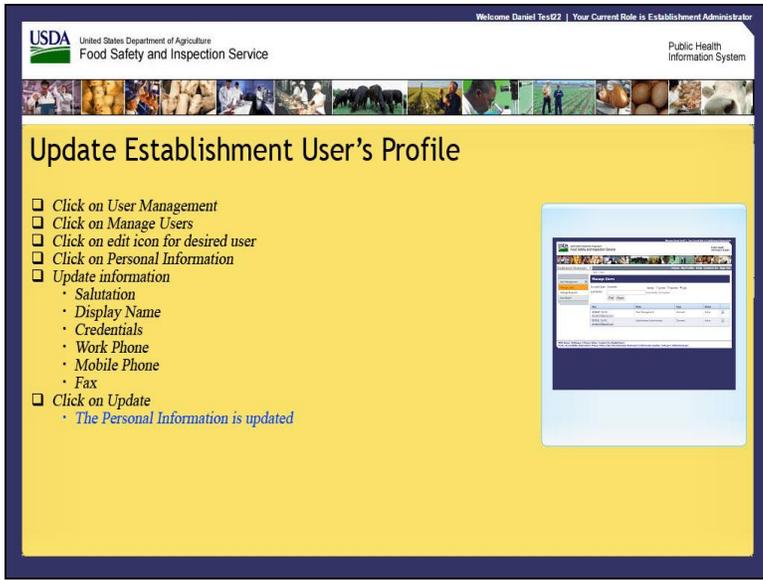


Establishment Administrator

Update Establishment User's Profile



Welcome Daniel Test2 | Your Current Role is Establishment Administrator

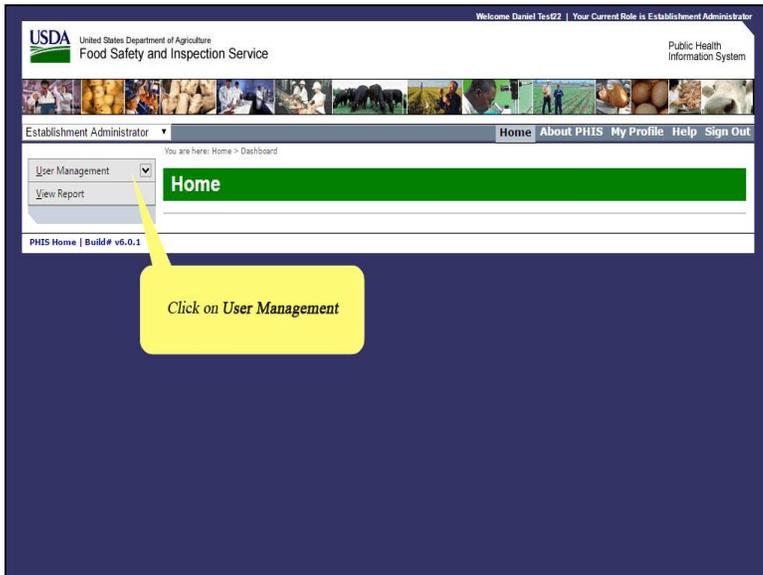
USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Update Establishment User's Profile

- Click on [User Management](#)
- Click on [Manage Users](#)
- Click on edit icon for desired user
- Click on [Personal Information](#)
- Update information
 - [Salutation](#)
 - [Display Name](#)
 - [Credentials](#)
 - [Work Phone](#)
 - [Mobile Phone](#)
 - [Fax](#)
- Click on [Update](#)
 - [The Personal Information is updated](#)

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 Test2 | Your Current Role is Establishment Administrator

USDA 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

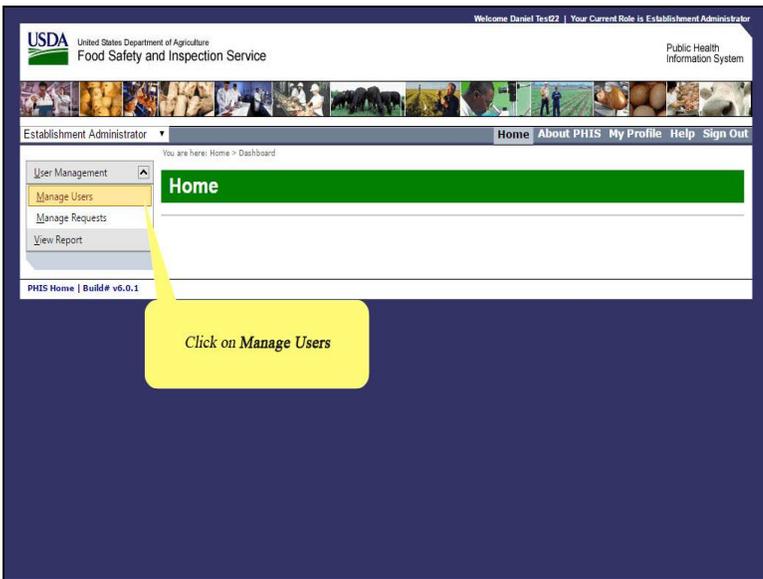
User Management
View Report

PHIS Home | Build# v6.0.1

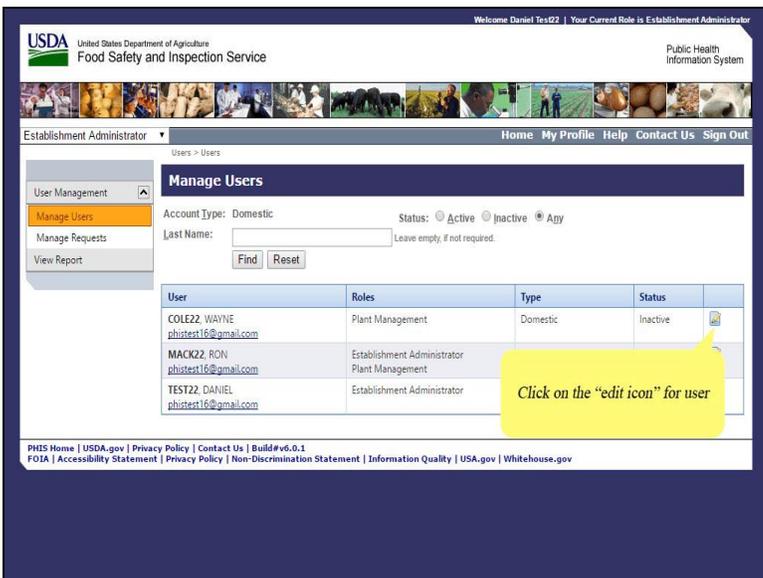
Home

Click on [User Management](#)

First, click on User Management.



Next, click on Manage Users.



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

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Wayne Cole22)

General	Roles (1)	Personal Information	Requests (1)
Account Type: Domestic Status: Inactive [Activate] eAuth ID: 55933697149441a6a21382fc689e46e7 Email: phitest16@gmail.com Job Title: <input type="text"/>			

[Update](#) [Refresh](#) [Run PHIS Data Feed](#)

Click on Personal Information

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

Click on Personal Information.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Wayne Cole22)

General	Roles (1)	Personal Information	Requests (1)
Salutation: -- Display Name: <input type="text"/> Credentials: <input type="text"/> Work Phone: <input type="text"/> Mobile Phone: <input type="text"/> Fax: <input type="text"/>			

[Update](#) [Refresh](#) [Run PHIS Data Feed](#)

Update Salutation

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

Click in the Salutation field. Select Mister.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Wayne Cole22)

General Roles (1) Personal Information Requests (1)

Salutation: Mr.

Display Name:

Credentials:

Work Phone:

Mobile Phone:

Fax:

[Run PHIS Data Feed](#)

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

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

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Wayne Cole22)

General Roles (1) Personal Information Requests (1)

Salutation: Mr.

Display Name: Wayne Don Cole

Credentials:

Work Phone:

Mobile Phone:

Fax:

[Run PHIS Data Feed](#)

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

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

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Profile (Wayne Cole22)

General	Roles (1)	Personal Information	Requests (1)
Salutation: Mr.			
Display Name: Wayne Don Cole			
Credentials:			
Work Phone: 1234567890			
Mobile Phone:			
Fax:			
<input type="button" value="Update"/> <input type="button" value="Refresh"/>			

Update Mobile Phone field

[Run PHIS Data Feed](#)

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

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

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Profile (Wayne Cole22)

General	Roles (1)	Personal Information	Requests (1)
Salutation: Mr.			
Display Name: Wayne Don Cole			
Credentials:			
Work Phone: 1234567890			
Mobile Phone: 9876543210			
Fax:			
<input type="button" value="Update"/> <input type="button" value="Refresh"/>			

Click Update

[Run PHIS Data Feed](#)

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

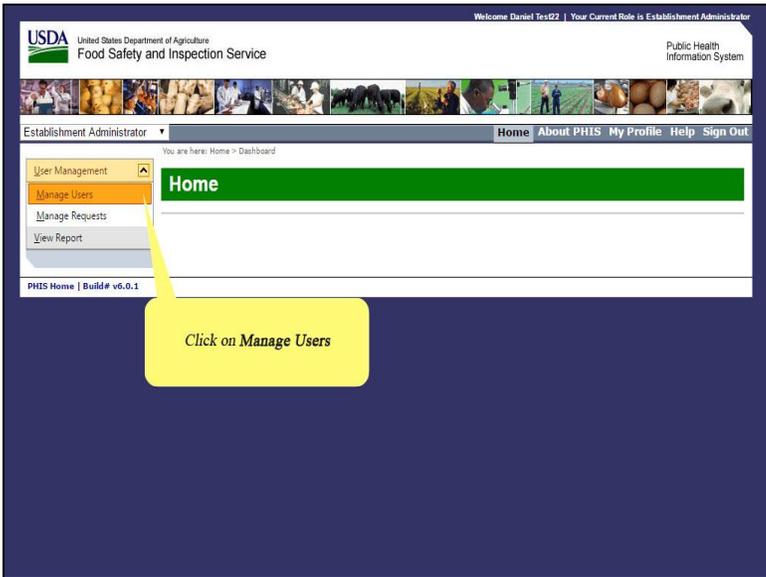
Click the Update button.

The screenshot shows the USDA PHIS User Profile page for 'Wayne Cole22'. The page is titled 'User Profile (Wayne Cole22)' and has four tabs: 'General', 'Roles (1)', 'Personal Information', and 'Requests (1)'. The 'Personal Information' tab is active, displaying fields for Salutation (Mr.), Display Name (Wayne Don Cole), Credentials, Work Phone (1234567890), Mobile Phone (9876543210), and Fax. A blue notification box in the center of the form states 'The Personal Information is updated'. Below the form are 'Update' and 'Refresh' buttons. The top navigation bar includes 'Home My Profile Help Contact Us Sign Out'. The footer contains links for PHIS Home, USDA.gov, Privacy Policy, Contact Us, Build#v6.0.1, FOIA, Accessibility Statement, Non-Discrimination Statement, Information Quality, USA.gov, and Whitehouse.gov.

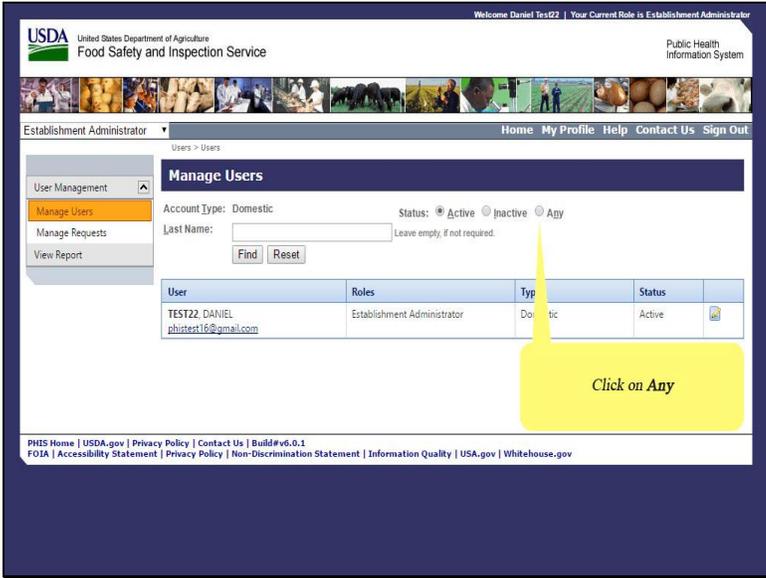
The personal information is now updated in the user profile record.

This screenshot is identical to the previous one, but with a yellow callout box pointing to the 'Home' link in the top navigation bar. The callout box contains the text 'Click on Home'. The rest of the page content, including the user profile form and notification, remains the same.

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



Click on Manage Users.



Select Any.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Home My Profile Help Contact Us Sign Out

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	Inactive	
MACK22, RON phistest16@gmail.com	Establishment Administrator Plant Management			
TEST22, DANIEL phistest16@gmail.com	Establishment Administrator			

Click on the "edit icon" for user

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

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

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Home My Profile Help Contact Us Sign Out

Profile > Profile

User Management

- Manage Users
- Manage Requests
- View Report

User Profile (Wayne Cole22)

General Roles (1) Personal Information Requests (1)

Account Type: Domestic

Status: Inactive [Activate](#)

eAuth ID: 55933697149441a6a21382fc889e46e7

Email: phistest16@gmail.com

Job Title:

[Run PHIS Data Feed](#)

Click on Personal Information

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

Click on Personal Information.

Welcome Daniel Tes22 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Profile (Wayne Cole22)

General	Roles (1)	Personal Information	Requests (1)
Salutation: Mr.			
Display Name: Wayne Don Cole			
Credentials:			
Work Phone: 1234567890			
Mobile Phone: 9876543210			
Fax:			
<input type="button" value="Update"/> <input type="button" value="Refresh"/>			

Note that the previously made changes have been saved
End of exercise

[Run PHIS Data Feed](#)

PHIS Home | USDA.gov | Privacy Policy | Contact Us | Build#v6.0.1
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov

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.