Re-Assigning Risk Assessments in Assure

As we are re-assigning assessments it's probably easier to search Assure for the name of the Users whose assessments we wish to re-assign.

So

Log onto Evotix Assure and navigate to the Activity Risk Assessment area.

Click on 'Modules' -> 'Risk' -> 'Activity Risk Assessment (STFC)'



Activity Risk As	sessment (STFC)				+ New	Record
Go to page: 1 / 131 Go				<u> 1 2 3</u>	4 5 6 7 🕽	Last
🖓 Filters 🗸 📄 Reports	\sim					٩
Reference	Department/Division	Assessment date	Assessor name	Assessment title	Record is Unassigned	
073	UK ATC Engineering Support Services	04/08/2021	Mark 1005	MATCHE INCOME BARRIES	(1) In Progress	
					🕤 Submit	
Related	Review Date	Last update			Approve	
l∄o @r2 Щo ,⊋o	04/08/2023	11/01/2023 00:28:02			Archive	

Click on the search icon (highlighted above).

Activity	Risk A	lssessr	nent (S	STFC)		
					2 Davies	× =
Department/Division	Reference	Assessment date	Assessor Reference	 Overall residual risk level – hidden 	People exposed	0 0
Scientific Computing	2569	20/06/2019		1		(\$ V)
Safety Health and Environment	2255	07/11/2022		2	K Bar Printer, Son Phone The United Phone Phone Strength (Support Support Support)	Detail
Safety Health and Environment	3541	28/09/2022		0	Gave Ranke 20100 Consume National and capable 2000	Reports

Enter the Surname of the User whose assessments we want to re-assign in the field highlighted above.

This should reduce the list to a few assessments.

Using the 'cog-wheel' icon at the right of each entry choose 'Detail'.

This will bring up a copy of the assessment with a *C* Edit button at the bottom, click on this to enable editing.

You can now change the name of the assessor and any team members:

Assessor reference		
Assessor forename(s)	(int)	
Assessor surname		
Assessment team members		Select)
Assessment date	20/06/2019)
Activity/task to be undertaken		
A detailed description of the activity or task.		<u>ـ</u>
People exposed		People

At this point you should hit the 'Save' button at the bottom (if it is not visible just scroll the window down a bit and it should appear).

The row of icons at the bottom should include an icon on the right:

> Record Detail	
Save V Cancel Expand	

Which comes up with 'Reviews' when you hover the mouse over it.

Click on this.

This should bring up a new page where the risk assessment review is set up (date and reviewer). It is probably this step that is being missed as this will generate an email on the review date.

Again click on the cog-wheel in the last line and choose edit:

Review							+ New Recor	rd
					(2		
Reference 2569	Department/Division Scientific Computing	Assessment date 20/06/2019	Assessor name		Assessment title	Record is Assign	ed ••	24
Related P o 🖉 2 🛄 o 🅞 o	Review Date 20/06/2021	Last update 27/07/2021 09:47:50				Submit		
Due Date	Review By			Complete Date			*	
Showing 1 to 1 of 1 entries						(🕑 Edit	ate
		OK Ven	sion: 19.2.15550.0				Delete	
							≡ Detail	

Which will bring up:

 Edit Review 	
Due Date*	20/06/2021
Review By*	Joshua Davies 🔯 🗸
Comments	% Select

Where the review date and the person who would carry out the review can be changed. Clicking 'Select' gives a dialog where Users in Assure can be searched:

splay:	Search:			
o ∨			smith	
User 🍦	Full Name 🗍	Email	🔶 Org Unit	
OR-102297	Phill Smith	phil weitige the ac of	Science and Technology Facilities Council	
OR-103139	Dave Smith	dava protigioth, as ob	Science and Technology Facilities Council	
OR-103755	Kevin Smith	term and regardle accub	Science and Technology Facilities Council	
OR-104073	Paul Smith	part configurations and	Science and Technology Facilities Council	
OR-104420	Ron Smith	second respective of	Science and Technology Facilities Council	
OR-104443	Darren Smith	and the second part of the	Science and Technology Facilities Council	
OR-104527	Andy Smith	way company as a	Science and Technology Facilities Council	
OR-104716	Christopher Moreton- Smith	consister competition of	Science and Technology Facilities Council	
OR-104788	Rob Smith	And the second design of the second	Science and Technology Facilities Council	
OR-113870	Daniel	dense with goals, as all	Science and Technology	

You just click on the name to choose it (the Processing message may seem to take a while).

At which point you can just click on the save and close button to complete the re-assignment.