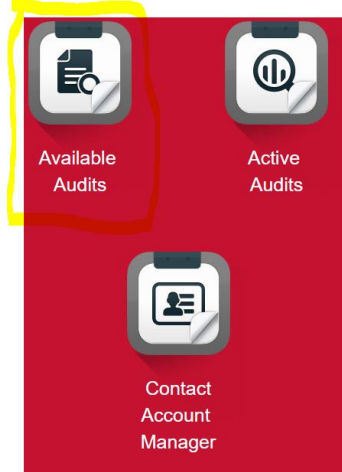
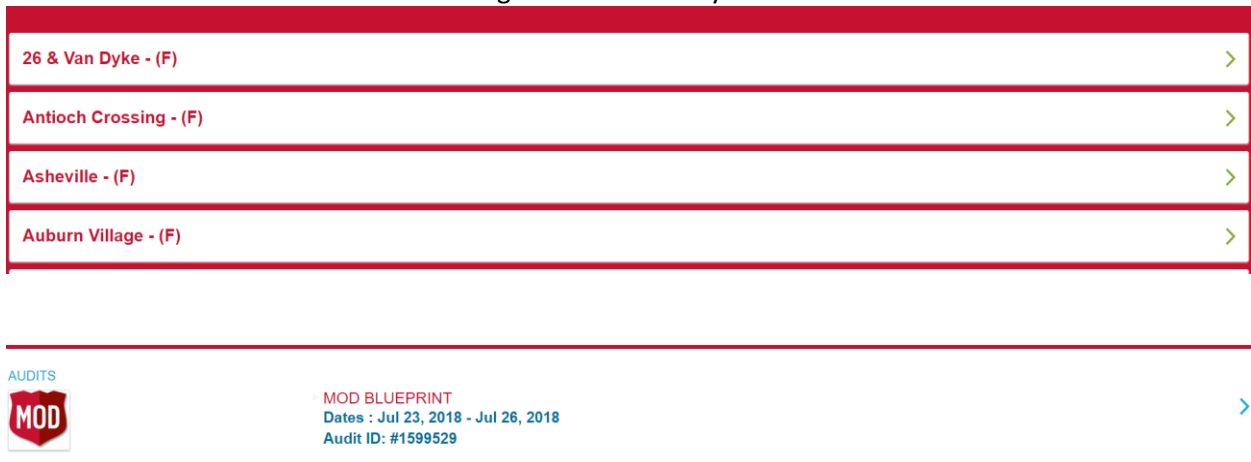


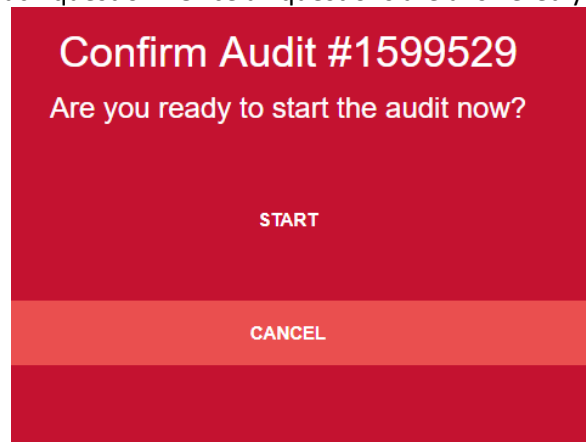
To begin a new audit, click on Available Audits and then select the location: (Active audits is how you can access saved work if you log out and back in)



Select the region and location you'd like to use:



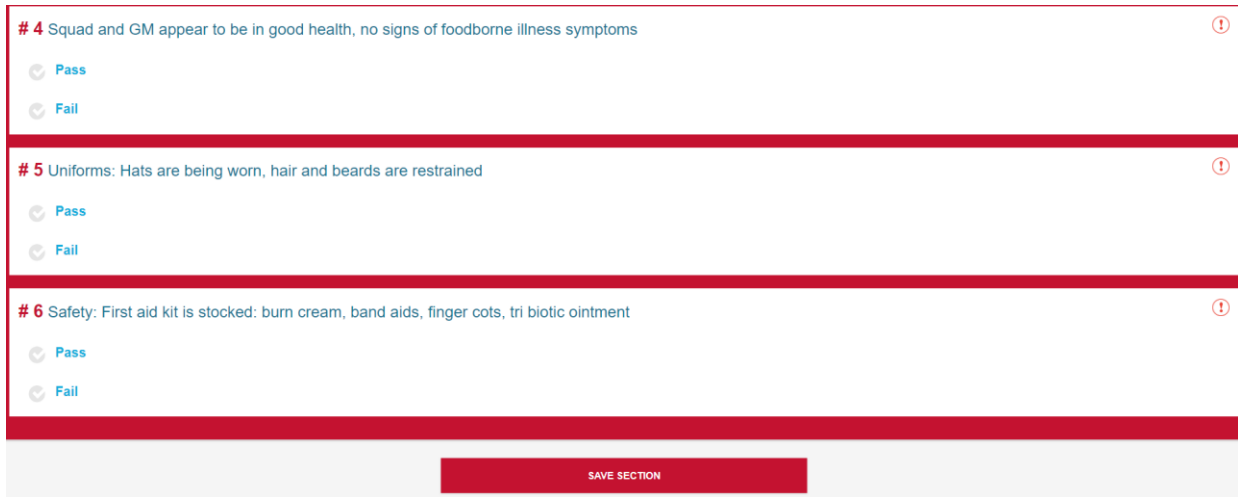
Click Start, and then into each section to complete the questions. The comment field and photo upload are both optional for each question. Once all questions are answered you may submit.



Complete the questions in each section. The number of unanswered questions is called out in the red bubbles. Once your audit is free from errors you may submit.



You will select your answer for each question, and when you have answered every question within the section – you will click “SAVE SECTION”



In addition to using the app, you can access audits through the website: <http://360Intel.issaudits.com/> However, if you start an audit on the app and switch to the website, you cannot switch back into the app without causing an error. Once you’ve made one switch, submit through that device.

In regard to viewing a submitted audit, you can access through the online platform: <https://prismdashboard.com/> (Same username/password)  
 Username: email address  
 Password: welcome1

Once online, hover over Audits on the top center menu. Click on Audits to view the most recently completed audits. Click on the eye icon to view the report or the pencil icon to edit. (Be sure to save any changes made!)

