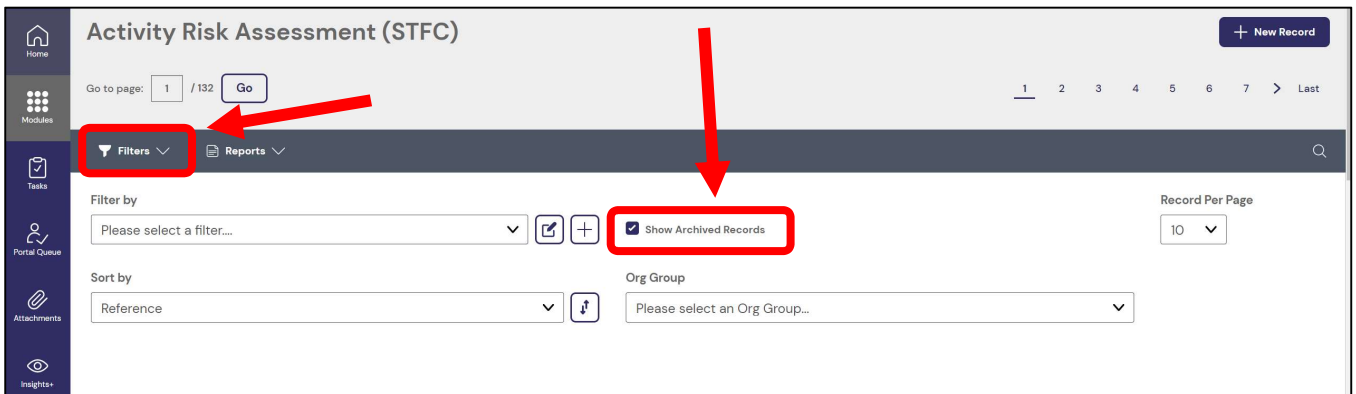
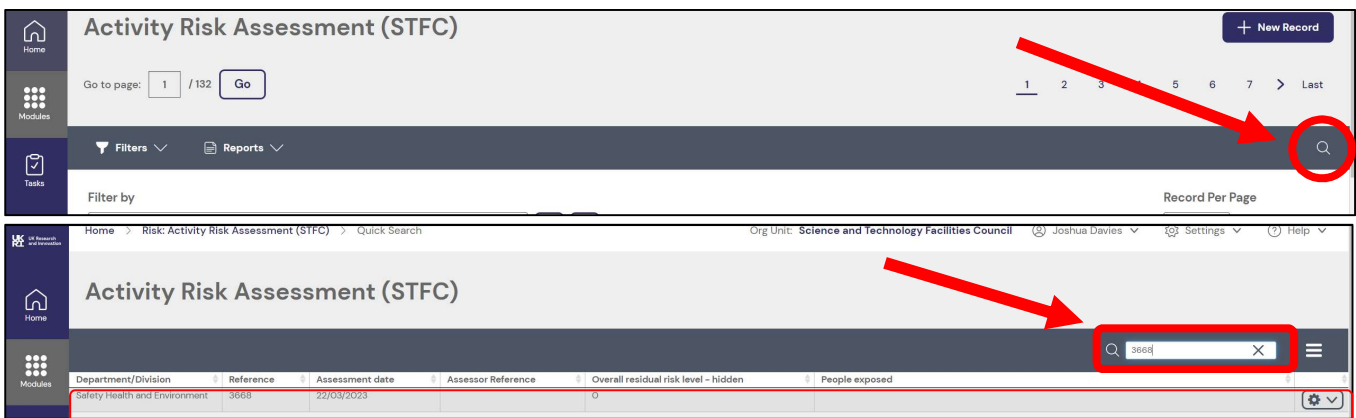


How to resurrect an archived Risk Assessment.

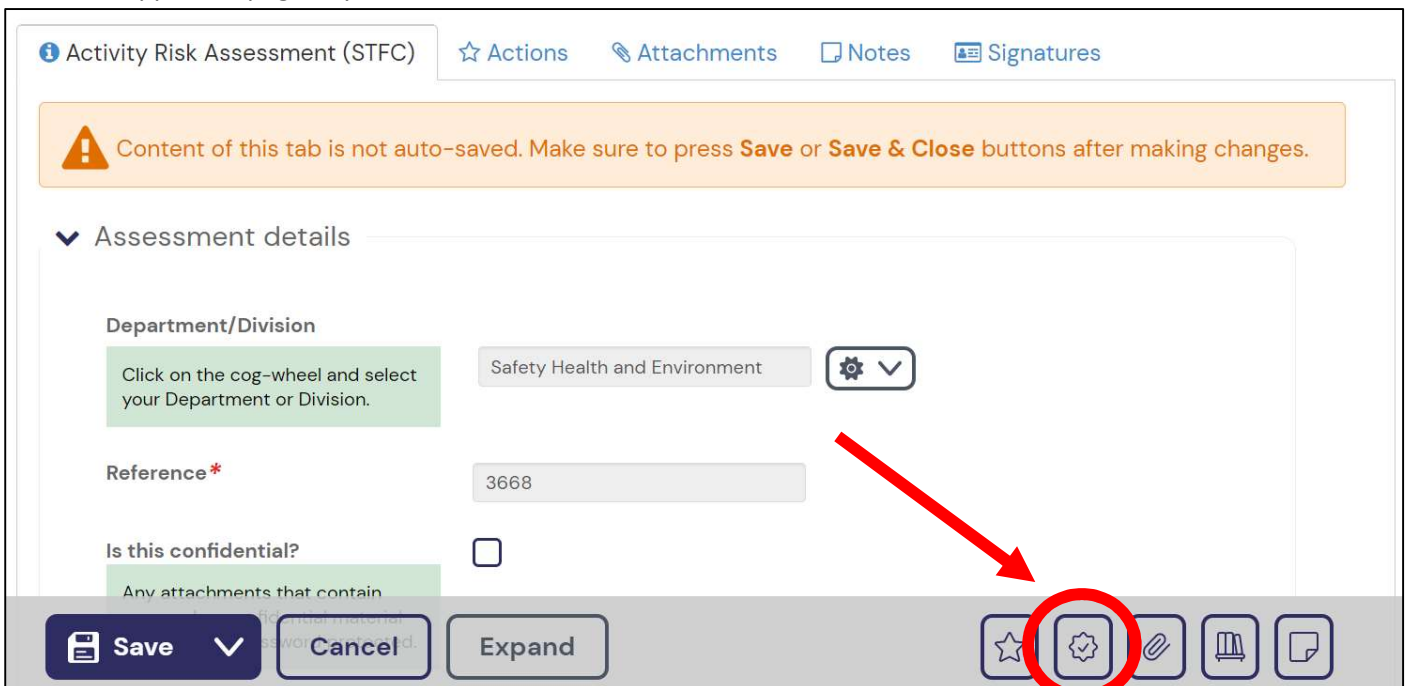
1. To find your archived Risk Assessment, go to Modules > Risk > Activity Risk Assessment (STFC)
2. Next, click the 'Filters' tab and select 'Show Archived Records'



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.



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



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

Approval

Reference	Department/Division	Assessment date	Assessor name	Assessment title	
3668	Safety Health and Environment	22/03/2023		Test Risk Assessment	Re-open Submit Approve Archived

Related: [Icons] Review Date: 28/04/2023 Last update: 19/04/2023 15:54:13

7. Next you will be given the option to add comments to the risk assessment to justify 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.

Activity Risk Assessment (STFC) | Actions | Attachments | Notes | Signatures

Reset Record to In Progress

Date	19/05/2023
Comments	<input type="text"/>

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.

Approval

Reference	Department/Division	Assessment date	Assessor name	Assessment title	
3668	Safety Health and Environment	22/03/2023		Test Risk Assessment	Record is Unassigned In Progress Submit Approve Archive

Related: [Icons] Review Date: 28/04/2023 Last update: 19/05/2023 15:07:23

Stage	Date	By	Assigned	Submission Due Date	Approver	Approved?	Comments
In Progress (Current)	19/05/2023	Joshua Davies				No	