



## **QUICK REFERENCE GUIDE FOR HGFA FIRST TIME USERS**

### **Logging into IRIS for the first time**

IRIS is accessible from [www.irisasn.com](http://www.irisasn.com) or the link on the HGFA website.

Click "Log In" on the left hand side menu.

Your username is your HGFA number.

The default password for all HGFA members is: hgfa

### **Log an Occurrence Report**

Click "Log an Occurrence Report" on either on the IRIS homepage or from the navigation menu on the left of other pages.

Complete the Occurrence Report form by clicking on each of the headings to reveal the questions, such as Factual Information, Weather Conditions, and Description. The more information included in a report the better. This allows HGFA to follow up on a report and prevent a recurrence.

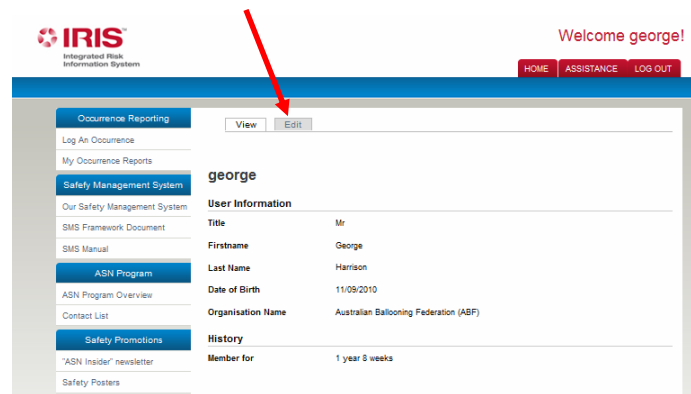
The mandatory questions, as highlighted in yellow with an asterisk, are "Title of Report", "Person(s) Involved" (under the Factual Information heading), and "Details" (under the Description heading). Title of Report provides a quick overview of the occurrence, for example "Rough landing in crosswind". This is then expanded on in the Description section.

You may attach files which are relevant to the occurrence by clicking the File Attachments heading. Simply click "Browse" to locate the file and then "Attach". You can add more than one file, with a maximum size of 50MB per file.

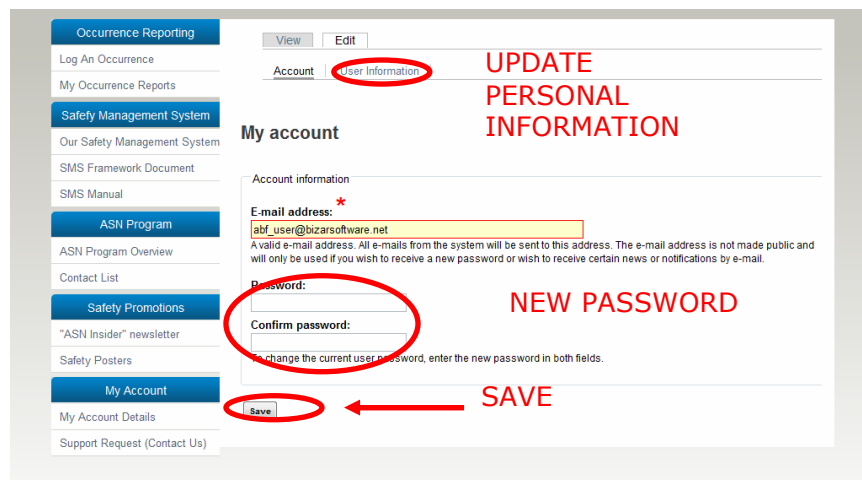
Once you have completed the occurrence report click the "Submit" button at the bottom of the page. You will receive an email notification of your occurrence report, including the unique occurrence report ID number. A record of all your occurrence reports is accessible in IRIS by clicking "My Occurrence Reports" on either the navigation menu or the IRIS homepage.

## Update your details and change your password

If you would like to update your personal details or password for IRIS click on "My Account Details" towards the bottom left of the IRIS homepage. Click "Edit" at the top tab (see picture below)



Enter and confirm your new password twice and click "Save" at the bottom of the page. You may also update your personal information in this section by clicking "User Information" as shown in the picture below. Remember to save.



## Log out

Remember to log out when you have completed your IRIS session by clicking "Log Out" in the top right hand corner.

## Need help?

Help is available in several ways:

- Accessing the IRIS Tutorials and Handbook available by clicking "Assistance" in the top right hand corner of any page.
- Submit a "Support Request" form via IRIS which is accessible from the navigation menu on the left hand side of any page or the IRIS homepage.
- Contacting the HGFA IRIS Administrator- John Olliff, Operations Manager via email <ops.manager@hgfa.asn.au> or phone (03 9336 7155).
- Contact the ASN directly via email <asn@aerosafe.com.au> or phone (02 8336 3700).