Record**.

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