

# Plant Management

## View Reports

USDA United States Department of Agriculture  
Food Safety and Inspection Service

Public Health Information System

### View Reports

- ❑ Login to PHIS as using your eAuth User ID and password
- ❑ Click **View Report**
- ❑ The **Inventory of Standard Reports** page appears. Click **Run** for the desired report
- ❑ A window appears, prompting for report parameters. The report can be generated in Microsoft Excel or PDF format
- ❑ Fill in the data range fields and select the desired report format
- ❑ The report opens in a new window where you can export the report as an Excel or PDF file. For Excel reports, a navigation bar with tabs is available

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

USDA United States Department of Agriculture  
eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

### eAuthentication Login

**LincPass (PIV)** ?

**User ID & Password** ?

User ID: Bobby.exPorter

Password: ●●●●●●●●

I forgot my User ID | Password

REGISTER LOGIN

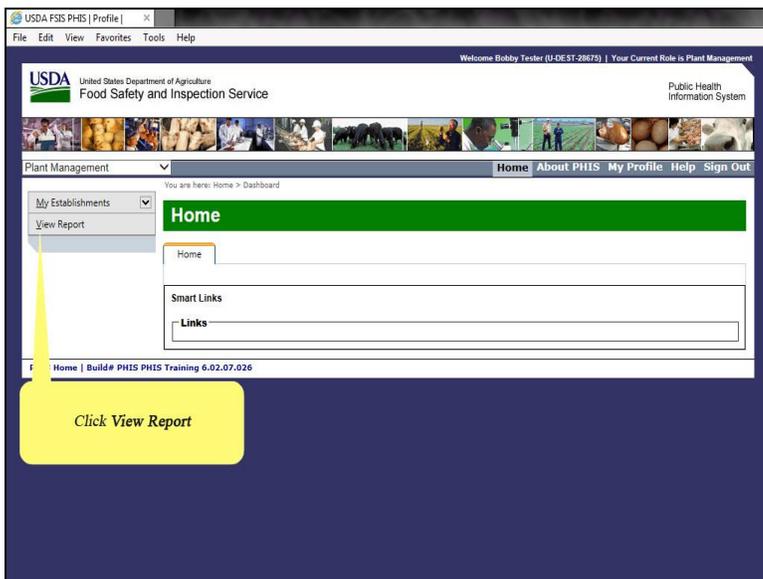
Change my Password

**WARNING**

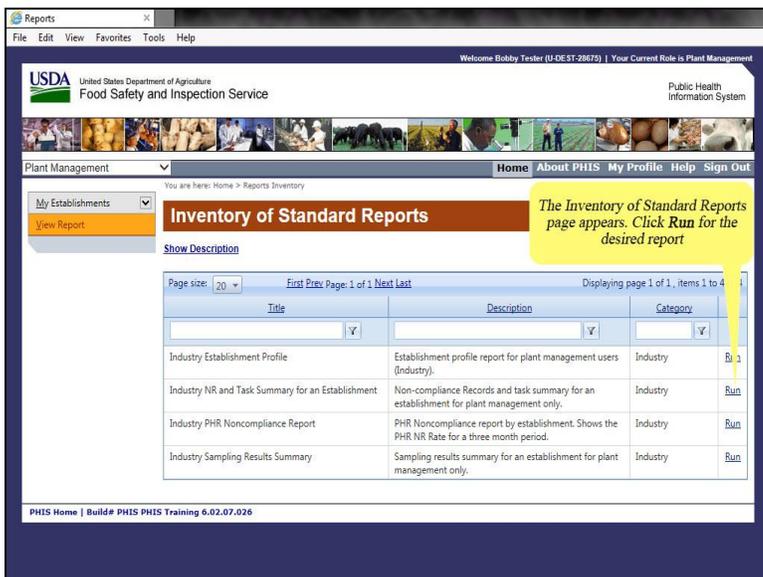
Upon Login You Agree to the Fol

- You are accessing a U.S. Government computer, (2) this computer network, (4) all devices and storage media attached to this computer network. This information system is provided for U.S. Government business use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

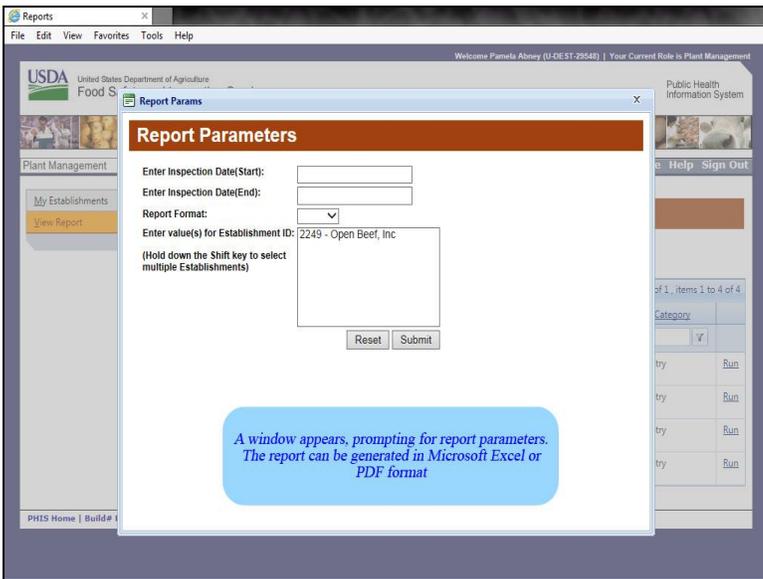
Login to PHIS using your eAuth User ID and password and then click the Login button.



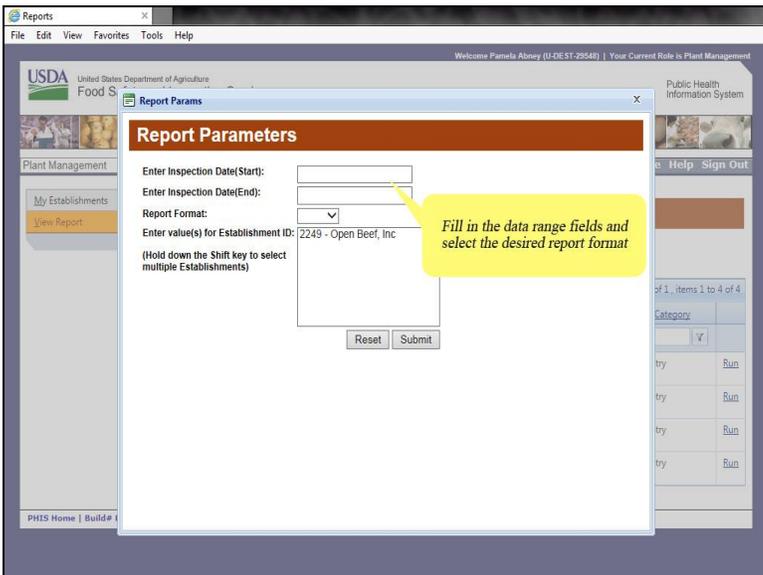
First, click View Reports in the left menu of Plant Management.



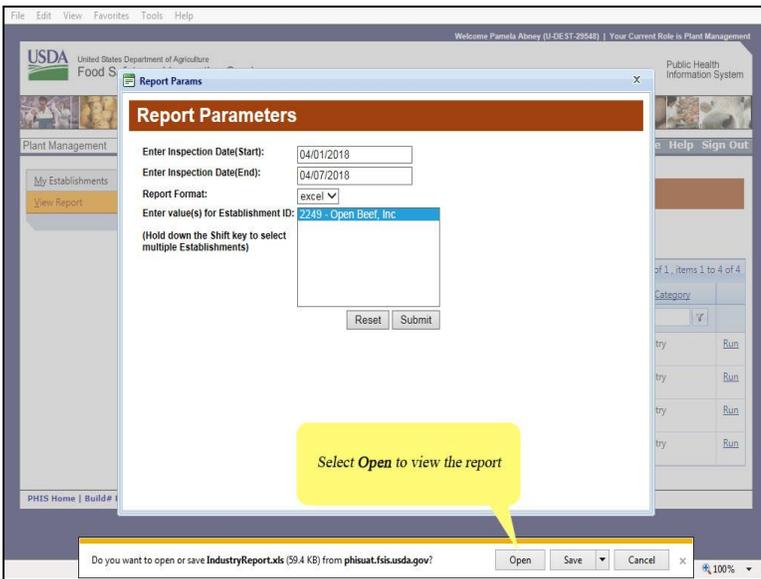
The Inventory of Standard Reports page appears. Click Run in the last column for the desired report.



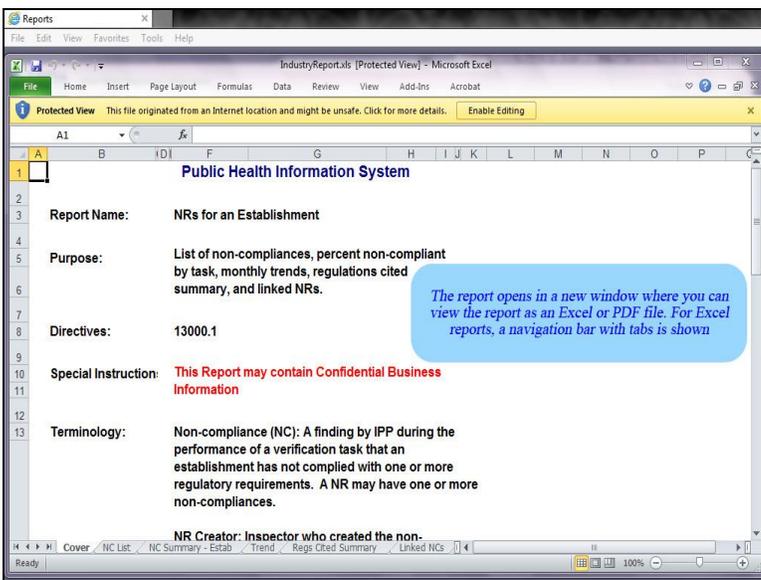
A window appears, prompting for report parameters. The report can be generated in Microsoft Excel or PDF format.



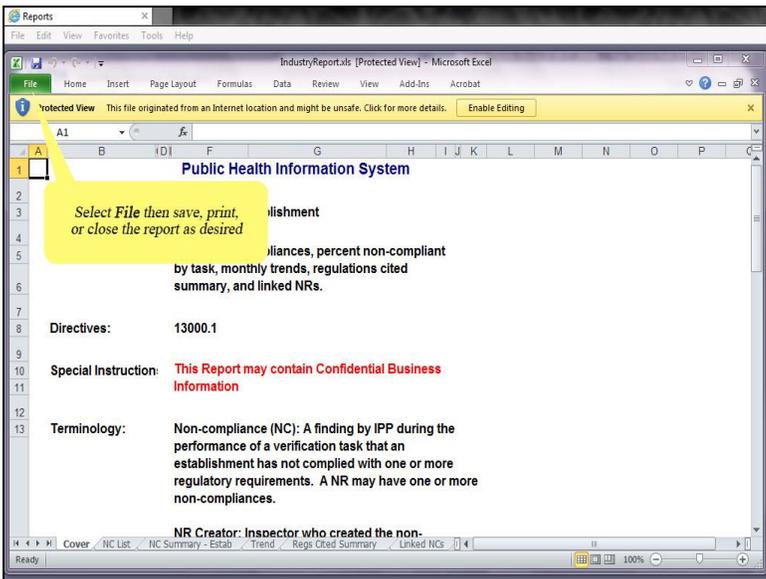
Fill in the data range fields and select the desired report format.



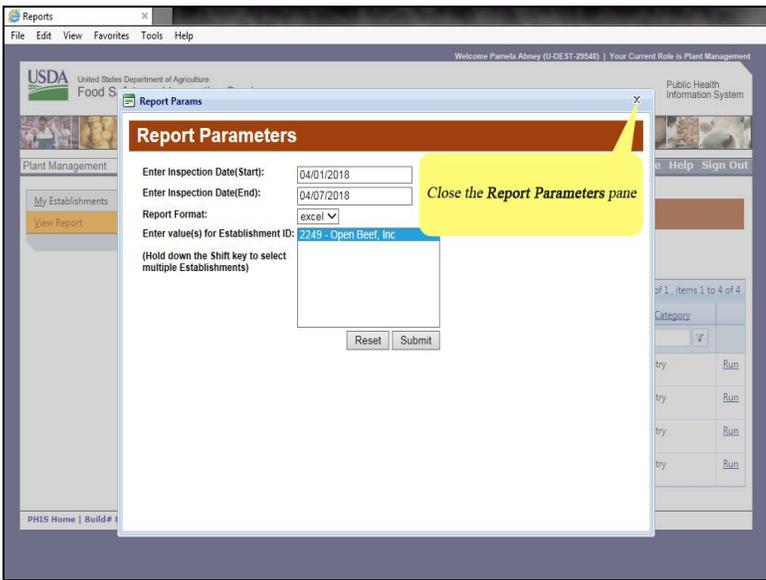
After clicking Submit, the report will run and you will be prompted to open the report.  
Click Open.



The report opens in a new window where you can view the report as an Excel or PDF file.  
For Excel reports, a navigation bar with tabs is shown.



Select File. Then, save, print, or close the report as desired.



Close the Report Parameters pane.

The screenshot shows the 'Inventory of Standard Reports' page in the PHIS system. A yellow callout box with the text 'Click Sign Out' points to the 'Sign Out' link in the top navigation bar. The page displays a table of reports with columns for Title, Description, and Category. The 'Sign Out' link is located in the top right corner of the page.

Title	Description	Category
Industry Establishment Profile for Establishments	Establishment profile report for plant management users (Industry).	Industry
Industry NRs for an Establishment	Non-compliance Records and task summary for an establishment for plant management only.	Industry
Industry PHR Noncompliances for an Establishment	PHR Noncompliance report by establishment. Shows the PHR NR Rate for a three month period.	Industry
Industry Sampling Results for Primary Establishment Number Detailed	Sampling results summary for an establishment for plant management only.	Industry

Click Sign Out.

The screenshot shows the 'Inventory of Standard Reports' page in the PHIS system. The page displays a table of reports with columns for Title, Description, and Category. The 'Sign Out' link is located in the top right corner of the page.

Title	Description	Category
Industry Establishment Profile for Establishments	Establishment profile report for plant management users (Industry).	Industry
Industry NRs for an Establishment	Non-compliance Records and task summary for an establishment for plant management only.	Industry
Industry PHR Noncompliances for an Establishment	PHR Noncompliance report by establishment. Shows the PHR NR Rate for a three month period.	Industry
Industry Sampling Results for Primary Establishment Number Detailed	Sampling results summary for an establishment for plant management only.	Industry

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.