



# Food Protection Mobile/Temps How to Copy a Record



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458



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### How to Copy Records in Mobile/Temporary

## There are only 2 areas in the Food Protection module where you can copy and duplicate records:

- Food Protection > Mobile
- Food Protection > Temporary

#### Navigate to Food Protection:



#### Click on Food Protection > Mobile

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#### Select the record you would like to copy:

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	EVERY EATS N	10BILE #105		WILLIAM WONK	A			
	Street address 105 MAIN STRE	ET	City SHIRE V	/ILLAGE	~	State OH -	Zip code 99972 V	
	Phone 1-555-555-3246	Fax N 1-555-555-1244	lame of indivi 287-7090 (Cf	dual certified in foc ELL)	d protection	Certi	ficate #	
	Mailing address for	r annual Renewal if differ	ent than above	9				
	Name of parent of	company or owner		Mail to Person (	optional)			
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- Click the **Modify** button
- Press the keys: Ctrl C

After pressing Ctrl – C you will not notice anything different





#### Press the Add Mobile button

Find	Mobile	Licensing Inform	nation	Inspections	Plan Re	eview	E-mail / (	GIS / GPS
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	Name of Food	Service Operation		Name of Operat	or			
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	Phone	Fax	Name of in	dividual certified in fo	od protection	Certif	icate #	
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You will see a blank record with the License # automatically filled in.

• Press the keys: **Ctrl – P** 





#### After hitting Ctrl – P the contents you copied should be pasted into the new record with the given License #

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