Lesson – Create a Risk

- Go to the **Go To...** menu in the top left-hand corner of the browser's window

- Select **Risks** on the menu

- From the Risks sub-menu select **Browse (Risk trees you can explore.)**

Create a Risk

- Click on the **Risks** heading at the top of the window

- Select **New Risk** on the menu

- Enter a **Code** for the Risk: TESTRK_[your initials]1

- Enter the **Title** of the Risk: Public Reception Area

  - Select a **Risk Matrix**: Default

  ### Scoring the Risk

  - Select the **Impact**: Medium
  - Select the **Likelihood**: Maybe
  - Select the **Date Reviewed**: 1st of this month
  - Click the **Save & Close** button

Updating the Risk

- Click on the **Update** button in the top panel

- Click **New Assessment** on the menu

  A Risk Assessment window opens.

  - Select the **Impact** on the drop down list: Low
  - Select the **Likelihood** from the drop down list: Maybe

  You may click on a square in the matrix to select the Risk score. This will update the Impact and Likelihood drop down lists.

  - Click the calendar icon (🗓) to select the **Date Reviewed**
  - Enter the note: Mitigated Risks due to new procedure
  - Click the **Save** button at the top of the window

  ### Viewing the History

- Click the **History** tab

  A summary of the changes in Risk over time is shown.