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

Parks/Camps
Voids
User Manual

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Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.
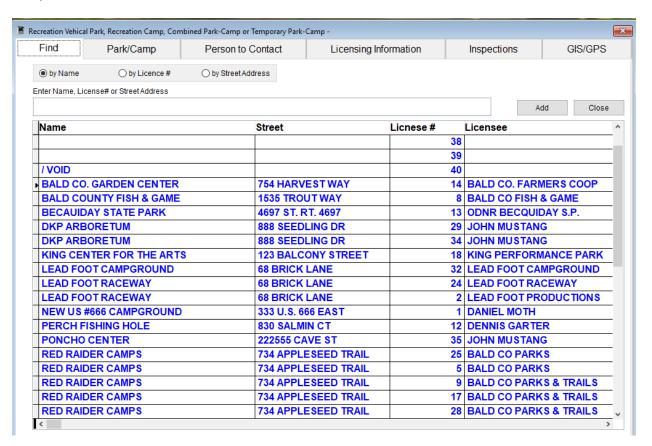
How to Create a Void

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.

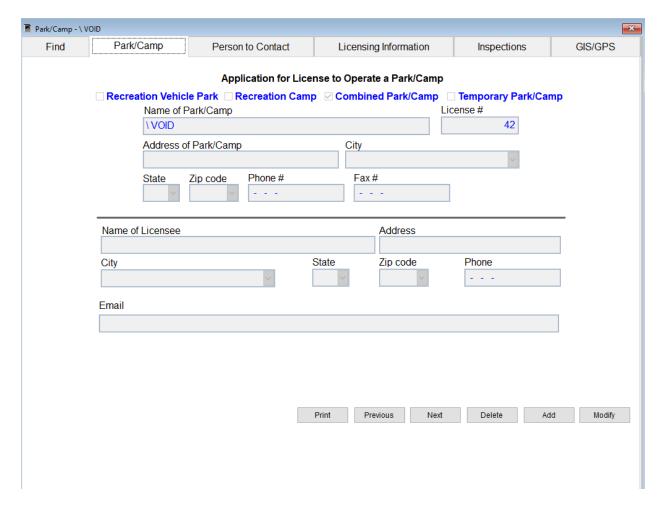Next, click the tab **Find** and click the **Add** button.

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.

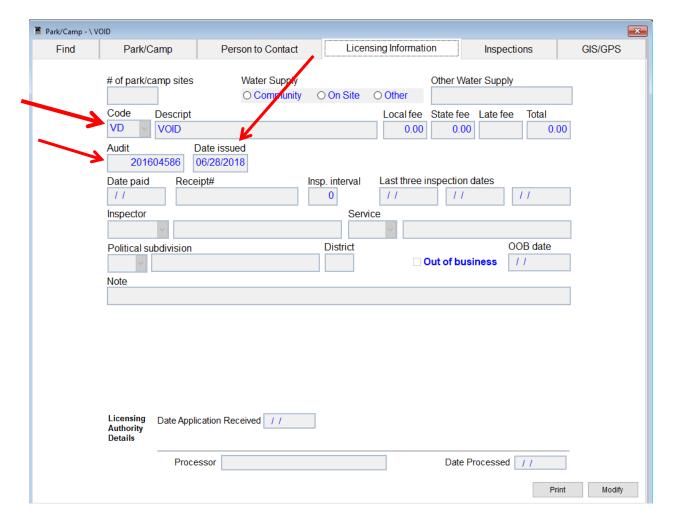Enter "**\ VOID**" in the name field [Use a backslash and a **SPACE** before the word **VOID**].

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 **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.