

Plant Management

Add Establishment Contacts

Welcome Wayne Cole23 | Your Current Role is Plant Management

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Add Establishment Contacts

- Click **My Establishments**
- Select **Establishment**
- Click **Establishment Contacts**
- Click **Add new Contact**
 - Enter contact information
- Click **Save**
 - Establishment Contact information cannot be edited once it has been saved. If you've entered incorrect information, you can delete the entire entry and follow the steps to add a new Establishment Contact, to add the corrected information.

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

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Plant Management

Home About PHIS My Profile Help Sign Out

You are here: Home > Dashboard

My Establishments
View Report

Home

Home

Smart Links

Links

PHIS Home | BU v6.0.5

Click My Establishments

First, click My Establishments.

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You are here: Home > Dashboard

Home

Home

Smart Links

Links

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Click Select Establishments

Next, click Select Establishments.

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Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home > Domestic Inspection

Domestic Inspection

Open Beef23, Inc.
M45347

Select Establishment

Select	Number	Name
<input checked="" type="radio"/>	M45347	Open Beef23, Inc.

PHIS Home | Build# v6.0.5

Select the establishment of interest

Select the establishment of interest.

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You are here: Home > Domestic Inspection

Domestic Inspection

Open Beef23, Inc. M45347

Select Establishment

Select	Number	Name
<input checked="" type="radio"/>	M45347	Open Beef23, Inc.

PHIS Home | BU v6.0.3

Click Establishment Contacts

Click Establishment Contacts.

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You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc. M45347

Establishment Contacts entered by Plant Management

Add new Contact

Last Name	First Name	Title	Email	Edit	Delete
There are no records to display					

0 items in 1 pages

Click Add new Contact

Establishment Contacts entered by PHIS Personnel

Last Name	First Name	Title	Email	View
1	Frank	Food Safety Manager		
2	Louise	Inspection Program		

Click Add New Contact.

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You are here:

Add/Edit Contact

My Establishments
Select Establishments
Corporate Profile
Establishment Contacts
Documents
Respond to NR
Respond to MOI
View Report

First Name*:
Last Name*:
Email Address*:
Phone: (____) ____ - ____ ext (____)
Type*:

Cancel Save

PHIS Home | Build# v6.0.5

Enter the information for the new contact

Enter the information for the new contact.

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You are here:

Add/Edit Contact

My Establishments
Select Establishments
Corporate Profile
Establishment Contacts
Documents
Respond to NR
Respond to MOI
View Report

First Name*:
Last Name*:
Email Address*:
Phone: (789) 456 - 1230 ext (____)
Type*:

Cancel Save

PHIS Home | Build# v6.0.5

Click Save

Click Save.

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Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

Last Name	First Name	Title	Email	Edit	Delete
Day	Linda	Plant Manager	lindaday@test.com		

1 items in 1 pages

The new entry appears on the Establishment Contacts page

Establishment Contacts entered by FSIS Personnel

Last Name	First Name	Title	Email	View
Lutz	Frank	Food Safety Manager		

The new entry appears on the Establishment Contacts page.

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You are here: Home > Establishment Contacts

Establishment Contacts

Open Beef23, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

Last Name	First Name	Title	Email	Edit	Delete
Day	Linda	Plant Manager	lindaday@test.com		

Page size: 10 1 item in 1 pages

Click Edit

Establishment Contacts entered by FSIS Personnel

Last Name	First Name	Title	Email	View
Lutz	Frank	Food Safety Manager		

Click Edit.

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You are here:

Add/Edit Contact

My Establishments
Select Establishments
Corporate Profile
Establishment Contacts
Documents
Respond to NR
Respond to MOI
View Report

First Name*: Linda
Last Name*: Day
Email Address*: lindaday@test.com
Phone: (789) 456 - 1230 ext (____)
Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

Note that only the Phone and Type fields are available for editing.

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First Name*: Linda
Last Name*: Day
Email Address*: lindaday@test.com
Phone: (789) 456 - 1230 ext (____)
Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

If the First, Last, or Email information needs to be changed, you can delete the contact and follow this procedure to re-enter correct information

If the First, Last, or Email information needs to be changed, you can delete the contact and follow this procedure to re-enter correct information.

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Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home

Add/Edit Contact

First Name*: Linda

Last Name*: Day

Email Address*: lindaday@test.com

Phone: (789) 456 - 1230 ext (___)

Type*: Plant Manager

Cancel Save

PHIS Home | Build# v6.0.5

Click Cancel

Click Cancel.

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You are here: Home > Establishment Contacts

Establishment Contacts

Open Bee123, Inc.
M45347

Establishment Contacts entered by Plant Management

Add new Contact

Last Name	First Name	Title	Email	Edit	Delete
Day	Linda	Plant Manager	lindaday@test.com		

1 items in 1 pages

You are returned to the Establishment Contacts page
End of exercise - Click to return

Establishment Contacts entered by Food Safety

Last Name	First Name	Title	Email	View
Lutz	Frank	Food Safety Manager		

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.