



**Food Protection
Duplicates
User Manual**



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How to Create Duplicates

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

Find the FSO or RFE that needs a duplicate license.

The screenshot shows a web application window titled "FSO / RFE -". It features a navigation menu with tabs: Find, FSO / RFE, Licensing Information, Inspections, FSO CCP, RFE Process Review, Variance Verification, Plan Review, and E-mail / GIS / GPS. Below the menu, there are radio buttons for search criteria: "by Name" (selected), "by License #", and "by StreetAddress". A search input field is labeled "Enter Name, License# or StreetAddress". To the right of the input field are buttons for "Check For Complaints", "Add", and "Close".

Name	Street	License #	Name of operator
		450	
		485	
A DANDY PLACE TO SHOP	130 MAIN STREET	170	KIM POSSIBLE
A DUBIOUSLY PRICED DINING DELIGHT	190 MAIN STREET	247	KIM POSSIBLE
A DUBIOUSLY PRICED DINING DELIGHT/DUF		0	
A FINE DINING AND GOOD EATS PLACE	94 LINE IN SAND LANE	126	KIM UNLIKELY
A GRAIN OF SALT	70 MAIN STREET	99	KIM POSSIBLE
A LONG TIME AGO STORYBOOK CAFE	82 UPPER LOWER BLVD	114	GEORGE O'JUNGLE
A SMALL CORNER STORE	178 SQUARE CIRCLE	229	ELMER FUDD'STERIONE
A TON OF CHOW	154 LINE IN SAND LANE	199	KIM UNLIKELY
A WABBIT IN A POT	238 SQUARE CIRCLE	305	ELMER FUDD'STERIONE
AARDVARK ANTS AND OTHER TASTY BUGS	34 LINE IN SAND LANE	46	KIM UNLIKELY
AL'S HOUSE OF EXTREME WAFFLES	214 LINE IN SAND LANE	278	KIM UNLIKELY
ALEC CHEZ SNOBE	58 SQUARE CIRCLE	77	ELMER FUDD'STERIONE
ALL ABOUT CHICKEN SOUP	106 SOUTH NORTH STREE	140	SANDY SHORE
ALL ABOUT CHOCOLATE GRASSHOPPERS	226 SOUTH NORTH STREE	293	SANDY SHORE
ARNIE'S AWESOME GYM AND GRILL	22 UPPER LOWER BLVD	26	GEORGE O'JUNGLE
AUNTIE ANGELA'S HOUSE OF PASTA	202 UPPER LOWER BLVD	262	GEORGE O'JUNGLE
BARBS BEST BEAR BURGERS	46 SOUTH NORTH STREET	58	SANDY SHORE

Example of selected FSO/RFE:

RFSD - A DUBIOUSLY PRICED DINING DELIGHT

Find **FSO/RFE** Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Food Service Operation

FSO RFE Endorsement Catering Seasonal Limited License #
 RFE FSO Endorsement

Name of Facility: Name of License Holder:

Street address: City: State: Zip code:

Phone: FAX: Established Date: Code:

Employees with Food Protection Certification [Manage Employee Certs](#) Show Active Only

Cert Levels Required
 Level 1 After 2010 FBI Sanitation
 Level 2

Active	Last Name	First Name	Level
T	Banner	Brenda	2
T	Bond	James	1
T	Schnell	Stan Modified	1

Mailing address for annual Renewal if different than above

Name of parent company or owner: Mail to Person (optional):

Street address: City: State: Zip code:

Phone:

Print Previous FSO/RFE Next FSO/RFE Delete FSO/RFE Add FSO/RFE Modify

Once the FSO or RFE is selected navigate to the **E-mail/GIS/GPS** tab.

Click the **Modify** button

Right – click **Save Current Audit Number ***

This creates a record that will keep the original audit # and date issued. The record will have a backward slash in front of the name and will be marked as either: Out of Business, Duplicate, or Transfer.

Enter Today's date in the **Duplicate date** field.

(Buttons with *asterisks are activated with a **right-click**)

RFSD - A DUBIOUSLY PRICED DINING DELIGHT

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review **E-mail / GIS / GPS**

Owner: bow190@hdismail.org [email]

Operator: bop190@hdismail.org [email]

Manager: mgr190@hdismail.org [email]

Chain Owner: co190@hdismail.org [email]

Other: oth190@hdismail.org [email]

Licensing Information

External ID # [] Transfer Date [/ /] Duplicate date [/ /] [Save Current Audit Number*]

Global Information System

Street # [190] Prefix Direction [] Prefix Type [] Street name [MAIN] Street Suffix [STREET] Prefix Direction []

Global Positioning System

Latitude Decimal Value [36.0565950] Longitude Decimal Value [-112.1250920]

[Modify]

Navigate back to the **Find** list and select the **duplicated** record:

FSO / RFE -

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

by Name by License # by Street Address

Enter Name, License# or StreetAddress

Check For Complaints Add Close

Name	Street	License #	Name of c ^
WOOFERS DOGGONE GOOD BURGERS #1625	1625 MAIN STREET	1143	SANDY B
WOOFERS DOGGONE GOOD BURGERS #1637	1637 UPPER LOWER BLVD	1151	ROCKET
\ VOID		0	
\ VOID		0	
IA DUBIOUSLY PRICED DINING DELIGHT	190 MAIN STREET	582	KIM POS:
IA FINE DINING AND GOOD EATS PLACE	94 LINE IN SAND LANE	724	KIM UNLI
IA GRAIN OF SALT	70 MAIN STREET	716	KIM POS:
IGABBY TREATS	12 GABBY WAY	580	GABBY
IGABBY TREATS	12 GABBY WAY	655	GABBY
IGABBY TREATS	12 GABBY WAY	681	GABBY
IGABBY TREATS	12 GABBY WAY	689	GABBY

The records with the backslash before the name are either **Out of Business, Duplicate, or Transfer**.

RFSD - IA FINE DINING AND GOOD EATS PLACE

Find FSO / RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS

Out of Business or Duplicate or Transfer

FSO RFE Endorsement Catering Seasonal Limited License # 724

RFE FSO Endorsement

Name of Facility IA FINE DINING AND GOOD EATS PLACE Name of License Holder KIM UNLIKELY

Street address 94 LINE IN SAND LANE City BALROG TWP State OH Zip code 99961

Phone 1-555-555-1544 FAX 1-555-555-1094 Established Date / / Code C4S

Employees with Food Protection Certification Manage Employee Certs Show Active Only

Cert Levels Required

Level 1 After 2010 FBI Sanitation

Level 2

Active Last Name First Name Level

Mailing address for annual Renewal if different than above

Name of parent company or owner ALIEN INVADERS INC Mail to Person (optional)

Street address 94 ELLIPSE CIRCLE City BALROG TWP State OH Zip code 99961

Phone 1-555-555-4744

Print Previous FSO/RFE Next FSO/RFE Delete FSO/RFE Add FSO/RFE Modify

Click the **Licensing Information** tab.

The **Audit** number and **Date Issued** should be the original.

RFSD - VA FINE DINING AND GOOD EATS PLACE

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.	365.00	28.00	0.00	0.00	393.00

Insp. interval: 180
 Last three standard inspection dates: 05/28/2015, 11/19/2014, 05/23/2014
 CCP Interval: 180
 Last two CCP inspections: 08/31/2015, 02/20/2015

Audit: 9807658
 Date issued: 03/03/2015
 Date paid: 02/27/2015
 Receipt#: 140427

Inspector: KJK
 Service: CCP
 CRITICAL CONROL POINT

Political subdivision: 11
 BALROG TWP
 District: []
 Air Compliance: (C)ompliant (N)on (O)ver
 Compliance Date: //

Website: []

Note: []

Private Water
 PWS/EPA
 Out of business
 OOB date: 10/09/2015

Print | Modify

To make sure there are no fees that show up on a Transmittal report with the duplicate record, change the Code and Descript areas to **“Duplicate.”**

RFSD - VA GRAIN OF SALT

Find | FSO / RFE | **Licensing Information** | Inspections | FSO CCP | RFE Process Review | Vari

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
DP	DUPLICATE	0.00	0.00	0.00	0.00	0.00

Insp. interval: 180
 Last three standard inspection dates: //, //, //
 CCP Interval: 180
 Last two CCP inspections: //, //

At this point you have two options.

Is the duplicate going to have a **new** audit number?

Does the license that is being printed out need to display the original **FEE CODE**?

If your answer is **YES** to either of those questions: Navigate to the **Original** record, click on the **Licensing Information** tab, and update or print the record accordingly. If the audit number is to remain the same, retype the original audit number in the print menu before printing.

License
Next available AUDIT #
202100007
Licensing Year
2023

If your answer is **NO**, proceed with the following on the duplicate record:

RFSD - A FINE DINING AND GOOD EATS PLACE

Code	Descript	Local fee	State fee	WS fee	Late fee	Total
DP	DUPLICATE	0.00	0.00	0.00	0.00	0.00

Insp. interval: 180
Last three standard inspection dates: // // //

CCP Interval: 0
Last two CCP inspections: // //

Audit: 0
External Audit #: //
Date issued: //
Date paid: //
Receipt#: 0

Inspector: KOJACK
Service: //

Political subdivision: RU BALROG TWP
District: //
Air Compliance: (C)ompliant (N)on (O)ver
Compliance Date: //

Website: //

Note: //

OOB date: //

Private Water PWS/EPA Out of business

Print Modify

Click the **Print** button.

Click **License** radio button

To keep the same audit number, retype it in the Next available AUDIT # field.

Click **Ok**

Print

Application

License

Next available AUDIT #

Licensing Year

Letter A

Letter B

Letter C

Letter D

Letter E

Letter F

Envelope-Name of Facility

Envelope 6.5" X 9.5" - Name of Facility

Envelope-Name of Parent Company

Envelope 6.5" X 9.5" - Name of Parent Company

Operation/Retail Food Inspection (both forms)

Operation/Retail Food Inspection (standard only)

Operation/Retail Food Inspection (continuation only)

Operation/Retail Food Inspection (condensed)

Operation/Retail Food Inspection (combined)

Voluntary Destruction of Unfit Products Form

Critical Control Point Inspection

Examples of Elements

Retail Food Establishment Process Review

Variance Verification Inspection

Variance Verification Inspection(back side)

Food Plan Review Report

Standard Inspection Violations Report

Blank Application

Preview

Print

OK

Close

There is a **print** icon, select **Print** and click **OK**

Preview
 Print

License No.	597
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Licensors BGI HDept
Name of Facility/License Holder VA FINE DINING AND GOOD EATS PLACE / KIM IMPOSSIBLE
Address/City/State/Zip 130 MAIN STREET BALLROG TWP, OH 44420
Category/Descriptive DUPLICATE

This license has been issued in accordance with the requirements of Chapter 3717 of the Ohio Revised Code and is subject to revocation or suspension for cause and is not transferable without consent of the licensor.

This license shall expire on March 1, 2024

04/25/2023

 Date

 Health Commissioner

This license must be displayed in a conspicuous place at the location Ohio Department of Agriculture

After printing, a message will pop-up.

Microsoft Visual FoxPro ×

Would you like to save the new license information?

Click **No**, only click Yes if you added new information.

If Duplicate record is using a NEW audit number, Click the **Update Record** button on the right of the window.

You usually do **NOT** need to do this for a duplicate record.

This will automatically update the **Audit #** and **Date issued**.

Otherwise, do not click Update Record button. Click **Close** to exit the menu.

