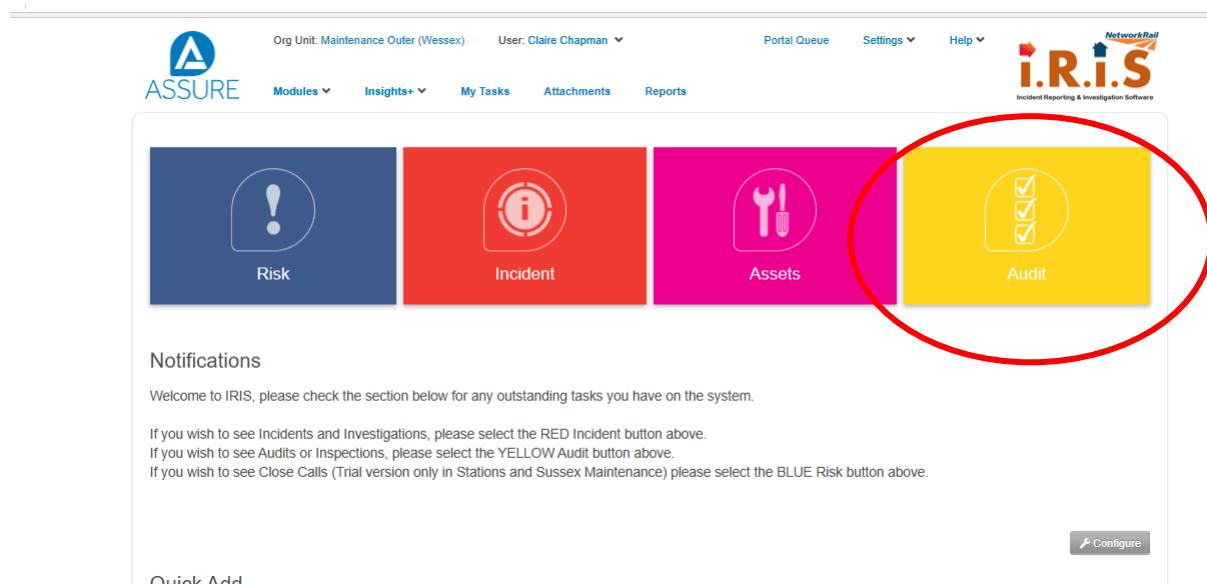


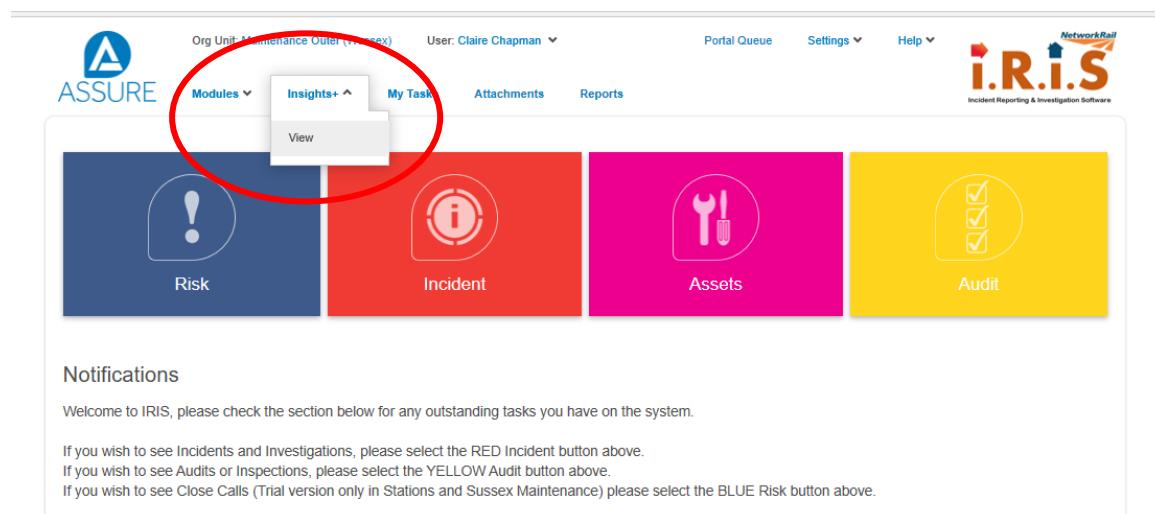
Checking Data for PAISS Checks

In IRIS, select the yellow “Audit” box.



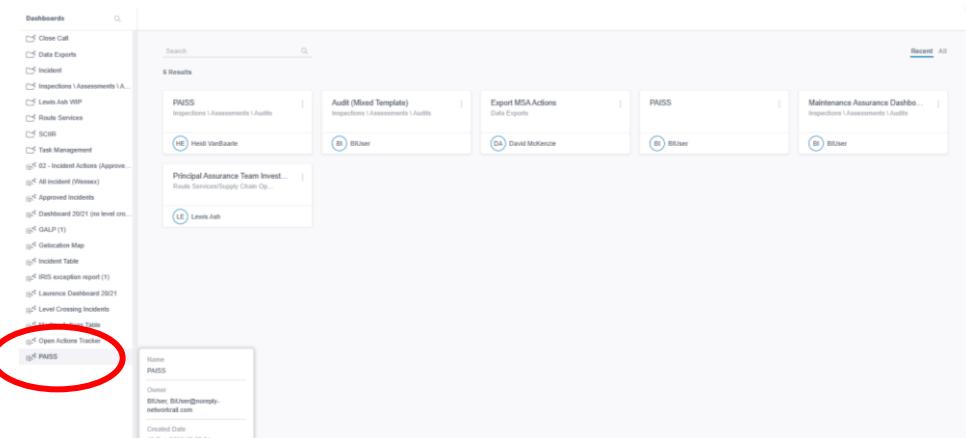
The screenshot shows the IRIS dashboard with four main categories: Risk, Incident, Assets, and Audit. Each category has a corresponding icon and a colored box. The Audit box is highlighted with a red circle. The dashboard also includes sections for Notifications, Quick Add, and a Configure button.

Select the “Insights” tab and “View”



The screenshot shows the IRIS dashboard with the Insights tab selected. The 'View' button is highlighted with a red circle. The dashboard includes sections for Notifications, Quick Add, and a Configure button.

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



The screenshot shows the PAISS dashboard with a list of items. The 'PAISS' item is highlighted with a red circle. The dashboard includes sections for Dashboards, Search, and a Record All button.

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.

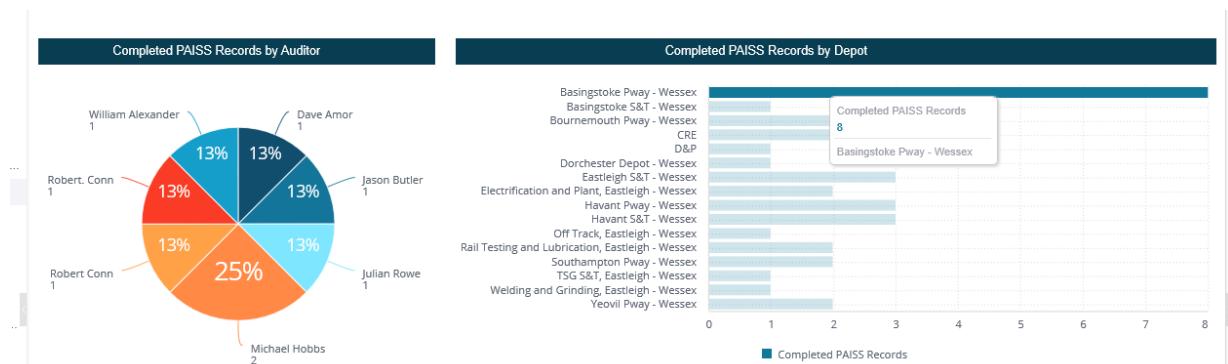


The system takes a few seconds to refresh.

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)

Auditor's Name	Section					
	Access points	Cond... rail	Line block... and prote...	Open line worki...	Person... issue PPE	Pre- use vehicle check
Dave Amor			1		1	
Jason Butler					1	
Julian Rowe	1			1		

Select “download” and your preferred document format.

Auditor's Name	Section					
	Access points	Cond... rail	Line block... and prote...	Open line worki...	Person... issue PPE	Pre- use vehicle check
Dave Amor			1		1	
Jason Butler					1	
Julian Rowe	1		1	1		1

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

What do you want to do with Number of Sections Completed by Auditor pivot.xlsx (7.1 KB)?
From: insights.sheassure.net

Open Save Cancel X

11:50 21/01/2023

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