

Establishment Administrator

Reject Enrollment Request for the Establishment

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Reject Enrollment Request for the Establishment

- Click **User Management**
- Click **Manage Requests**
 - *Manage Request page appears*
- Click the **Edit** icon for the desired user
 - *The Request Number page appears*
- Review request
- Check the box for **Send Feedback to the Requestor**
 - *A text box appears*
- Enter **feedback** to the requestor
- Click **Reject**
 - *Reject the request if the information is incomplete or if you do not know the requestor. If the requestor provided contact information, you should contact the user to verify the request*
 - *You are returned to the **Manage Requests** page and the rejected request no longer appears*

Welcome to the Public Health Information System. In this demonstration, you will learn how to reject an enrollment request for the establishment. I'll guide you through the steps of accomplishing this task.

USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Establishment Administrator

You are here: Home > Dashboard

User Management
View Report

Home

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Home About PHIS My Profile Help Sign Out

Click User Management

First, click User Management.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

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You are here: Home > Dashboard

User Management
Manage Users
Manage Requests
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Home

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Click Manage Requests

Next, click Manage Requests.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

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Requests

Manage Requests

Request Number:
Requestor Name:
Email:

Click the "edit icon" for the desired user

| Requestor | Submitted On | Account Type | Request Type | |
|---------------------------------------|-----------------------|--------------|--------------|---|
| TEST22, DANIEL phitest16@gmail.com | 11/22/2016 6:20:57 PM | Domestic | Enrollment |  |

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Click the "edit icon" for the desired user.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

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Request Number - 722 by Daniel Test22

User Management
Manage Users
Manage Requests
View Report

Account Information
First Name: Daniel Request Type: New Account
Middle Name:
Last Name: Test22
Email: phitest16@gmail.com
Job Title:
Work Phone: (111) 333.555.TEST

User Comments

Establishment Information
Establishment Number: M45346
Establishment Name: Open Beef22, Inc.
Address: 8305 Hawthorne Way
Petaluma, CA - 94954

Add/Edit Roles
Add a Role

Review request

| Role | From | To |
|------|------|----|
| | | |

Review the request. Scroll down to view the remainder of the record.

Establishment Name: Open Beef22, Inc.
Address: 8305 Hawthorne Way
Petaluma, CA - 94954

Add/Edit Roles
Add a Role

| Role | From | To |
|--|------|----|
| [Primary role] Plant Management [ESTABLISHMENT] 1 work area assigned. | | |

Feedback

Check the box for Send Feedback to the Requestor

Send Feedback to the Requestor

Approve Reject

Check the box for Send Feedback to the Requestor.

Establishment Name: Open Beef22, Inc.
 Address: 8305 Hawthorne Way
 Petaluma, CA - 94954

Add/Edit Roles

[Add a Role...](#)

| Role | From | To | |
|---|------|----|---|
| [Primary role] Plant Management <small>(ESTABLISHMENT) 1 work area assigned.</small> | | |   |

Enter feedback

Feedback

Send Feedback to the Requestor

[Approve](#) [Reject](#)

It is a good courtesy and communication practice to always provide feedback to the requestor, whether the request is accepted or rejected.

Establishment Name: Open Beef22, Inc.
 Address: 8305 Hawthorne Way
 Petaluma, CA - 94954

Add/Edit Roles

[Add a Role...](#)

| Role | From | To | |
|---|------|----|---|
| [Primary role] Plant Management <small>(ESTABLISHMENT) 1 work area assigned.</small> | | |   |

Reject the request if the information is incomplete or if you do not know the requestor. If the requestor provided contact information, you should contact the user to verify the request

Feedback

User: 'Daniel Test22' is not currently assigned to establishment 'Open Beef22'

Rejecting.

Send Feedback to the Requestor

[Approve](#) [Reject](#)

Reject the request if the information is incomplete or if you do not know the requestor. If the requestor has provided contact information, you should contact the user to verify the request.

Establishment Name: Open Beef22, Inc.
 Address: 8305 Hawthorne Way
 Petaluma, CA - 94954

Add/Edit Roles

[Add a Role](#)

| Role | From | To |
|--|------|----|
| [Primary role] Plant Management (ESTABLISHMENT) 1 work area assigned. | | |

Feedback

User 'Daniel Test22' is not currently assigned to establishment 'Open Beef22'

Rejecting:

Send Feedback to the Requestor

[Approve](#) [Reject](#)

Click Reject

Click the Reject link.

Welcome Daniel Test22 | Your Current Role is Establishment Administrator

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Requests

Manage Requests

Request Number:
 Requestor Name:
 Email:

| Requestor | Submitted On | Account Type | Request Type |
|------------------------------------|--------------|--------------|--------------|
| No enrollment requests were found. | | | |

You are returned to the Manage Requests page and the rejected request no longer appears

End of exercise

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You are returned to the Manage Requests page and the rejected request no longer appears.

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.