

Establishment Administrator

Search for Users Associated with the Establishment

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Daniel Test02 | Your Current Role is Establishment Administrator

Public Health Information System

Search for Users Associated with the Establishment

- Click on **User Management**
 - Menu expands
- Click on **Manage Users**
- Enter **Last Name** for the user you wish to find
- Select **Status**
- Click on **Find**
 - A list of users that fit the last name entered appears
- Click **Reset** to begin a new search



Welcome to the Public Health Information System. In this demonstration, you will learn how to search for users associated with the establishment. I'll guide you through the steps of accomplishing this task.

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Public Health Information System

Establishment Administrator

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Users > Users

Manage Users

User Management View Report

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22 WAYNE phistest1@gmail.com	Plant Management	Domestic	Active	
	Establishment Administrator	Domestic	Active	

Click on User Management

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First, click on User Management.

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User Management

- Manage Users
- Manage Requests
- View Report

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Active	
TEST22, DANIEL phistest16@gmail.com	Establishment Administrator	Domestic	Active	

Click on Manage Users

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Then, click on Manage Users.

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User Management

- Manage Users
- Manage Requests
- View Report

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Active	
TEST22, DANIEL phistest16@gmail.com	Establishment Administrator	Domestic	Active	

Enter Last Name for the user you wish to find

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Enter the last name of the user you wish to find. I'll search for Daniel Test 22.

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Users > Users

User Management
Manage Users
Manage Requests
View Report

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Active	
TEST22, DANIEL phistest16@gmail.com	Administrator	Domestic	Active	

Select Status

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Select the status "Any."

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Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Active	
TEST22, DANIEL phistest16@gmail.com	Administrator	Domestic	Active	

Click on Find

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Click the Find button.

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Users > Users

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
TEST22, DANIEL phitestest16@gmail.com	Establishment Administrator	Domestic	Active	

A list of users that fit the Last Name entered appears

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A list of users appears that fit the last name I entered. In this case, only one user was returned. In a live system, multiple users could be returned. It is also possible that no users could be returned if no user matching the search criteria is found.

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Users > Users

Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
TEST22, DANIEL phitestest16@gmail.com	Establishment Administrator	Domestic	Active	

Click on Reset to begin a new search

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Click on **Reset** if you would like to begin a new search.

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Users > Users

User Management

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Manage Users

Account Type: Domestic Status: Active Inactive Any

Last Name: Leave empty, if not required.

User	Roles	Type	Status	
COLE22, WAYNE phitest16@gmail.com	Plant Management	Domestic	Active	
TEST22, DANIEL phitest16@gmail.com			Active	

[List resets](#)

End of exercise

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Clicking Reset clears the Last Name field and resets the list.

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.