

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:

	Enterprise Risk Register View and manage Enterprise Risk Assessments	Incident/Claim/Hazard Register View and manage reported Incidents/Claims/Hazards	WHS Risk Register View and manage WHS Risk Assessments	Ĵ	Incident/Hazard Reporting Incident/Hazard Reporting	4	Analyse Data Analyse my data
3/	System Maintenance						
10	Configure and maintain the system						

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

	elliger	nceSc	oftwar	к '8					
Back	New	Save	Print	Archive	D Attach	Note	D- Bow Tie	() Heip	
									CONTEXT
Step Classif	1 ly the Risk								Step 2 Select one or more impacted Risk Consequence Cate
Date F	lisk Identifi	ied:			Risk O	wner			

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

Archiv	e Risk Asses	ssment				×
Save	Help					
*	To archive t top right).	his Risk Assessment enter	the reason(s) for archiving and	d click the Save button.	To abort this operatio	n, close this window (red cross

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

Archiv	Risk Assessment	×
Save	Help	
*	To archive this Risk Assessment enter the reason(s) for archiving and click the Save button. To abort this operation, close this window (red c op right).	ross
This ri	is no longer relevant to the project.	

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