

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:

	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	Ď	Incident/Hazard Reporting Incident/Hazard Reporting	4	Analyse Data Analyse my data
3	System Maintenance						

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

Risk Owner	
2	

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

	Search for:	O Superviso	rs/Man	agers () Everyone		
Search	First Name: Employee ID:	carah		Sumame: hut		>
	Title: Email:			Location:		
1 ame		Title	Login	Name	Employee ID	Location
Carah HUTCH	INSON	Risk and Insurance Adviser		chinson@iamqa.ecu		Joondalup

Click 'Apply':

Cancel Help
Enter one or more fields and click the apply buttor Apply Clear All

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

Strategic & Governance Services Centre – Enterprise Risk





Scroll down until you reach Business Units

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

Business Units		
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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

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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.

Business Fu	inctions	
F	University Fraud and Integrity Risks University Governance University of Portsmouth University Preparation Course (DNU) University Strategic Risks	б. У

Click 'Apply':

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i	Enter one or more fields and click the apply button	Apply	Clear All

The Business Functions risks will now display on screen.

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