

# Establishment Administrator

## View and Approve User Requests for New Users


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Food Safety and Inspection Service

Welcome Daniel Test02 | Your Current Role is Establishment Administrator

Public Health Information System

### View and Approve User Requests for New Users

- ☐ Click User Management
- ☐ Click Manage Requests
  - If an enrollment request was submitted, it will appear on this page*
- ☐ Click Edit icon for the desired Requestor
  - The Request Number page appears*
- ☐ Click the Edit icon for the desired user
- ☐ Review request
- ☐ Make changes to the user profile, if necessary
  - You can add or delete a role*
  - The new role is listed*
- ☐ Click Add a Role
- ☐ Select Establishment Administrator role from calendar
  - You may add dates if the role is not considered the primary role*
- ☐ Click No
- ☐ Click Save and go back
- ☐ Click Approve, if the information is accurate and complete
  - Notice that the requestor's name no longer appears on the request page*



Welcome to the Public Health Information System. In this demonstration, you will learn how to view and approve user requests for new users. I'll guide you through the steps of accomplishing this task.

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You are here: Home > Dashboard

User Management ☒

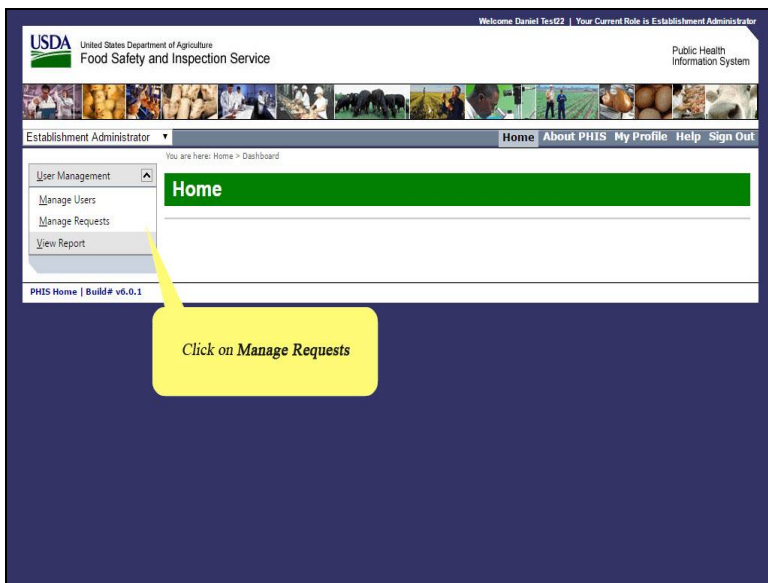
View Report

Home

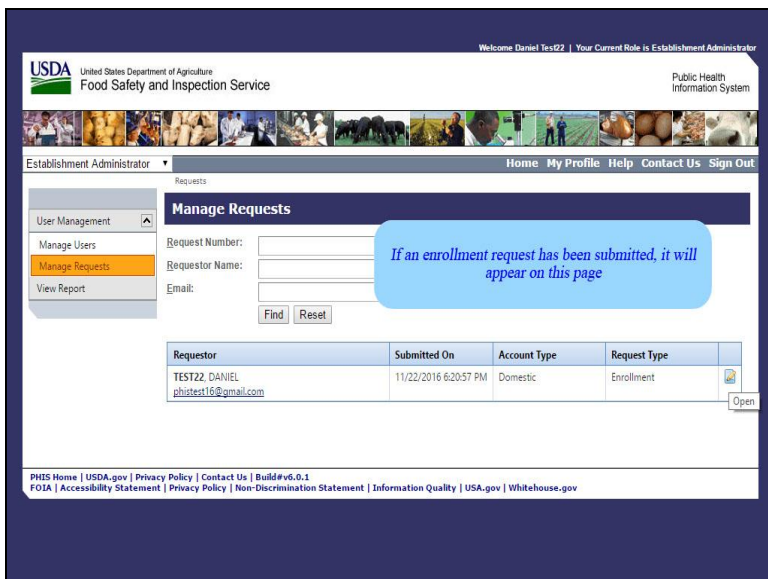
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Click on User Management

First, click User Management.



Next, click Manage Requests.



If an enrollment request has been submitted, it will appear on this page.

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Requests

**Manage Requests**

Request Number:   
 Requestor Name:   
 Email:   
 Find Reset

Click the "edit icon" for the desired user

Requestor	Submitted On	Account Type	Request Type
TEST22, DANIEL phitest16@gmail.com	11/22/2016 6:20:57 PM	Domestic	Enrollment

Open

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Click the edit icon for the desired user.

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User Management Manage Users Manage Requests View Report

**Request Number - 722 by Daniel Test22**

Account Information

First Name: Daniel Request Type: New Account  
 Middle Name:  
 Last Name: Test22  
 Email: phitest16@gmail.com  
 Job Title:  
 Work Phone: (111) 333.555.TEST

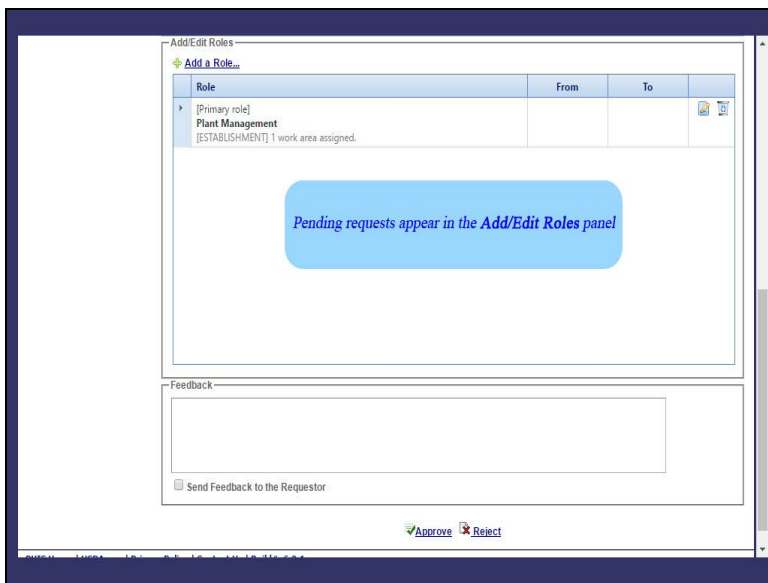
User Comments

Review the request

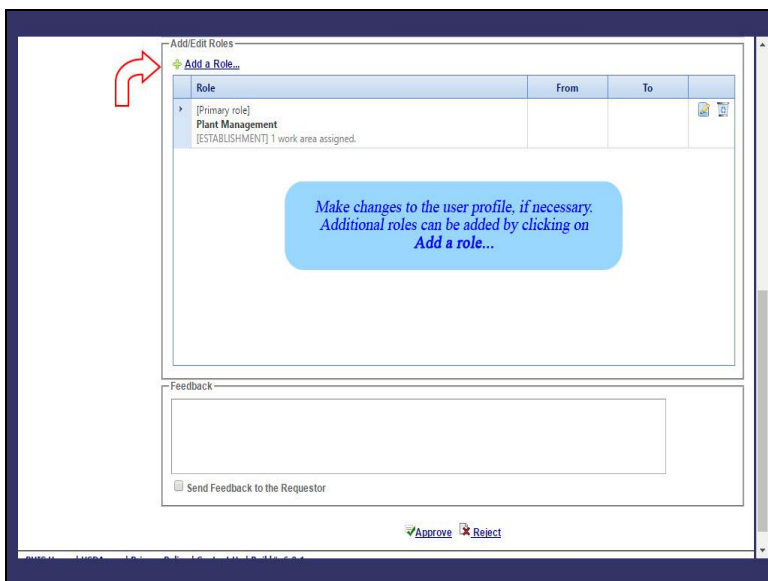
Establishment Information

Establishment Number: M45346  
 Establishment Name: Open Beef22, Inc.  
 Address: 8305 Hawthorne Way  
 Petaluma, CA - 94954

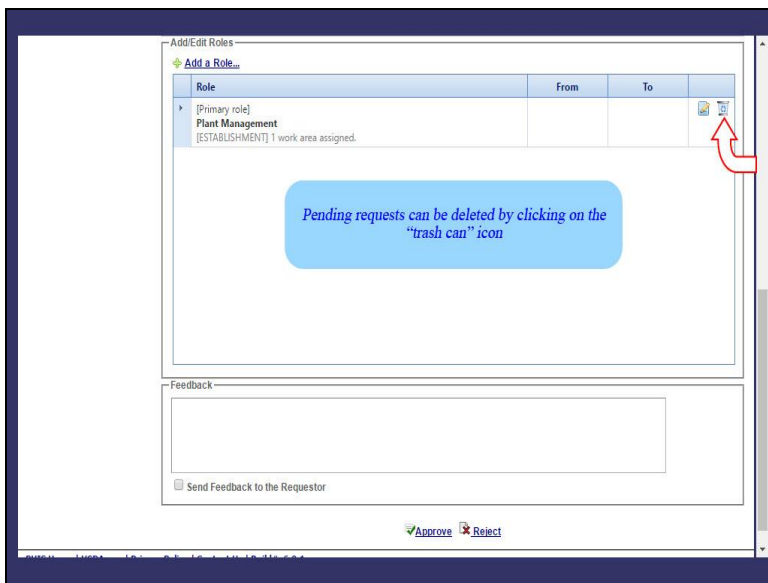
Review the request. You can scroll down to view the remainder of the record.



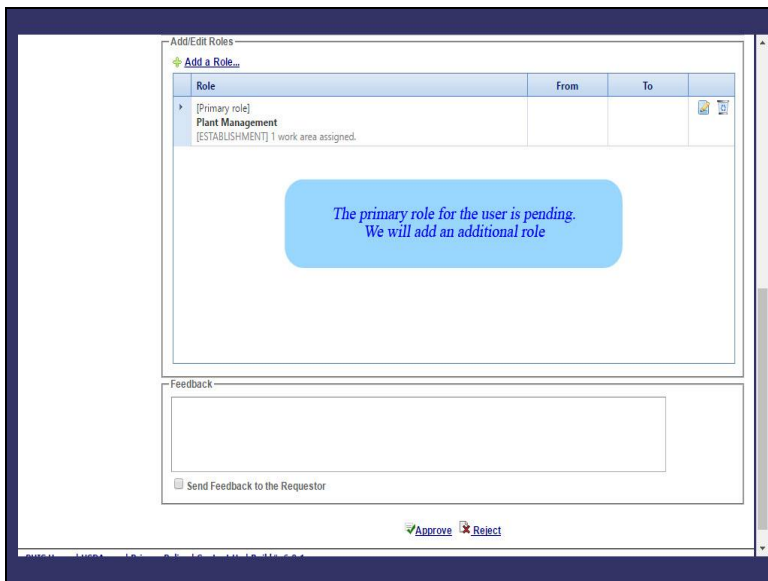
Pending requests appear in the Add/Edit Roles panel.



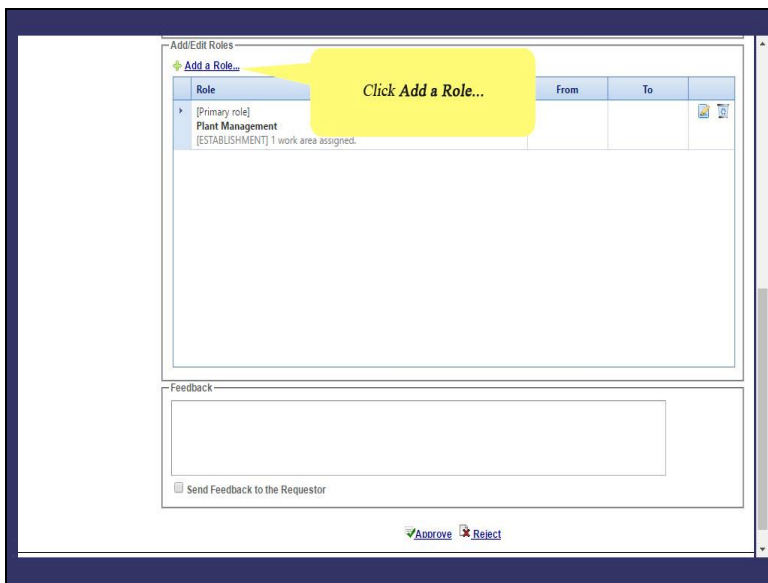
Make changes to the user profile, if necessary. Additional roles can be added by clicking on Add a Role.



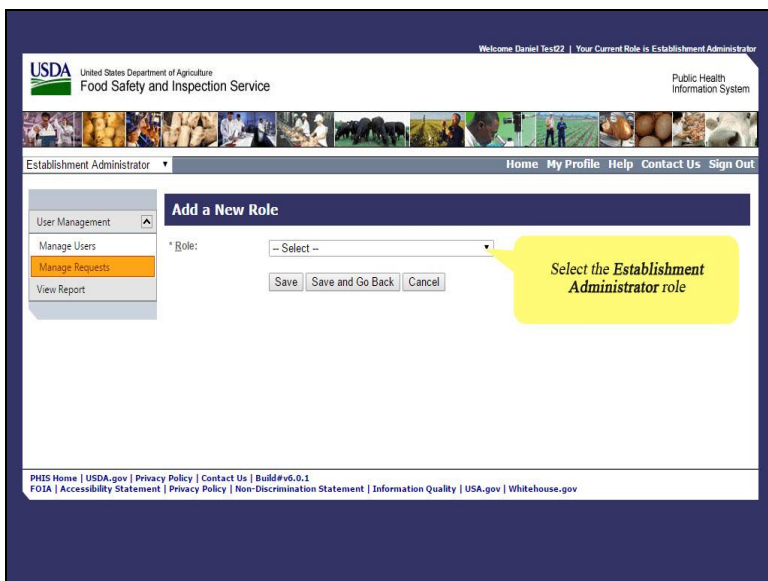
Pending requests can be deleted by clicking on the trash can icon.



The primary role for the user is pending. We will add an additional role as well.



Click Add a Role.



Select the Establishment Administrator role.

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**Add a New Role**

\* Role: Establishment Administrator

Effective From:  

Expires After:  

Primary Role? ☐ Yes ☒ No  
Effective and Expiration dates are ignored for Primary role.

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Use the calendar icon to enter an “Effective From” date of November 1st.

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**Add a New Role**

\* Role: Establishment Administrator

Effective From: 11/1/2017 

Expires After:  

Primary Role? ☐ Yes ☒ No  
Effective and Expiration dates are ignored for Primary role.

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Dates can also be typed in directly. In the “Expires After” field, enter 2/28/2018.

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### Add a New Role

\* Role: Establishment Administrator

Effective From: 11/1/2017

Expires After: 2/28/2018

Primary Role? ☐ Yes ☒ No  
Effective and Expiration dates are ignored for Primary role.

Save Save and Go Back Cancel

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For primary role, click No for the establishment administrator role.

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### Add a New Role

\* Role: Establishment Administrator

Effective From: 11/1/2017

Expires After: 2/28/2018

Primary Role? ☐ Yes ☒ No  
Effective and Expiration dates are ignored for Primary role.

Save Save and Go Back Cancel

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Click Save and Go Back.



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**Request Number - 722 by Daniel Test22**

Account Information  
First Name: Daniel Request Type: New Account  
Middle Name:  
Last Name: Test22  
Email: phitest16@gmail.com  
Job Title:  
Work Phone: (111) 333 555 TEST

User Comments

Establishment Information  
Establishment Number: M45346  
Establishment Name: Open Beet22, Inc.  
Address: 8305 Hawthorne Way  
Petaluma, CA - 94954

Scroll down to see the remainder of the record.

Add/Edit Roles

Add a Role

Role	From	To
[Primary role] Plant Management [ESTABLISHMENT] 1 work area assigned.		
Establishment Administrator [ESTABLISHMENT] No work areas were assigned.	11/01/2017	02/28/2018

The Establishment Administrator role has been added

Feedback

☐ Send Feedback to the Requestor

Approve Reject

The Establishment Administrator role has been added. This role will automatically expire on the “To” date.

—Add/Edit Roles—

[Add a Role...](#)

Role	From	To	
▶ [Primary role] <b>Plant Management</b> [ESTABLISHMENT] 1 work area assigned.			
▶ <b>Establishment Administrator</b> [ESTABLISHMENT] No work areas were assigned.	11/01/2017	02/28/2018	

Feedback—

☐ Send Feedback to the Requestor

[Approve](#)
[Reject](#)

*If the information is accurate and complete, click **Approve***

If the information is accurate and complete, click Approve.

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Requests

**Manage Requests**

Request Number:

Requestor Name:

Email:

[Find](#) [Reset](#)

*Notice that the requestor's name no longer appears on the request page*  
*End of exercise*

Requestor	Submitted On	Account Type	Request Type
No enrollment requests were found.			

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Notice that the requestor's name no longer appears on the request page, since the request has been fulfilled.

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.