



**Food Protection
Transfers
User Manual**



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

Copyright © 1996 - 2023

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows® and MS-DOS® are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

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 Transfers

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 FUDDSTERIONE
A TON OF CHOW	154 LINE IN SAND LANE	199	KIM UNLIKELY
A WABBIT IN A POT	238 SQUARE CIRCLE	305	ELMER FUDDSTERIONE
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 FUDDSTERIONE
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		Active Last Name	First Name	Level
<input checked="" type="checkbox"/> Level 1	<input type="checkbox"/> After 2010	T Banner	Brenda	2
<input checked="" type="checkbox"/> Level 2	<input type="checkbox"/> FBI	T Bond	James	1
	<input checked="" type="checkbox"/> Sanitation	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:

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 **Transfer date** field.

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

The screenshot shows a software window titled "RFSO - A DUBIOUSLY PRICED DINING DELIGHT" with a tabbed interface. The active tab is "E-mail / GIS / GPS".

Contact Information:

- Owner: bow190@hdismail.org (email button)
- Operator: bop190@hdismail.org (email button)
- Manager: mgr190@hdismail.org (email button)
- Chain Owner: co190@hdismail.org (email button)
- Other: oth190@hdismail.org (email button)

Licensing Information:

- External ID #: []
- Transfer Date: [/ /]
- Duplicate date: [/ /]
- Save Current Audit Number* (button, highlighted with a red arrow)

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

A "Modify" button is located at the bottom right of the form.

Example of what a **Transfer** license would look like in the **Find** list:

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

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	
\A DUBIOUSLY PRICED DINING DELIGHT	190 MAIN STREET	582	KIM POS:
\A FINE DINING AND GOOD EATS PLACE	94 LINE IN SAND LANE	724	KIM UNLI
\A GRAIN OF SALT	70 MAIN STREET	716	KIM POS:
\GABBY TREATS	12 GABBY WAY	580	GABBY
\GABBY TREATS	12 GABBY WAY	655	GABBY
\GABBY TREATS	12 GABBY WAY	681	GABBY
\GABBY TREATS	12 GABBY WAY	689	GABBY

RFSD - \A DUBIOUSLY PRICED DINING DELIGHT

Out of Business or Duplicate or Transfer

FSO RFE Endorsement Catering Seasonal Limited License # Ext Lic # (optional)

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 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: Mail to Person (optional)

Street address: City: State: Zip code:

Phone:

Navigate to the newly created Transfer record where the facility has a slash “\” in front of the name and go to the **Licensing Information** Tab.

Click the **Licensing Information** tab.

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

The screenshot shows the 'Licensing Information' tab in the HDIS system. A red arrow points to the 'Code' dropdown menu, which is currently set to 'TR'. The 'Descript' field contains the text 'TRANSFER'. Below this, there are several input fields for fees: 'Local fee', 'State fee', 'WS fee', 'Late fee', and 'Total', all of which are set to '0.00'. There are also fields for 'Insp. interval' (360), 'Last three standard inspection dates' (06/18/2020, 04/25/2019, 04/18/2018), 'PR Interval' (0), and 'Last two PR inspections' (//). Other fields include 'Audit' (8303223), 'External Audit #', 'Date issued' (02/08/2023), 'Date paid' (02/08/2023), and 'Receipt#' (17623). The 'Inspector' dropdown is set to 'CS' and the 'Service' dropdown is empty. The 'Political subdivision' dropdown is set to '07' and the text field contains 'MORDOR VILLAGE'. There are also fields for 'District', 'Air Compliance' (with options for (C)ompliant, (N)on, or (O)ver), and 'Compliance Date' (//). At the bottom, there are checkboxes for 'Private Water', 'PWS/EPA', and 'Out of business', along with an 'OOB date' field set to '//'. 'Print' and 'Modify' buttons are located at the bottom right of the form.

Next, **Navigate** back to the main record and go to the **FSO/RFE** Tab.

Edit the record to add the information for the Transfer.

If Licensing Information needs any changes, navigate to the Licensing Information tab and edit it as normal.

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			
<input checked="" type="checkbox"/> Level 1	<input type="checkbox"/> After 2010	<input type="checkbox"/> FBI	<input checked="" type="checkbox"/> Sanitation
<input checked="" type="checkbox"/> 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: