EQMS Quick Start Guide

Risk Manager – risk assessment

What do you need help with?

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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.

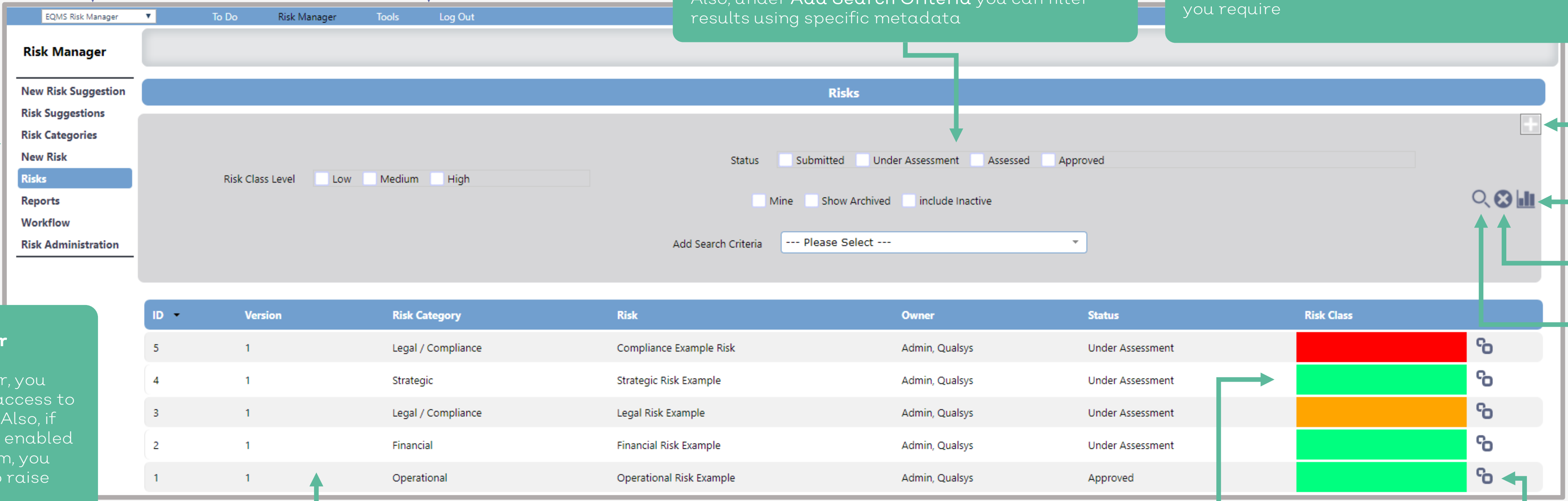
Qualsys

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

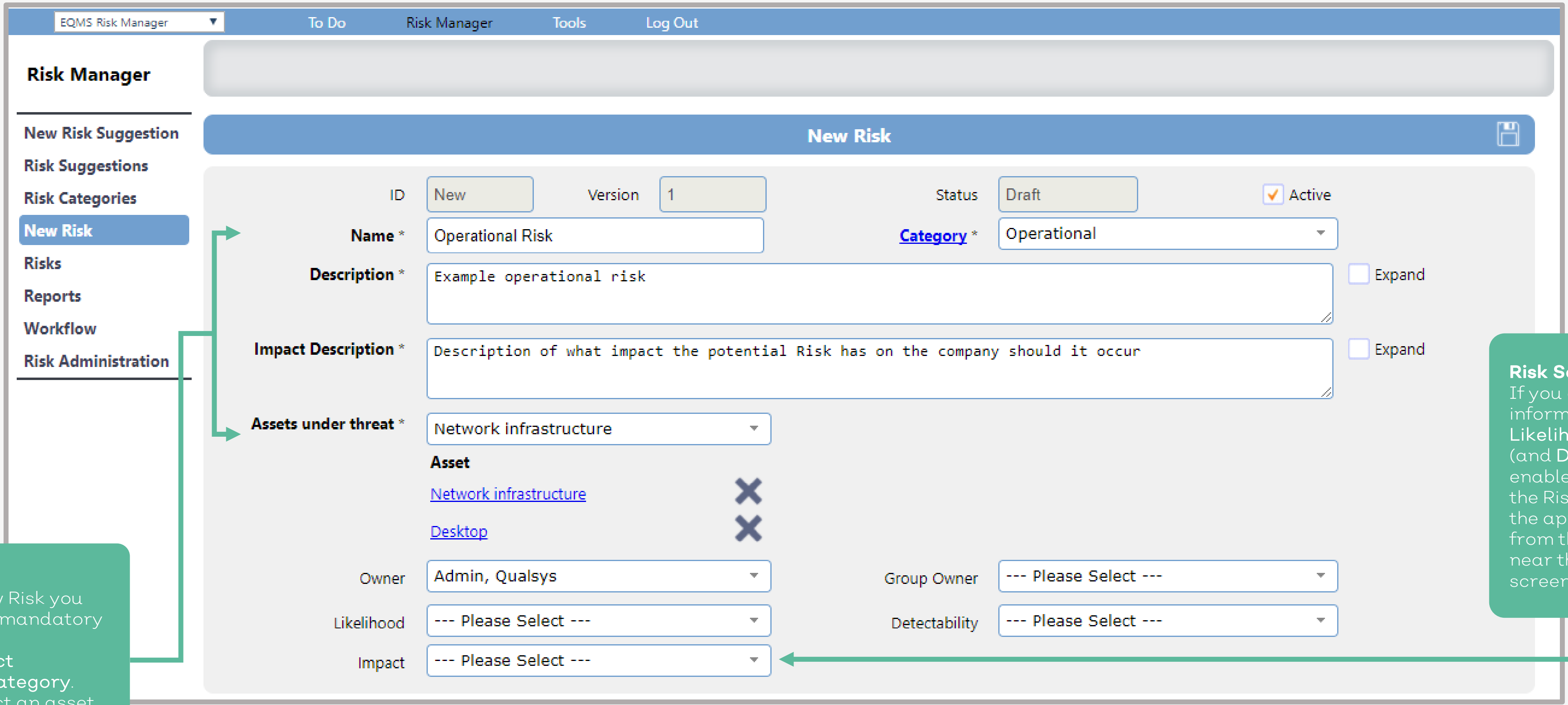
Net Risk Class
By default, the Net Risk Class is displayed in the relevant row for each Risk. If Detectabilities have also been enabled in your system, you may also see the Risk Level

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

Raising a Risk

This guide is aimed at users with the ability to raise and manage new Risks. These are the EQMS system groups **RSKMGR** and **RSKADM**.

Qualsys



New Risk
Selecting New Risk from the side bar will reveal a blank New Risk details screen

Risk Details
When raising a New Risk you must complete the mandatory detail fields. **Name**, **Description**, **Impact Description** and **Category**. You must also select an asset (or multiple) from the Assets under threat dropdown box

Risk Scores
If you already have information regarding the **Likelihood** and **Impact** (and **Detectability** of enabled in your system) of the Risk, you can select the appropriate scores from the dropdown boxes near the bottom of the screen

Kick-off Workflow

Behind each Risk should be a workflow configured to process and handle the assessment and mitigation. Once a risk has been raised, you will need to either kick-off the predefined workflow, or select the suitable workflow to use. To do this, access the Workflow tab from the Risk Header bar. You will be presented with a screen similar to below.

Risk Details | Assessments | Journal | Workflow | Documents | Standards | Organisations | Associated Items | Tags | Controls

Workflow

Assessment: OPRA - Operational Risk Assessment

Current Workflow

Sequence	Title	Actionee	Status
1	Review	Qualsys Admin	Awaiting Issue
2	Response	Qualsys Admin	Awaiting Issue
3	Management Plan	Qualsys Admin	Awaiting Issue
4	Immediate Action	Qualsys Admin	Awaiting Issue
5	Long Term Action	Qualsys Admin	Awaiting Issue
6	Re-assessment	Qualsys Admin	Awaiting Issue
7	Approval	Qualsys Admin	Awaiting Issue

Workflow
If no workflow has been selected, choose the suitable one from the dropdown box

Actions
Prior to kick-off, the actions can be rearranged by selecting the up and down arrows. Actions can be set to be carried out in parallel by having them listed with the same sequence number in the workflow. The subsequent action will be issued once all parallel actions have been completed.

Selecting an Action from the list will reveal the Action Details screen.

From here you can override the Target Period. If the action is 'modifiable' then you will also be able to amend the actionee

History

Save

Kick-Off Workflow

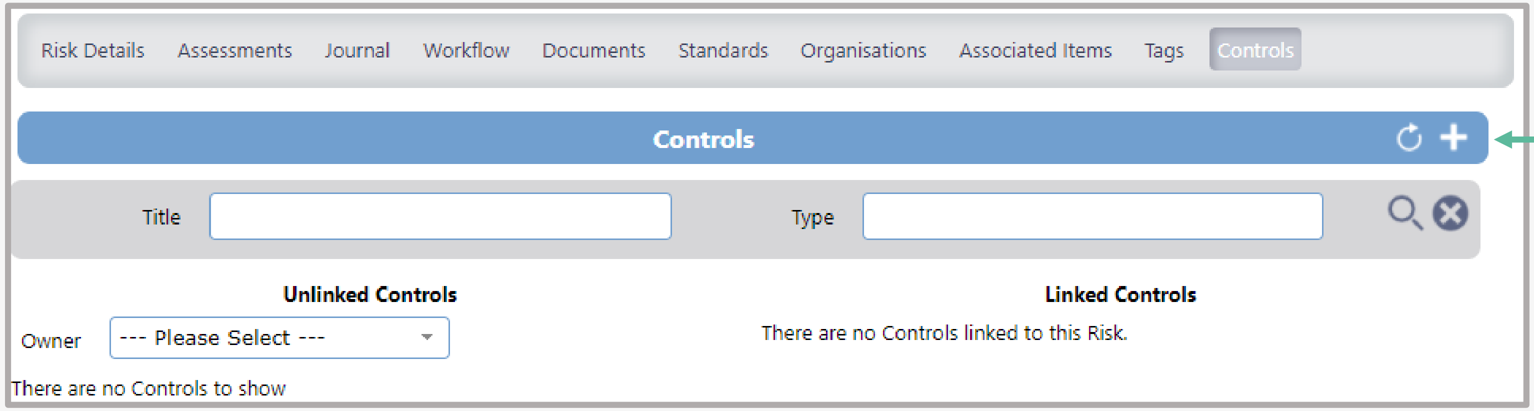
Add Action

Process Workflow
In order to start the workflow, select the Kick-Off icon. This will issue the first action in the workflow. Subsequent actions will be issued as the previous action is completed.

Add Controls

To mitigate and handle the risks highlighted in your Risk records, you can associate and assign controls to each specific Risk record. To do this, select the Controls tab from the Risk Details header bar. You will be presented with a screen similar to below.

Controls Screen
If no controls have been linked, you will see a screen similar to the one shown here



Add Control
Select this icon to associate a new control to this Risk Record. The **Add Control** and **Control Details** pop-up window will appear

Control Details
To add a new control to link with the Risk you need to complete the mandatory fields:
Title, Type, Review (Days) and **Owner**.

Additionally, a description can prove helpful to other users who may review the risk and inform the Owner designated for this control.

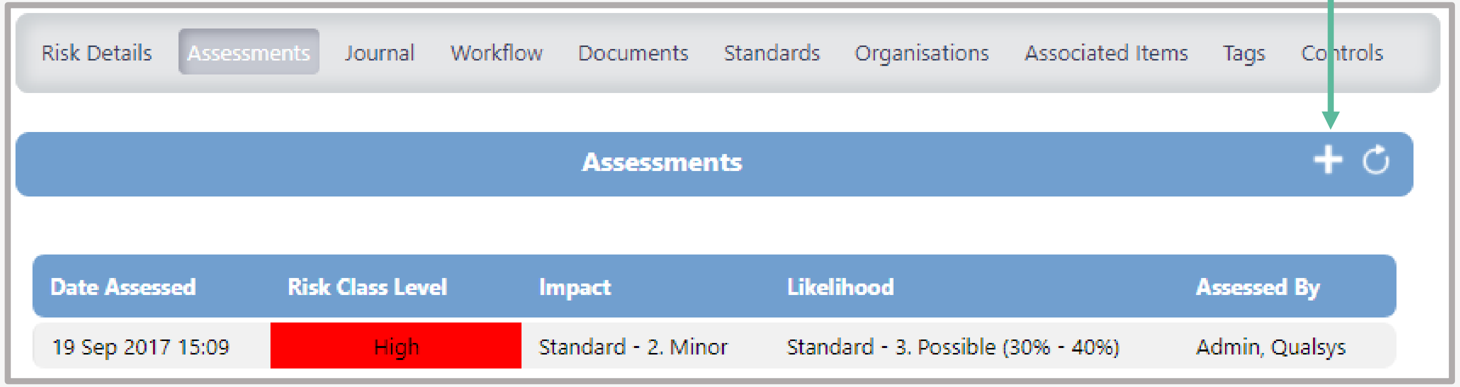
Note: Review dates specifies when the control should be reviewed for effectiveness

Assessments

As part of Risk Assessment, you must set specific scores against a Risk for the Impact, Likelihood and, if enabled, the Detectability of a Risk. After each control is applied and reviewed, the score should also be reviewed and updated. Selecting the Assessments tab from the Risk Details header bar.

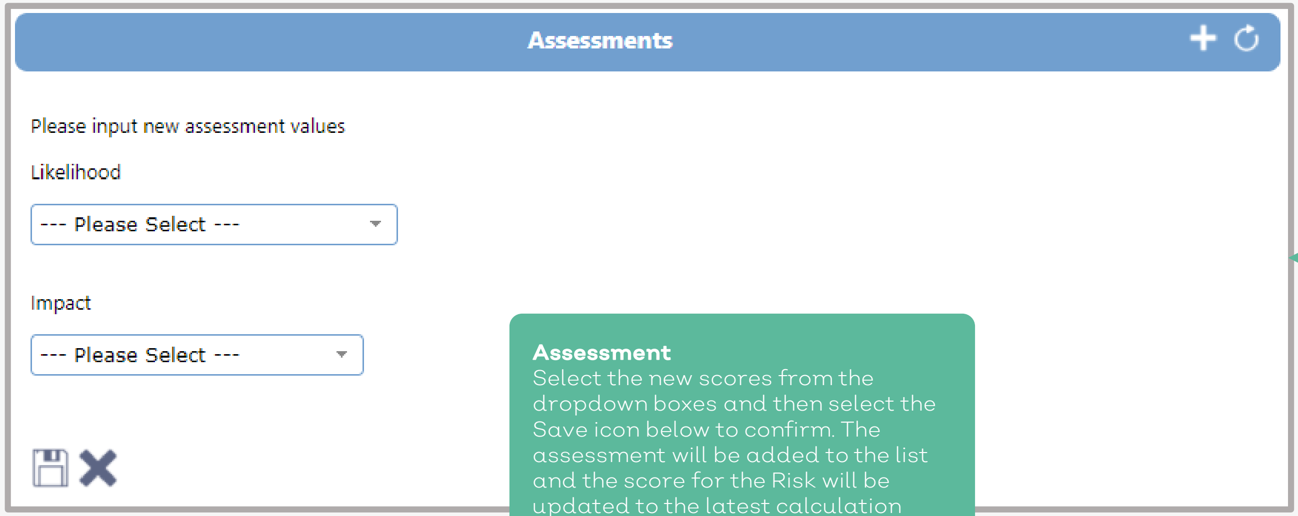
Assessment List
Each assessment will be listed chronologically and displays key information for the assessment

Assessment Details
To reveal additional information regarding the previous assessments, select the relevant row in the assessments list

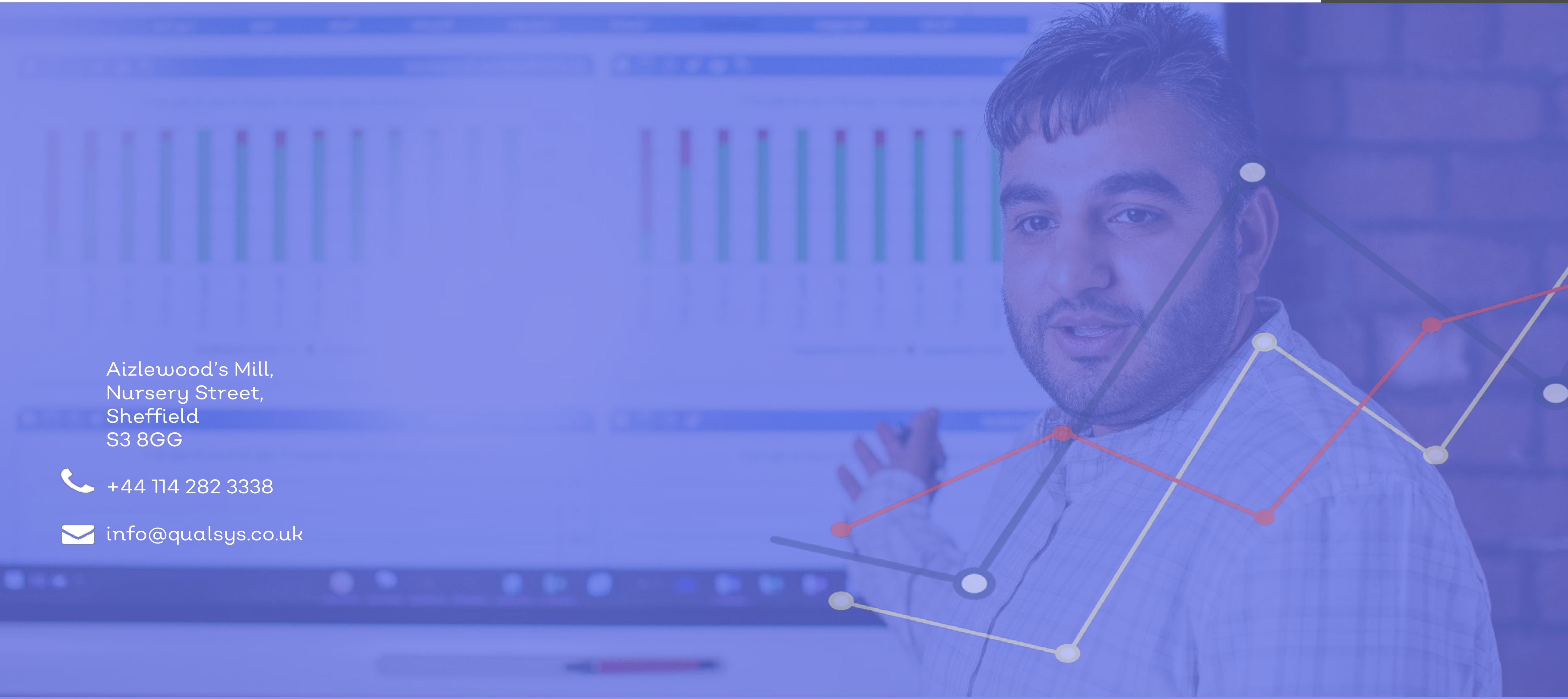


New Assessment
To raise a new assessment against the risk record, select the **Add New** icon

This will reveal the New Assessment details as shown below



Assessment
Select the new scores from the dropdown boxes and then select the Save icon below to confirm. The assessment will be added to the list and the score for the Risk will be updated to the latest calculation



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