


## How to navigate the Riskware home page

### The Riskware Home page

The screenshot shows the Riskware Home page dashboard. At the top, there is a navigation bar with the ECU logo on the left, the user name 'D' in a box, and navigation links for 'Home Page' and 'Dash Board'. A box labeled 'B' highlights the 'Dash Board' link. The main content area is a grid of modules. A box labeled 'A' highlights a notification area titled 'Good afternoon Adrienne' which lists tasks and approvals. A box labeled 'C' highlights the 'WHS Risk Register' module. Other modules include Incident/Hazard Reporting, Incident/Claim/Hazard/Case Register, Enterprise Risk Register, Facility Register, Certifications, Fieldtrip, Event or Travel, Checklists & Inspections, Analyse Data, Audit Setup, and System Maintenance.

 **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 notifications, 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.

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


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](mailto: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.