**Getting started with Auditsoft**

1. **Getting a license**
   1. [Download](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauditsoft.co%2Fdownload%2F&data=05%7C01%7CPSankarsingh%40constructionsafetyns.ca%7Cbd9b2283b6e54afd6e3108db9a6aed5f%7Cf880a3b5887244c9a78b109e598ea7e6%7C0%7C0%7C638273556306040161%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=MKaHdCqLrBXHdBmZNobZduNnD2q5LN4r7l9DH3zcvu4%3D&reserved=0) the AuditSoft application to your PC (please note: Auditsoft is not compatible with MAC OS)
   2. Create a user account or login using existing credentials
   3. Select Audit Protocol (CSNS COR 2022), enter details and submit request for license
   4. Once CSNS approves your license, you will receive an email notification
   5. You can now begin your audit. If this is your first time we strongly encourage you to take advantage of the training resources listed below.
2. **Training**
   1. It is recommended that all new users watch the online recorded training [video](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsafetyvantage.myabsorb.com%2F%3FKeyName%3DCSNS-AuditSoft-Training&data=05%7C01%7CPSankarsingh%40constructionsafetyns.ca%7Cbd9b2283b6e54afd6e3108db9a6aed5f%7Cf880a3b5887244c9a78b109e598ea7e6%7C0%7C0%7C638273556306040161%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hD3F%2FV5VpRKgzz%2Fv5aDWqgDDbSwP74NUSeJM%2B7fdK0s%3D&reserved=0) in how to use Auditsoft.
   2. There is also [CSNS User Guide](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauditsoft.co%2FUserGuide%2FCSNS-COR&data=05%7C01%7CPSankarsingh%40constructionsafetyns.ca%7Cbd9b2283b6e54afd6e3108db9a6aed5f%7Cf880a3b5887244c9a78b109e598ea7e6%7C0%7C0%7C638273556306040161%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lMW34UPMotXEkJEjZJPeM42NczqkOTXTvmKLBdtotVE%3D&reserved=0) which is a CSNS COR specific reference document that has step-by-step instructions with screenshots for completing an audit.
   3. AuditSoft also hosts a library of how-to articles here: [Support : AuditSoft Inc. (freshdesk.com)](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauditsoft.freshdesk.com%2Fsupport%2Fhome&data=05%7C01%7CPSankarsingh%40constructionsafetyns.ca%7Cbd9b2283b6e54afd6e3108db9a6aed5f%7Cf880a3b5887244c9a78b109e598ea7e6%7C0%7C0%7C638273556306040161%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HVMN5btDr9YEX47sDTYopsXJ1dUbIylIKsP2c9Yqq7w%3D&reserved=0)

1. **Support**
   1. AuditSoft is available to support you through chat, email, and phone Monday - Friday from 8AM to 9PM AT.
   2. Please reach out to the AuditSoft support team for any questions or technical support at [support@auditsoft.co](mailto:support@auditsoft.co) or +1 (587) 800-4470
   3. Support chat is available within AuditSoft by clicking the Help (?) button on the top right.