Risk Register

Adding a Risk to the Register

Once logged into the Riliance system you will arrive at the homepage.

From here you can access the Risk Register module by clicking 'Modules' in the top toolbar and selecting 'Risk Register' **(1)**.

You will arrive at the Risk Register home page. To add a breach onto the system select the green 'Add' button **2)**.

You will now be able to proceed with logging the risk, adding in the appropriate information as directed by the form **(3)**.

You will now have two options depending on whether or not the mitigation strategy is known.

Mitigation Strategy Known:

If the mitigation strategy is known, enter the risk details at **(Step 3)** and click the green 'Record Risk & Mitigation Plan' button **(4)**. Now skip to **(Step 12)**.

Mitigation Strategy Not Known:

If the mitigation strategy is not yet known, you can set a task assigning an individual to identify the mitigation strategy at a later date.

To assign an individual to identify the mitigation strategy at a later date, enter the risk details and click the green 'Record Risk' button **(5)**.

A window will automatically appear which will allow you to schedule a Create Mitigation Strategy Task **(6)**.

Assign the task to the relevant individual and specify the due date **(7)**.

When all relevant information is completed, click 'Schedule Task' **(8)**.

An email notification will be sent to the user who is assigned the task.

You will be brought back to the summary page of the risk record and unless you are the assignee of the task listed, you have nothing further to do **(9)**.
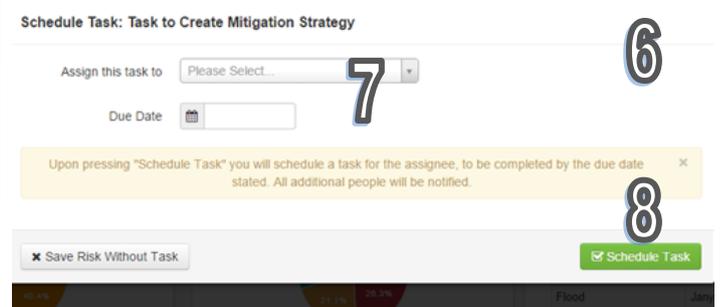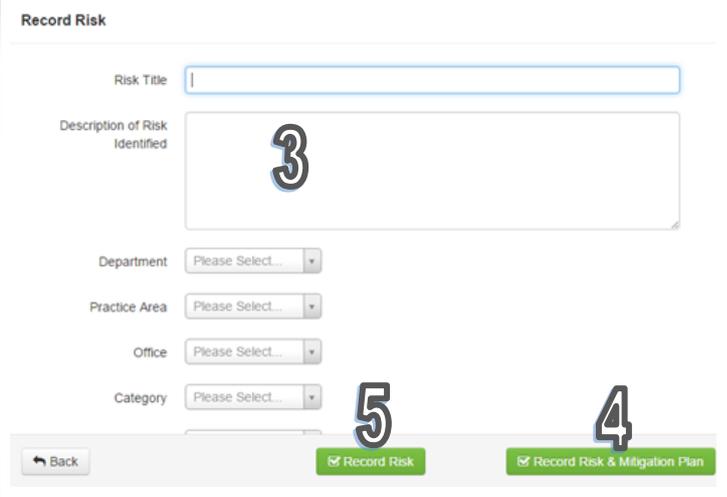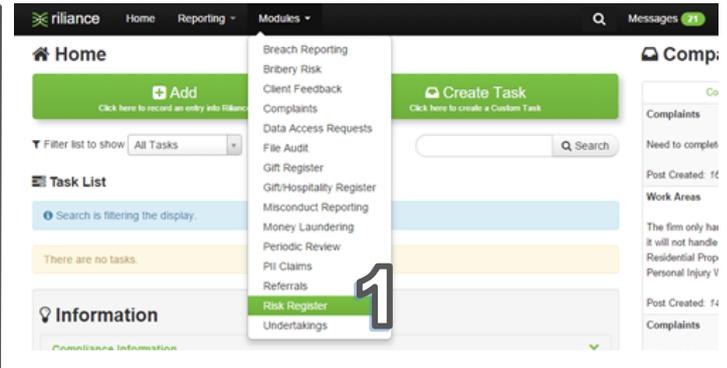
Risk Register

Completing a Risk Register Task

Tasks assigned to you on the Risk Register module will be displayed in the Task List on the right hand side of the Risk Register homepage **(10)**. Find the relevant task and click the green 'View' button next to it.

This will open a summary of the risk **(11)**. To view your specific task in relation to that risk, locate the task in the Task List on the right hand side of the summary page and again click the green 'View' button **(12)**.

Identify Mitigation Strategy Task

If you are set a task to create a mitigation strategy, locate your relevant task using **(Steps 10-12)**.

Your Identify Mitigation Strategy Task will now appear **(13)** and it is here that you will need to detail the strategy and specify a date for review. Once all relevant information is completed, click the 'Save and Close' button **(14)**.

An email notification will be sent to the user who is assigned the task.

Mitigation Strategy Review Task

If you are set a task to review the arrangement, locate your relevant task using **(Steps 10-12)**.

Your Mitigation Strategy Review Task will now appear **(15)** and it is here that you will need to detail whether or not the risk has now been removed. Additionally, you can detail how the level of risk has been mitigated (if at all).

Risk Not Removed:

If the risk has not been removed at the time of review, (or if the risk is persistent at the firm) click 'No' **(16)**, and you will be prompted to set the next Review Task.

Complete entering the details of the review and click the green 'Save & Close' button **(17)** to schedule the task.

An email will be sent to the user who is assigned the task. Return to (Step 15) for guidance on completing any further reviews.

Risk Removed:

If the risk has now been removed, click 'Yes' at **(Step 16)** and you will be prompted to insert details of how the risk has been removed.

Once all relevant information has been included, click the green 'Save & Close' button to archive the risk **(17)**.

You will be brought back to the summary page (18) where you should see that 'There are no Tasks' under the Task List and that no further action is required (19).