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

First, click My Establishments.
Next, click Select Establishments.

Select the desired establishment.
Click, Respond to NR.

A list of noncompliance records documented by the FSIS inspector appears.
Click the red arrow for the NR that you would like to respond to.

The Plant Management Response page appears.
Use the scroll bar to review the Description of NonCompliance.

Scroll the page down.
In this scenario, we will appeal the FSIS decision. Select Appeal.

You may enter content in the text box to support your position.
Click, Save.

This saves the information that has been entered but does not submit the response.
You may optionally add attachments to the appeal. Click Add Attachment.

Click Browse.
Your document library appears. Select the files you wish to attach to the appeal.

Click, Open.
Notice the document file name appears next to the Browse button.

Add a description in the Document Title field.
Click, Upload.

Click Save.
This saves the information that has been entered, but does not submit the response.

Click, Submit.
A pop-up box appears. Are you sure you want to submit? Click OK.

The Submit action has locked and submitted the response to FSIS.

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.