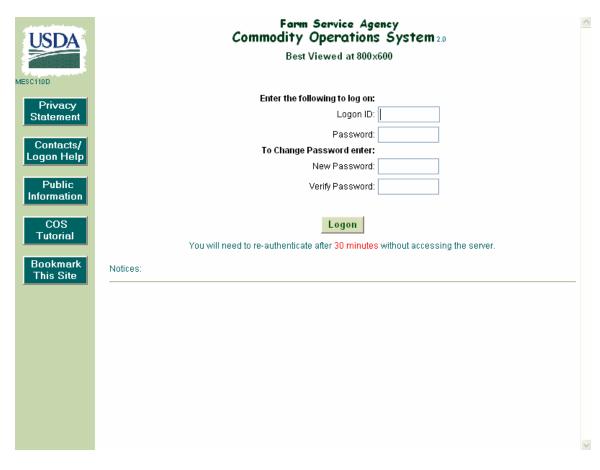
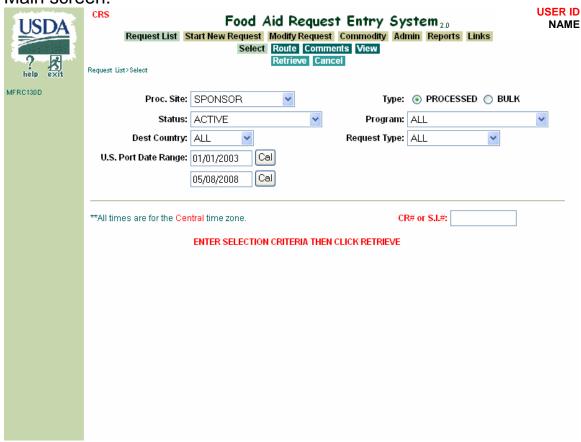
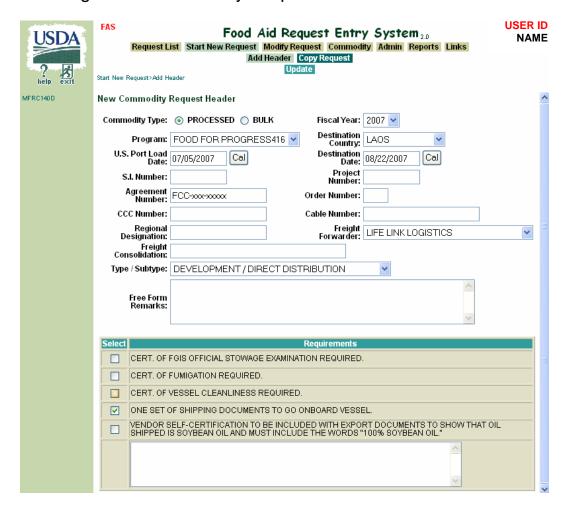
#### Logging in to FARES:



#### Main screen:



#### Creating a new Commodity Request:



**USDA** 

Commodity>Modify Cmdy

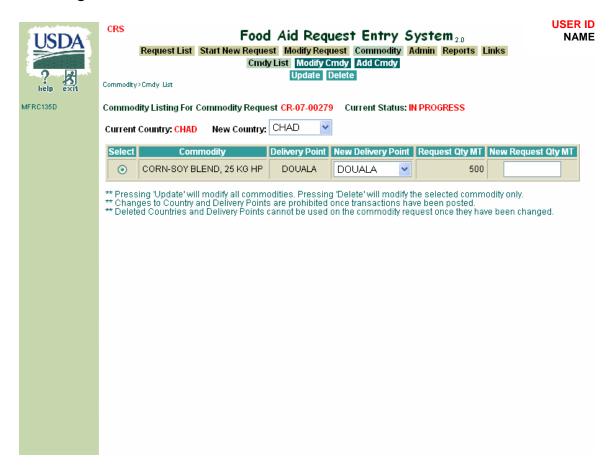
Food Aid Request Entry System 2.0

Request List Start New Request Modify Request Commodity Admin Reports Links Cmdy List Modify Cmdy Add Cmdy Writeoff Transfer

**USER ID** NAME

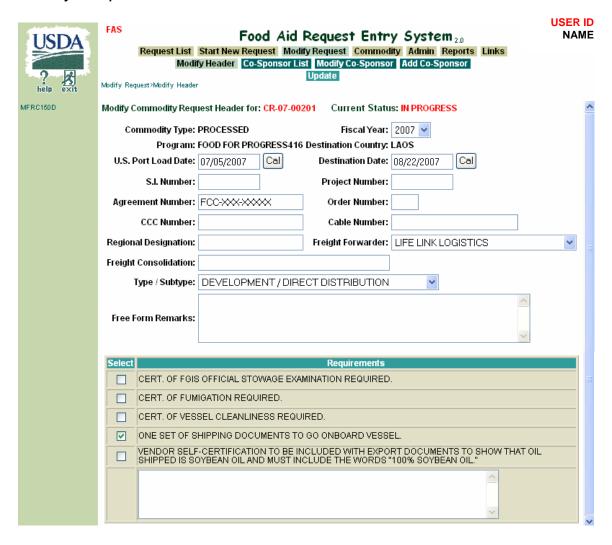


# Modify a Commodity Request from Commodity/Commodity List Page:



(same page as originally adding a commodity)

#### Modify Request:



#### Route Request:



#### Admin:



Food Aid Request Entry System 2.0

Request List Start New Request | Modify Request | Commodity | Admin | Reports | Links

**USER ID** 

**USER ID** 

NAME

NAME

Select Person Add Person Modify Person Logon Id Edit Entity

Admin>Select Person

Persons associated with CATHOLIC RELIEF SERVICES

Select	Person Name	Person Type	Logon ID	Role Name
•	ANTAO, TOM	CONTACT PERSON	TAA00220	SPONSORADMIN
0	ENGERS, PAT	CONTACT PERSON	PHE00218	SPONSORADMIN
0	FREIGHT EXPEDITERS, BOB	FREIGHT FORWARDER	BFF00544	SPONSORVIEW
0	NIEBERLEIN, CHRIS	CONTACT PERSON	CNN00221	SPONSORAPPROVER

#### Add a Person:



CRS

#### Food Aid Request Entry System 2.0

Request List Start New Request Modify Request Commodity Admin Reports Links
Select Person Add Person Modify Person Logon Id Edit Entity

Update

Admin>Add Person

Person Maintenance Page for CATHOLIC RELIEF SERVICES

Last Name:	Person Type:	-CHOOSE ONE-	~
First Name:	MI:		
Phone:	Ext:		
Fax:	E-Mail:		

<sup>\*</sup> Address information and additional phone information can be added by using the 'Modify Person' page.

## Modify Person:

USDA ? R	Food Aid Request Entry System 2.0  Request List Start New Request Modify Request Commodity Admin Reports Links Select Person Add Person Modify Person Logon Id Edit Entity  Update Delete Address Delete Phone View  Admin > Modify Person						
MCXU130D	Person Maintenance Page for CATHOLIC RELIEF SERVICES						
	Last Name:	ANTAO	Person Type:	CONTACT PERSON V			
	First Name:	ТОМ	MI:				
	Phone:	410-951-7207	Ext:				
	Fax:	410-234-2989	E-Mail:	TANTAO@CATHOLICRELIEF.OF			
* Address information is optional.							
	Line 1:		Address Type:	LOCATION V			
	Line 2:						
	Line 3:						
	City:		State:	~			
	Zip:	Zip:		USA 🔻			
	* Additional pho	one information is optional					
	Phone Type:	CELL	Phone:				
	Ext:		Description:				

Logon ID:

CRS  Food Aid Request Entry System 2.0  Request List Start New Request Modify Request Commodity Admin Reports  Select Person Add Person Modify Person Logon Id Edit Entity  Update Delete  MCXJ140D Logon ID Maintenance for TOM ANTAO from CATHOLIC RELIEF SERVICES	PAT H. ENGERS  Request List Start New Request Modify Request Commodity Admin Reports  Select Person Add Person Modify Person Logon Id  Admin>Logon Id  PAT H. ENGERS  PAT H. ENGERS  PAT H. ENGERS  PAT H. ENGERS				
Logon Id: TAA00220 Status: ACTIVE	<b>v</b>				
New Password: Status Date: 01/28/2003 0	2:02:03 PM CST				
Verify Password:					
Role Name: SPONSORADMIN V					

### Edit Entity:

