EQMS Quick Start Guide

Qualsys

Risk Manager

What do you need help with?

- Risks List →
- Risk Details →
- Risk Suggestions →
- New Risk Suggestion →

Risks List

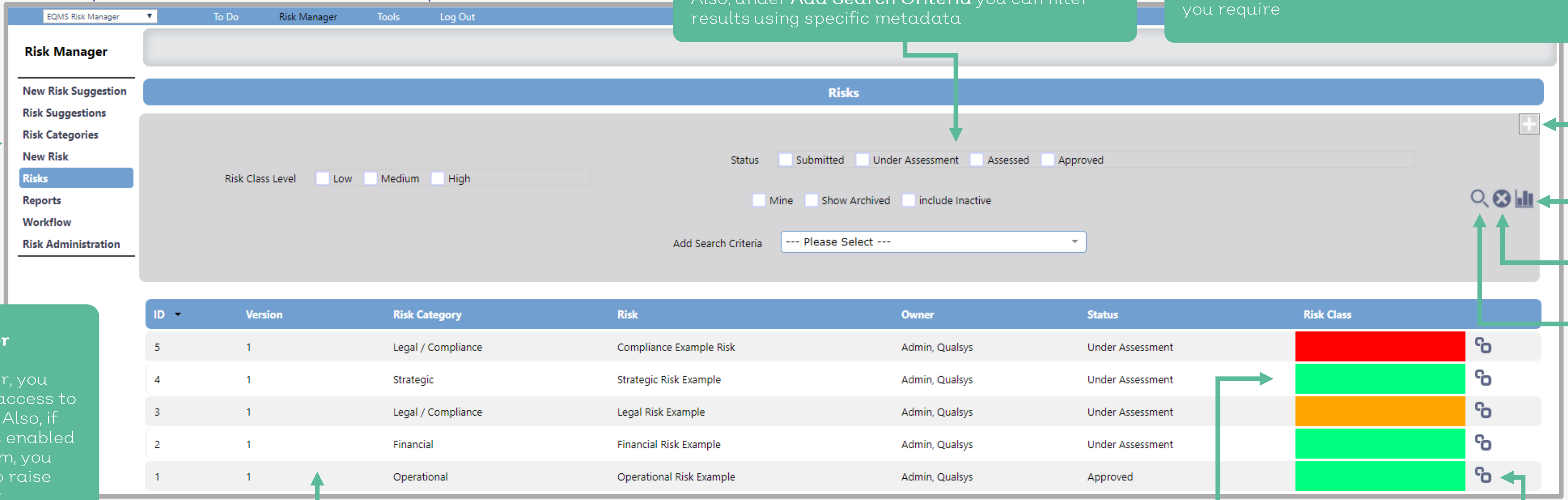
When you first access the Risk Manager module, you should be greeted by the Risk List. If this is not the case, select Risks from the navigation menu on the left hand side of the screen.

Module Access
This dropdown list allows you to navigate easily between EQMS Modules

Navigation Bar
Links to other areas of the Module such as your To-Do list, the Risk Module, Tools and Log-Out

Risk List Filters
The Risk List will display a list of all Risks you have the permission to view. These results can be filtered down by **Status** or **Risk Class Level**. Additionally, you can display only your own Risks (**Mine**), **Archived Risks** and/or **Inactive Risks**. Also, under **Add Search Criteria** you can filter results using specific metadata

Additional Risk List Filters
Selecting the **plus** icon in the top right will reveal yet more filters for the Risk List. These are: **ID, Org Area, Standards, Tags, Risk Type, Asset, Owner** and **Title**. These can be used on their own or in combination in order to retrieve the specific data you require



Report Results

Clear Fields

Submit Search

Risk Manager Navigation
As a Risk User, you should have access to the **Risks** list. Also, if the feature is enabled in your system, you will be able to raise and view Risk Suggestions. Any of these options can be viewed by selecting them from the navigation sidebar

Risk List
Selecting a Risk from the list will reveal the Risk Details screen for the chosen Risk

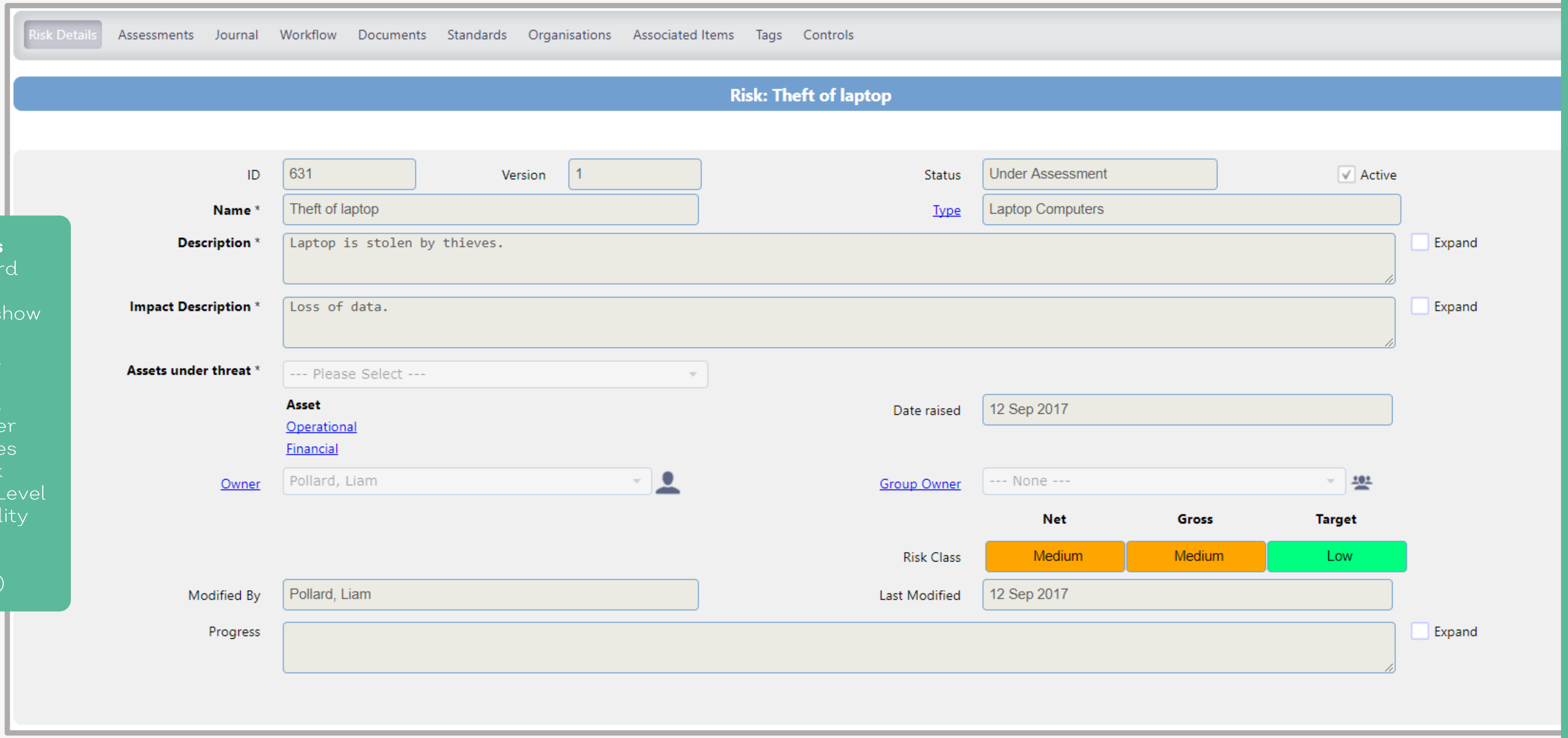
Net Risk Class
By default, the Net Risk Class is displayed in the relevant row for each Risk. If Detectabilities have also been enabled in your system, you may also see the Risk Level

Clone Risk
To 'clone' an existing Risk and create a new record containing the same information ready for you to amend, select the Clone icon

Risk Details

When a Risk is selected from the Risks List the system will reveal the Risk Details screen. As a Risk User, you will typically only have Read Access to the Risk, however, there are a few actions still available to you.

Risk Details
The standard Risk Details screen will show the Name, Description, Impact Description, Assets Under Threat, Dates and the Risk Class (and Level if Detectability has been enabled at Admin level)



Risk Items
Along with the Risk Details screen, the tabs across the top will reveal additional items related to the Risk. As a Risk User there are several actions you can perform.

Assessments – Read Only. This will reveal the full history of assessments for this Risk
Journal – Full history of comments for this Risk. Additional comments can be added by selecting the **Add New** icon.
Workflow – Track the progress of the associated Workflow. Add additional actions be selecting the **Add New** icon
Documents – List of associated documents. You can link additional documents from within EQMS by selecting the **Attach EQMS Doc** Icon.
Standard – List of associated Standards. Additional standards can be linked by selecting the **Link** arrow in the relevant Row
Organisations – List of associated Organisation Areas. Additional areas can be added by selecting the **Link** arrow in the relevant Row.
Associated Items – Read Only – List of associated Items from other EQMS Modules. Access to these items may vary depending on permissions.
Tags – Read Only. List of linked Tags
Controls – List of linked controls. Additional controls can be linked by selecting the **Link Existing Control** icon

Risk Suggestions

The Risk Suggestions area allows you to review any Risk Suggestions that may have been raised in your system. Note: Risk Suggestions must be enabled by a System Admin.

Risk Suggestions Filters
As with the standard Risk List, the Risk Suggestions list has several filters available in order to refine the results. These are: **Status, Name, Asset, Location** and **Proposer**. Additionally, you can filter to view only your own Risk Suggestions by checking the **Mine** checkbox

Risk Suggestions

Status --- All --- Name Asset --- All ---

Location --- All --- Proposer --- All --- Mine

ID	Name	Asset	Raised	Proposer	Status
122	Bread	Reputational	14 Sep 2017	Admin, Risk	Raised
121	testing permissions	Asset Type 100	4 Sep 2017	User, Risk	Raised
120	Risk suggestion	Amenities	5 Jun 2017	Pollard, Liam	Raised
119	Risk Suggestion TestJR	Service Quality	20 Dec 2016	superuser, superuser	Processed
118	Test	Amenities	20 Dec 2016	Scholey, John	Processed
117	Broken Table	Amenities	19 Dec 2016	hollis, d test	Raised
116	test 2	Amenities	19 Dec 2016	superuser, superuser	Processed
115	Test 1	Amenities	19 Dec 2016	superuser, superuser	Raised
114	Broken Lamp	Amenities	19 Dec 2016	superuser, superuser	Raised
113	JS Test 3	Amenities	19 Dec 2016	Scholey, John	Processed

Clear Fields

Submit Search

Risk Suggestions List
Selecting a Risk Suggestion from the list will reveal the relevant **Suggestion Details** screen

Risk Suggestions Statuses
Each Risk Suggestion will have a suitable status:
Raised – Submitted as a Risk Suggestion
Under Assessment – A Risk Admin or Manager is currently reviewing the suggestion
Processed – The Risk Suggestion has been processed by a Risk Admin or Manager and may have been raised as a Risk Record

New Risk Suggestion

If enabled in your system, you may be able to raise 'Risk Suggestions'. These are areas for possible risk that you would like to raise to be considered or reviewed by a Risk Manager or Administrator. To raise a Risk Suggestion, select **New Risk Suggestion** from the Navigation list on the left hand side of the screen.

1

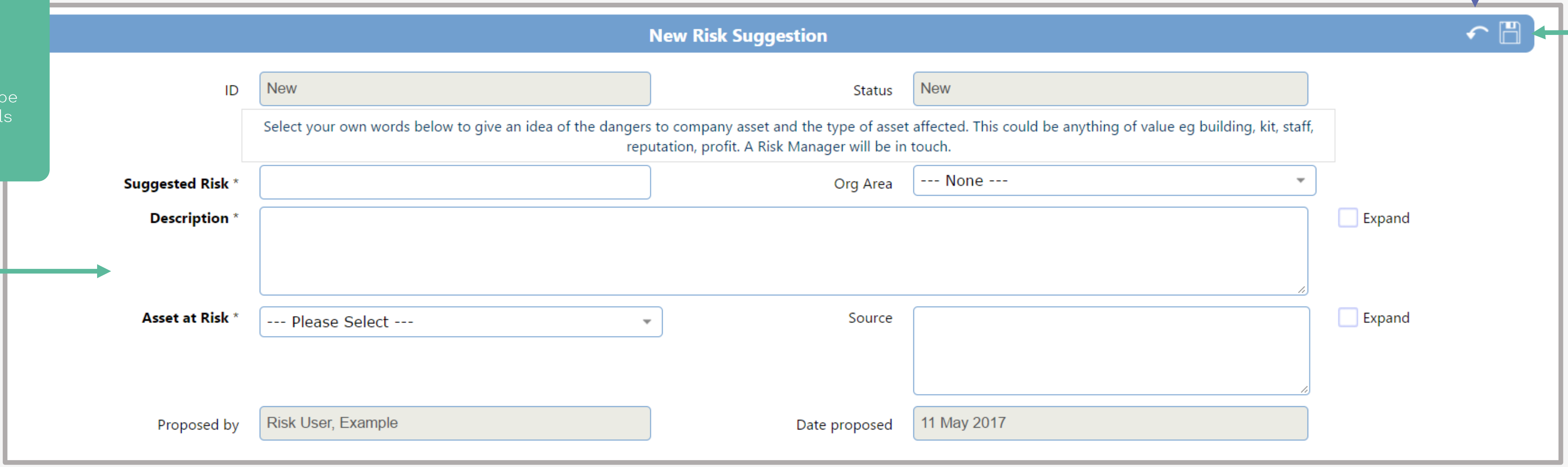
Suggestion Details
When filling out the Risk Suggestion form you just enter a title for the **Suggested Risk**, a **Description** and select the **Asset** that may be at risk from the dropdown list.

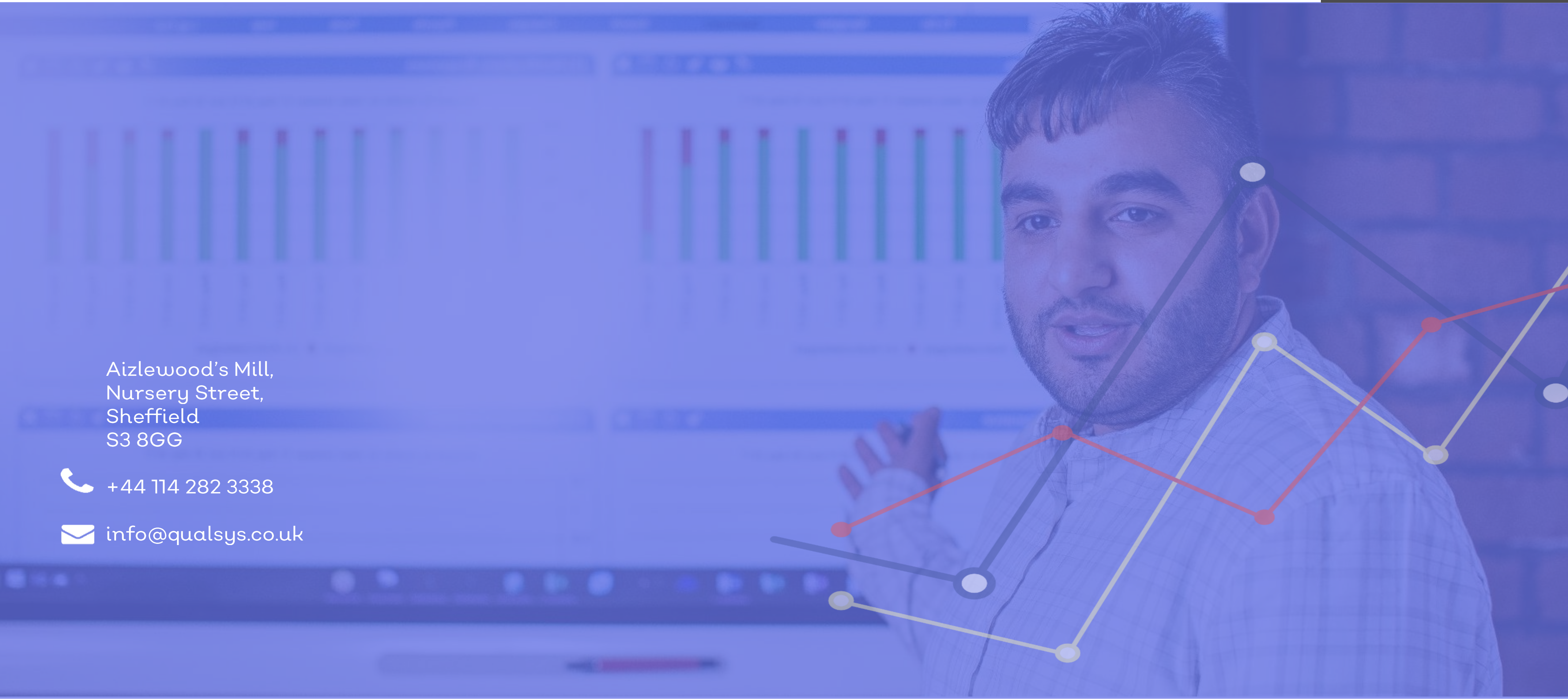
Optionally, you can also select the **Organisation Area** where the risk may be and give additional details for the **Source** of the Risk

2

Undo

Save and Submit





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