

Plant Management

Respond to MOI

USDA United States Department of Agriculture
Food Safety and Inspection Service

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Respond to MOI

- Click **My Establishments**
- Click **Select Establishments**
- Click the radial button next to the desired establishment
- Click **Respond to MOI**
 - * A list of MOIs appears.
- Click the **Respond to MOI** icon
 - * Opens up **Establishment Meeting MOI** response tab.
- Enter Plant response
- Click **Save**
 - * This does not submit your response. Inspectors will not be able to see your response until it is submitted. Click add an attachment (optional)
- Click **Browse**
 - * Choose **File Upload** pop-up box appears
- Select file you plan to attach
- Click **Open**
- File appears next to **File Name**
- Type in File Name
- Click **Upload**
 - * Notice the file appears in the attachment grid
- Click **Submit**
 - * A pop-up box appears: Are you sure you want to submit?
- Click **OK**
 - * The response is submitted and available for the inspector to view.

Welcome to the Public Health Information System. In this demonstration, you will learn how to respond to a Memorandum of Interview, or MOI. I'll guide you through the steps of accomplishing this task.

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Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

You are here: Home > Dashboard

Home About PHIS My Profile Help Sign Out

My Establishments View Report

Home

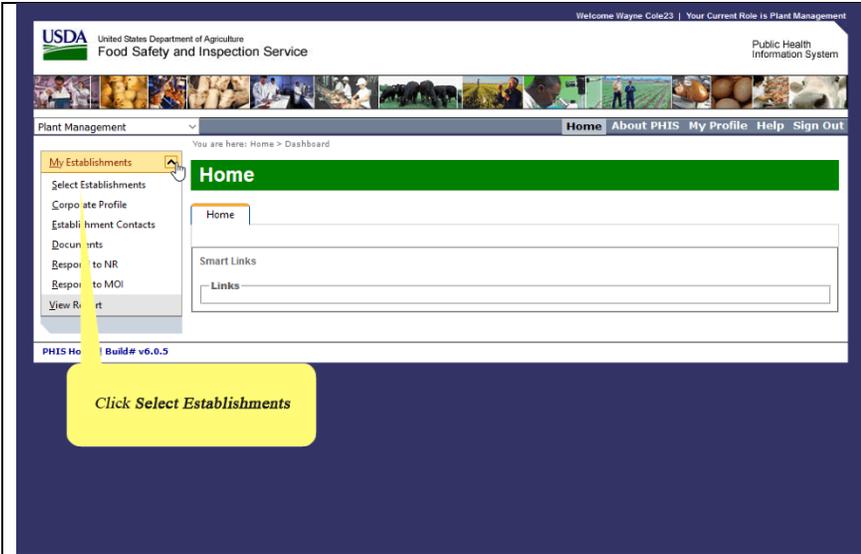
Smart Links

Links

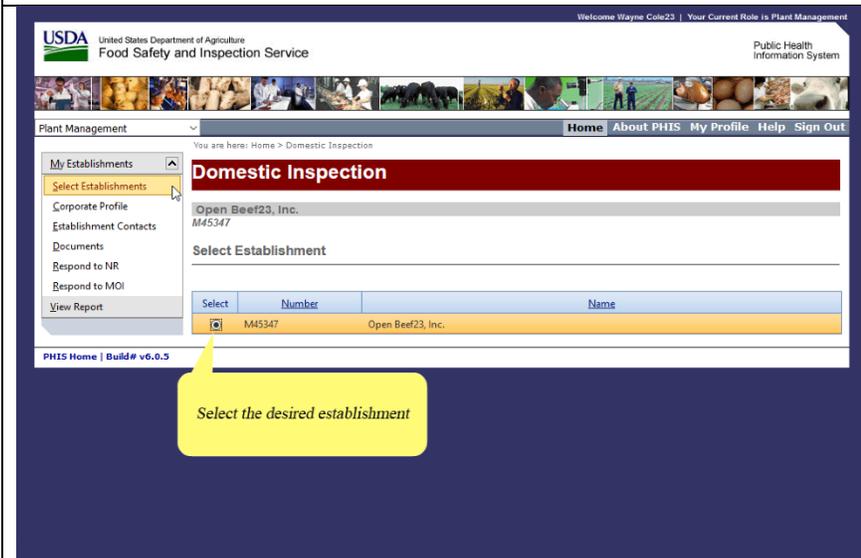
PHIS Home |ld# v6.0.5

Click My Establishments

First, click, My Establishments.



Next, click, Select Establishments.



Select the desired establishment.

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Public Health Information System

Plant Management

You are here: Home > Domestic Inspection

Domestic Inspection

Open Beef23, Inc.
M45347

Select Establishment

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

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Click Respond to MOI

Click, Respond to MOI.

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Plant Management

You are here: Home > Domestic Inspection > MOI List

MOI List

Open Beef23, Inc.
M45347

Date	Inspector	MOI Number	Type	Plant Management Response	Status	Respond to MOI	Print
02/06/2016	Robert Allen23	0004820013025D	Food Defense - Domestic	Yes	Finalized		
02/04/2016	Robert Allen23	0002105015725E	Establishment Meeting MOI / Establishment Weekly Meeting Agenda.	No	Finalized		

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A list of MOIs appears

A list of MOI's appears.

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Public Health Information System

Plant Management

You are here: Home > Domestic Inspection > MOI List

MOI List

Open Beef23, Inc.
M46347

Date	Inspector	MOI Number	Type	Plant Management Response	Status	Respond to MOI	Print
02/06/2016	Robert Allen23	0004820013025D	Food Defense - Domestic	Yes	Finalized		
02/04/2016	Robert Allen23	0002105015725E	Establishment Meeting MOI / Establishment Weekly Meeting Agenda.	No	Finalized		

Page size: 10 2 items 1 pages

PHIS Home | Build# v6.0.5

Click the Respond to MOI icon for the desired MOI

Click the Respond to MOI icon for the desired MOI.

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Public Health Information System

Plant Management

You are here: Home > Domestic Inspection > Agenda MOI

Establishment Meeting MOI

Open Beef23, Inc. Wayne Cole23
M46347

Meeting Agenda NR Response

Plant Management Response

An Establishment Meeting MOI response tab opens

Design HTML Preview Zoom

Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

An Establishment Meeting MOI response tab opens.

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Food Safety and Inspection Service

Welcome Wayne Cole23 | Your Current Role is Plant Management

Public Health Information System

Plant Management

You are here: Home > Domestic Inspection > Agenda MOI

Establishment Meeting MOI

Open Beef23, Inc. M45347 Wayne Cole23

Meeting Agenda NR Response

Plant Management Response

Enter plant response

Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Enter the plant response.

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Public Health Information System

Plant Management

You are here: Home > Domestic Inspection > Agenda MOI

Establishment Meeting MOI

Open Beef23, Inc. M45347 Wayne Cole23

Meeting Agenda NR Response

Plant Management Response

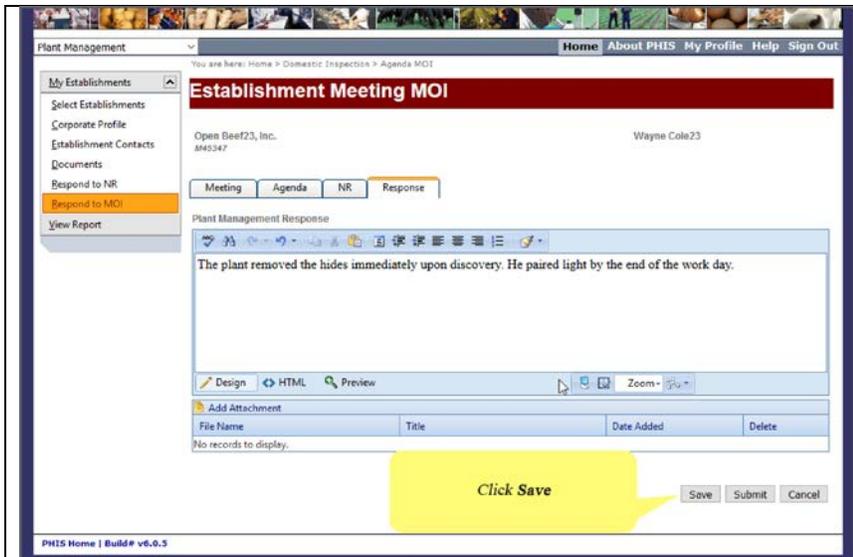
The plant removed the hides immediately upon discovery. He paired light for the rest of the day.

Scroll down

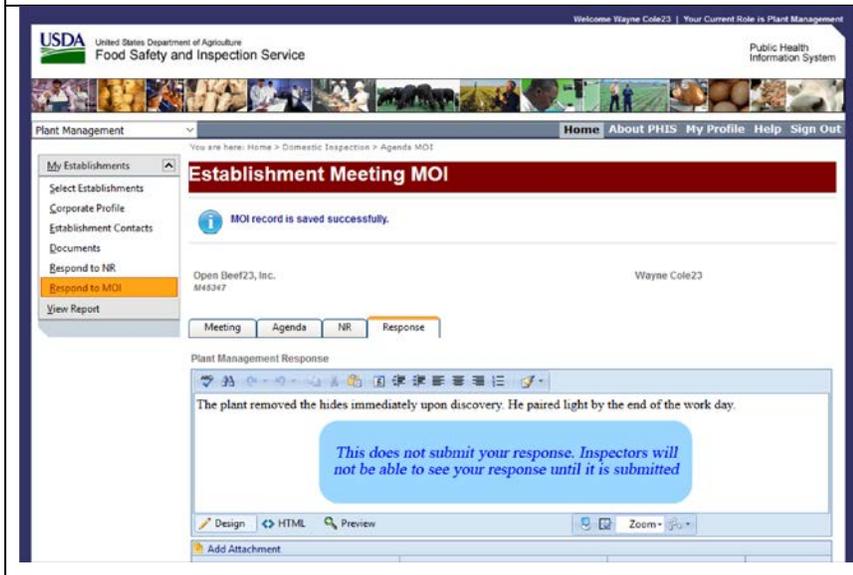
Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Scroll down to view the remainder of the record.



Click, Save.



This does not submit your response. Inspectors will not be able to see your response until it is submitted.

PHIS Home | Build# v6.0.3

Establishment Meeting MOI

MOI record is saved successfully.

Open Beef23, Inc. Wayne Cole23
8148247

Meeting Agenda NR Response

Plant Management Response

The plant removed the hides immediately upon discovery. He paired light by the end of the work day.

Design HTML Preview Zoom

Add Attachment

File Name	Title	Date Added	Delete
No records to display.			

Save Submit Cancel

Click Add Attachment (optional)

Click, Add Attachment. This is an optional step, in case supporting documentation is to be submitted with the plant response.

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Public Health Information System

Welcome Wayne Cole23 | Your Current Role is Plant Management

Plant Management Home About PHIS My Profile Help Sign Out

You are here: Home > Domestic Inspection > Agenda MOI

Establishment Meeting MOI

Open Beef23, Inc. Wayne Cole23
8148247

Meeting Agenda NR Response

Plant Management Response

The plant removed the hides immediately upon discovery. He paired light by the end of the work day.

Design HTML Preview Zoom

Upload Documents

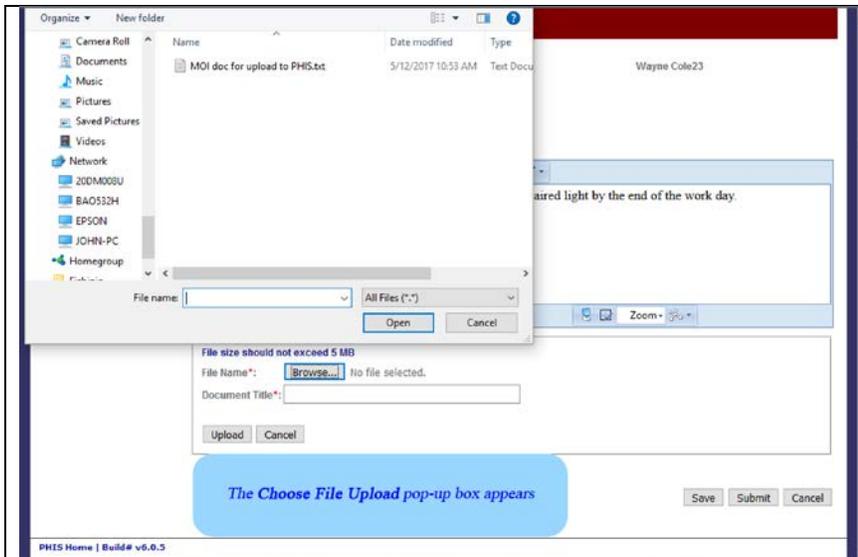
File size should not exceed 5 MB

File Name*: No file selected.

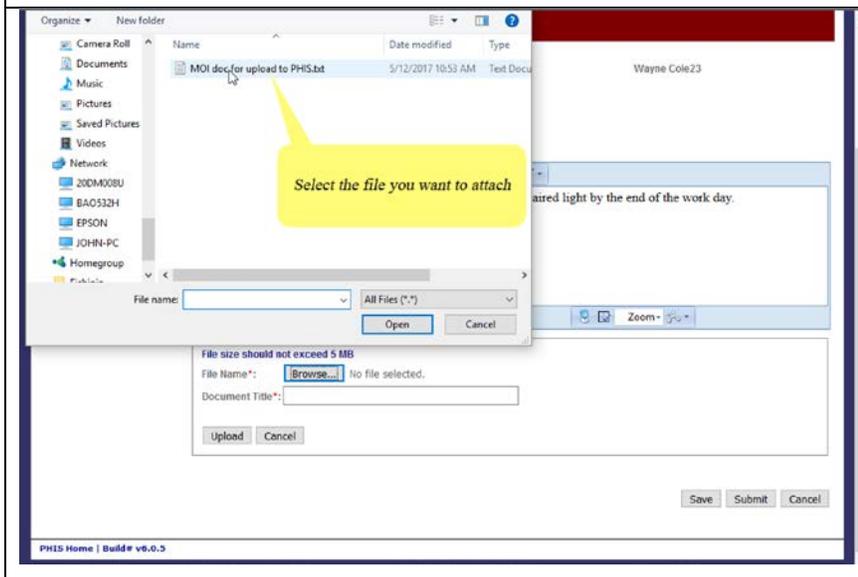
Document Title*:

Click Browse

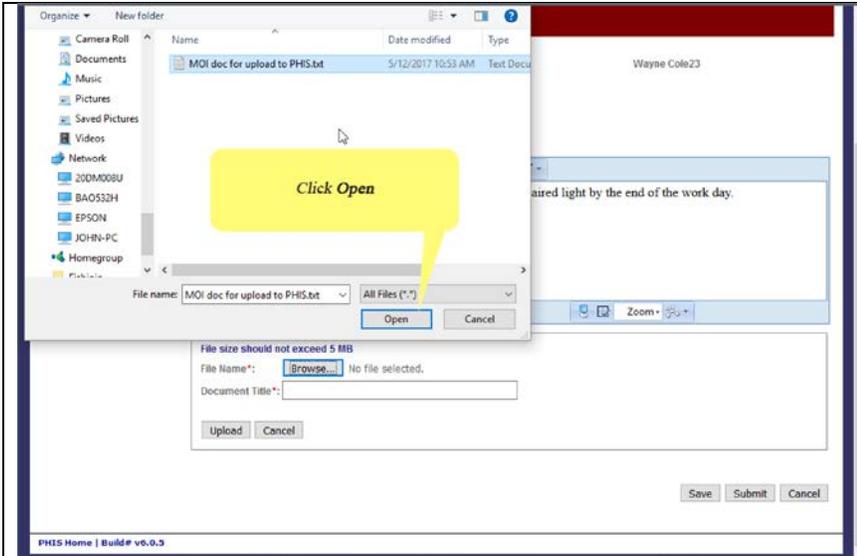
Click, Browse.



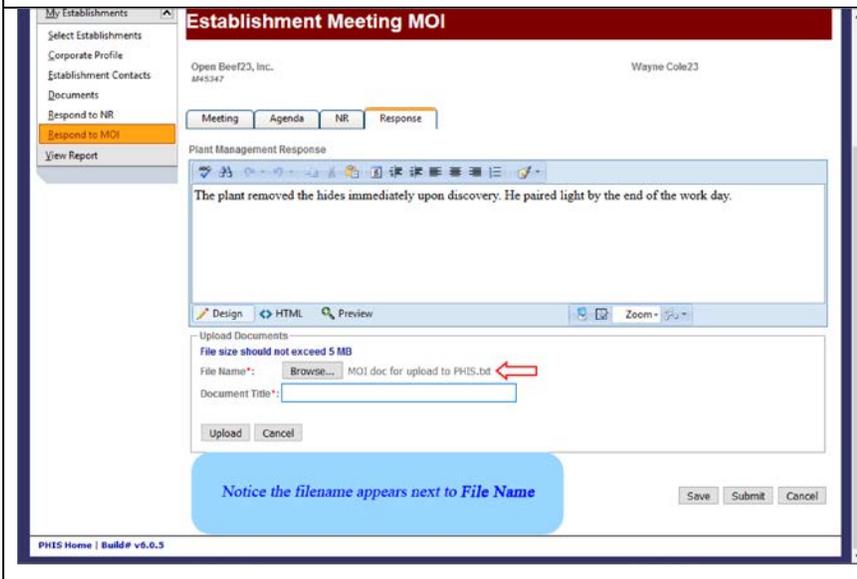
The Choose File Upload pop-up box appears.



Select the file you want to attach.



Click, Open.



Notice the filename appears next to File Name.

Establishment Meeting MOI

Open Beef23, Inc. 845347 Wayne Cole23

Meeting Agenda NR Response

Plant Management Response

The plant removed the hides immediately upon discovery. He paired light by the end of the work day.

Design HTML Preview Zoom

Upload Documents
File size should not exceed 5 MB

File Name*:

Document Title*:

Save Submit Cancel

PHIS Home | Build# v6.0.3

Type a descriptive phrase in the Document Title field.

Establishment Meeting MOI

Open Beef23, Inc. 845347 Wayne Cole23

Meeting Agenda NR Response

Plant Management Response

The plant removed the hides immediately upon discovery. He paired light by the end of the work day.

Design HTML Preview Zoom

Upload Documents
File size should not exceed 5 MB

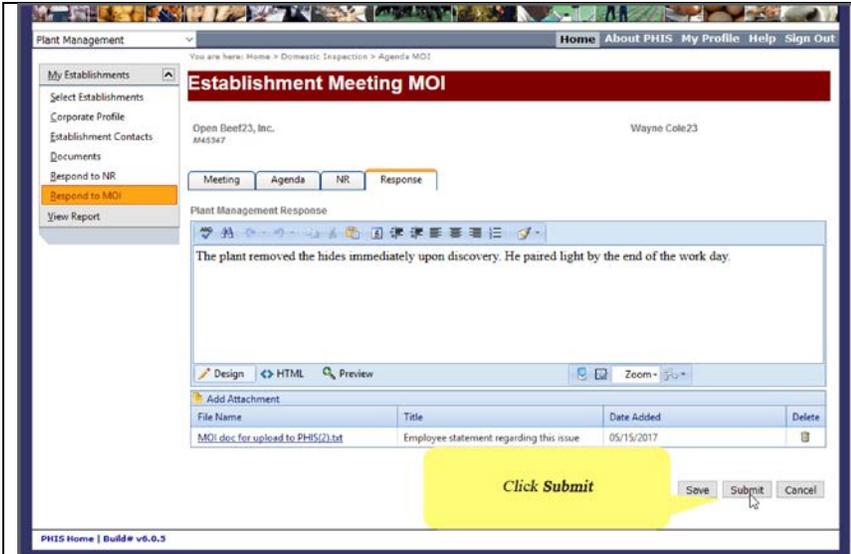
File Name*:

Document Title*:

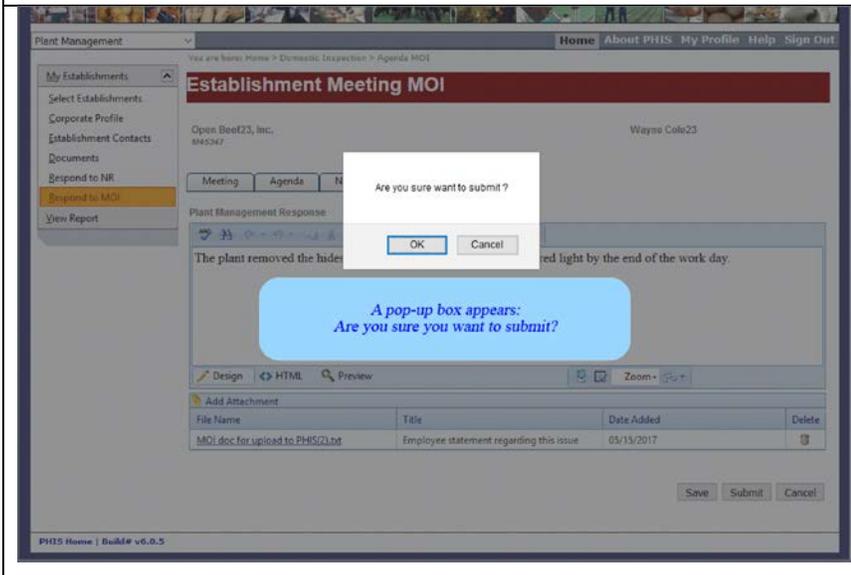
Save Submit Cancel

PHIS Home | Build# v6.0.3

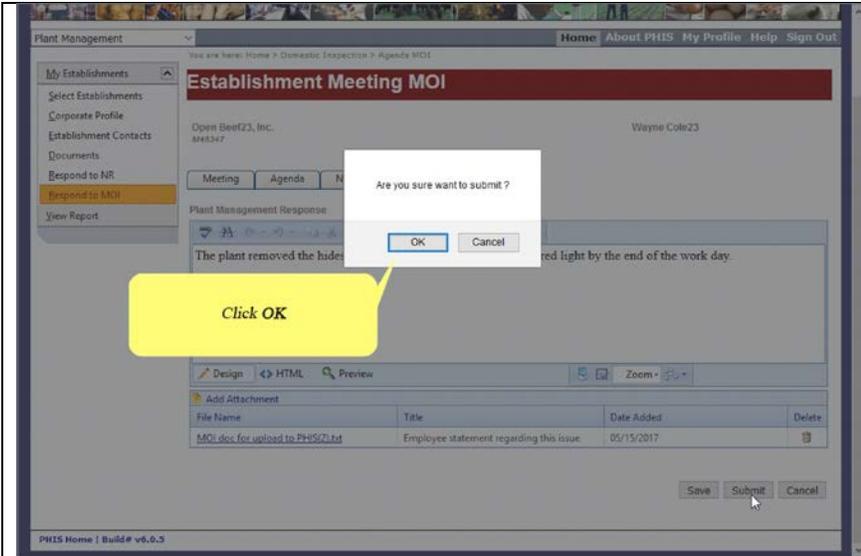
Click, Upload.



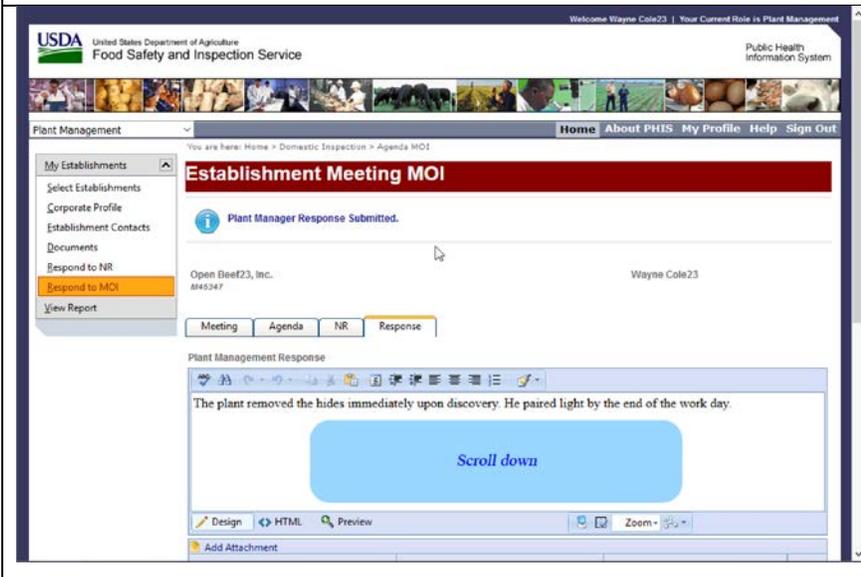
Click, Submit.



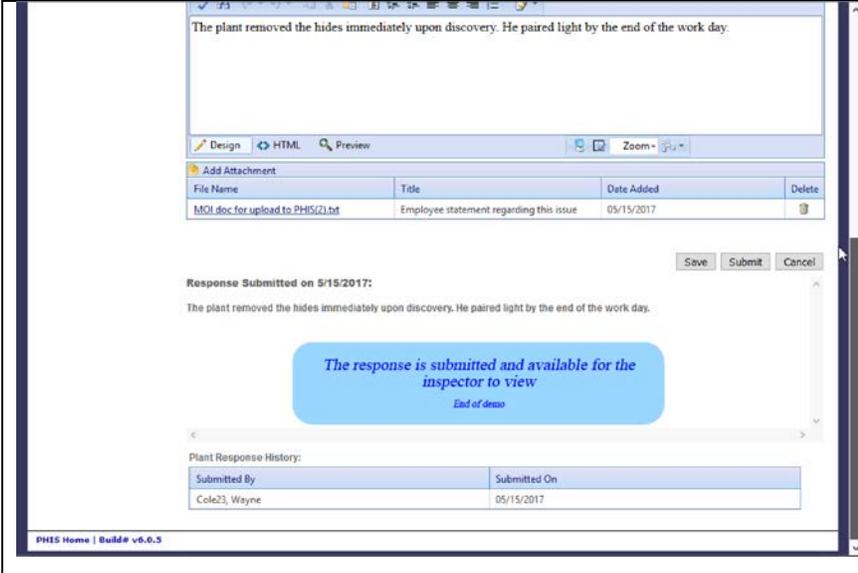
A pop-up box appears, "Are you sure you want to submit?"



Click, OK.



Scroll down to view the remainder of the record.



The response is submitted and available for the inspector to view.

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.