How to resurrect an archived Risk Assessment.

- 1. To find your archived Risk Assessment, go to Modules > Risk > Activity Risk Assessment (STFC)
- 2. Next, click the 'Filters' tab and select 'Show Archived Records'

Home	Activity Risk Assessment (STFC)		+ New Record
●●● ●●● Modules	Go to page: 1 / 132 Go		<u>1</u> 2 3 4 5 6 7 ≯ Last
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Tasks	Filter by		Record Per Page
Portal Queue	Please select a filter	V C + Show Archived Records	10 🗸
	Sort by	Org Group	
Attachments	Reference	Please select an Org Group	~
Onsights+			

3. This will now display all archived records and allow you to search for archived records using the search button. Click the 'search' icon and then enter your search query, in this case we are searching for the RA reference number.

G	Activity Risk Assessment (STFC)	+ New Record
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Tasks	Filter by	Record Per Page
W Research and Innovation	Home > Risk: Activity Risk Assessment (STFC) > Quick Search	Org Unit: Science and Technology Facilities Council (온) Joshua Davies 🗸 (전) Settings 🗸 (전) Help 🗸
	Activity Risk Assessment (STFC)	
:::		
Modules	Department/Division 🕴 Reference 🕴 Assessment date 🔅 Assessor Reference 🌵 Overall residual risk level - hidden	People exposed

- 4. Click the cog icon () on to the right of your RA and select 'Edit'.
- 5. Go to the Approvals page of your RA.

Activity Risk Assessment (STFC)	☆ Actions	Note Attachments	🕞 Notes	Signatures
Content of this tab is not auto	-saved. Make	sure to press Save	or Save & C	lose buttons after making changes.
✓ Assessment details				
Department/Division				
Click on the cog-wheel and select your Department or Division.	Safety Hea	Ith and Environment	\$	
Reference*	3668			
Is this confidential?				
Save V Cancel	Expand			

6. To reinstate the assessment back into the Evotix system, you can click the 'Re-open' button.

Approval						
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Reference 3668	Department/Division Safety Health and Environment	Assessment date 22/03/2023	Assessor name	Assessment title Test Risk Assessment	🕑 Re-open 🎻 Submit	•••
Related B_O ⊘ O Щ O ┌┍ O	Review Date 28/04/2023	Last update 19/04/2023 15:54:13			 Approve Archived 	

7. Next you will be given the option to add comments to the risk assessment to jusity the re-opening of the record. Once you have added comments or left this field blank, you can press 'Save and Close' to reinstate your record back in the system.

1 Activity Risk Assessment (STFC)	☆ Actions	Attachments	Notes	Signatures
✔ Reset Record to In Progres	S			
Date	1	9/05/2023		
Comments				

8. If done correct, you will now see the RA states it is 'In Progress' and unassigned, you may wish to reassign this to the correct person at this stage.

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Reference 3668	Department/Division Safety Health and Environment	Assessment date 22/03/2023	Assessor name	Assessment title Test Risk Assessment	Record is Unassigned () In Progress
Related 🔁 o 🥔 o 🏛 o	Review Date	Last update 19/05/2023 15:07:23			Approve Archive
Stage 🔶	Date 🔶 By	Assigned Sul	bmission Due Date 🔹 🔻	Approver Approved?	🗘 Comments 🔶
In Progress (Current)	19/05/2023 Joshua Davies			No	(\$ \v