

PRMS Finding the Auditor Group case

The auditor group case is the case in the PRMS that holds information about your DAA. Auditor cases for your DAA are linked to your Auditor Group case.

There are multiple ways to bring up the case. The simplest way is described below:

1. go to the 'cases' tab
2. this opens up the search fields
3. push the advanced search hyperlink
4. select Auditor Group from the case type drop-down
5. leave match criteria to 'all'
6. push 'Search'

This will bring up your DAA in the case list. Click on the name of your DAA and this will open your DAA file.

Note that auditor names in your auditor register are shown to the right hand side. You can open each auditor's case by clicking on their name.

Other helpful info:

- You cannot amend anything in the auditor group case. If there is anything requiring amendment, contact the Ministry.
- You can add auditors to the register from the auditor group case. See the Adding a new auditor quick reference guide