

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:



Reports:

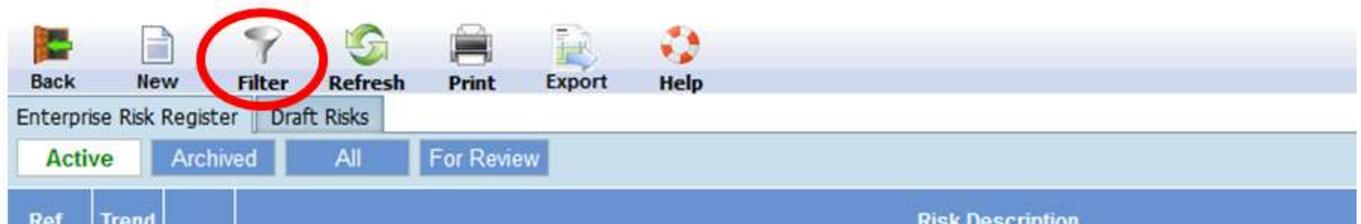
ERM module allows for multiple types of reports to be run:

- 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).

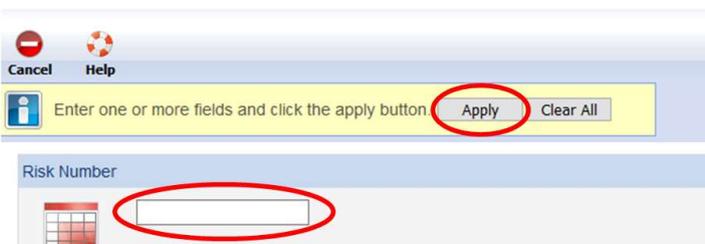
1. Individual Risk Report

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.



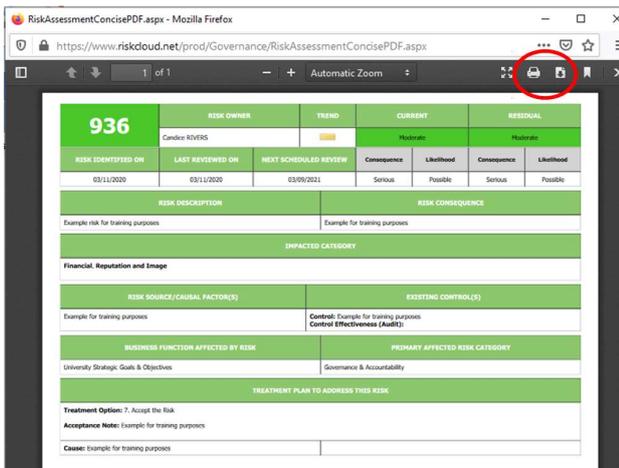
Enter in the risk number and select “Apply”.



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



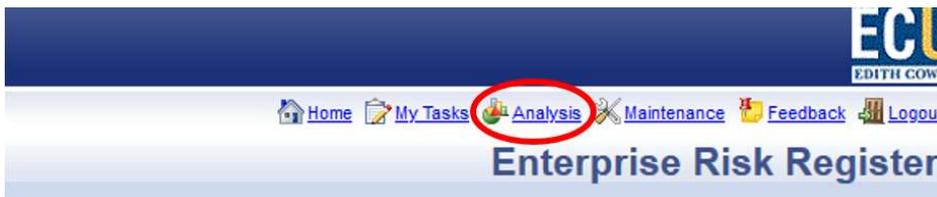
The report can be downloaded and/or printed:



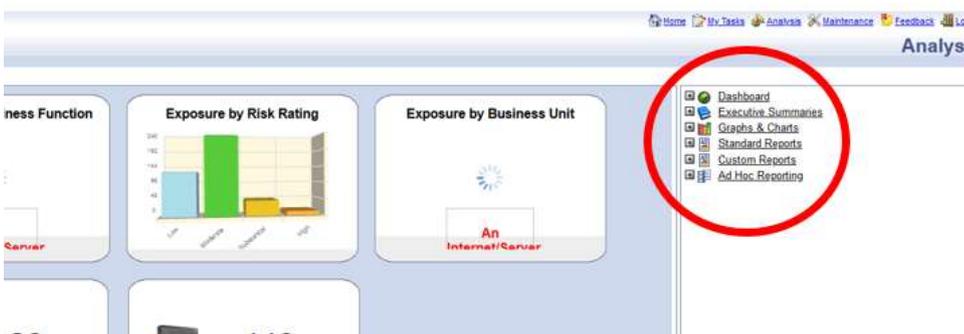
2. Risk Register Report – by Business Unit

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

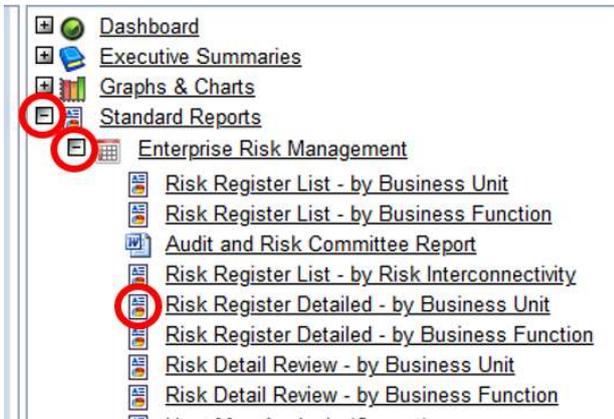
Select 'Analysis' from the options located in the top right-hand corner



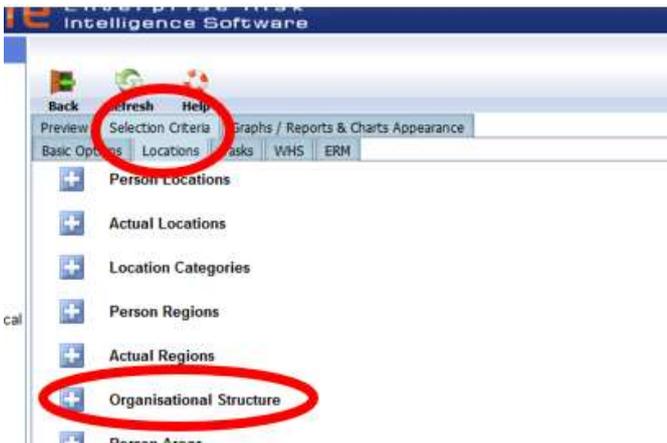
This will take you to this page:



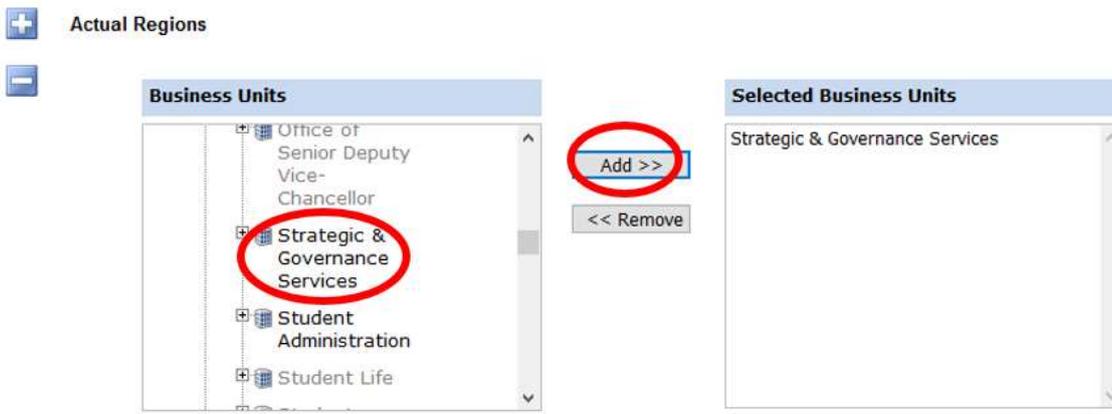
Then, drill down on the menu on the right-hand side as per the below imagine and select 'Risk Register Detailed – By Business Unit':



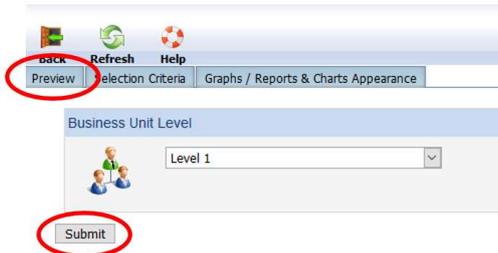
On the left-hand side, select 'Selection Criteria', 'Locations' and then 'Organisational Structure':



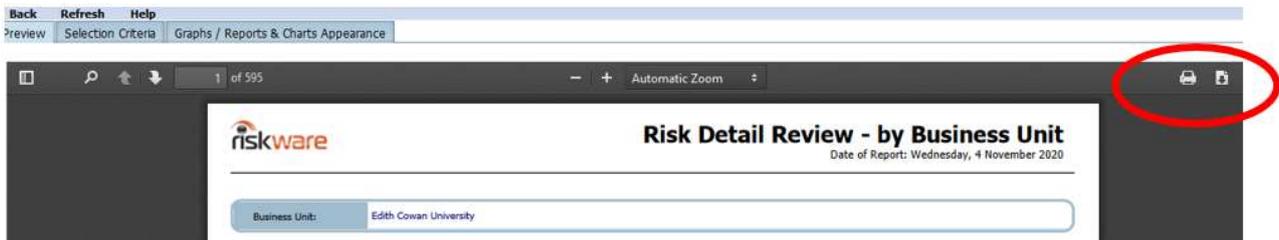
You will then need to expand the organisational structure until you locate the School/Centre you want to run the report for. To do this, click on the correct School/Centre (without expanding), and then click 'Add'.



Click on 'Preview' and then 'Submit'



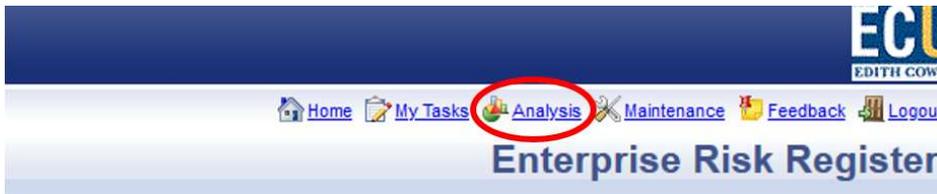
This will then generate a detailed report which you are able to download and/or print:



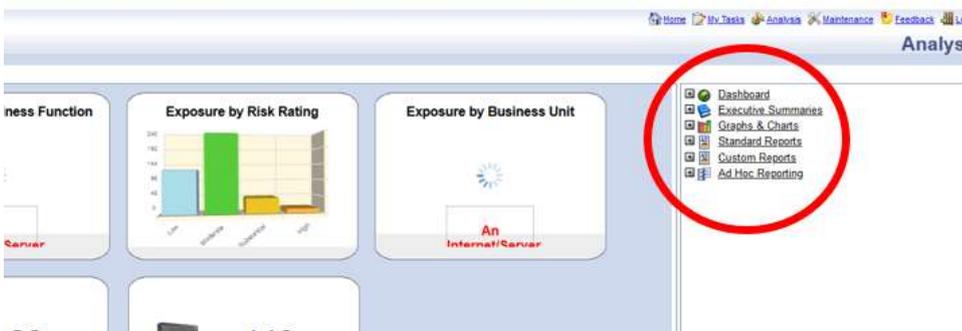
3. Risk Register Report – by Business Unit

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).

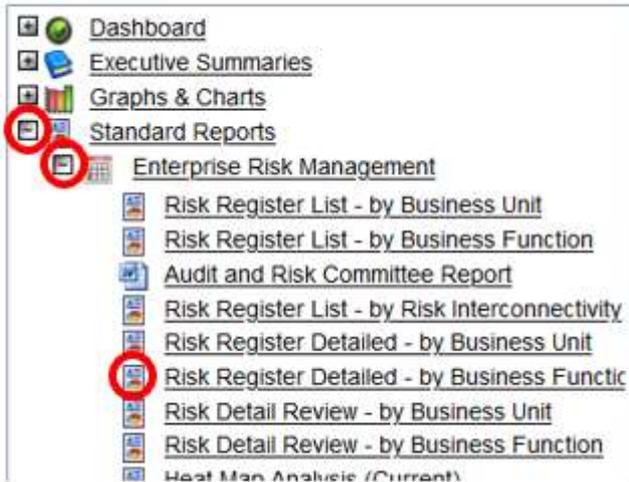
Select 'Analysis' from the options located in the top right-hand corner



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 Function':



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



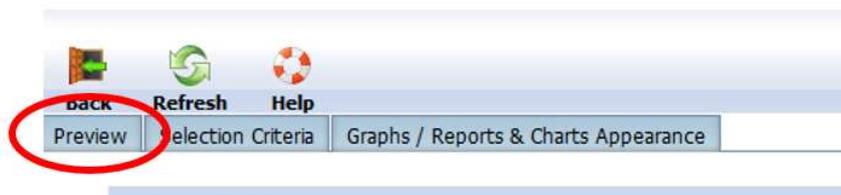
Scroll down the page until you reach 'Business Functions'



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'.



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



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



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