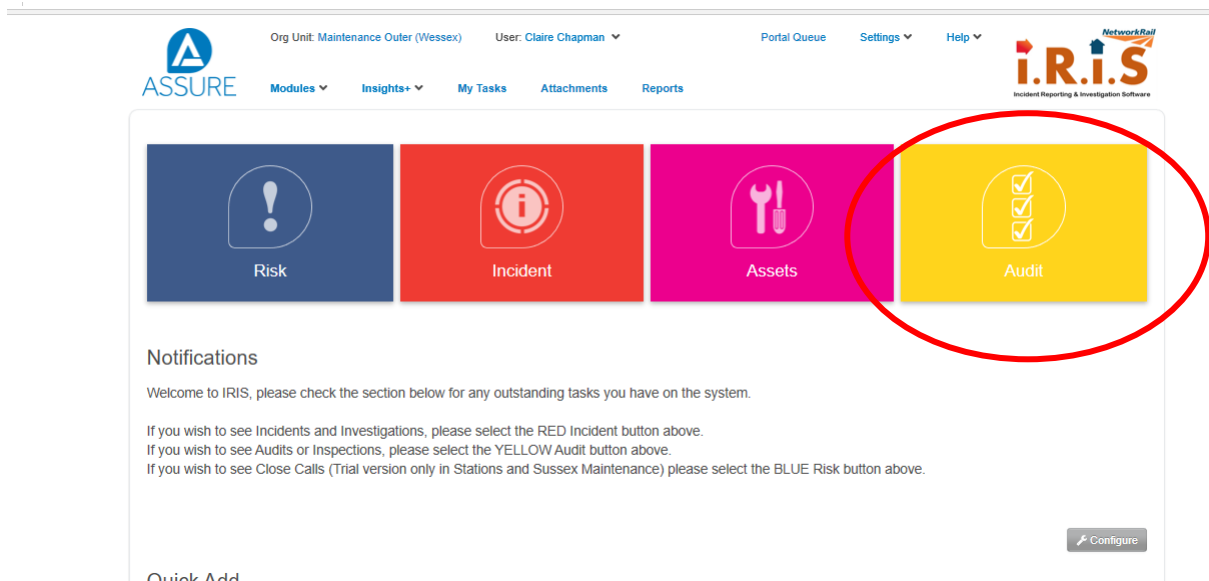
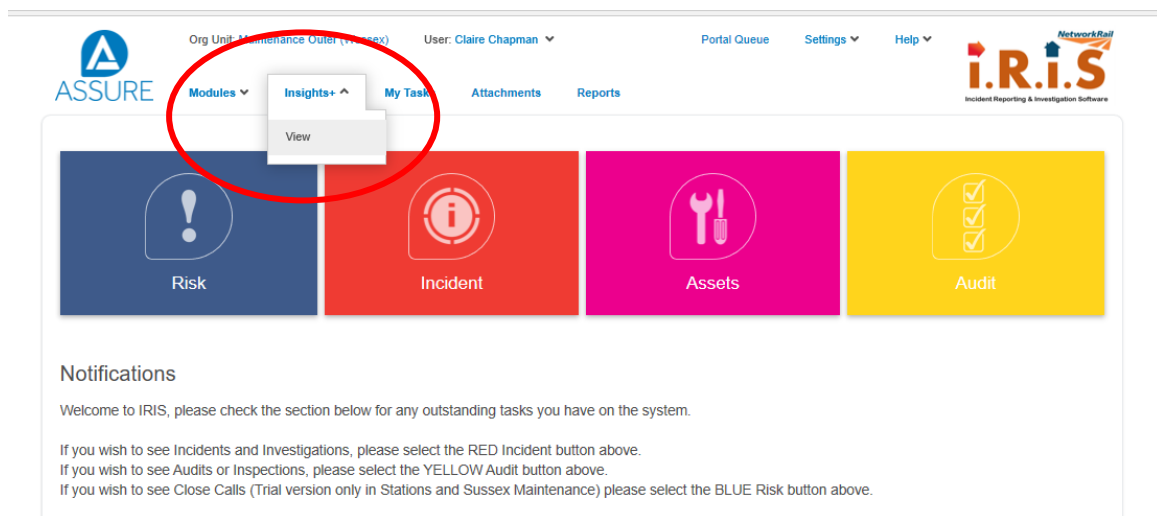


Checking Data for PAISS Checks

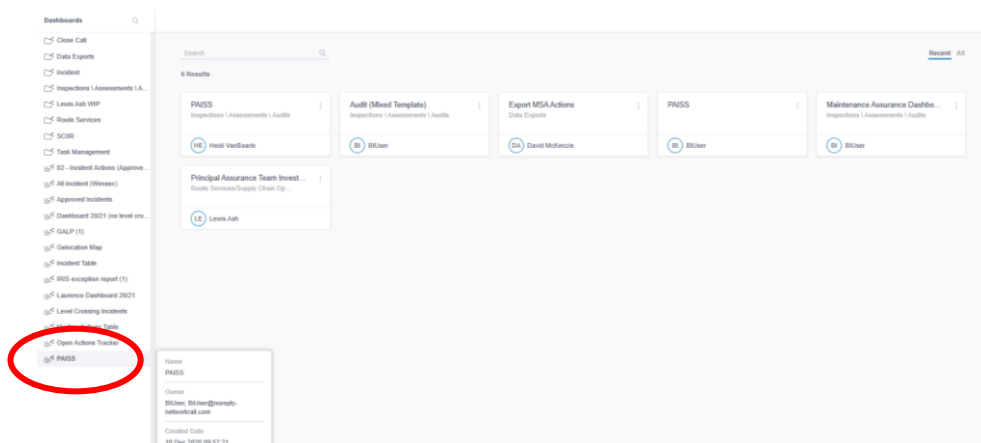
In IRIS, select the yellow “Audit” box.



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.

The screenshot shows the PAISS dashboard with the following components and annotations:

- PAISS Dashboard Header:** Shows the title "PAISS Dashb" and a date "21 Jan 2021 03:08:14".
- Count of PAISS Checks:** A large blue number "35" is displayed.
- PAISS Records by Org Unit:** A bar chart showing "Wessex" with a value of 35.
- Calendar:** A calendar for January 2021 is shown. A red circle highlights the date "10/01/2021" and another red circle highlights the date "21/01/2021".
- Annotations:**
 - "First click here" points to the "Days In Audit Date" dropdown menu.
 - "Then select dates" points to the calendar.
 - "Click OK" points to the "OK" button in the date selection dialog.

The system takes a few seconds to refresh.

Scroll down to "Completed PAISS Records by Depot"

The screenshot shows the PAISS dashboard with the following components:

- Dashboard Header:** Shows the title "PAISS" and a date "21 Jan 2021 03:08:14".
- Completed PAISS Records by Auditor:** A pie chart showing the distribution of records by auditor.
- Completed PAISS Records by Depot:** A horizontal bar chart showing the number of records for various depots. A red circle highlights this section.
- Completed PAISS Checks by Auditor:** A table showing the number of checks for each auditor across different periods.

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.

The screenshot shows the PAISS dashboard with the following components:

- Completed PAISS Records by Auditor:** A pie chart showing the distribution of records by auditor. A red circle highlights this section.
- Completed PAISS Records by Depot:** A horizontal bar chart showing the number of records for various depots. A red circle highlights this section.

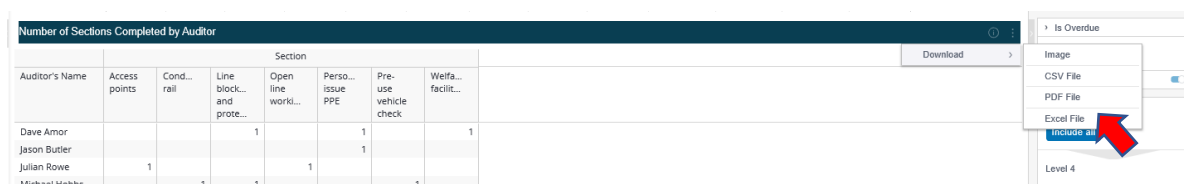
To run a report showing who is doing what, scroll down to “Completed PAISS Checks by Author” and “Number of sections completed by auditor”. For both of these, you can click to download a CSV or Excel file (both don’t always work, its usually one or the other, so it’s trial and error).

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



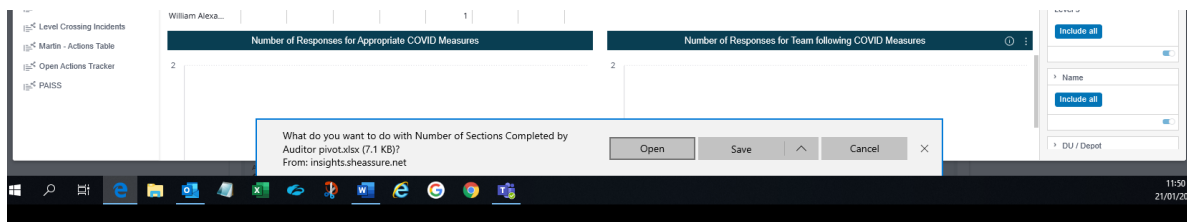
Number of Sections Completed by Auditor							
Auditor's Name	Access points	Cond... rail	Line block... and prote...	Open line work...	Perso... issue PPE	Pre-use vehicle check	Welfa... facilit...
Dave Amor			1		1		1
Jason Butler					1		
Julian Rowe	1			1			

Select “download” and your preferred document format.



Number of Sections Completed by Auditor							
Auditor's Name	Access points	Cond... rail	Line block... and prote...	Open line work...	Perso... issue PPE	Pre-use vehicle check	Welfa... facilit...
Dave Amor			1		1		1
Jason Butler					1		
Julian Rowe	1			1			
Michael Hinhue		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.sheasure.net

Open Save ^ Cancel

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