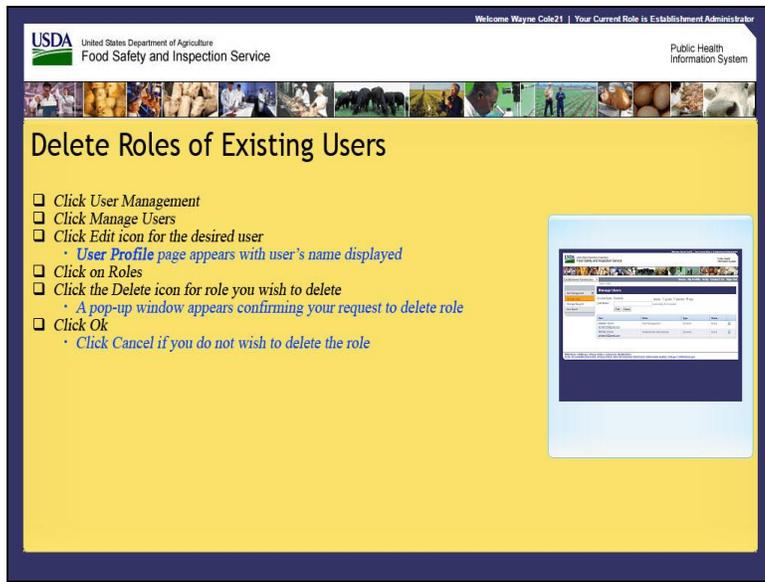


Establishment Administrator

Delete Roles of Existing Users



Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

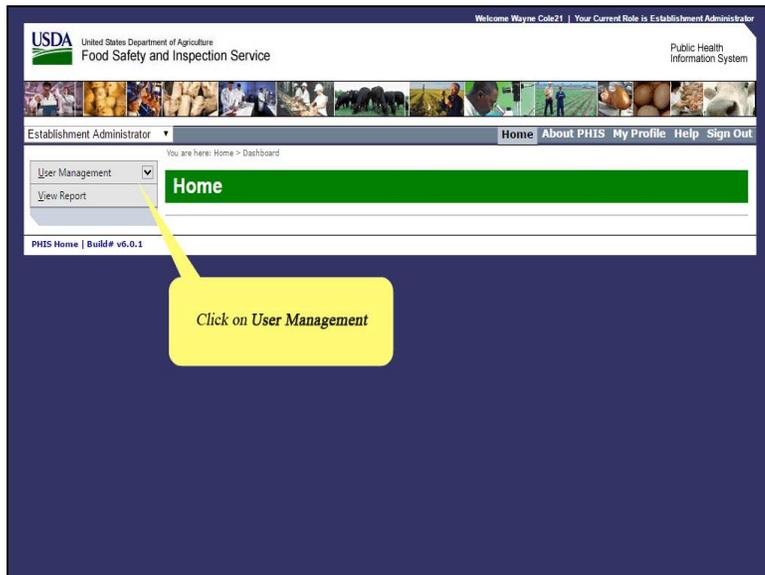
USDA United States Department of Agriculture
Food Safety and Inspection Service

Public Health Information System

Delete Roles of Existing Users

- Click [User Management](#)
- Click [Manage Users](#)
- Click [Edit icon](#) for the desired user
 - [User Profile](#) page appears with user's name displayed
- Click on [Roles](#)
- Click the [Delete icon](#) for role you wish to delete
 - A pop-up window appears confirming your request to delete role
- Click [Ok](#)
 - Click [Cancel](#) if you do not wish to delete the role

Welcome to the Public Health Information System. In this demonstration, you will learn how to delete roles of existing users in the system. I'll guide you through the steps of accomplishing this task.



Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
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Public Health Information System

Establishment Administrator

You are here: Home > Dashboard

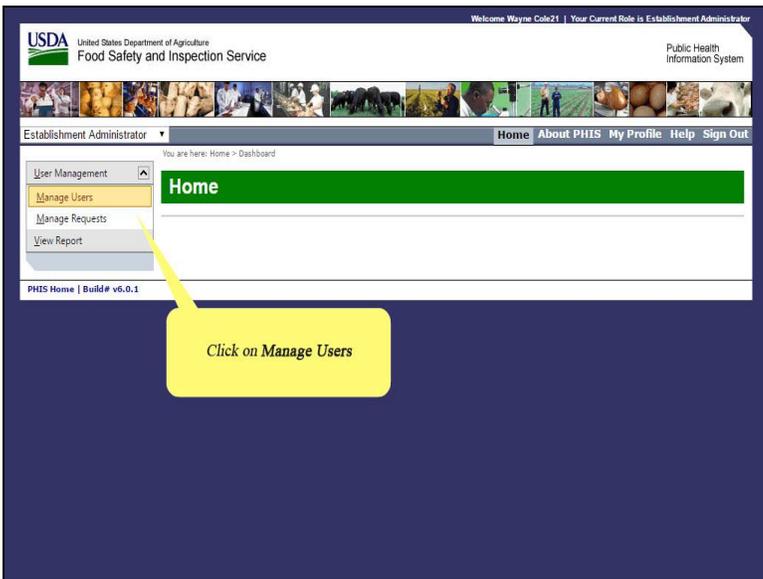
Home About PHIS My Profile Help Sign Out

User Management View Report

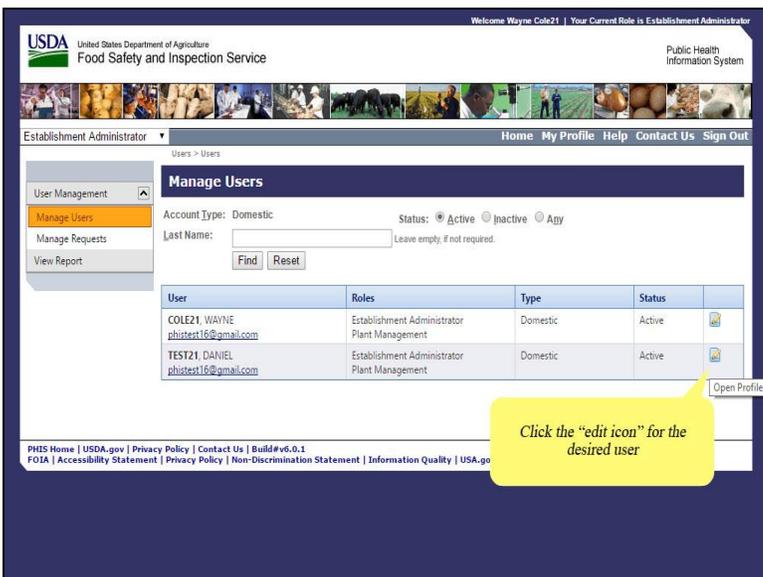
PHIS Home | Build# v6.0.1

Click on [User Management](#)

First, click User Management.



Next, click Manage Users.



Click the edit icon for the desired user, in this case, Daniel Test 21.

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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

Account Type: Domestic
Status: Active [Deactivate](#)
eAuth ID: 39b03d70e48e408f8dd7d0a007289830
Email: phitest16@gmail.com
Job Title:

[Run PHIS Data Feed](#)

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The User Profile page appears with the user's name displayed

The User Profile page appears with the user's name displayed.

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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Establishment Administrator Profile > Profile Home My Profile Help Contact Us Sign Out

User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

Account Type: Domestic
Status: Active [Deactivate](#)
eAuth ID: 39b03d70e48e408f8dd7d0a007289830
Email: phitest16@gmail.com
Job Title:

[Run PHIS Data Feed](#)

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Click on Roles

Click on Roles.

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Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Establishment Administrator | Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

[Add a Role...](#)

Role	From	To	
Establishment Administrator [ESTABLISHMENT] 1 work area assigned.			
Plant Management [ESTABLISHMENT] 1 work area assigned.			

Delete role

Click the "delete icon" (trash can) for the role you wish to delete

Click the delete icon, trash can, for the role you wish to delete.

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Food Safety and Inspection Service

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

Public Health Information System

Establishment Administrator | Home My Profile Help Contact Us Sign Out

User Management
Manage Users
Manage Requests
View Report

User Profile (Daniel Test21)

General Roles (2) Personal Information Requests (0)

[Add a Role...](#)

Role	From	To	
Establishment Administrator [ESTABLISHMENT] 1 work area assigned.			
Plant Management [ESTABLISHMENT] 1 work area assigned.			

phisinabox01 says:
The role and its work areas will be permanently deleted.
Do you want to continue?

OK Cancel

A pop-up window appears, confirming your request to delete role
Click OK

A pop-up window appears, confirming your request to delete the role. Click OK.

Welcome Wayne Cole21 | Your Current Role is Establishment Administrator

USDA United States Department of Agriculture
Food Safety and Inspection Service Public Health Information System

Establishment Administrator | Home | My Profile | Help | Contact Us | Sign Out

Profile > Profile

User Profile (Daniel Test21)

General Roles (1) Personal Information Requests (0)

[Add a Role...](#)

Role	From	To	
Establishment Administrator [ESTABLISHMENT] 1 work area assigned.			 

You are returned to the User Profile page, and the deleted role no longer appears.

End of exercise

You are returned to the User Profile page, and the deleted role 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.