

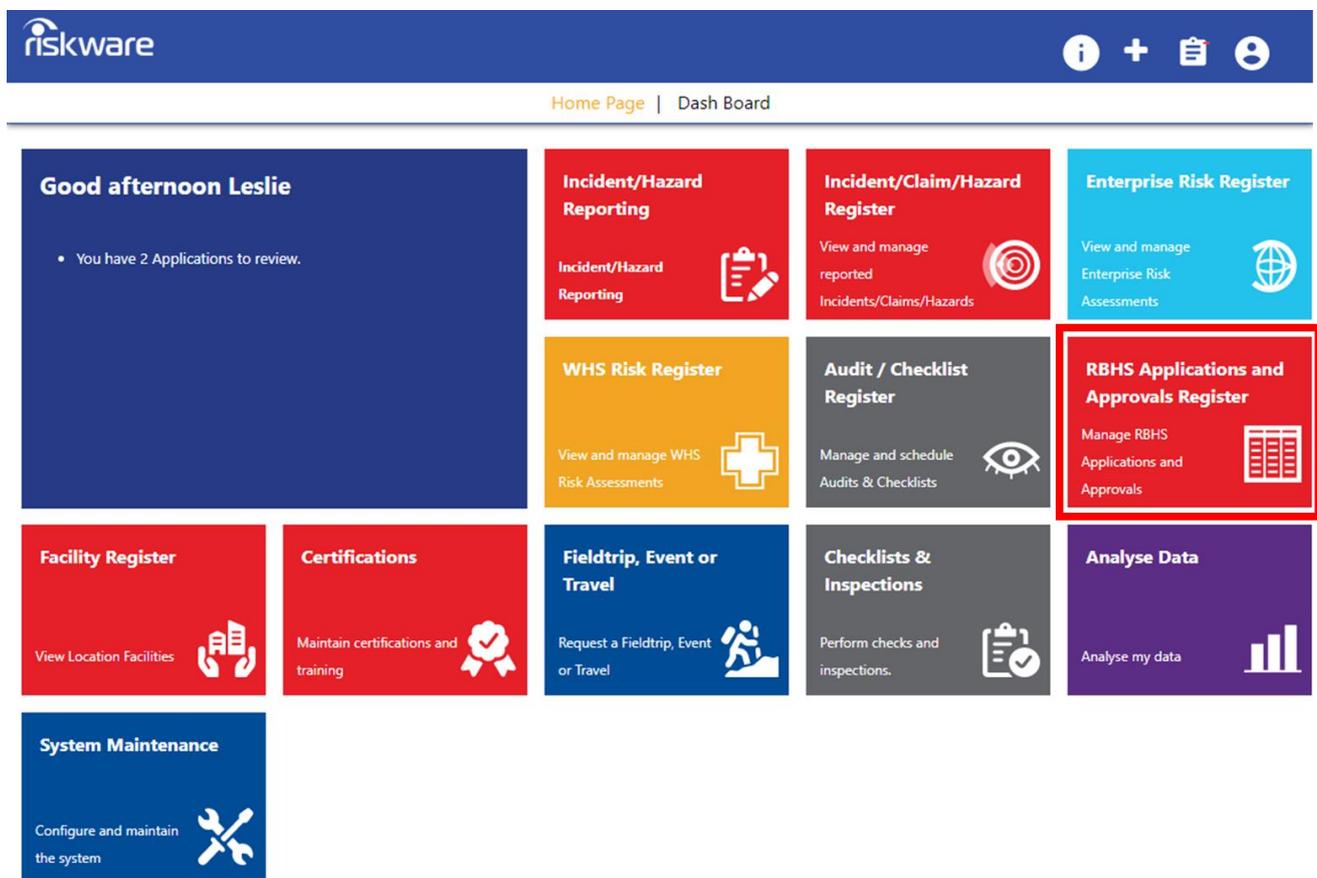
Riskware Updating the RBHS Application Following Review

After you have submitted an Application it will usually undergo a Review process. The Reviewers may provide comments that need to be addressed. The system allows you to view the comments, update your Application and write a response.

This information sheet outlines how to update your RBHS Application following the receipt of any reviewers' comments.

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. View the Reviewer Comments

An Application that has been reviewed and is available for corrections will have a status of 'In Revision'. To view the comments from the Reviewers, open the Application record and press the 'Feedback icon in the Toolbar.



This will show a window containing the consolidated comments from all reviewers compiled by the Permit Application Coordinator.

The screenshot shows a 'Feedback' window with a blue header and a close button. The main content area is divided into sections:

- Moderator Comments:** A text area containing:
 - Dear Applicant,
 - Refer to the feedback provided by the reviewer.
 - Please amend as suggested
 - Kind regards
- Response:** A rich text editor with a menu (File, Edit, Insert, View, Format, Table, Tools) and a toolbar (Bold, Italic, Bulleted List, Numbered List, Indent, Outdent, Link, Text Color, Background Color). The text area contains:
 - As applicant, i have amended as per the suggestion and feedback from the reviewer(s).
 - Query 1:** Please amend as suggested
 - Response 1:** The suggestion is valid and i have incorporated the feedback in the SOP
 - Thank you

Red boxes highlight the following areas:

- A box around the text 'Reviewer comments will be here' in the Moderator Comments section.
- A box around the 'Response:' label.
- A box around the 'Query 1:' label.
- A box around the 'Response 1:' label.
- A large box around the text 'Responses to the Reviewers comments can be entered here at any when the status of the application is "In Revision"' in the Response section.

Step 3. Responding to Comments

After viewing the comments, you should update your Application, addressing the concerns of the Reviewers. Please use the rich text tools to differentiate any changes you make to large blocks of text in the application, by either changing the background colour behind the text or changing the colour of the text.

When making additions or changes to the application on the Activity Description tab you can use the 'Compare to version:' function to compare the submitted application with your updated application.

To do this choose the older version from the 'Compare to version:' drop down menu and then press 'Go'. The current version and the selected version will be loaded side-by-side, with the current version on the left. You can highlight any changes you are making by using CAPITAL text this may make it easier for you and the reviewers to identify any additions.

Note: the “Clear” button to the right of the “GO” button clears the version from the drop-down field.

Step 4. Submitting a Response

Once you are satisfied with the changes to the Application you should press the ‘Submit’ icon  in the Tool bar again. You will be presented the Feedback window again.

Enter in any final responses that you wish to make and press ‘Ok’ to submit the revised application.

If there are any blank pages in the application, you will receive a warning message. Press ‘Cancel’ to go back and complete the empty page, or press ‘Ok’ to continue with the submission.

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