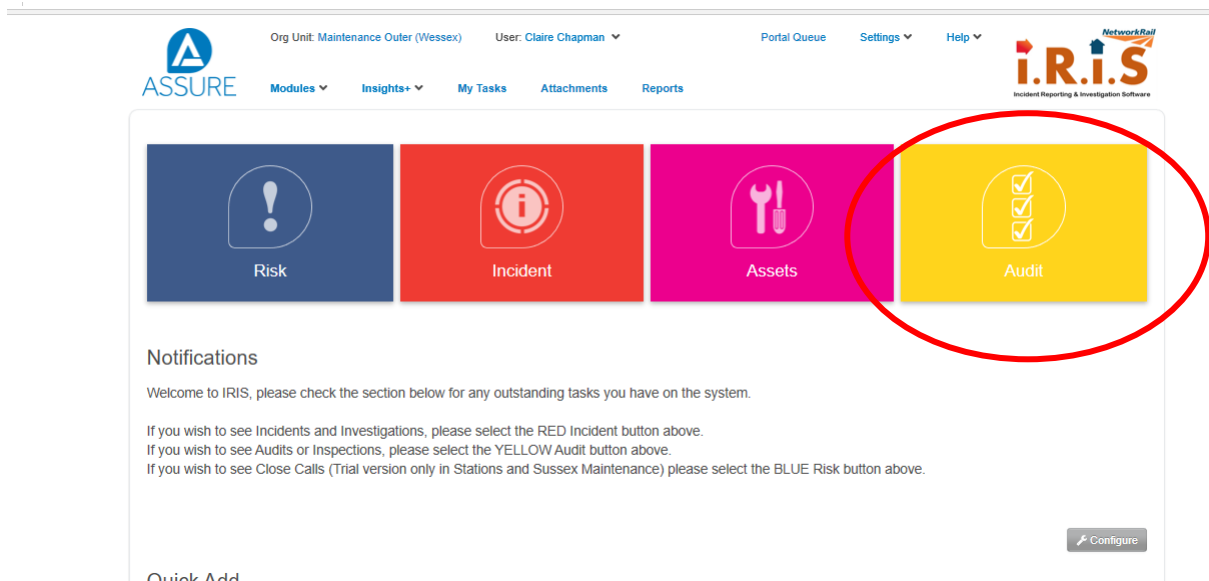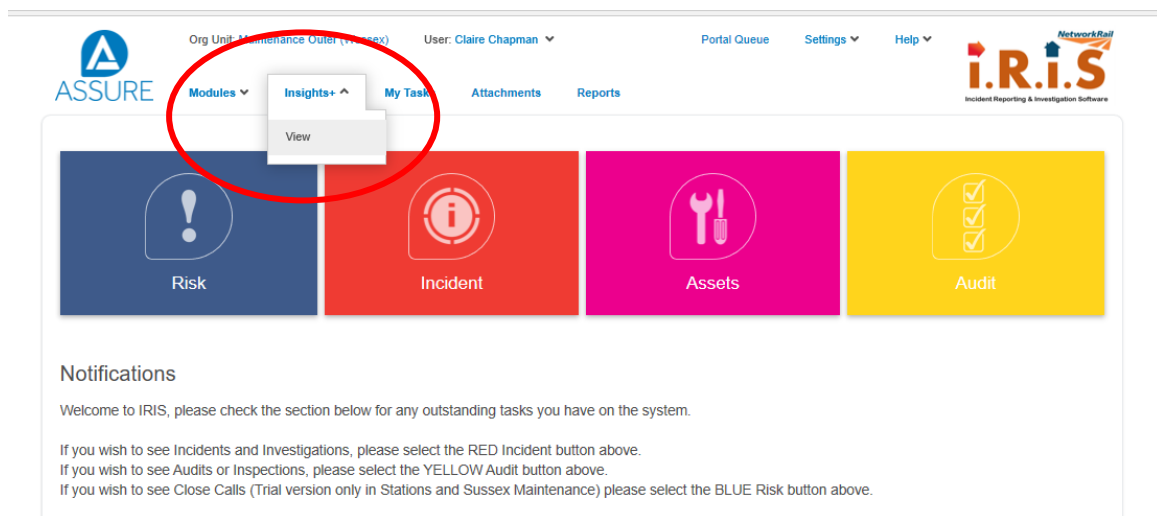**Checking Data for PAISS Checks**
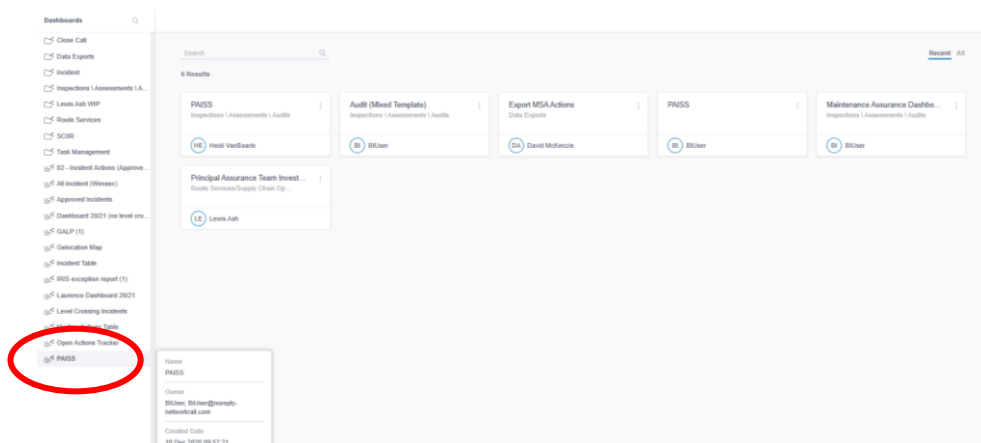
In IRIS, select the yellow "Audit" box.

Select the "Insights" tab and "View"

Once on the insights page, select "PAISS on the bottom left and click the box.

Once on the PAISS dashboard, you'll need to select the dates you want to check in the top right corner. The best way is to use the calendar and select specific dates for the period.

First click here

Then select dates

Click OK

The system takes a few seconds to refresh.

Scroll down to "Completed PAISS Records by Depot"

Click on the bar for your own section and give the dashboard a few second to refresh. You will now only see the data specific to you. To see the rest again, just click the bar again.
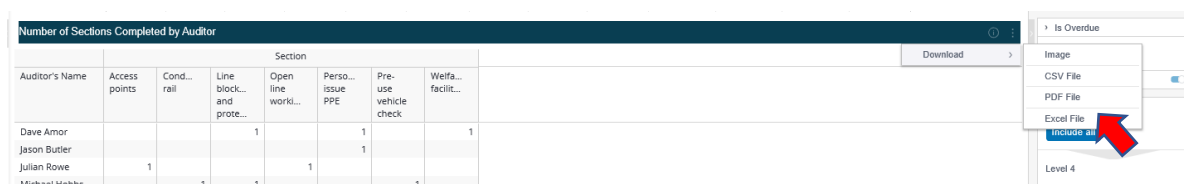
To run a report showing who is doing what, scroll down to "Completed PAISS Checks by Author" and "Number of sections completed by auditor". For both of these, you can click to download a CSV or Excel file (both don't always work, its usually one or the other, so it's trial and error).

Click the three dots on the top right of the data you require (they only appear when you hover over)
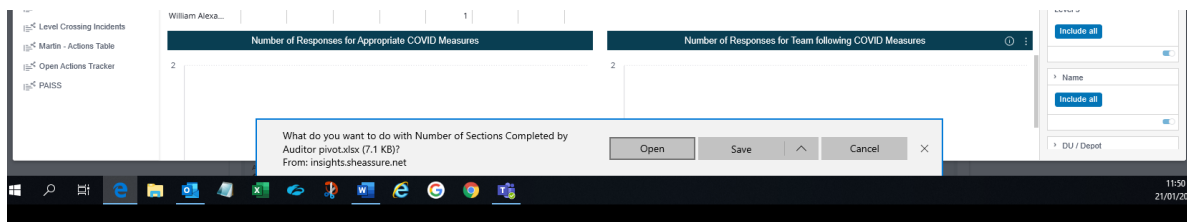

Select "download" and your preferred document format.

You'll then be able to open the report and edit.

Just remember the system takes a few seconds to load, every time you filter or change what you are doing.