

## Riskware ERM Module – How to archive a risk

The Riskware ERM module allows for you to archive risks which are no longer relevant. To access the ERM Module, please select Enterprise Risk Register on the Riskware homepage:



Open the risk you would like to archive. Once the risk is open, there will be an option to archive as shown below:



Click “Archive”. A pop-up box will appear requesting a reason for the risk being archived.



Enter in the reason, and click save, the risk will now be archived:



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