## **Establishment Administrator**

## Update Establishment User's Profile



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

	Welcome Daniel Test22   Your Current Role is Establishment Administrator
United States Department of Agriculture Food Safety and Inspection Service	Public Health Information System
Establishment Administrator	Home About PHIS My Profile Help Sign Out
You are here: Home > Dashboard	
User Management View Report Home	
PHIS Home   Build# V0.0.1	
Click on User Management	

First, click on User Management.



Next, click on Manage Users.

Food Safety a	ent of Agriculture nd Inspection Service			Public Health Information Syst
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ablishment Administrator	T Here & Here		Home My Profile	Help Contact Us Sign
ser Management	Manage Users			
lanage Users lanage Requests ew Report	Account Type: Domestic	Status: O Active C	Inactive  Any Ad.	
	User	Roles	Туре	Status
	COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Inactive
	MACK22, RON phistest16@gmail.com	Establishment Administrator Plant Management		
	TEST22, DANIEL phistest16@gmail.com	Establishment Administrator	Click on the	"edit icon" for user
S Home   USDA.gov   Priva A   Accessibility Statemen	cy Policy   Contact Us   Build#v6.0. t   Privacy Policy   Non-Discriminati	1 on Statement   Information Quality   USA.go	ov   Whitehouse.gov	

Click on the "edit icon" for user Wayne Cole 22.

blishment Administrator	Profile > Profile	(Mauna Colo22)	Home My Profi	le Help Contact Us Sign
er Management	General	Roles (1)	Personal Information	Requests (1)
w Report	Account Type: Status: eAuth ID: Email: Job Title:	Domestic Inactive [Activate] 55933697149441a6a21382Ic689e40 phistest16@gmail.com Update Refresh	eī Click on P	ersonal Information
6 Home   USDA.gov   Priva A   Accessibility Statemen	cy Policy   Contact Us   t   Privacy Policy   Non-	Build#v6.0.1 Discrimination Statement   Information	Quality   USA.gov   Whitehouse.gov	<u>Run PHIS Data Fr</u>

Click on Personal Information.

ablishment Administrator	▼ Profile > Profile			Home My Profile	Help Contact Us Sign
ser Management	User Profile (	Wayne	Cole22)		
Manage Users	General		Roles (1)	Personal Information	Requests (1)
vianage requests	<u>Salutation:</u> Display <u>N</u> ame:	-	-		
	<u>C</u> redentials: <u>W</u> ork Phone: <u>M</u> obile Phone: Fax:			Update Salutation	
		Update	Refresh		
					Run PHIS Data Fee
S Home   USDA.gov   Privacy	y Policy   Contact Us   B   Privacy Policy   Non-D	uild#v6.0.1 scriminatio	n Statement   Inform	nation Quality   USA.gov   Whitehouse.gov	

Click in the Salutation field. Select Mister.

ablishment Administrator	, (2)27 ,			Home My Profile H	Help Contact Us Sign
ser Management 📐	Profile > Profile	(Wayne	: Cole22)		
Nanage Users	General		Roles (1)	Personal Information	Requests (1)
ianage nequests	<u>Salutation:</u> Display <u>N</u> ame: <u>C</u> redentials: <u>W</u> ork Phone: <u>M</u> obile Phone:			Update <b>Display Name</b>	
	Eax:	Update	Refresh		
					Run PHIS Data Fee
S Home   USDA.gov   Priva A   Accessibility Statemen	ry Policy   Contact Us   E t   Privacy Policy   Non-E	Build#v6.0.1 Discriminati	l on Statement   Inform	ation Quality   USA.gov   Whitehouse.gov	

Click in the Display Name field. Enter Wayne Don Cole.

blishment Administrator	▼ Profile > Profile	<i></i>	0.1.00)		Home My Profile	Help Contact Us Sign
er Management 📃	User Profile	(wayne	Cole22)			
anage Users	General		Roles (1)		Personal Information	Requests (1)
anage requests	Salutation:	Mr.	•			
ew nepoir	Display Name:	Wayne De	on Cole			
	Credentials:					
	Work Dhoney					
	Mork Mione:					
	Mobile Phone:					
	Eax:			Up	late Work Phone field	
		Update	Refresh			
						Run PHIS Data Fee

Click in the Work Phone field. Enter the phone number.

tablishment Administrator	•			Home My Profile	Help Contact Us Sign
User Management	User Profile	(Wayne	Cole22)		
Manage Users	General		Roles (1)	Personal Information	Requests (1)
Inew Report	Salutation: Display <u>Mame</u> : <u>C</u> redentials: <u>Work Phone</u> : <u>Mobile Phone</u> : <u>Fax</u> :	Mr. Wayne Do 12345678 Update	r     r     r     r     r     r     r     r     r     r     r     r	Update <b>Mobile Phone</b> field	
					Run PHIS Data Fee

Click in the Mobile Phone field. Enter the phone number.

User Profile (Wayne Cole22)  User Profile (Wayne Cole22)  General Reles(1) Personal Information Requests (1) Salutation: Mr. Display Name: Wayne Don Cole Credentials: Work Phone: 1234567890 Click Update Mobile Phone: 9876543210 Ev: Update Refresh Run PHIS Data Fe	ablishment Administrator	▼ Profile > Profile		Home My Profi	le Help Contact Us Sign (
General         Roles (1)         Personal Information         Requests (1)           Vanage Requests         Salutation:         Mr.   <	lser Management	User Profile	(Wayne Cole22)		
Manage Requests Salutation:: Mr.  Display Name: Wayne Don Cole Credentials: Work Phone:: 1234557890 Click Update Mobile Phone:: 9876543210 Eax: Update Refresh Run PHIS Data Fe	Manage Users	General	Roles (1)	Personal Information	Requests (1)
Credentials: Work Phone: 1234567890 Click Update Mobile Phone: 9876543210 Eax: Update Refresh Run PHIS Data Fe	Manage Requests /iew Report	<u>Salutation:</u> Display <u>N</u> ame:	Mr.   Wayne Don Cole		
Update Refresh Run PHIS Data fe		<u>C</u> redentials: <u>W</u> ork Phone: <u>M</u> obile Phone: <u>F</u> ax:	1234567890 9876543210	Click Update	
Run PHIS Data Fe			Update Refresh		
					Run PHIS Data Fee

Click the Update button.

tablishment Administrator	v 12027	NASSA MANA	Home My Profile	Help Contact Us Sign
	Profile > Profile			
User Management	User Profile	(Wayne Cole22)		
Manage Users	General	Roles (1)	Personal Information	Requests (1)
View Report	<u>Salutation:</u> Display <u>N</u> ame: <u>C</u> redentials:	Mr.  Vayne Don Cole		
	Work Phone: Mobile Phone: Eax:	1234567890 9876543210	The Personal Informatio	n is updated
		Update Refresh		
	L			Run PHIS Data Fee
HIS Home   USDA.gov   Privac	y Policy   Contact Us	Build#v6.0.1		

The personal information is now updated in the user profile record.

Iser Management Canage Requests Anage Requests iew Report Display Name Credentials: Work Phone:	file (Wayne Cole22) ral Roles (1) Mr. Wayne Don Cole	Personal In nation Requ	uests (1)
Annage Users Gener Annage Requests Salutation: Display Name Credentials: Work Phone:	e: Wayne Don Cole	Personal In nation Requ	uests (1)
Anage Requests Salutation: Display Name Credentials: Work Phone:	Mr.  Wayne Don Cole	Click on Home	
<u>M</u> obile Phone <u>F</u> ax:	123496/390 9876543210 Update Refresh		
		RI	In PHIS Data Fee

Now I'll demonstrate that the user profile record has been updated. Start by clicking on Home.



Click on Manage Users.

ablishment Administrator				Home	My Profile Hel	Cont <u>act Us</u>	Sign
	Users > Users						
Manage Users Manage Requests iew Report	Account <u>Type:</u> Last Name:	Domestic Find Reset	Status: <u>A</u> ct Leave empty, if not	ive Onactive required.	© A <u>n</u> y		
	User		Roles	Тур		Status	1
	TEST22, DANIE phistest16@gm	iL 1ail.com	Establishment Administrator	r Doi	tic	Active	
IS Home   USDA.gov   Priva	cy Policy   Contact	t Us   Build#v6.0.1	Section 2 strates of 2 later as a		Click	on <b>Any</b>	
A   Accessibility Statemen	t   Privacy Policy	Non-Discrimination S	itatement   Information Quality   1	USA.gov   Whiteho	ouse.gov	1	

Select Any.

ablishment Administra	tor V		Home My Profile	Help Contact U	is Sign Out
Irar Management	Manage Users				
Manage Users Manage Requests iew Report	Account Type: Domestic Last Name: Find Res	Status: O Active C	Inactive ® Any d.		
	User	Roles	Туре	Status	
	COLE22, WAYNE phistest16@gmail.com	Plant Management	Domestic	Inactive	
	MACK22, RON phistest16@gmail.com	Establishment Administrator Plant Management			
	TEST22, DANIEL phistest16@gmail.com	Establishment Administrator	Click on the	edit icon" for t	iser
IS Home   USDA.gov   f IA   Accessibility State	Yrivacy Policy   Contact Us   Build#v6. ment   Privacy Policy   Non-Discrimin:	0.1 Lition Statement   Information Quality   USA.gc	ov   Whitehouse.gov		

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blishment Administrator	v 1		Home My Profi	le Help Contact Us Sign
er Management	Profile > Profile User Profile	(Wayne Cole22)		
anage Users	General	Roles (1)	Personal Information	Requests (1)
ew Report	Account Type: Status: eAuth ID: Email: Job Title:	Domestic Inactive [Activate] 55933697149441a6a21382tc689e phistes115@gmail.com Update Refresh	Gee7 Click on Pe	ersonal Information
				Run PHIS Data Fe
5 Home   USDA.gov   Privacy A   Accessibility Statement	Policy   Contact Us     Privacy Policy   Non-	Build#v6.0.1 Discrimination Statement   Informati	on Quality   USA.gov   Whitehouse.gov	

Click on Personal Information.

D	rofile > Drofile		Home My Profile	Help Contact Us Sign
ser Management	lser Profile (V	Wayne Cole22)		
Manage Users	General	Roles (1)	Personal Information	Requests (1)
ew Report	Display <u>N</u> ame:	Wr. •		
V M E	Work Phone:         1234567890           Mobile Phone:         9876543210           Eax:		Note that the previously m have been save End of exercise	nade changes d
		Update Refresh		
				Run PHIS Data Fee

Note that the previously made changes have been saved in the system.

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.