
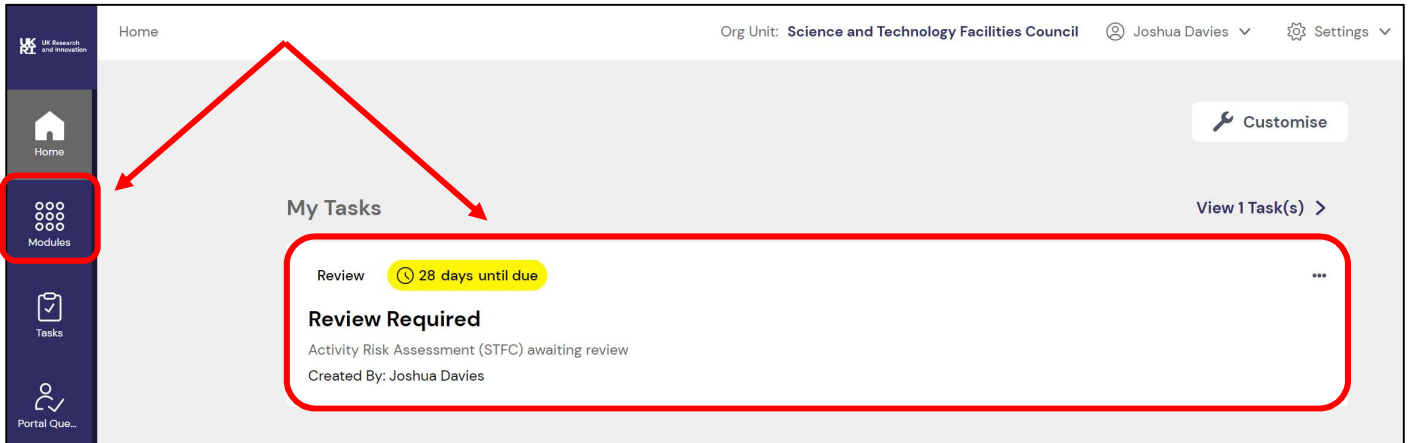



# How to archive a risk assessment on Assure

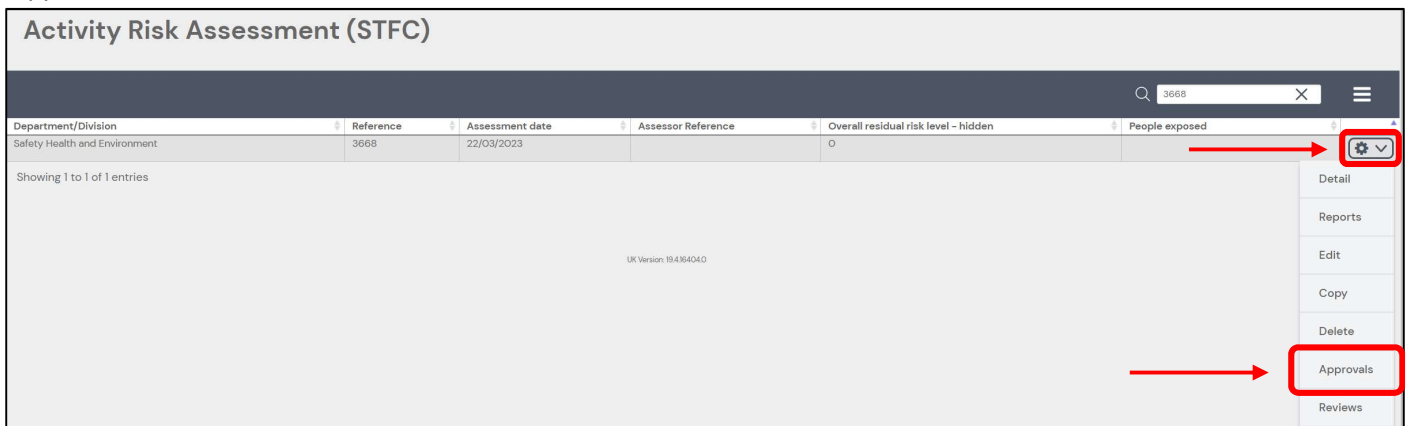
Note, ensure the Org Unit is set to 'Science and Technology Facilities Council' at the top of the page before continuing.

Org Unit: Science and Technology Facilities Council

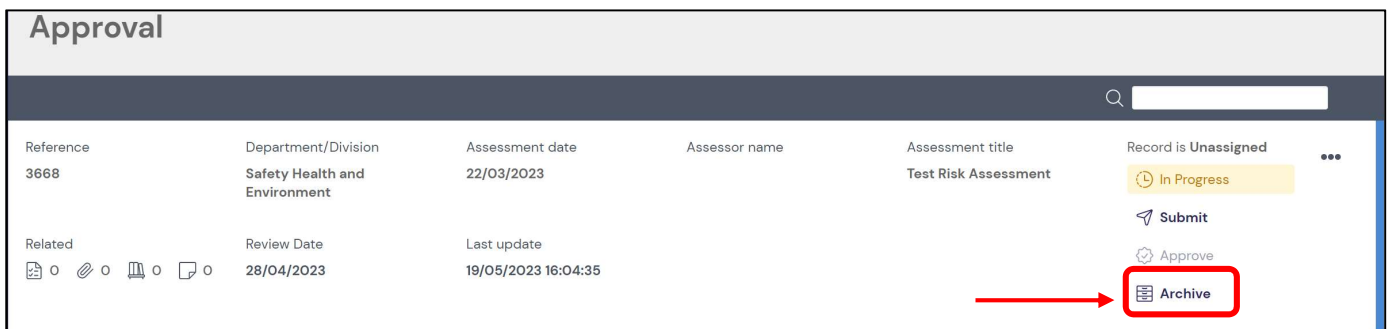
1. To locate your RA you can either search for it by going to the left navigation bar then selecting Modules > Risk > Activity Risk Assessment (STFC) (once on this page you can search for your RA by clicking the search icon  or go to the relevant action on 'My Tasks' on the front page of Evotix Assure, see below:



2. Once you have located your Risk Assessment, click the 3 dots ( **...** ) or the Cog icon () and then select 'Approvals'.



3. On the Approval page, you should see the 'Archive' button on the right side. If you wish to archive your record, click this button.



4. You can enter any comments you wish submitting for archiving. Tick 'Delete Associated Review?' and once done, click the 'Save and Close' button to finalize archiving your risk assessment.

