

Establishment Administrator

Add Roles to Existing User's Profile

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Add Roles to Existing User's Profile

- Click **User Management**
- Click **Manage Users**
- Click **Edit Icon**
- Click on **Roles**
- Click **Add a Role**
- Select **Role** from drop-down list
 - To add a role to a user's account for a specific timeframe, enter **Effective From** and **Expires After** dates. To assign the user to the role until it is revoked, leave the dates empty.
- Select **Yes** or **No** for **Primary Role**
- Click **Save and Go Back**
 - **User profile page** appears and lists the new role
- Click the **edit icon** for the new role just created
- Click **Add Work Areas**
 - **Add Work Area page** appears
- Click the **check box** next to the establishment
- Click **Save**
 - **Work Area** has establishment information listed



Welcome to the Public Health Information System. In this demonstration, you will learn how to add roles to an existing user's profile. I'll guide you through the steps of accomplishing this task.

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Home About PHIS My Profile Help Sign Out

You are here: Home > Dashboard

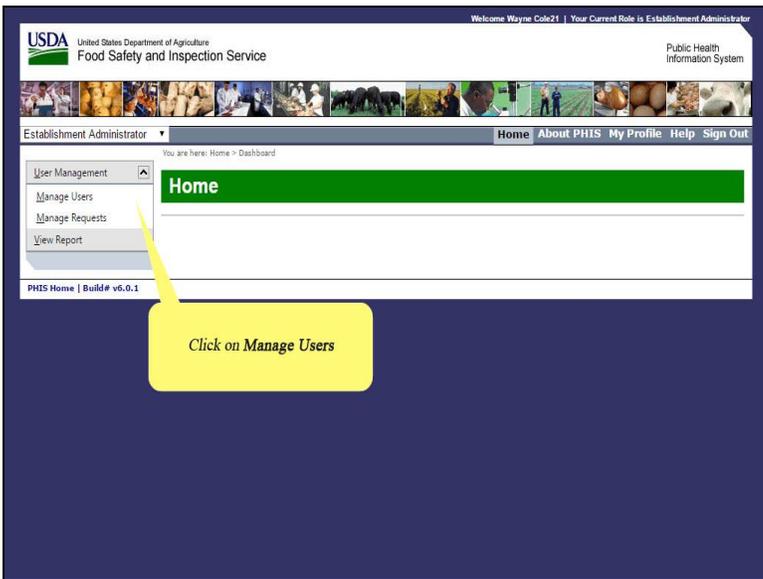
User Management Home

View Report

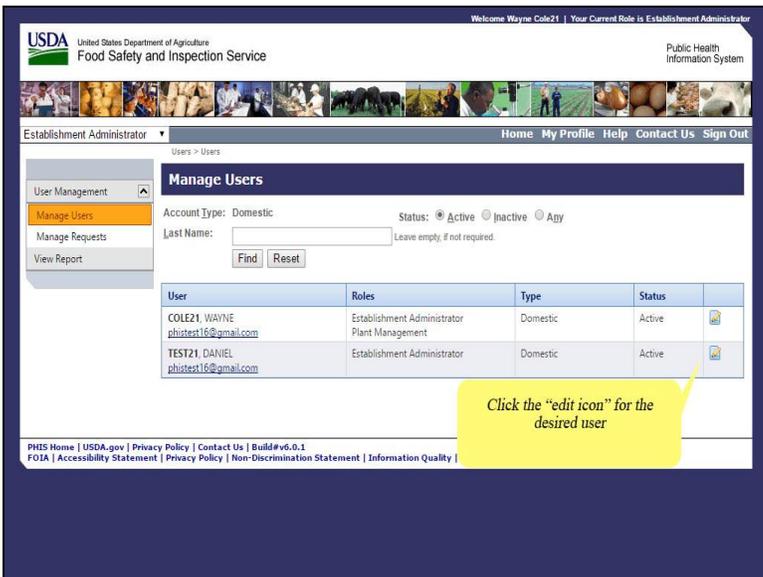
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Click on **User Management**

First, click on User Management.



Next, click on Manage Users.



Click the edit icon for user Daniel Test 21.

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User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General Roles (1) Personal Information Requests (0)

Account Type: Domestic
Status: Active [Deactivate](#)
eAuth ID: 39b03d70e48e408f8dd7c
Email: phitest16@gmail.com
Job Title:

[Run PHIS Data Feed](#)

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Click on Roles.

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User Profile (Daniel Test21)

General Roles (1) Personal Information Requests (0)

[Add a Role...](#)

Role	From	To
Establishment Administrator [ESTABLISHMENT] 1 work area assigned.		

[Click Add a Role...](#)

Click Add a Role.

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User Management

Manage Users

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View Report

Add a New Role (Daniel Test21)

* Role:

Save Save and Go Back Cancel

Select the *Plant Management* role from the drop-down list

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Select the Plant Management role from the drop-down list.

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User Management

Manage Users

Manage Requests

View Report

Add a New Role (Daniel Test21)

* Role:

Effective From:

Expires After:

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

Save Save and Go Back Cancel

To assign a role to a user for a specific timeframe, enter dates. To assign a role to a user until it is revoked, leave the dates empty.

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To assign a role to a user for a specific time frame, enter dates. To assign a role to a user until the role is revoked, leave the dates empty.

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Add a New Role (Daniel Test21)

* Role: Plant Management

Effective From:

Expires After:

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

For Primary Role, click Yes or No as required, then click Save and Go Back

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For the primary role, click Yes or No, as required, then click Save and Go Back.

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Profile > Profile

User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

Add a Role

Role	From	To	
Establishment Administrator <small>[ESTABLISHMENT] 1 work area assigned.</small>			
Plant Management <small>[ESTABLISHMENT] No work areas were assigned.</small>			

You are returned to the User Profile page, and the new role (Plant Management) is listed. Note that "No work areas were assigned."

You are returned to the User Profile page, and the new role, Plant Management, is listed. Note that "No work areas were assigned."

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User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

[Add a Role...](#)

Role	From	To	
Establishment Administrator <small>[ESTABLISHMENT] 1 work area assigned.</small>			
Plant Management <small>[ESTABLISHMENT] No work areas were assigned.</small>			

Click the "edit icon" for the Plant Management role just created

Click the edit icon for the Plant Management role just created.

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Edit Role (Daniel Test21)

* Role: Plant Management

Effective From:

Expires After:

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

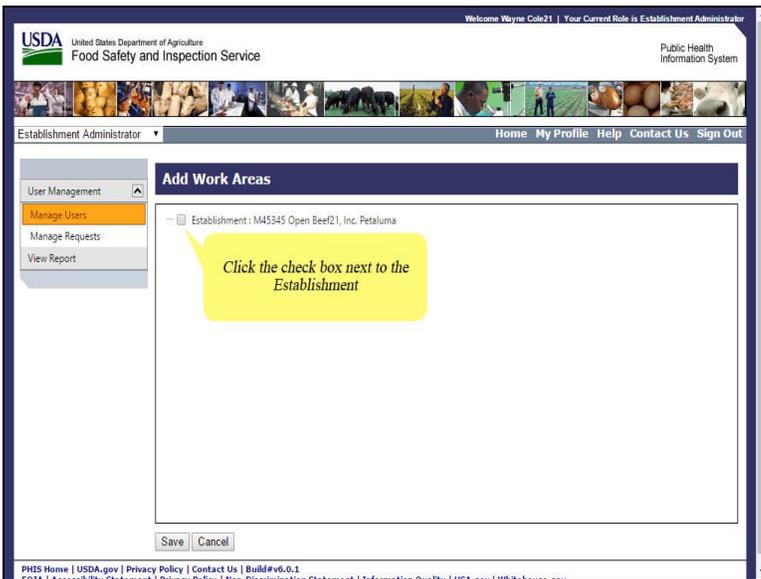
[Add Work Areas...](#)

Work Area
No work areas were assigned.

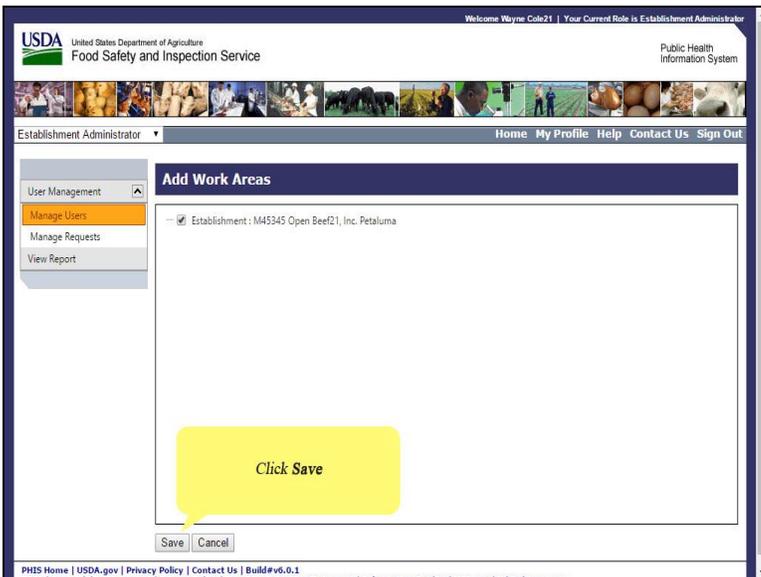
Click Add Work Areas...

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Click Add Work Areas.



Click the check box next to the user's establishment.



Click Save.

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Edit Role (Daniel Test21)

*** Role:** Plant Management

Effective From:

Expires After:

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

[Add Work Areas...](#) [Remove All Work Areas](#)

Work Area
Establishment : M45345 Open Bee21, Inc. Petaluma

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You are returned to the Edit Role page. Note that the establishment information just selected is listed in the Work Area.

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.