

## How to navigate the Riskware home page

### The Riskware Home page





Note – the Home page view may vary depending on your security privileges. E.g. Administrators will see additional functions compared to general users.

## A. Notifications

Any task or message requiring your attention is displayed here. This includes notification approvals, tasks, peer reviews and where you have been delegated authority in someone's absence.

#### B. Dash Board

Graphical representations of trends related to risks or incidents will be displayed on the Dashboard tab. Click on the Dash Board title to view the Dashboard. Click on the Home title to return to the Home page.

The options displayed depend on your role and security privileges.

## C. Riskware Module Access

The Home page displays the different Riskware modules and options available to you within Riskware. The options available to you depend on your security privileges.

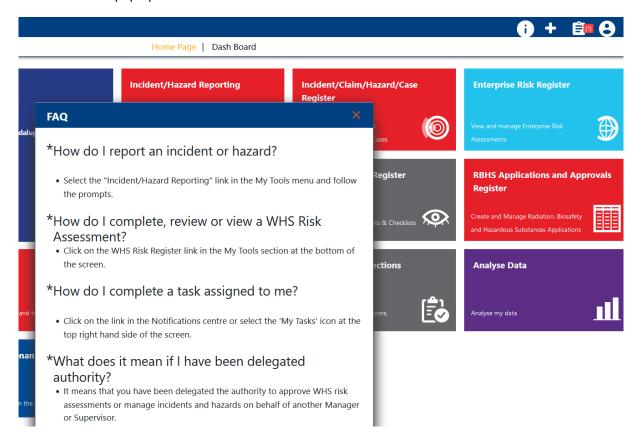
To access a module click on the module title and icon.



#### D. Quick Access Links

## a) Information and FAQ (Frequently Asked Questions)

Selecting the information icon displays frequently asked questions related to the module content in a pop up box.



## b) Quick Links Navigation

Selecting the Quick links icon brings up options for quick access to the various functions and areas of Riskware.

The quick links displayed on your home screen depend on your security privileges.

| Home        | takes you directly to the home page  |
|-------------|--|
| My Tasks    | takes you to the My Tasks screen allowing you to view all tasks allocated to   |
|             | you  |
| Tutorial    | Provides additional help information where this is configured.                 |
| Analysis    | provides access to dashboards, graphs, charts and reports                      |
| Maintenance | provides Administrators with the appropriate level of security privileges with |
|             | access to background Riskware functions. (Not visible to all users)            |
| Feedback    | allows users to send their feedback to PAN Software who own the Riskware       |
|             | Software system.   |

# **Edith Cowan University**





If you wish to provide feedback on the contents of the ECU Riskware modules or have an access or IT query please contact ECU IT Services Centre:

Website: IT Services Kiosk
Telephone: (61 8) 6304 6000
Email: itservicedesk@ecu.edu.au

## c) My Tasks

Selecting the Tasks icon takes you to the My Tasks screen allowing you to view all tasks allocated to you

# d) Account Information

Selecting the Account icon provides the opportunity to Log out of Riskware.