



**Food Safety and Inspection Service (FSIS)  
United States Department of Agriculture (USDA)**

**Viewing Reports in PHIS 19.6  
Quick Reference Guide**

*Version 5.2*

**Public Health Information System**

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## PHIS Quick Reference Guide: View Reports

This quick reference guide explains how to run PHIS reports in the updated user interface and access expanded options available. The guide is intended for all FSIS user roles with View Reports access.

Inventory of Standard Reports				
<a href="#">Show Description</a>				
Page size: 20		First Prev Page: 1 of 1 Next Last		Displaying page 1 of 1 , items 1 to 7 of 7
Title	Type	Description	Category	
<input type="text"/>	python	<input type="text"/>	<input type="text"/>	
_ Establishment Profile	Python	Provides establishment profile information. Includes establishment contacts, addresses, HACCP categories, assigned personnel, operating schedule, products, sampling projects, active inspection tasks, and hazard analysis.	Establishment Profile	<a href="#">Run</a>
_ Export Certificates 9060-5	Python	List of 9060-5 Export Certificates by Circuit and District.	Lab Sampling	<a href="#">Run</a>
_ FSA Summary UAT Testing	Python	Food Safety Assessment (FSA) history for an establishment, circuit, or district. SAS Viya Report	Establishment Profile	<a href="#">Run</a>
_ Good Commercial Practices Validation	Python	Detects possible GCP task data entry errors of poultry slaughter without a completed task or a	Slaughter	<a href="#">Run</a>

### Report Options

Once the [Run](#) link is selected, the Python reports display the report parameter options.

<b>1. Report Filter</b>	<input type="text" value="python"/>	Allows filtering of the list of reports to find the correct report
<b>2. Run</b>	<a href="#">Run</a>	Runs the selected report
<b>3. Establishment Select</b>	<input checked="" type="radio"/> Establishment <input type="radio"/> Circuit <input type="radio"/> District	Identifies if the report is running against specific establishments, circuit, or district
<b>4. Date range</b>	Start Date <input type="text" value="mm/dd/yyyy"/> End Date <input type="text" value="mm/dd/yyyy"/>	Filters the report results to the entered start and end dates
<b>5. Email</b>	<input checked="" type="radio"/> Email Report <input type="text" value="example@usda.gov"/>	Allows the report to be sent by email to a usda.gov address
<b>6. Download/Open report</b>	<input checked="" type="radio"/> Download Report <a href="#">Download as an Excel File</a>	The download link will download the file and open it in Excel
<b>7. Report running indicator</b>	Establishment Profile Report 	While the report is running an indicator shows on the screen
<b>8. Browser download button</b>		When the Excel file is selected, the completed report is available from the browser download button or by going to the browser settings and selecting downloads

## Running a Report

### Select a Report

1. From the left menu select **View Reports**
2. Select a report and click the **Run** link
3. The Reports window opens
4. When additional parameters are required, the Prompts page is displayed in a new browser tab

### Entering Parameters

Some reports require entering additional parameters into a new Prompt page. Use the radio buttons to switch between Establishment, Circuit, and District.

**Food Safety Assessment (FSA) Summary Report**

Please Submit Form Values Below:

Search by Establishment, Circuit, or District?

Establishment  Circuit  District

Establishments

E7299  
G1016  
G1028  
G1105  
G1126A  
G1126B  
G1141  
G1145  
G1183  
G1215A  
G1219

Start Date      End Date

mm/dd/yyyy    mm/dd/yyyy

If you would like this report emailed instead, please put in a USDA email address

example@usda.gov

Submit

Select a value then use the shuttle buttons (>, <, <<) to move the selected items to the other column.

A range can be selected by selecting the first item, holding the Shift key, then selecting the last item. Individual items can be selected by holding the Control (Ctrl) key and selecting additional items. Use the shuttle buttons for adding or removing selections from the list.

Enter other parameter values for the selected report. The date fields display a popup calendar picker, or a

date can be typed in. The start and end dates are required fields. Complete any other parameter options.

Note: PHR Rates are calculated on the 15th of each month using data from the previous 3 months. Reports run for the current month will not contain PHR Rates if run prior to the 15th.

Clicking **Submit** runs the report and opens a status page. The report output can be selected and downloaded. If you want the results emailed instead of downloaded, enter a valid USDA email address on the parameter page.

## Managing the Report Results

### Selecting the Reading Option

Online and emailed reports are generated as Excel files.

### Viewing the Report in Excel

The bottom of the report page displays different tabs depending on the report. Select the tabs to see different report pages.

### Filtering the results in Excel

The Excel files automatically have the columns enabled with filters. Select a value from the filter dropdown and the results update automatically. All other Excel options for managing the data are available.

### Printing Report Results in Excel

Use the File > Print to open the print control window. This opens the Excel print options including the page to include and the orientation.

### Exporting Report Results in Excel

Use the File > Export to open an export control window that provides several options for formatting the data output. The primary Export options are PDF and XPS. For PDF output there is an option to select pages to include. There is an option to select which report tabs to include in the export.

*For questions on PHIS access, contact the CEC Helpdesk desk at 1-877-873-0783 or CECHelpDesk@usda.gov.  
For export policy questions, please visit askFSIS at <https://askfsis.custhelp.com>.*