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.

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

Select the desired establishment.
Click, Respond to MOI.

A list of MOI's appears.
Click the Respond to MOI icon for the desired MOI.

An Establishment Meeting MOI response tab opens.
Enter the plant response.

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

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.
Type a descriptive phrase in the Document Title field.

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.