

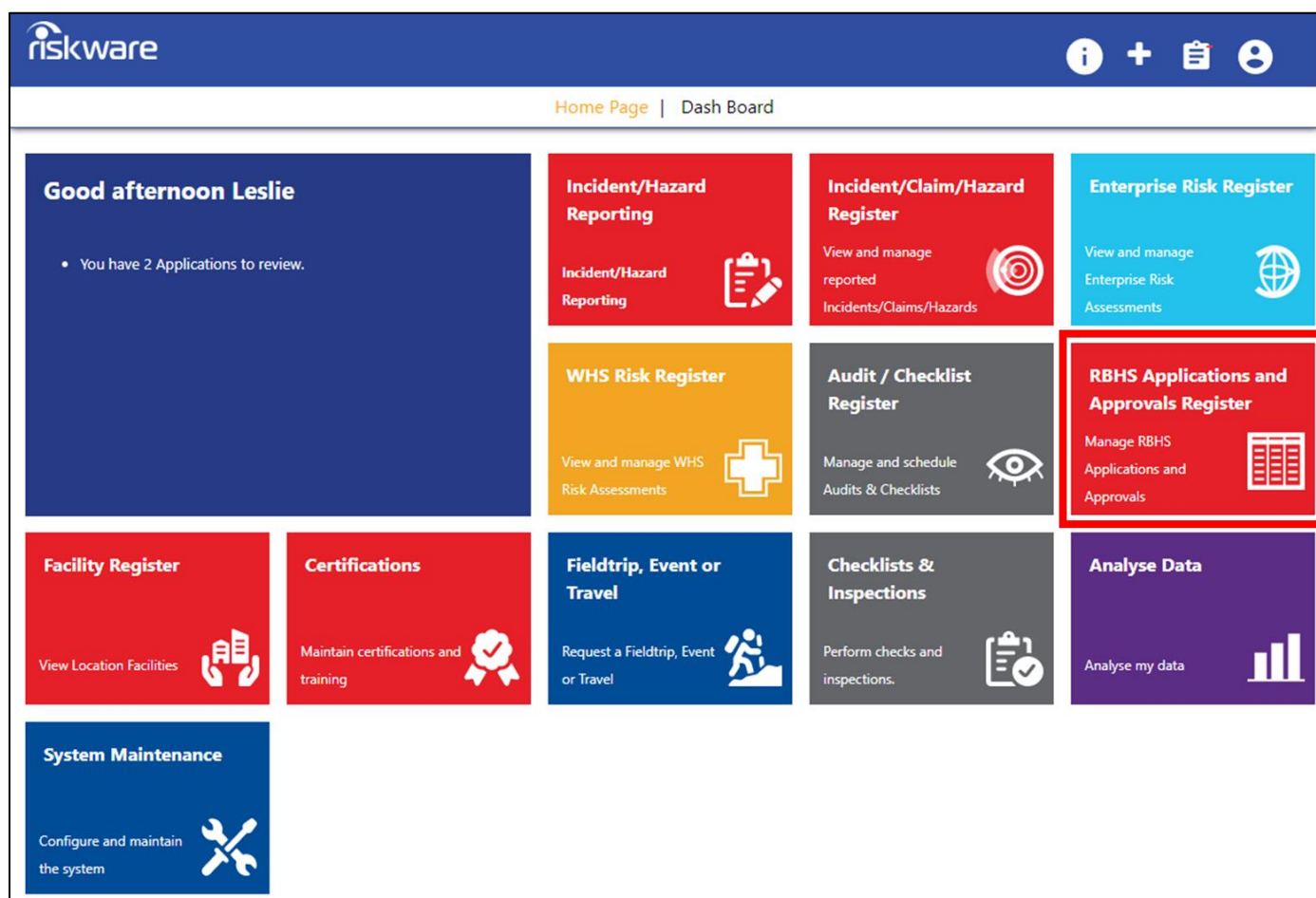
Closing an Approved RBHS Application on Riskware

Use this guide if you need help to **Close** an approved application. Once the work related to the RBHS application has finished, you can **Close** the application. You can only **Close** an approved application.

Note: that **Closing** an application is not the same as **Cancelling** it. To **Cancel** an application, follow instructions in the Riskware – Cancelling an 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 that has been approved to be closed and double click on the record. The application 'Details' tab will be displayed.

riskware RBHS Applications and Approvals Register

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Active Closed Active Materials

Ref	Application Reference...	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
53		Application testing example for endo	Biosafety Activities	Adrienne SEERY	Adrienne SEERY	Draft	
52		testing copy	Biosafety Activities	Martha CAVANAGH	Martha CAVANAGH	Draft	
51	51	Test 1234	Radiation, Biosafety ...	Martha CAVANAGH	Martha CAVANAGH	Review Completed	
50	50	Test number 2 RBHSC application overview - copy	Radiation, Biosafety ...	PAN Support	PAN Support	Under Review	
49	49	Test 4112020	Both Radiation and ...	Martha CAVANAGH	Martha CAVANAGH	Under Review	
48		Test number 2 RBHSC application overview	Radiation, Biosafety ...	PAN Support	PAN Support	Draft	
47	1223	Test new application - Variation	Radiation, Biosafety ...	PAN Support	PAN Support	Draft	
46	46	Test for RBHSC	Biosafety Activities	Martha CAVANAGH	Benjamin KNOX	Provisionally Approv...	
45		Test Clone application	Radiation, Biosafety ...	Benjamin KNOX	Kitiya DUFALL	Draft	
44	34567	Test application biological variation	Radiation, Biosafety ...	Benjamin KNOX	Kitiya DUFALL	Draft	
43		Riskware RBHS Application and Approval Module example	Biosafety Activities	Martha CAVANAGH	Martha CAVANAGH	Draft	
42		Radiation 123	Both Radiation and ...	Martha CAVANAGH	Belinda OWEN	Draft	
40	123	Test new application (faq)	Radiation, Biosafety ...	PAN Support	PAN Support	Under Review	
39	1223	Test new application	Radiation, Biosafety ...	PAN Support	PAN Support	Approved	07/08/2020
38		Test for radio button changes	Radiation Activities	Adrienne SEERY	Adrienne SEERY	Submitted	
35		update of #23	Hazardous Substanc...	Janine BRUEMMER	Janine BRUEMMER	In Revision	
33		Collecting blood	Radiation, Biosafety ...	Belinda OWEN	Belinda OWEN	Draft	
31	31	Riskware RBHS Basic User Testing - Danielle_COPY	Radiation, Biosafety ...	Danielle BARTLETT	Danielle BARTLETT	In Revision	

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Step 3. Once the Application is Open – Close it

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

riskware Application [39]

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

Reference Number
39

Application Status
Approved (Expires : 07/08/2020)

Application Reference
1223

*Title
Test new application

*Applicant
PAN Support

Current status of the application

Application Reference Number - this is system generated.

Name or Title of Activity/Project

Applicant's Name. Use the magnifying glass icon to search for the applicant's name.

Click **OK** to **Close** the application.

Close Application

Are you sure you want to close this Application?

Ok Cancel

Step 4. Where is My Closed Application Now?

The Closed application will now appear in the Closed tab on the RBHS Applications and Approvals Register

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

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

riskware RBHS Applications and Approvals Register

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Active **Closed** Active Materials

Ref	Application Reference..	Title	Type Of Dealing	Applicant	Contact	Status	Expiry
41		Test for text box scrolling	Both Radiation and ...	Adrienne SEERY	Adrienne SEERY	Draft	
36	123	collecting blood x 2	Radiation, Biosafety ...	Belinda OWEN	Belinda OWEN	Submitted	/2020
34	34	collecting blood samples	Radiation, Biosafety ...	Belinda OWEN	Belinda OWEN	Under Review	/2021
30		Variation of application ...	Radiation, Biosafety ...	Danielle BARTLETT	Danielle BARTLETT	In Revision	
23	# 23	test activity	Biosafety Activities	Mitchell NYE-WOOD	Mitchell NYE-WOOD	Under Regulatory Review	/2021
22	#22	IR-MS sample preparation using vanadium pentoxide	Hazardous Substanc...	Janine BRUEMMER	Janine BRUEMMER	Provisionally Approved	/2020
21	#21	Ethanol Mixing	Hazardous Substanc...	Adrian STYLES	Xiaoli ZHAO	Approved	/2021
20		Copy of UAT Test Application	Radiation, Biosafety ...	Danielle BARTLETT	Danielle BARTLETT	Closed	
19	19	Riskware RBHS Basic User Testing - Danielle	Radiation, Biosafety ...	Danielle BARTLETT	Danielle BARTLETT	Cancelled	21/07/2021
16		ABC	Both Radiation and ...	Martha CAVANAGH	Martha CAVANAGH	Cancelled	
10	#10	Metatags - are they working?	Both Biosafety and ...	Adrienne SEERY	Adrienne SEERY	Closed	15/06/2021

FAQ
* Who should be recorded as the contact in the application?
* Which Activity Category and Type of Dealing should I choose?

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