

Riskware Cloning or Copying an RBHS Application

Use this guide if you need help copying an existing application. Copying an application can be a time – saving option when you need to apply for a new research project that has the same dealing type and a common list of participants and /or facilities as an existing dealing.

Note: that copying an application is not the same as varying an application. To vary an approved application, follow instructions in the Riskware – Making a Variation to an approved RBHS Application Information Sheet.

Step 1. Log in to Riskware and Access the RBHS Application and Approval Register

Access Riskware [here](#). For further information on [How to navigate the Riskware home page click here](#). Once the Riskware homepage comes up as illustrated below, click on the RBHS Application and Approval Register.

The screenshot shows the Riskware dashboard interface. At the top left is the 'riskware' logo. To the right are navigation icons for information, home, and user profile. Below the header is a breadcrumb trail: 'Home Page | Dash Board'. The main content area consists of several colored tiles representing different registers:

- Good afternoon Leslie**: A blue tile with a message: 'You have 2 Applications to review.'
- Incident/Hazard Reporting**: A red tile with a clipboard icon. Description: 'Incident/Hazard Reporting'.
- Incident/Claim/Hazard Register**: A red tile with a target icon. Description: 'View and manage reported Incidents/Claims/Hazards'.
- Enterprise Risk Register**: A light blue tile with a globe icon. Description: 'View and manage Enterprise Risk Assessments'.
- WHS Risk Register**: A yellow tile with a cross icon. Description: 'View and manage WHS Risk Assessments'.
- Audit / Checklist Register**: A grey tile with an eye icon. Description: 'Manage and schedule Audits & Checklists'.
- RBHS Applications and Approvals Register**: A red tile with a grid icon. Description: 'Manage RBHS Applications and Approvals'. This tile is highlighted with a red border.
- Facility Register**: A red tile with a building icon. Description: 'View Location Facilities'.
- Certifications**: A red tile with a ribbon icon. Description: 'Maintain certifications and training'.
- Fieldtrip, Event or Travel**: A blue tile with a person icon. Description: 'Request a Fieldtrip, Event or Travel'.
- Checklists & Inspections**: A grey tile with a checklist icon. Description: 'Perform checks and inspections'.
- Analyse Data**: A purple tile with a bar chart icon. Description: 'Analyse my data'.
- System Maintenance**: A blue tile with a wrench icon. Description: 'Configure and maintain the system'.

Step 2. Find the Application in the Register and Open It

In the RBHS Application and Approval Register locate the application to be copied and double click on the record. The application 'Details' tab will be displayed.

riskware **RBHS Applications and Approvals Register** + [Icons]

← Back + New Refresh Help Export

Active Closed Active Materials

Ref	Application	Title	Type Of Deal...	Applicant	Contact	Status	Expiry
61		Test	Both Biosafety...	Leslie BEASLEY	Leslie BEASLEY	Submitted	
60		Test	Radiation, Bio...	P Adhirai Selv...	Leslie BEASLEY	Draft	
58		test	Radiation Acti...	Benjamin KNOX	Benjamin KNOX	Draft	
57		Creating a draft	Both Biosafety...	Adrienne SEERY	Adrienne SEERY	Draft	
56		test	Both Radiatio...	Adrienne SEERY	Adrienne SEERY	Submitted	
55		Do the needful	Biosafety Acti...	Adrienne SEERY	Adrienne SEERY	Draft	
54		Application editing e...	Biosafety Acti...	Adrienne SEERY	Adrienne SEERY	Draft	
53		Test	Biosafety Acti...	Martha CAVA...	Martha CAVA...	Draft	
52		testing copy	Radiation Acti...	Adrienne SEERY	Adrienne SEERY	Draft	

To create a new Radiation Biosafety Hazardous Substances Application, please click on the 'New' icon at the top of the page.

Step 3. Once the Application is Open Copy It

Click on the **Copy** button located in the application toolbar at the top of the application. Enter a new title into the Research Application Title field.

Click **OK** to create a copy of the application.

The copy of the application will be created and presented.

Note: the status of the application will be **Draft**.

riskware **Application [51]** + [Icons]

← Back Save Cancel Close Approval Variation **Copy** Print Audit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments Approval Conditions
Declarations

Copy Application [Close]

Please confirm creating a copy of this application

***Research Application Title:**

Ok Cancel

Step 4. Update the New Application

Update the application as required. Pay attention to the project contact details on Details tab – change Applicant name if required as this is copied across from the original application.

Step 5. Submit the New Application



To submit your application for verification and review click on Submit . You will receive an email notification confirming the application has been submitted.

Note: once submitted you cannot edit your application. If you need to edit the application, please contact RBHSC@ads.ecu.edu.au

For more information on the RBHS Module workflow and roles, follow instructions in the Riskware RBHS Module Application Approval Workflow and Role Information Sheet.