

Riskware ERM Module – Using the Filter function

The Riskware ERM module allows for you to filter to specific risk registers/assessments. To access the ERM Module, please select Enterprise Risk Register on the Riskware homepage:



Filtering:

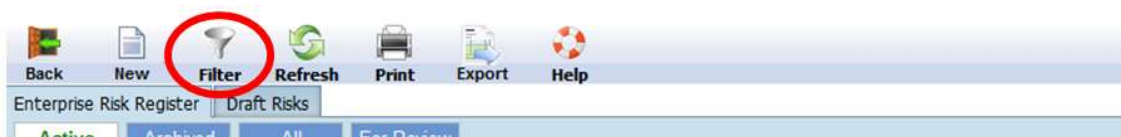
ERM module allows users to filter the risks, depending on what needs to be viewed:

- 1.) Filtering by Risk Number: This allows you to filter for a specific risk, if you are aware of the risk number.
- 2.) Filtering by Risk Owner: This allows you to see all the risks across the organisation that are owned by an individual
- 3.) Filtering by Business Unit: This allows you to see the risks in a specific School or Centre.
- 4.) Filtering by Business Function: This allows you to see the risks in a specific business function (briefcase).

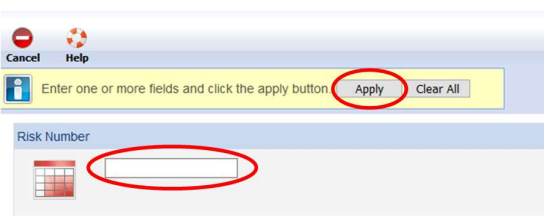
1. Filtering by Risk Number

This allows you to filter for a specific risk, if you are aware of the risk number.

Select the 'Filter' icon at the top of the page.



Enter in the risk number of the risk you wish to clone and select "Apply".



The risk will be displayed.

2. Filtering by Risk Owner

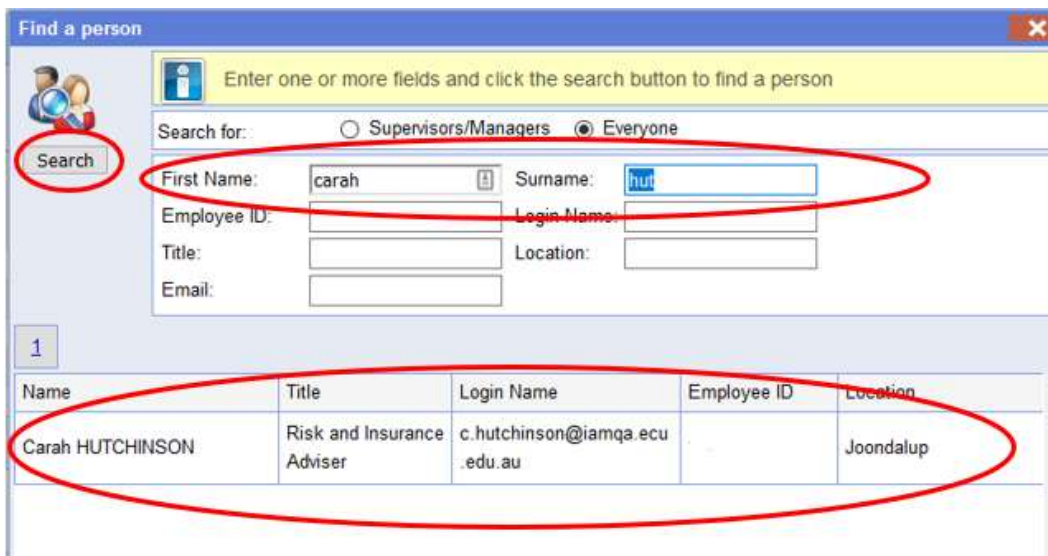
Select the 'Filter' icon at the top of the page.



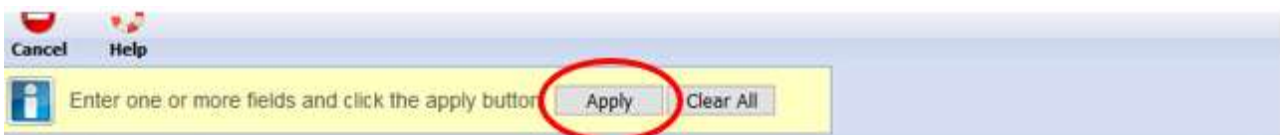
Scroll down until you reach Risk Owner



Click the magnifying glass. From here, type the person's name, click search, and then select the name



Click 'Apply':



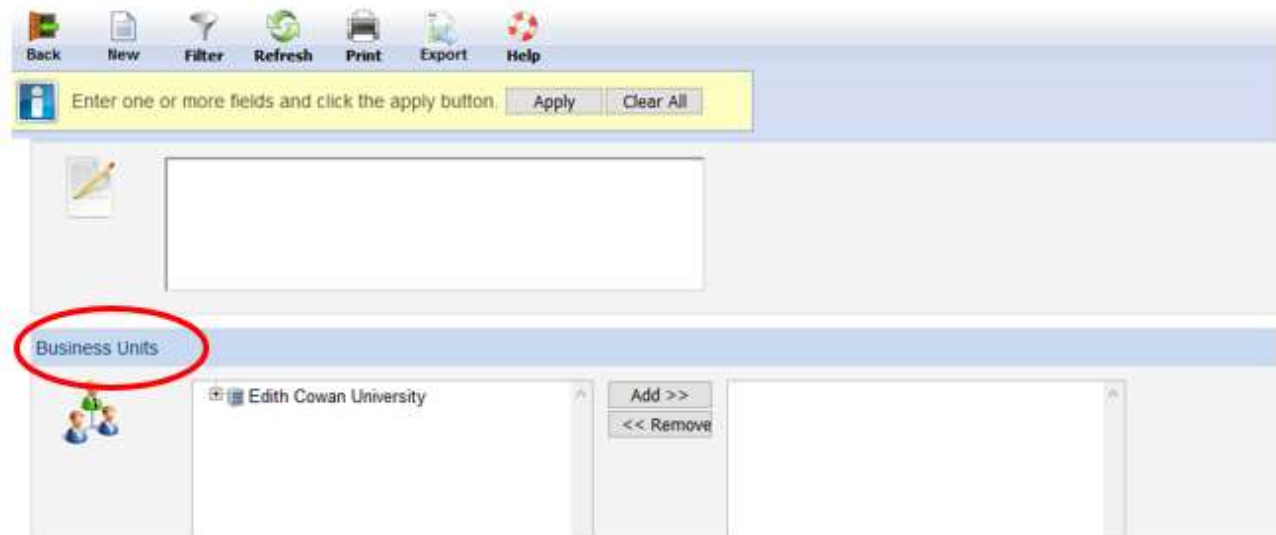
The risks for that person will now display on screen.

3. Filtering by Business Unit

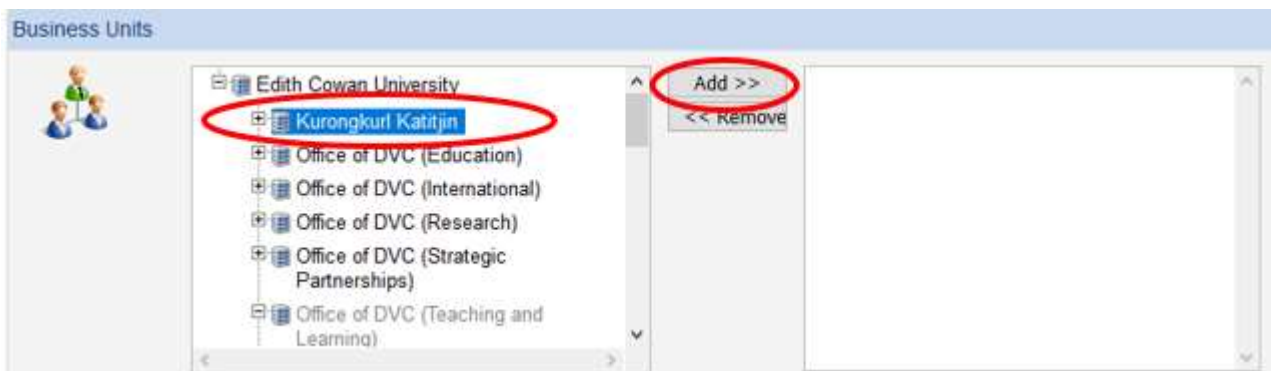
Select the 'Filter' icon at the top of the page



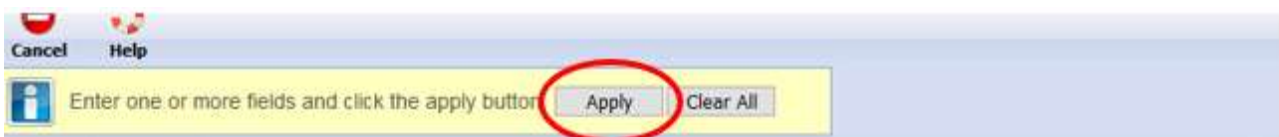
Scroll down until you reach Business Units



Expand the organisational structure until you locate the School/Centre you want to filter by. To do this, click on the correct School/Centre and click 'Add'.



Click 'Apply':



The School or Centre's risks will now display on screen.

4. Filtering by Business Function

This allows you to filter to a specific Business Function risk assessment.

Select the 'Filter' icon at the top of the page.



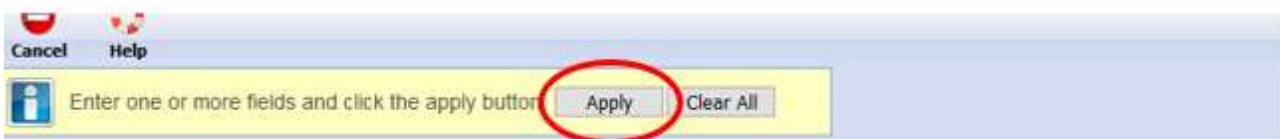
Scroll down until you reach Business Functions



Scroll within the Business Functions box until you find the Business Function you are after. Click on the Business Function, and then click on the Add button.



Click 'Apply':



The Business Functions risks will now display on screen.

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