

Riskware ERM Module Reports

The Riskware ERM module allows for multiple reports to be run. To access the ERM Module, please select Enterprise Risk Register on the Riskware homepage:

Enterprise Risk Register View and manage Enterprise Risk Assessments System Maintenance	View and manage reported Incidents/Claims/Hazard Register	WHS Risk Register View and manage WHS Risk Assessments	Incident/Hazard Reporting Incident/Hazard Reporting	Analyse Data Analyse my data
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Reports:

ERM module allows for multiple types of reports to be run:

- 1.) Individual Risk Report: This report allows you to easily print off just one risk.
- 2.) Risk Register Report by Business Unit: This report will provide the same level of detail as the individual risk report but will include every risk in your Centre or School's risk register
- 3.) Risk Register Report by Business Function: This report will provide the same level of detail as the individual risk report, but you are able to print a report just showing a specific business function (briefcase).

1. Individual Risk Report

This report is for an individual risk. It is useful if you need to attach a risk report to a proposal/send to someone, without having to run a report for the entire risk register.

If the risk does not appear in your register when you log in, find the risk you are wanting by selecting the 'Filter' icon at the top of the page.

Back	New Filter	Refresh	Print	Export	🛟 Help	
Enterprise Ri	sk Register 🛛 Dr	aft Risks				
Active	Archived	Ali	For Review	v		
Pof Tro						Pick Description

Enter in the risk number and select "Apply'.





The report can be run by selecting the print icon next to the risk:



The report can be downloaded and/or printed:

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RISK I		LAST REVIEWED ON	NEXT SCHED		Consequence	Likelihood	Consequence	Likelihoor
0	3/11/2020	03/11/2020	03/0	9/2021	Serious	Possible	Serious	Possible
		RISK DESCRIPTION				RISK CONSEQU	JENCE	
Example risk	for training purpos	ies		Example fo	or training purposes			
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Example for	Training purposes	Source) enabline interiority		Control: Every	the for training rarrow		A(3)	
				Control Effect	iveness (Audit):			
University S	rategic Goals & Obj	jectives	Governanc	e & Accountability				
Treatment	Option: 7. Accept	the Risk						
Acceptance	Note: Example for	r training purposes						

2. Risk Register Report – by Business Unit

This report will provide the same level of detail as the individual risk report but will include every risk in your School or Centre.

Select 'Analysis' from the options located in the top right-hand corner



This will take you to this page:





Then, drill down on the menu on the right-hand side as per the below imagine and select 'Risk Register Detailed – By Business Unit':



On the left-hand side, select 'Selection Criteria', 'Locations' and then 'Organisational Structure':



You will then need to expand the organisational structure until you locate the School/Centre you want to run the report for. To do this, click on the correct School/Centre (without expanding), and then click 'Add'.





Click on 'Preview' and then 'Submit'



This will then generate a detailed report which you are able to download and/or print:

Preview	Selection (Criteria	Graph	ns / Reports & Charts Appeara	nce	
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				riskware	Risk Detail Review - by Business Unit Date of Report: Wednesday, 4 November 2020	
				Business Unit:	Edith Cowan University	

3. Risk Register Report – by Business Unit

This report will provide the same level of detail as the individual risk report, but you are able to print a report just showing a specific business function (briefcase).

Select 'Analysis' from the options located in the top right-hand corner

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Enterprise Risk Registe	er

This will take you to this page:

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Then, drill down on the menu on the right-hand side as per the below imagine and select 'Risk Register Detailed – By Business Function':





On the left-hand side, select 'Selection Criteria', and then 'ERM':

Diele Number

Scroll down the page until you reach 'Business Functions'

-			
lusiness Fu	nctions		
	Abongnal Theatre Academic Academic Casual and Unpaid Appointments Academic Excelence Team Academic Governance & Standards Academic Pathways Program	Add >>	

You will then need to scroll down the list until you find the Business Function you want to run the report for. To do this, click on the Business Function, and then click 'Add'.

Business Fur	nctions		
	Accounts Payable Acting Administration Admissions Agreement - Ho Chi Minh City Open University Agreement. ACOT Sci Ludio (CDL)	Add >> << Remove	

Then, back on the top menu, click on 'Preview' and the report will generate

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This will then generate a detailed report which you are able to download and/or print:



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				riskware	Risk Register - by Business Function Date of Report: Tuesday, 19 January 2021		^
				Business Function:	University of Portsmouth	- 1 ⁻ -	

Please contact Enterprise Risk on <u>enterpriserisk@ecu.edu.au</u> or (08) 6304 6206 if you have any questions.