

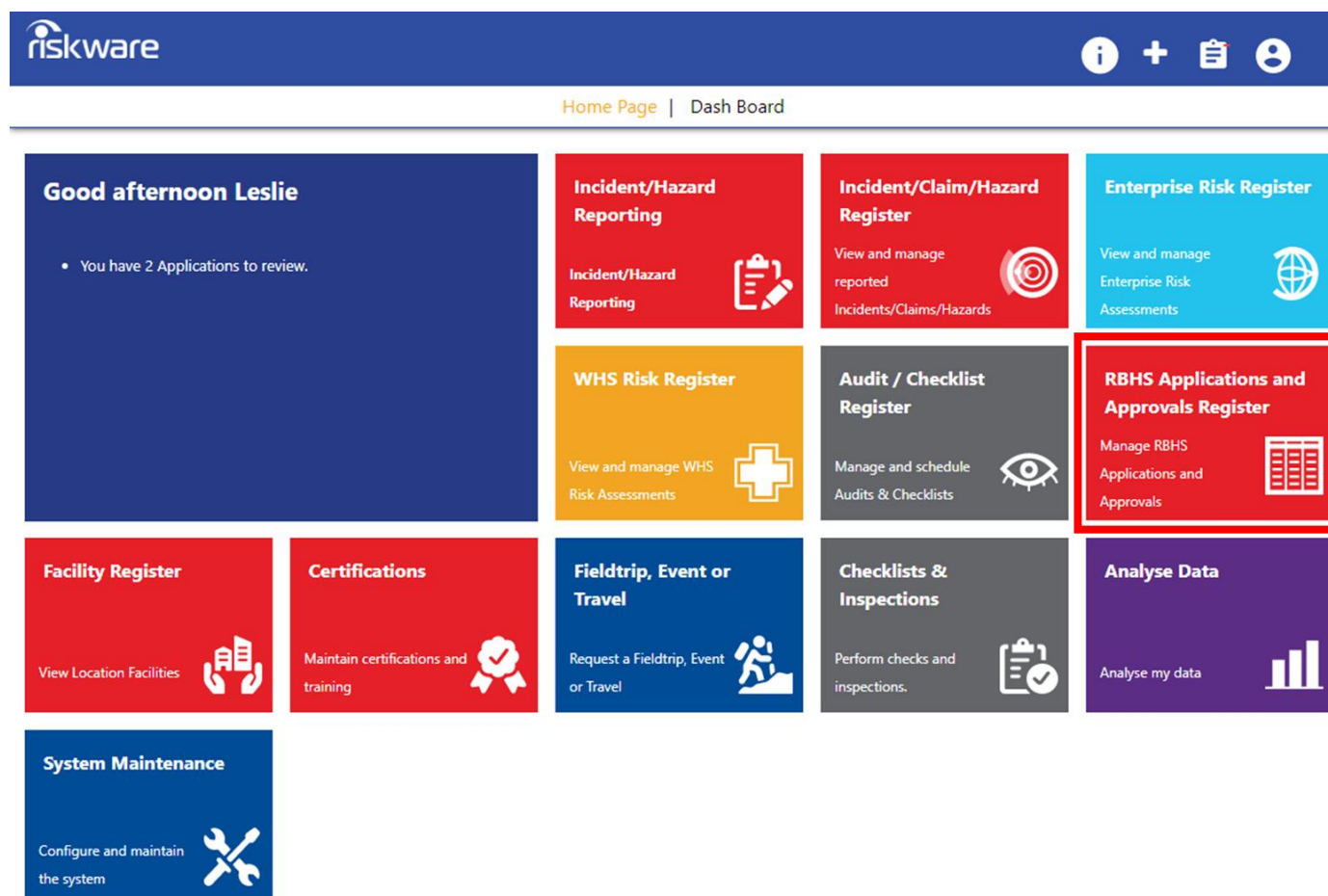
## Riskware C Cancelling an RBHS Application

Use this guide if you need help to **Cancel** an existing application. You may need to **Cancel** a draft or existing application that is not under review, if you no longer require it or you are unable to make a significant change to it that is not possible. If the application has been approved, it is better if you **Close** it rather than **Cancel** it.

# **Note:** that **Cancelling** an application is not the same as **Closing** it. To **Close** an approved application, follow instructions in the Riskware – Closing 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.



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

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

**riskware RBHS Applications and Approvals Register**

← 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 – Cancel it

Click on the **Cancel** button located in the application toolbar at the top of the application.

Click **OK** to **Cancel** the application.

**riskware Application [55]**

← Back Save Submit **Cancel** Delete Copy Print Audit Help

Details Activity Description Materials Locations & Facilities People Risk Assessment Attachments

**Cancel Application**

Are you sure you want to cancel this Application?

Ok Cancel

### Step 4. Where is My Application Now?

The **Deleted** application will now be purged from the RBHS Applications and Approvals Register

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