

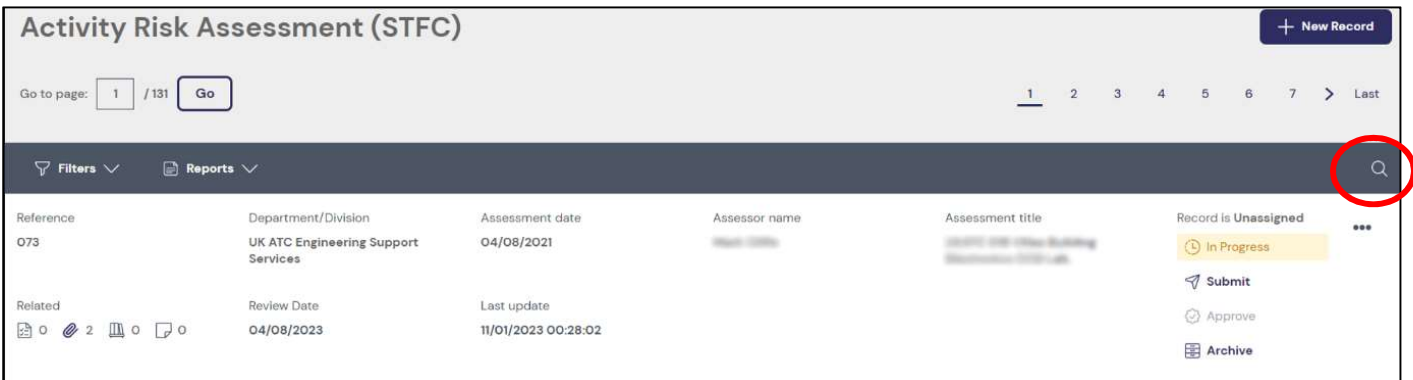
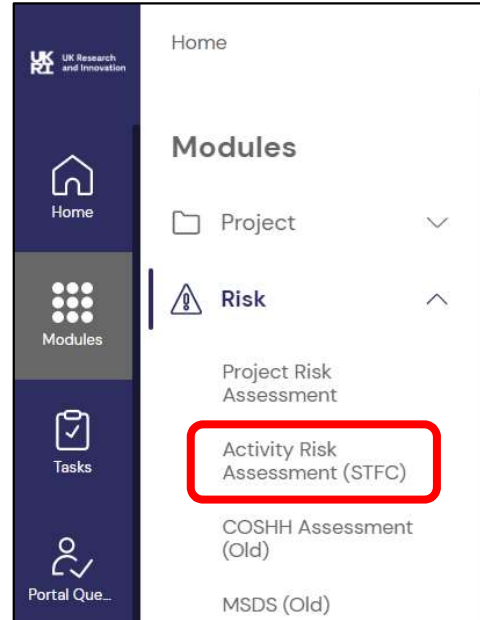
## Re-Assigning Risk Assessments in Assure

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.

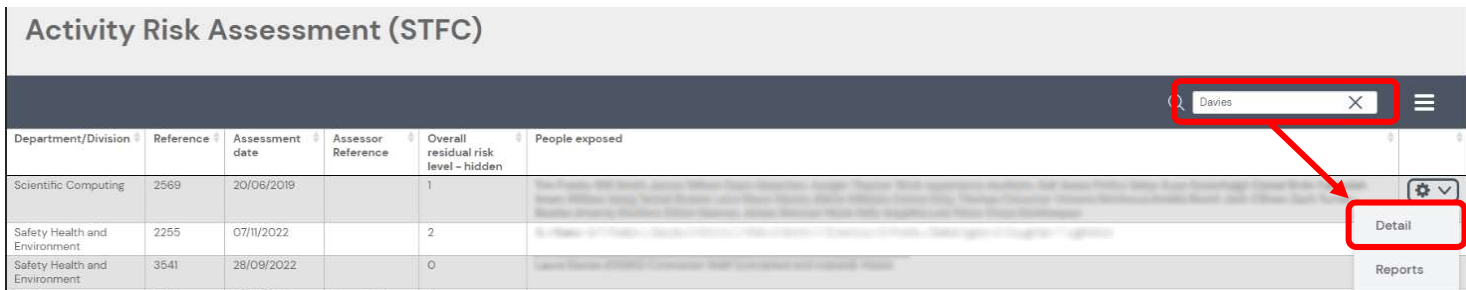
So

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

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



Click on the search icon (highlighted above).



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  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)

Assessor surname

Assessment team members  **Select**

Assessment date

Activity/task to be undertaken  
A detailed description of the activity or task.

People exposed  **People**  
**Occupations**

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**  **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 Record

Reference	Department/Division	Assessment date	Assessor name	Assessment title	Record is Assigned
2569	Scientific Computing	20/06/2019	Simon Williams	Review of existing equipment with new assessment details	In Progress
Related	Review Date	Last update			
0  2  0  0	20/06/2021	27/07/2021 09:47:50			
Due Date	Review By	Complete Date			
20/06/2021	Simon Williams				

Showing 1 to 1 of 1 entries

**Edit**  
 Complete  
 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:

Select

Display: 10

Search: smith

User	Full Name	Email	Org Unit
OR-102297	Phill Smith	phill.smith@assure.ac.uk	Science and Technology Facilities Council
OR-103139	Dave Smith	dave.smith@assure.ac.uk	Science and Technology Facilities Council
OR-103755	Kevin Smith	kevin.smith@assure.ac.uk	Science and Technology Facilities Council
OR-104073	Paul Smith	paul.smith@assure.ac.uk	Science and Technology Facilities Council
OR-104420	Ron Smith	ron.smith@assure.ac.uk	Science and Technology Facilities Council
OR-104443	Darren Smith	darren.smith@assure.ac.uk	Science and Technology Facilities Council
OR-104527	Andy Smith	andy.smith@assure.ac.uk	Science and Technology Facilities Council
OR-104716	Christopher Moreton-Smith	christopher.moreton-smith@assure.ac.uk	Science and Technology Facilities Council
OR-104788	Rob Smith	rob.smith@assure.ac.uk	Science and Technology Facilities Council
OR-113870	Daniel Smith	daniel.smith@assure.ac.uk	Science and Technology Facilities Council

Showing 1 to 10 of 36 entries

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  button to complete the re-assignment.