

Plant Management

Add Establishment Contacts



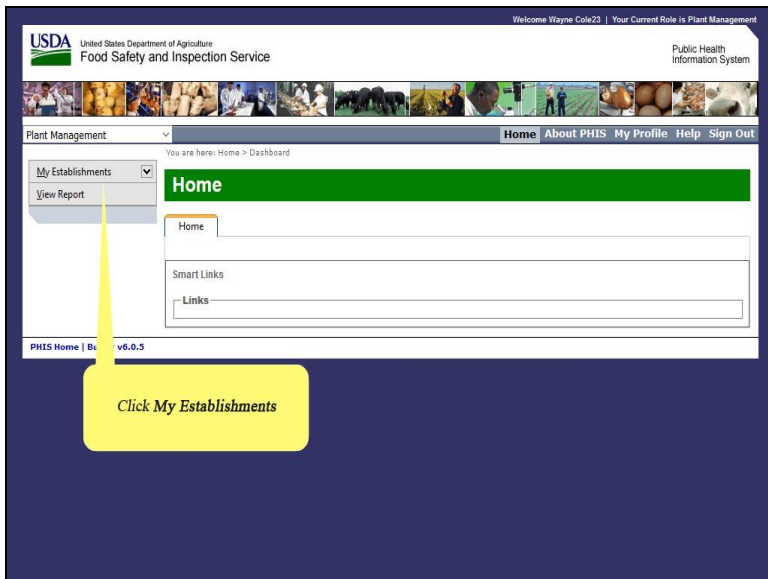
The screenshot shows the 'Add Establishment Contacts' page within the USDA Food Safety and Inspection Service's Public Health Information System. The page has a yellow background and a dark blue border. At the top, there is a header with the USDA logo, the text 'United States Department of Agriculture Food Safety and Inspection Service', and 'Public Health Information System'. Below the header is a row of small images showing various agricultural products and people. The main content area is titled 'Add Establishment Contacts' and contains a list of steps: 'Click My Establishments', 'Select Establishment', 'Click Establishment Contacts', 'Click Add new Contact', 'Enter contact information', and 'Click Save'. A note states: 'Establishment Contact information cannot be edited once it has been saved. If you've entered incorrect information, you can delete the entire entry and follow the steps to add a new Establishment Contact, to add the corrected information.' An inset image shows a preview of the contact information form.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Add Establishment Contacts

- ☐ Click **My Establishments**
- ☐ Select Establishment
- ☐ Click **Establishment Contacts**
- ☐ Click **Add new Contact**
 - Enter contact information
- ☐ Click **Save**
 - Establishment Contact information cannot be edited once it has been saved. If you've entered incorrect information, you can delete the entire entry and follow the steps to add a new Establishment Contact, to add the corrected information.

Welcome to the Public Health Information System. In this demonstration, you will learn how to add establishment contacts. I'll guide you through the steps of accomplishing this task.



The screenshot shows the PHIS Home page. The header includes the USDA logo, 'United States Department of Agriculture Food Safety and Inspection Service', and 'Public Health Information System'. Below the header is a row of small images. The main content area is titled 'Home' and contains a 'Smart Links' section with a 'Links' input field. A yellow callout box points to the 'My Establishments' link in the left sidebar, with the text 'Click My Establishments'.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home > Dashboard

My Establishments View Report

Home

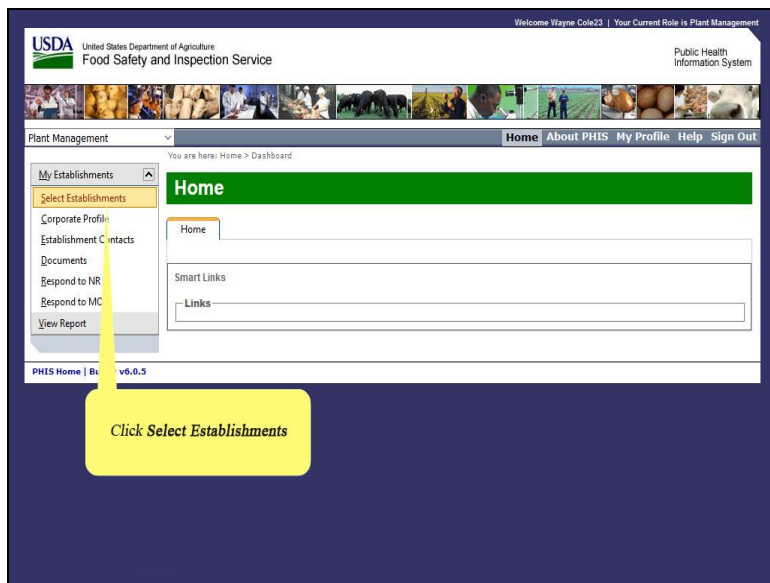
Smart Links

Links

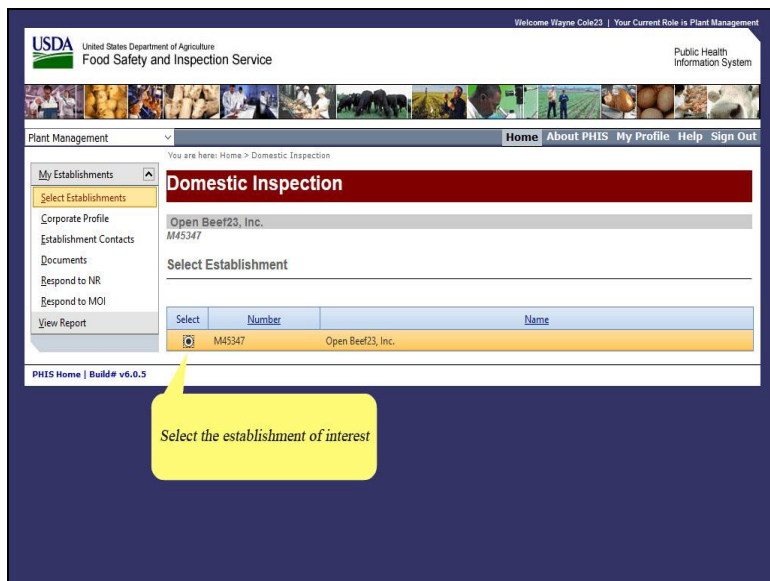
PHIS Home | BU v6.0.3

Click My Establishments

First, click My Establishments.



Next, click Select Establishments.



Select the establishment of interest.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management

Home About PHIS My Profile Help Sign Out

You are here: Home > Domestic Inspection

Domestic Inspection

Open Beef23, Inc.
M45347

Select Establishment

| Select | Number | Name |
|----------------------------------|--------|-------------------|
| <input checked="" type="radio"/> | M45347 | Open Beef23, Inc. |

PHIS Home | BU v6.0.3

Click Establishment Contacts

Click Establishment Contacts.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management

Home About PHIS My Profile Help Sign Out

You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

| Last Name | First Name | Title | Email | Edit | Delete |
|---------------------------------|------------|-------|-------|------|--------|
| There are no records to display | | | | | |

0 items in 1 pages

Click Add new Contact

Establishment Contacts entered by PHIS Personnel

| Last Name | First Name | Title | Email | View |
|-----------|------------|---------------------|-------|------|
| 1 | Frank | Food Safety Manager | | |
| 2 | Louise | Inspection Foreman | | |

Click Add New Contact.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

Home About PHIS My Profile Help Sign Out

You are here:

My Establishments

Select Establishments

Corporate Profile

Establishment Contacts

Documents

Respond to NR

Respond to MOI

View Report

Add/Edit Contact

First Name*:

Last Name*:

Email Address*:

Phone: (____) ____ - ____ ext. (____) ____

Type*:

Cancel Save

PHIS Home | Build# v6.0.5

Enter the information for the new contact

Enter the information for the new contact.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

Home About PHIS My Profile Help Sign Out

You are here:

My Establishments

Select Establishments

Corporate Profile

Establishment Contacts

Documents

Respond to NR

Respond to MOI

View Report

Add/Edit Contact

First Name*:

Last Name*:

Email Address*:

Phone:

Type*:

Cancel Save

PHIS Home | Build# v6.0.5

Click Save

Click Save.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management

You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

| Last Name | First Name | Title | Email | Edit | Delete |
|-----------|------------|---------------|-------------------|------|--------|
| Day | Linda | Plant Manager | lindaday@test.com | | |

1 items in 1 pages

The new entry appears on the Establishment Contacts page

Establishment Contacts entered by FSIS Personnel

| Last Name | First Name | Title | Email | View |
|-----------|------------|---------------------|-------|------|
| Lutz | Frank | Food Safety Manager | | |

The new entry appears on the Establishment Contacts page.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management

You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

| Last Name | First Name | Title | Email | Edit | Delete |
|-----------|------------|---------------|-------------------|------|--------|
| Day | Linda | Plant Manager | lindaday@test.com | | |

Page size: 10 1 item in 1 pages

Click Edit

Establishment Contacts entered by FSIS Personnel

| Last Name | First Name | Title | Email | View |
|-----------|------------|---------------------|-------|------|
| Lutz | Frank | Food Safety Manager | | |

Click Edit.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management Home About PHIS My Profile Help Sign Out

You are here:

My Establishments Add/Edit Contact

Select Establishments Corporate Profile Establishment Contacts Documents Respond to NR Respond to MOI View Report

First Name*: Linda

Last Name*: Day

Email Address*: lindaday@test.com

Phone: (789) 456 - 1230 ext (____)

Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

Note that only the **Phone** and **Type** fields are available for editing.

Note that only the Phone and Type fields are available for editing.

USDA United States Department of Agriculture Food Safety and Inspection Service Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management Home About PHIS My Profile Help Sign Out

You are here:

My Establishments Add/Edit Contact

Select Establishments Corporate Profile Establishment Contacts Documents Respond to NR Respond to MOI View Report

First Name*: Linda

Last Name*: Day

Email Address*: lindaday@test.com

Phone: (789) 456 - 1230 ext (____)

Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

If the First, Last, or Email information needs to be changed, you can delete the contact and follow this procedure to re-enter correct information

If the First, Last, or Email information needs to be changed, you can delete the contact and follow this procedure to re-enter correct information.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

You are here: Home

Add/Edit Contact

First Name*: Linda

Last Name*: Day

Email Address*: lindaday@test.com

Phone: (789) 456 - 1230 ext (____)

Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

Click Cancel

Click Cancel.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

You are here: Home > Establishment Contacts

Establishment Contacts

Open Beet123, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

| Last Name | First Name | Title | Email | Edit | Delete |
|-----------|------------|---------------|-------------------|------|--------|
| Day | Linda | Plant Manager | lindaday@test.com | | |

1 items in 1 pages

You are returned to the Establishment Contacts page
End of exercise - Click to return

Establishment Contacts entered by Food Personnel

| Last Name | First Name | Title | Email | View |
|-----------|------------|---------------------|-------|------|
| Lutz | Frank | Food Safety Manager | | |

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.