



Manual RISKID - Facilitator

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Introduction

Welcome to the RISKID manual. In this guide we try to help you get started with the use of RISKID. Different manuals have also been created for the different roles within RISKID. For the complete overview of all functionalities, you can always consult the administrator manual. If you cannot find a solution, please contact helpdesk@riskid.nl.

In RISKID there are three authorities:

1. **Administrator** – the person in the organization that manages RISKID. This person has access to all projects, can add/modify users and manages the collections and tags.
2. **Project manager** – a combined role for project managers and facilitators.
 - a. Project manager – a user who manages projects. A project manager only sees his own projects.
 - b. Facilitator – a user who facilitates session.
3. **Normal user** – a merged role for team members and participants.
 - a. Risk owner/action holder – a team member of a project assigned to a risk or measure.
 - b. Participant – a participant in a session.

For the manual or instructions for participants of a RISKID risk analysis session, we kindly refer you to the invitation templates we gave you during the training or our animated instructional videos on our [YouTube channel](#).

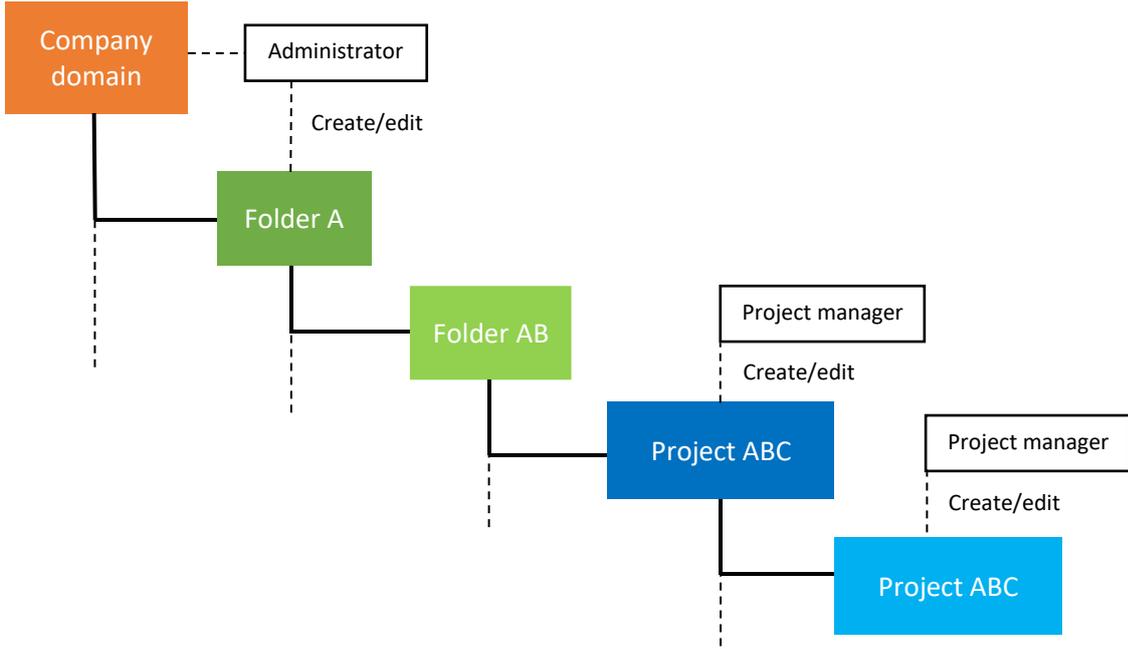
RISKID structure

RISKID uses a certain structure of how folders, projects and sessions relate to each other. Below is explained what these relationships are, and which roles users can fill.

- **Company domain:** the company domain is the highest level; it contains all the folders and projects that you create in RISKID. In general, the business domain is the same as the name of your organization or company. The link you type into your browser represents the domain, for example: [http:// mycompany.riskid.nl](http://mycompany.riskid.nl). The **administrator** is the person or persons within the organization that manages/manages the domain. These users have access to all projects, can add/modify users and manage [admin](#) settings.
- **Folder:** a way to structure and categorize projects within the domain. A folder can only be created by an **administrator**. Multiple projects can be placed in a folder and folders can also be placed under each other. Here you will find more about creating and organizing [folders](#).
- **Project:** you can create projects within your company domain. But you can also enter your department name as a project if you want to inventory and manage your departmental risks. The design of your domain is entirely up to you. In RISKID we use the term [projects](#) for the level below the business domain. The **project manager** is the owner of a project. [Team members](#) are users who are added to a project to be assigned as risk owner or action holder. With the follower's module you can assign followers to a project that do not have writing rights. Under a project, you can also place projects and create a hierarchy. How to do this is explained in [projects](#).
- **Session:** within a project you can hold risk workshops, which we call [sessions](#). A session is our characteristic risk workshop in which you can invite participants to brainstorm together about risks, then assess them for opportunity and impact and then discuss the results guided by the facilitator in a good conversation. The **facilitator** is the owner of the session. Go to [session management](#) to read how to create and manage sessions yourself.

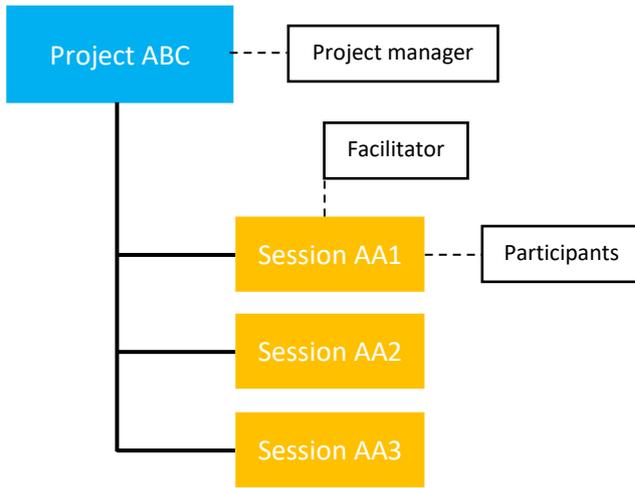
A user in RISKID has one authorization (administrator, project manager, or normal user), but can have multiple roles. For example, a project manager is a participant in a session. The authorization indicates what this use can and may technically do in the system, with the role indicating what the user does and how he or she fills it in.

Roles	Actions	Administrator	Project manager	Normal user
Administrator	Manage users	✓		
	Create and manage folders	✓		
Project manager	Create and manage project	✓	✓	
	Add team member	✓	✓	
	Create session	✓	✓	
Facilitator	Facilitate and manage session	✓	✓	
Team member	Managing risk	✓	✓	✓
	Manage measures	✓	✓	✓
Participant	Participate in sessions	✓	✓	✓



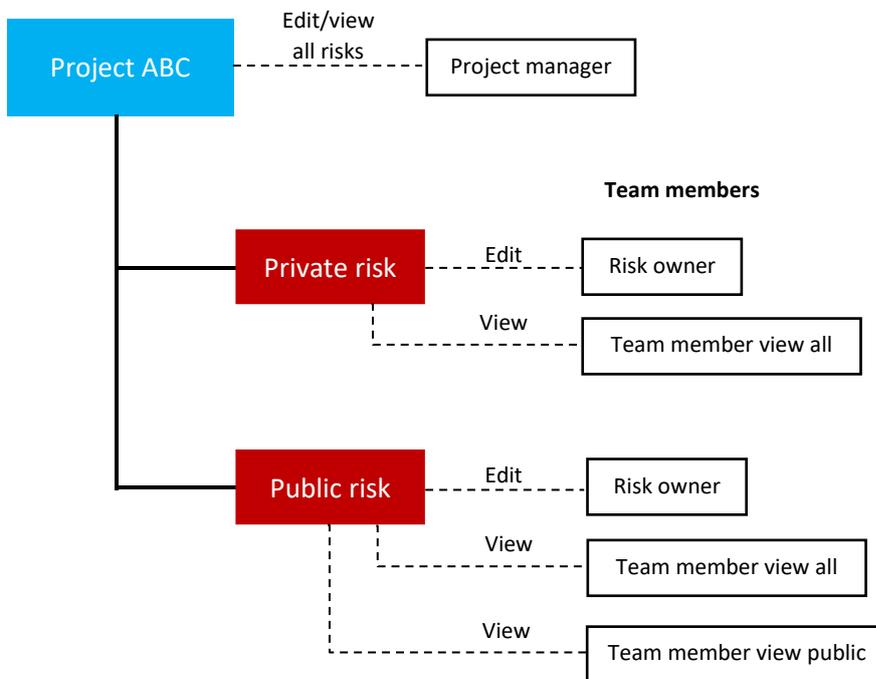
Here you can see the hierarchy for projects and folders illustrated. The administrator creates folders and project managers can create projects and place them in the folders.

How this works further can be found in [Project list](#) and [Create Project](#).



Shows the hierarchy and relationships between projects and sessions. The owner of a project is the project manager and can create sessions in the project. The facilitator (can be the same user or another user) owns a session. Users who participate in a session are called *Participants*.

How this works further can be found in [Session Management](#).

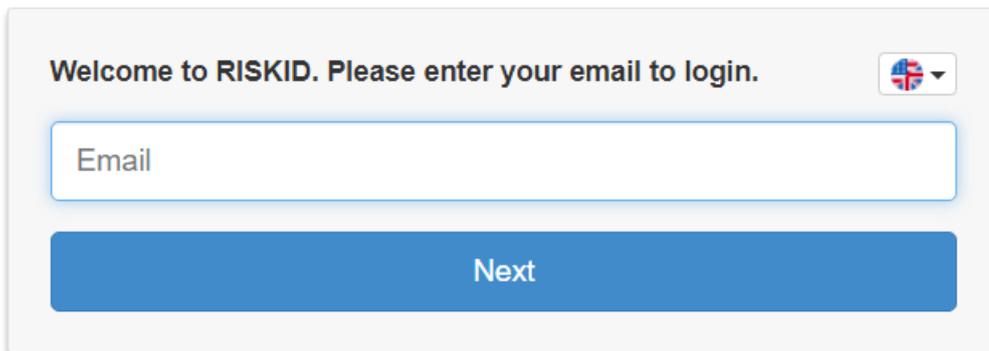


Here is how read and write permissions work within a risk project. In a project, risks can be marked as private or public. For Team Members, the project manager can specify which reading rights a team member has. With a team member who is allowed to see everything, both private and public risks are shown. For a team member who is only allowed to see public risks, only the public risks are shown. The last option is that a team member should only see their own risks. A risk owner may always see and edit his own risks regardless of whether they are public or private and whether this person is allowed to see all or only public risks.

You can find out how this works further in [Adding team member/follower](#) and [viewing and adjusting risks](#) (highlighting risks publicly or privately).

Log in

Via the login link of your own domain (<https://mijnbedrijf.riskid.nl>) you will be taken to the RISKID login screen. Here you can log in to your RISKID environment with your email and password. When you log in for the first time, you need to verify your email address.



>Welcome to RISKID. Please enter your email to login.

Email

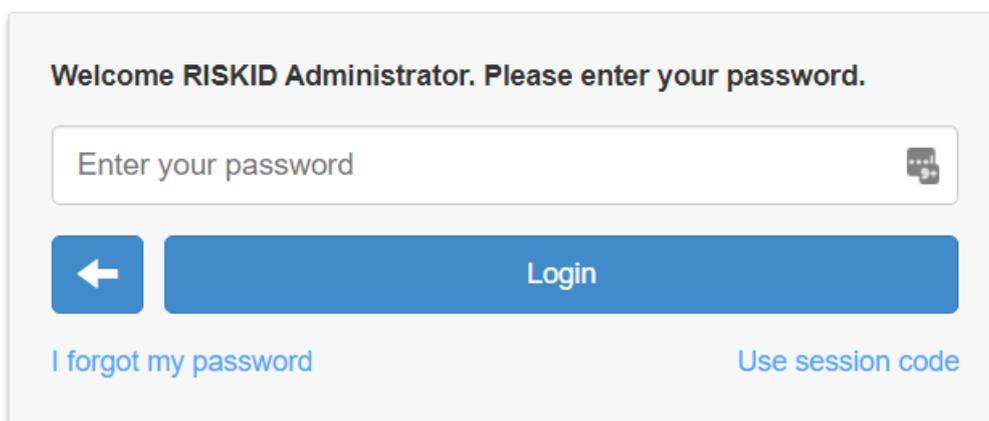
Next

The image shows a login form with a header, a text input field for email, and a blue 'Next' button. A small flag icon is visible in the top right corner.

Join a session

If you want to participate in a risk workshop session, you can do so in 2 ways.

1. After entering your email, the system will ask for your password because the system recognizes you as a user.
2. At this time, you can choose to go to the session instead of logging into your account. Then click on: Use session code.
3. On the screen after the session, enter code to go to the session as a participant.



>Welcome RISKID Administrator. Please enter your password.

Enter your password

← Login

[I forgot my password](#) [Use session code](#)

The image shows a password entry screen for administrators. It includes a password input field, a back arrow button, a blue 'Login' button, and two links: 'I forgot my password' and 'Use session code'.

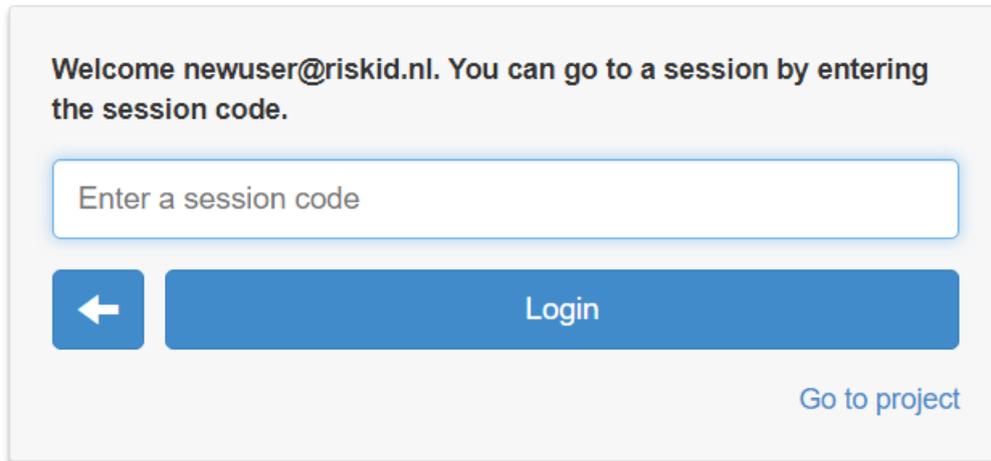
The second way is when you are already logged in to your account.

1. Go to [My Sessions](#) from the left menu.
2. Then click the Add Session button.
3. Enter the session code. The session in question appears in the list.
4. Click the Join button behind the session.

Account

When a user is added by the administrator or as a team member/follower of a project, this user can create an account. This means that this user must create a password the first time. Users who can also manage projects in RISKID such as the project managers and administrators must verify their email address. After doing this, the users can log in as described under [Login](#).

Normal user



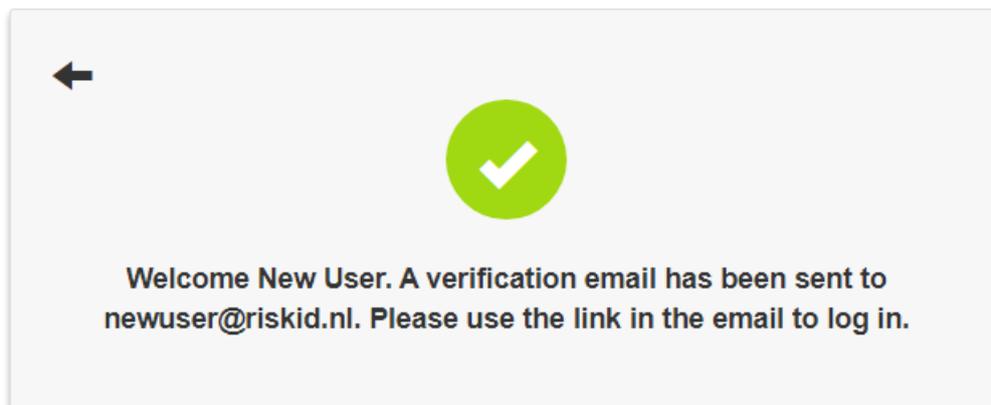
Welcome newuser@riskid.nl. You can go to a session by entering the session code.

 [Login](#)

[Go to project](#)

A normal user will see this screen after entering the email address. The user can go directly to a session via a session code or go to projects in the bottom right and create a password.

Project manager/administrator



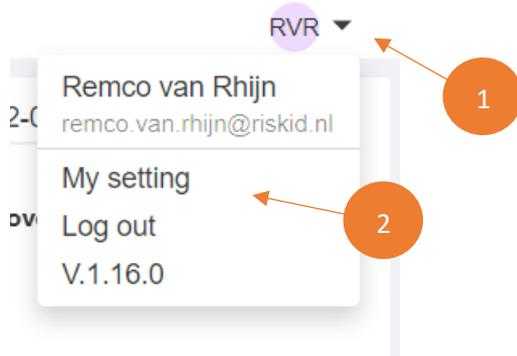




Welcome New User. A verification email has been sent to newuser@riskid.nl. Please use the link in the email to log in.

A project manager or administrator will see this screen after entering the e-mail address. A verification email is automatically sent with a link to create a password.

User options



After you have logged in, you have the option to change your user settings. These options can be found at the top right of the screen.

As a user of RISKID, you have access to certain options such as: change language and change your profile.

1. Click on your initials in the top right to [customize your profile](#).
2. Go to [My Settings](#) to change your profile.

Customize profile

User information ✕

First name: 1

Last name: 2

Email: 3

Password: [Change password](#) 4 **Language:** 5

Date separator: xx/xx/xx xx-xx-xx

Date format: Year Month Day Day Month Year Month Day Year

Time: 06:13 pm 18:13 6

1. Change your first name here.
2. Change your last name here.
3. Change your email address here.
4. Click here to [change your password](#).
5. Click here to change the language.
6. Here you can indicate your desired format of date and time.

Change password

Change password

Password must be at least 6 characters long, contain at least 1 number, 1 lowercase and 1 uppercase alphabetic character.

Old Password: 1

New password: 2

Confirm password: 3

4

In this screen you can change your password. You can get here by pressing your initials in the top right corner of the initial screen, clicking on my settings and then pressing the [Change Password](#) button.

1. Enter your current password here.
2. Enter your new password here.
3. Enter your new password again here to confirm.
4. Click OK to confirm.

Password

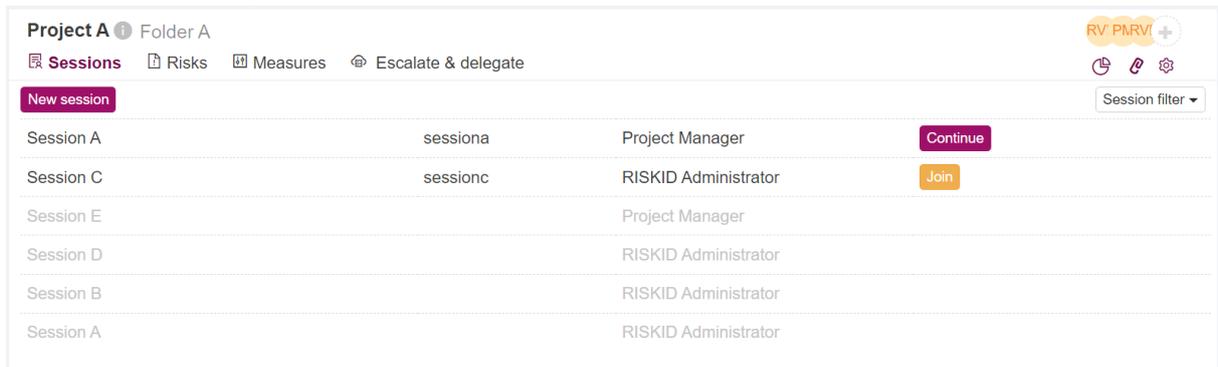
Welcome Remco van Rhijn. Please enter your password.

1

[I forgot my password](#) ← [Use session code](#)

1. After logging in with your email address, you have the option to reset your password. An email with a link to your email address is automatically sent. After clicking on that link, you can create a new password.

Session management



The screenshot shows a web interface for session management within a project. At the top, it displays 'Project A' and 'Folder A'. Below this, there are navigation tabs: 'Sessions' (active), 'Risks', 'Measures', and 'Escalate & delegate'. A 'New session' button is located on the left, and a 'Session filter' dropdown is on the right. The main content is a table listing sessions with columns for session name, ID, and role. Action buttons like 'Continue' and 'Join' are present for some sessions.

Session Name	Session ID	Role	Action
Session A	sessiona	Project Manager	Continue
Session C	sessionc	RISKID Administrator	Join
Session E		Project Manager	
Session D		RISKID Administrator	
Session B		RISKID Administrator	
Session A		RISKID Administrator	

Within a project you can conduct multiple risk sessions. For example, you can easily start a session with the design team about the design risks and parallel to that a risk session with the contract team about the legal and contract risks. But you can also start sessions per location. The session management per project can be found by pressing Sessions under the relevant project.

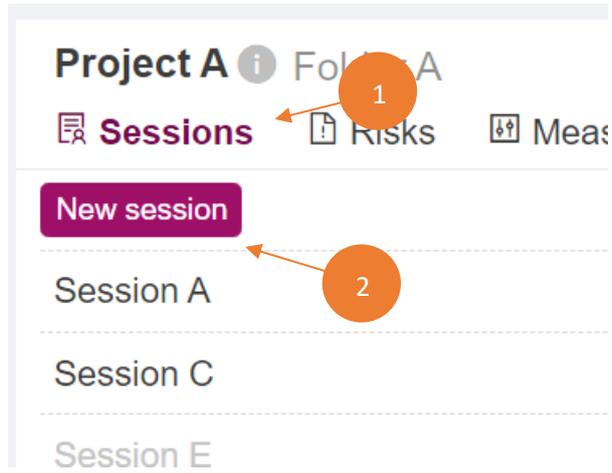
My sessions

You will also find the option My Sessions in the left menu. Here you will find an overview of the sessions you have been invited to. For more information, see [My Sessions](#).

Create a session with existing risks

When you have existing risks and want to start a session with these risks. Go to the [Start a new session with existing risks](#) chapter.

Create session



Within a project you can conduct multiple risk sessions. For example, you can easily start a session with the design team about the design risks and parallel to that a risk session with the contract team about the legal and contract risks. But you can also start sessions per location.

1. Click Sessions to go to your session management.

Here are all ongoing sessions within the project. The facilitator of the session (the person who created the session) will see the Continue button behind his sessions. By pressing that button, he enters the session with facilitator rights. If you are a participant in a session, you will see the Join button behind the session. You then log in to the session as a participant.

2. Click New Session to create a new session.

You will be guided in 5 steps to create a session:

1. [Session](#)
2. [Participants](#)
3. [Tags](#)
4. [Vote](#)
5. [Overview](#)

New Session X

*Session name: 1 ←

*Code: 2 ←

*Introduction: 3 ←

*Risk question: 4 ←

1 Session

2 Participants

3 Tags

4 Voting

5 Overview

Cancel Next

Step 1 concerns the session data:

1. Enter the name of your risk session here.
2. Here you enter a unique session code. This is the password that the participants must enter to log in to the risk session.
3. Enter a short introduction text that welcomes the participants to the session.
4. Here you fill in the risk question about which you ask the participants to brainstorm. For example:
 - a. *What risks and/or obstacles do you see for [project/topic] ...*

Once you have filled in all the fields, click on the [Next](#) button at the bottom right.

Participants

New Session X

Anonymous Yes No 1

Do you want this session to be open to anyone? Yes (Public) No (Private) 2

Participants + Import team members

✕ ✕ 3

✕ ✕ 4

Session
2 Participants
3 Tags
4 Voting
5 Overview

In step 2, you set the anonymity and who does or does not get access to the session.

1. Click here to determine the anonymity of the session.
 - a. In a non-anonymous session, the name of the person who entered the risk is shown.
 - b. Anonymity can be especially useful to counteract certain group barriers, such as hierarchy and dominant figures. Anonymity also creates more freedom to express different opinions (the Black Swans) and encourages the group to look critically at the different perspectives within the group. Moreover, in this way, the ideas submitted are judged on their content, and not on the person who contributes them.
 - c. Please note: anonymity can still be changed by the facilitator during the session.
2. Here you determine whether the session is publicly accessible; anyone who knows the session password will have access to the session. Or that the session is private and only accessible to the people on the list.
3. In the case of a private session, you can enter a list of email addresses that will access your session here.
4. Click here to automatically add your team members to the session.

Once you have set all the options, click Next in the bottom right corner.

Tags

New Session ✕

Who are able to tag in the session? All users can tag

Don't tag in the session

Only facilitator can tag

All users can tag

Select collections

Project phases

Locations

1

2

✓

✓

3

4

5

Session

Participants

Tags

Voting

Overview

BackCancelNext

In step 3, you can decide whether to use tags in this session. In addition, you can also choose which tags you want to use and who can adjust them.

1. Decide whether you want to tag within the session and/or only the facilitator or all participants are allowed to tag.
2. Select which collections you want to use in this session.

Vote

New Session ✕

▾ **Probability**

Value	Legend
0	None
1	Very low
2	Low
3	Middle
4	High
5	Very high

▸ Finance

▸ Time

✓

✓

✓

4

5

Session

Participants

Tags

Voting

Overview

BackCancelNext

In step 4 you will see how the participants should score the identified risks on probability and impact(s). You cannot change this because this is taken over from the project settings. Look at [Project options](#) if you want to make changes to the score settings.

If you agree with the score settings for the session, click [Next](#).

Overview

New Session X

Name: Project Z

Code: projectz

Introduction: Welcome to this session.

Risk question: What risks do you see?

Selected risks: 0

Anonymous: Yes

Type: Private

Participants:

- ✓ Session
- ✓ Participants
- ✓ Tags
- ✓ Voting
- 5** Overview

BackCancelCreate

In the last step you will see the settings of the session in an overview. If all settings are correct, you can click [Create](#) to create your session.

Create a new session with existing risks from the project

In addition to creating a completely new session, you can also create a session with existing risks from the project. This is useful, for example, to periodically evaluate all the risks that are important at that time. Or when you want to discuss the specific execution risks now that the execution phase is starting. You can read how to do this under [Start new session with existing project risks](#).

Invite participants to join the risk session

After you have created the session, you can invite participants to join the risk session. What a risk session in RISKID entails and which steps are followed in it, you can read in [Start a risk session](#).

Inviting participants to your session is done via a participant login link. This link can be obtained in two ways:

1. Via the [Session overview](#).
 - You then click on the email icon that you can find at the session info screen. 
2. When you are in the session, via the [Session options](#).
 - You then choose the option [Invite participants](#).

The screenshot displays the RiskID session overview for 'Project A'. At the top, there are navigation buttons for 'RA', 'sessionc', and 'public'. Below these, the session is identified as 'Session C'. A 'Session filter' dropdown is present. The interface shows a 'Join' button and a 'Continue' button. The main section displays '# Total risks: 2' and '# Newly added risks: 2'. Below this is a 'Participants (5/5)' section with a dropdown menu set to 'All (5)'. The participant list includes roles like 'RISKID Administrator', 'Risk Owner', and 'Measure Owner', each with an email address and an 'Active' status. A dropdown menu is open over the 'Session' button, showing options like 'Edit introduction' and 'Generate session report'. At the bottom, a log shows recent activities such as 'RISKID Administrator has changed the score of Risk 27'.

Below the project, you will see Sessions. Here are all ongoing sessions within the project. The facilitator of the session (the owner of the session) will see the Continue button behind his sessions. By pressing that button, he enters the session with facilitator rights. If you are a participant in a session, you will see the Join button behind the session. You then log in to the session as a participant.

1. Click Continue to continue your session as a facilitator. Click Join to join the session as a participant.
2. Click here to invite participants to the risk session.
 - Here you can select team members that you want to automatically add to the address list.
 - A sample invitation email is shown with the login link for the participants.
3. Here you can see who the facilitator (session owner) of the session is. Click on it to change/transfer it to another person.
 - Please note that there can only be 1 facilitator for a session.
 - You can assign a session only to a user with the Project Manager role (see [RISKID structure](#) for more information).
4. Click here to change the session code.
 - These are needed by the participants to get into the session, or the password of the session.
5. Click here to change access to your session to public or private.
 - Private means that logging in is only possible with the e-mails from the participant list.
6. Click here for the following options :
 - Customize introduction text

- Risk file (Excel) of the session.
- 7. Click here to complete the list of participants. This only applies if you have set your session private.
- 8. Here you can see all changes within your session (log).
- 9. Click here to archive your session.
 - Please note that you can only delete a session if it is archived. This button then changes to a delete button .

Instructional videos for participants

You can use the following instructional videos to explain to the participants of your session what the purpose of the risk analysis session is and what is expected of them.

1. Explanation animation for participants about brainstorming in RISKID: <https://goo.gl/WgbSya>
2. Explainer animation for participants about assessing in RISKID: <https://goo.gl/15vvr9>
3. Explanation animation for participants about the good conversation (discussing the risks): <https://goo.gl/cBenkK>

Session reporting

Click to show the session options  ([Session overview](#) - point 6). You can then choose to run the next session reports.

Generate Report ×

Report type: Select a report type ▼

Risk overview

Measures overview

Votes per participant

Risk matrix

Close
Generate

Click here to choose a report:

1. *Risk overview*: an Excel report with all risk data of the session.
2. *Measures overview*: an Excel report with the defined measures for the risks in the session.
3. *Voting per participant*: overview of how each person voted for the risks. This can be useful for the discussion of the voting results because it often happens that one no longer remembers what he or she has scored at a risk.
4. *Risk matrix*: an Excel overview with the risks plotted in the risk matrix.

Once you have made a selection, click *Generate*.

Start a risk session

1  Brainstorm

2  Organize

3  Voting

4  Measures

5  Target risk

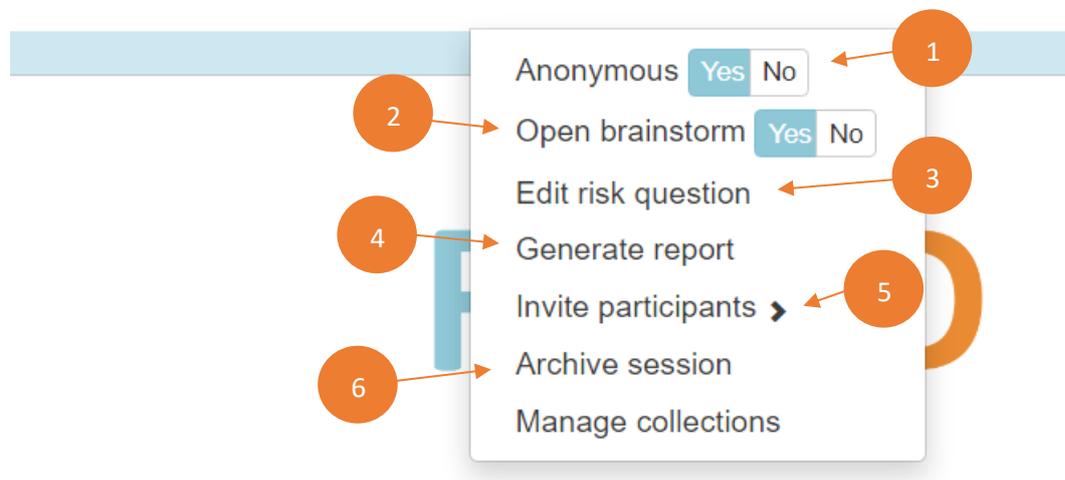
A risk session in RISKID is divided into 5 steps:

1. [Brainstorm](#)
2. [Organizing](#)
3. [Voting](#)
4. [Measures](#)
5. [Target risk](#)

In addition to the 5 steps, you will also find a button in the session menu to return to the project from the session .

Session options

Facilitator: Project Manager) ...



As a facilitator of a session, you have access to a number of options in the session. These can be found at the top of the screen under the next to your session data ...

1. Determine here whether your session is anonymous or not anonymous (show the name of the participant behind the risk or not).
2. With open brainstorming you can determine whether the participants see each other's risks. At Yes, they can see it from each other.
3. Here you can click to change your risk question.
4. Click here to generate a report (see: [RISKID Reports](#)).
5. Click here to invite participants to the session (your mail client will open automatically). You can choose between a template for brainstorming or assessing risks. It is only possible to open the template for grading when the assessment has started in step 3.
6. Here you can click to move your risks to your project overview (see: [Moving risks / archiving session](#)).

Generate Report



Report type:

Select a report type ▼

- Risk overview
- Measures overview
- Votes per participant
- Risk matrix

Close

Generate

As soon as you click on generate report, a pop-up menu will appear with reporting options. You can generate the following reports from a session:

1. The complete risk file in Excel.
2. Overview of the measures in Excel.
3. Overview of how each person voted for the risks. This can be useful for the discussion of the voting results because it often happens that one no longer remembers what he or she has scored at a risk.
4. Risks plotted in the risk matrix in an Excel file. This is useful for reporting.

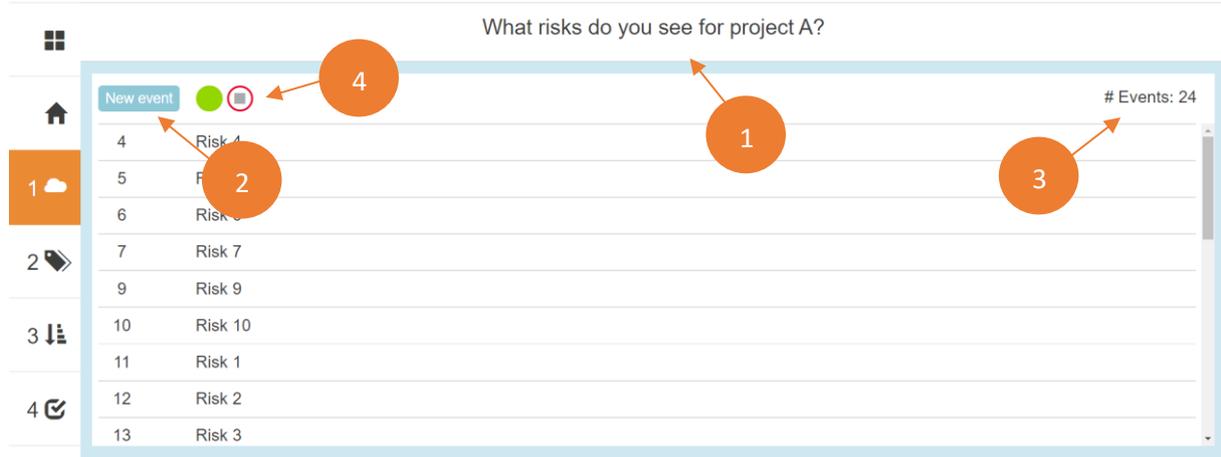
Once you have started the session, you will be taken to the main screen. This is also the screen that the participants see as soon as they log in to the session. You can invite participants to your risk analysis session via [Session overview](#) or [Session options](#). In the session home screen, you will see a summary of the session.

1. Here you can see the welcome text that the participants will see after logging in.
2. Here you can see the risk question formulated.
3. Here you and the participants can see in which step the session is located.
4. Here you can see an overview of the number of risks, votes, residual risk and the number of contributions.
5. Here you can see more detail about the session: how many participants logged in, brainstormed and scored (residual) risk.

Detail

6. The participants can start the session immediately by clicking on the blue arrow at the bottom right , which will immediately redirect the participant to the current step of the session.

1. Brainstorm



The first step in the risk analysis process is to identify/brainstorm the risks by the participants. If the session is open (session has not been deleted or archived), a participant can come back every time he/she wants to add new risks. In this way, the participant can brainstorm anytime and anywhere in an extremely easy way and enter his / her risks into RISKID. The participant must then use the exact same email, otherwise the system cannot establish a link between the participant in question and the items entered by him / her. As a result, the participant can no longer change his/her input.

1. Here is the risk question.
2. Click here to add an unwanted event to the session.
3. Here you can see the number of risks added to the session.
4. Select here whether the brainstorming step for participants should be open or closed. When this step is closed, only the facilitator can add and adjust risks.

What risks do you see for project A?



The screenshot shows a form for adding a new event. At the top, there is a 'Goals' section with a '+ New goal' button (callout 5). Below this is a large text input field with the placeholder 'Add a new event' (callout 1). Underneath are two sections: 'Causes (0)' with a '+ Add causes to event' button (callout 2) and 'Effects (0)' with a '+ Add effects to event' button (callout 2). A 'Category' dropdown menu is set to 'Uncategorized' (callout 3). Below these are 'Project phases:' and 'Locations:' sections, each with a '+ New tag' button (callout 4). At the bottom left is a 'Close' button (callout 8), and at the bottom right are 'Hide' (callout 7) and 'Create' (callout 6) buttons.

As soon as the participant clicks on the Add Event button in the brainstorming screen, a pop-up screen will be displayed. Participants can easily add risks to the session by filling in the screen above.

1. Enter the unwanted event / risk description here. Participants must enter each undesirable event separately. So, one event per input.
2. Add a cause or effect of the risk here. Click  to add multiple causes or effects. Enter each cause or effect separately.
3. From the drop-down menu, choose a category in which the risk falls.
4. Click here to link a tag to this risk.
5. MODULE Objectives: Click here to link an objective to the risk.
6. Click the Create button to add your risk to the session.
7. Click the Hide button to hide the pop-up screen, so you can view the risks of others for inspiration, for example.
8. Click the Close button to pause the risk entry and close the input screen. The data already entered is then lost.

To avoid confusion, the risks added by you (the participant) are indicated by an orange circle. This way you can immediately see which risks you can change (your own) and which you cannot (risks of other participants). It is not possible in RISKID to change or remove the risks of other participants. However, it is possible to enrich other people's risks with causes, consequences or comments. As soon as you click on a risk of yourself or someone else, you will see the risk appear in the right frame. Here you can add causes and consequences to the risk. If it concerns your own risk, you can also change all data that is there or remove the risk in its entirety.

1. Click **+** to add a cause or effect to this risk.
2. Click on the drop-down menu to change the category (only possible if this is your risk)."
3. Click on the bin to remove this risk (only possible if this is your risk).
4. Hoover your mouse over a cause/effect and click **-** to remove.
5. Here you can remove tags or add them to the risk.
6. MODULE: Click here to add documents to the risk.

All the causes and effects that one stands for are your added causes and effects. All other causes and consequences without an orange ball in front of it have been added by another participant .

2. Organizing

The screenshot shows a risk management interface. On the left, there is a filter panel with the following elements:

- Sorted by: Custom (dropdown)
- Category (dropdown)
- + New category (button)
- Organizational x 9
- Financial x 6
- Political x 1
- Technical x 0
- Legal x 1
- Geographical x 0
- Social x 2
- Category x 0
- None 5
- All 24 (highlighted in blue)

On the right, there is a list of 18 risks, each with a checkbox, a number, and the text 'Risk X':

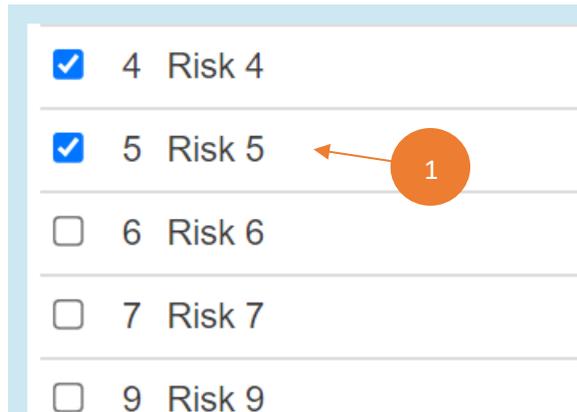
<input type="checkbox"/>	4	Risk 4
<input type="checkbox"/>	5	Risk 5
<input type="checkbox"/>	6	Risk 6
<input type="checkbox"/>	7	Risk 7
<input type="checkbox"/>	9	Risk 9
<input type="checkbox"/>	10	Risk 10
<input type="checkbox"/>	11	Risk 1
<input type="checkbox"/>	12	Risk 2
<input type="checkbox"/>	13	Risk 3
<input type="checkbox"/>	14	Risk 4
<input type="checkbox"/>	15	Risk 5
<input type="checkbox"/>	16	Risk 6
<input type="checkbox"/>	17	Risk 7
<input type="checkbox"/>	18	Risk 8

The ordering step consists of two parts: grouping similar risks or risks that interact with each other and categorizing risks. These are tasks for the facilitator, participants can watch in the system, but cannot perform actions in this step.

1. Here you can see the list of categories that can be linked to risks. Behind a category you can see how many risks are in the category. Drag a category to a risk to add the category.
2. Click here to add a new category. It is not possible to rename a category.
3. Select All to show the risks of all categories. This is the most useful overview to deduplicate in.

Grouping risks

The next step is to put together similar risks or risks that are related to each other by grouping them together. This reduces the number of risks and creates a clearer overview to continue with.



A screenshot of a risk management interface showing a list of risks. The risks are: Risk 4 (checked), Risk 5 (checked), Risk 6 (unchecked), Risk 7 (unchecked), and Risk 9 (unchecked). An orange circle with the number '1' and an arrow points to the '5 Risk 5' entry.

1. Check the risks you want to merge . As soon as you check a risk, a detail screen appears in the right frame. Each risk that you then check extra, the right screen shows the result if you decide to merge the selected risks. This is useful because it allows you to see if the merge does indeed work out how you would like it to be.
 - a. The first risk you tick will be taken as a group name. You can always change this after grouping, but it is therefore useful to check the risk with the best description first.

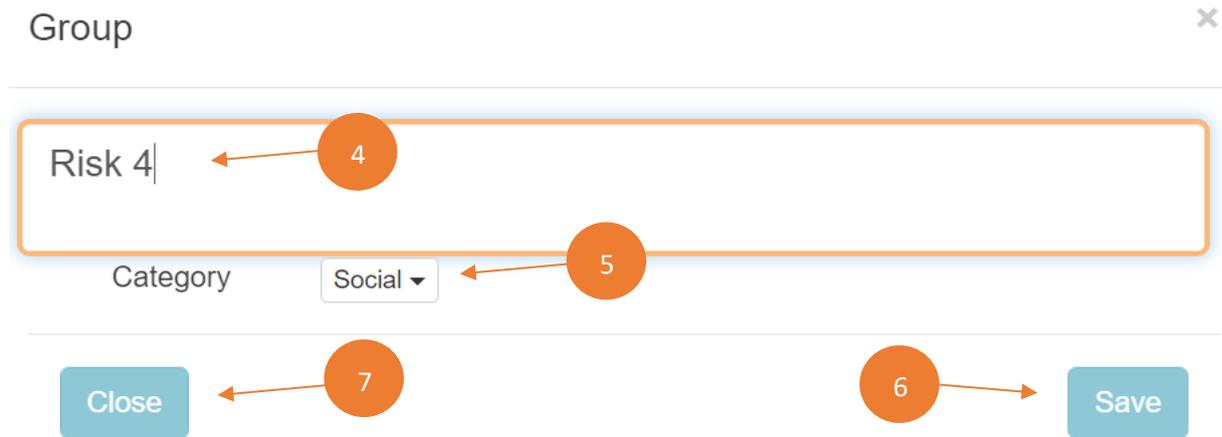


A screenshot of a risk detail screen. At the top, there is a 'Category' dropdown set to 'Organizational' and a 'Group' button. A blue arrow with the number '3' points to a back arrow icon on the left. An orange circle with the number '2' and an arrow points to the 'Group' button. The main content shows 'Risk 4' with sub-entries for '5: Risk 5' and '4: Risk 4', each with an 'Organizational' category button. Below this are sections for 'Goals:', 'Causes:', 'Effects:', and 'Measures:', each with a numbered list of items (e.g., '1. Oorzaak 4', '2. Oorzaak 5', '1. Gevolg 4', '2. Gevolg 5').

2. Click the Group button to group the selected risks.
 - a. The most important thing is that after you have put some risks together (i.e., made a group of them), you check whether the causes and consequences are still correct. The causes and consequences of the sub-risks are combined. So, there can also be doubles in it.

3. Click  here to cancel and return to the previous screen.

If you want to merge risks from various categories, the system will ask after merging in which category the newly deduplicated risk should fall. You can also adjust the risk description.



The screenshot shows a 'Group' dialog box with a close button (X) in the top right corner. The dialog contains a text input field with the text 'Risk 4|'. Below the input field is a 'Category' dropdown menu with 'Social' selected. At the bottom of the dialog are two buttons: 'Close' on the left and 'Save' on the right. Seven orange circular callouts with arrows point to specific elements: callout 4 points to the text 'Risk 4|', callout 5 points to the 'Social' dropdown menu, callout 6 points to the 'Save' button, and callout 7 points to the 'Close' button.

4. Here you can change the description of the duplicated risk.
5. Click on the drop-down menu to choose a category for the deduplicated risk.
6. Click here to create the group.
7. Click here to cancel and close the screen.

Edit or delete group (aggregated risk)

□ 31 Risk 31

□ 32 Risk 1 Financial

□ 33 Risk 4 3 Social

After grouping risks, the risks appear at the bottom of the list. You can recognize the group by the number after the description that indicates how many original risks are in this group.

1. Here you can see how many sub-risks there are in the aggregated risk.

← Social Remove group

33: Risk 4

4: Risk 4 Organizational

3 → 5: Risk 5 Organizational

6: Risk 6 Social

Goals + New goal

Causes (3): +

Oorzaak 4

Oorzaak 5

Oorzaak 6

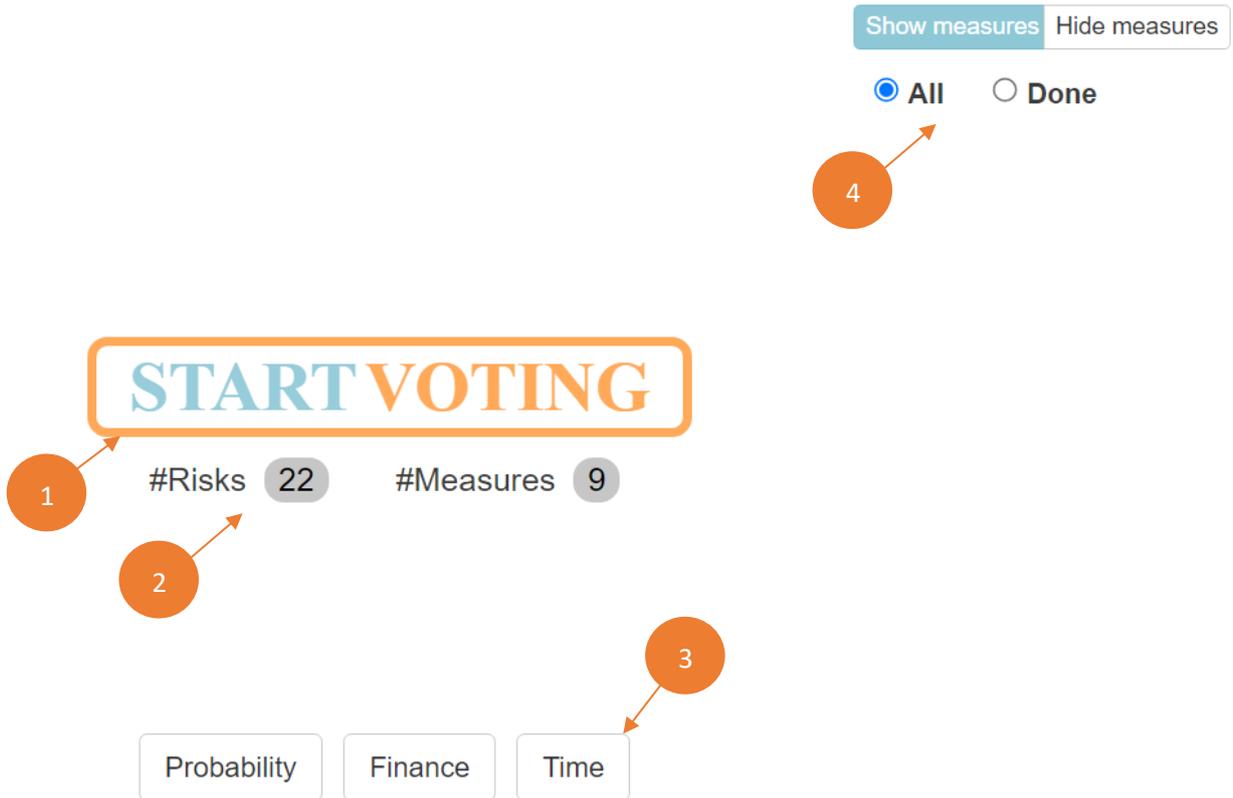
Effects (3): +

PM Write a risk comment

4

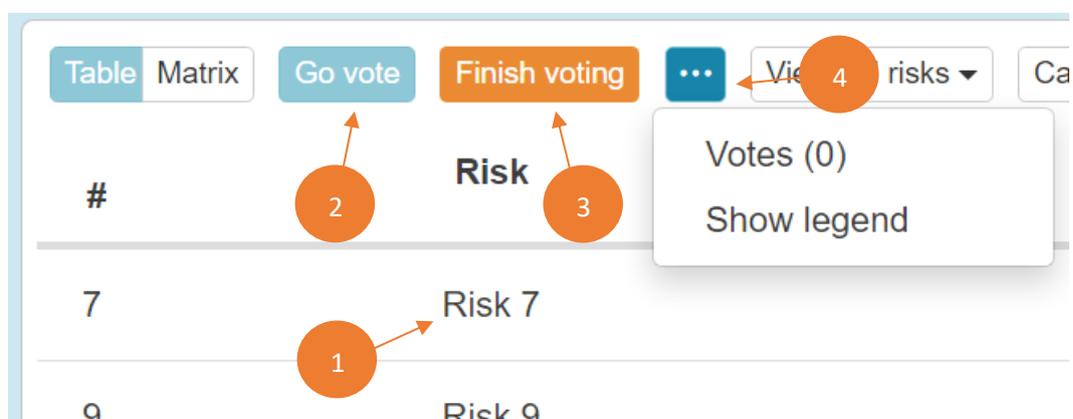
2. Click the Remove Group button to delete the entire group. The sub-risks are then placed back in the risk list.
3. Here you can see which sub-risks are in the group.
4. Click ⊖ to move an individual sub-risk from the group back in the risk list.

3. Voting



In this step, you invite the participants to assess the risks for probability of occurrence and the impact when the risk occurs. Be sure that the risks have been properly deduplicated and that you are ready to start the voting round. Once you have started the voting round, only the risks that are currently in the system are considered. The risks that are introduced after this do not end up in the voting form, so that everyone gets the same voting form.

1. Click here to start the voting round.
2. Here you can see the number of risks that are considered in the voting round.
3. Click on the probability or one of the impact criteria to view the legend. You cannot change the legend. You can do this via Project options – [Edit score method](#). For this, the session must be restarted.
4. Determine whether the measures are shown in the voting form and whether all measures are shown or only the measures that are ready.



As soon as you have started the voting round, you will be taken to the voting result overview. Here is what you will see:

1. These are the risks that were included in the voting round.
2. Click here if you want to vote as a facilitator.
3. When all the necessary votes have come in, you can stop the voting round here. Participants will no longer be able to vote after this.
4. Click here for voting options: 1. overview of who did or did not cast a vote (see illustration below). 2. View the voice legend. 3. Reset voting round (this option will become available when you have stopped the voting round).

Votes

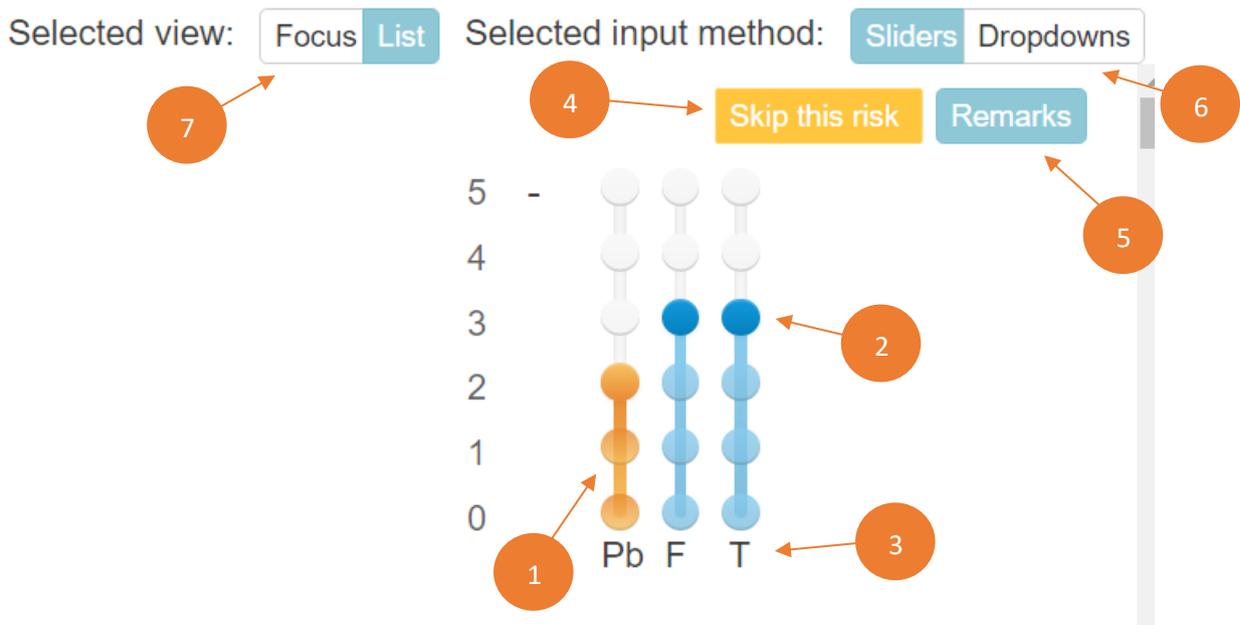


Project Manager	projectmanager@riskid.nl	
RISKID Administrator	administrator@riskid.nl	

Close

** All persons with a green sphere after his/her name have passed on their voice. All persons with a red ball after his/her name have not yet passed on a vote.*

Risk assessment



Assessing risks is done by means of a voting form. The voting form is set to *list* view by default, which means that all risks are shown below each other to score on. You can also choose to show 1 risk per page in *focus* view. To then move on to the next risk, the participants press. In addition, you can also choose to vote by scroll bars or via drop-down lists / dropdowns. It is up to the participant to decide for himself what works easiest for him / her.

1. Here you score the risk of chance of occurrence by shifting the orange sphere.
2. Here you score the impact of the risk when it occurs.
3. Click on the abbreviation of probability or impact to view the legend.
4. If you do not want to give an opinion on a risk, you can choose to skip the risk.
5. Participants can post a comment as an explanation of their score. The facilitator can see the comments after stopping the voting round.
6. Here you can choose between scoring the risks by means of scroll bars or dropdowns.
7. Here you can choose to show the risks 1 per page or all risks in a list.

The screenshot shows a risk assessment interface with a 5-point scale (0-5) for three risks: Pb, F, and T. The Pb risk has a score of 0, while F and T have scores of 1. There are buttons for 'Skip this risk' and 'Remarks' at the top, and a 'Submit vote' button at the bottom right. An orange circle with the number 8 and an arrow points to the 'Submit vote' button.

8. Press Submit vote at the bottom right of the screen when you are done voting all the risks.
 - a. The voting form is automatically saved in the meantime. So, you can log out at any time and log back in later to pick up where you left off.

Voting results

Risk score	Weight	Pb = 0.3 +	F = 0.2 +	T = 0.3 +
50	●●	5	5 ●	5 ●
36	●●	4	4 ●	5 ●
10	●●	1	5 ●	5 ●
35	●●	5	3 ●	4 ●
28	●●	4	3 ●	4 ●
28	●●	4	3 ●	4 ●
28	●●	4	4 ●	3 ●
24	●●	3	3 ●	5 ●

When you have received all the necessary votes, you can press *Finish voting*. When the voting round has stopped, participants can no longer cast their vote. It is then time to discuss the results in a good conversation. During the conversation, you can then change the risk score. Please note that you can only change the risk score when the voting round has stopped.

- This is the risk score equal to probability times the sum of the impacts.**
- The weight is determined based on the colours from the risk matrix.** For example, if a risk ends up in a red box in the matrix for Time and a yellow box in the matrix for Money after voting, it means that you get a red box and a yellow box in the results table. We have linked red, yellow and green to the numerical values: 100, 10 and 1 respectively. We give them these values so that we can do a medal ranking of the risks. A red box (gold) is worth 10x more than a yellow (silver), which is worth 10x more than a green one (bronze). We do this because we have not made the risk matrix symmetrical. A risk with a low probability of occurrence, but very serious consequences (probability: 1 and impact: 5) is red because we find such a risk more serious than a risk where it occurs often, but actually can do no harm (chance: 5, impact: 1). Mathematically speaking, the risk score would be the same, namely 5 (5×1 and 1×5) and would therefore imply that they are equally important. The image after sorting by weight often fits better with what people feel, and in most cases, this will not matter much with the sorting by risk score, but you have more insight into the risks with small chances of occurrence and catastrophic impact.
- The system clearly indicates where there is no consensus and what the facilitator must therefore address.** This is displayed based on the standard deviation (SD). From the voting results of the probability and the impacts, the system automatically calculates the average deviation that the group has. Values that are above this average are **framed in red** , which means that there is no consensus in the group about the value that has been voted on. This then forms a discussion point that the facilitator can discuss with the group.
- RISKID uses the calculation mode when showing the results.** This means that no averages are calculated for each risk, but the value with the most votes. If the impact of a risk has been voted on 4 times on 1 and 8 times on 5, the system shows that the impact of the risk = 5. The reason for this is because it is strange that if, for example, the impact is indicated in

money and 1 stand for 100,000 euros and 5 stands for 150 million, by taking the average the impact suddenly becomes 75 million. Such calculations cannot simply be done for such issues. Another example would be for the impact in safety: 1 means a scratch and 5 means mortality. It would be strange if we were to mediate in this and we calculate the average for the risk. If we did, we would end up with a result where no one dies.

The screenshot shows a web interface for risk assessment. At the top, there are navigation buttons: 'Table' (selected), 'Matrix', and a menu icon. To the right are filters: 'View: All risks', 'Category: All', and 'Sorted by: Weight'. Below this is a table with columns for '#', 'Risk', and 'Risk score'. Row 21 is highlighted in orange and contains a yellow circle icon. A modal window is open over this row, titled 'Remarks', with the text 'RISKID Administrator' and 'Remark on this risk.' Below the table, row 10 is partially visible.

#	Risk	Risk score
21		
10		

- 5. Comments from participants.** During the assessment, participants can comment on the risk. You can view these comments after the voting session has stopped and use them in the discussion. You can recognize the comments by the yellow ball .

Edit risk details and risk score

21: Risk 11

Score Detail Distribution

5 6

4

3 50

1

F 25 20 15 10 5 T

Probability: 5 - Very high Cancel Save

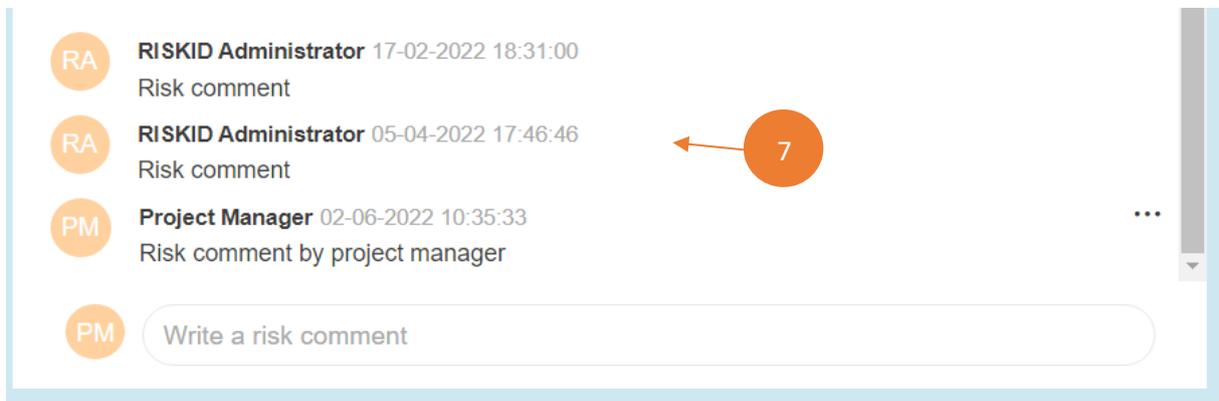
2 Finance: 5 - Very high

Time: 5 - Very high

PM Write a risk comment

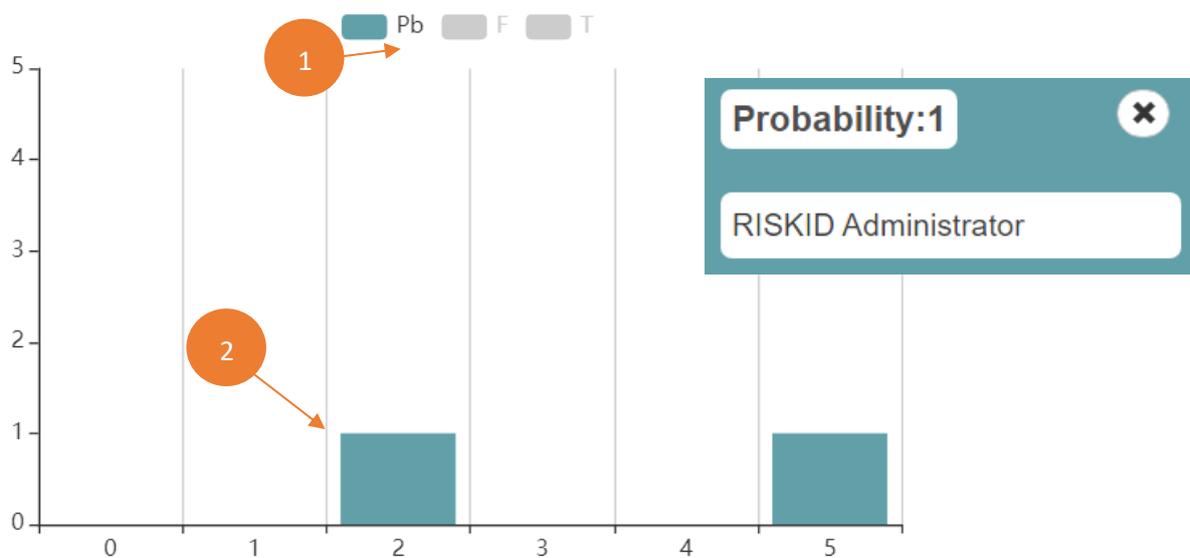
As soon as the voting round has stopped, during the good conversation, the risks can be discussed that are not in consensus. Then one can change the risk score based on the discussion. You do this by clicking on a risk that will cause the right frame to appear (see figure).

1. The risk spider web. Here is how the distribution of impact is distributed for this risk. The larger the surface area, the greater the risk.
2. Here you can change the score. Click Save to keep the score.
3. Here you can see the risk score. Calculation is the probability times the sum of the impacts.
4. Here you can see the weight of the risk.
5. Click here to see the causes and consequences of the risk.
6. Click here to see the distribution (distribution) of the votes of the participants.



7. Here you can post a comment on the risk. Use this field to formulate the rationale of the score change. This allows you to read back later why the risk score had changed.

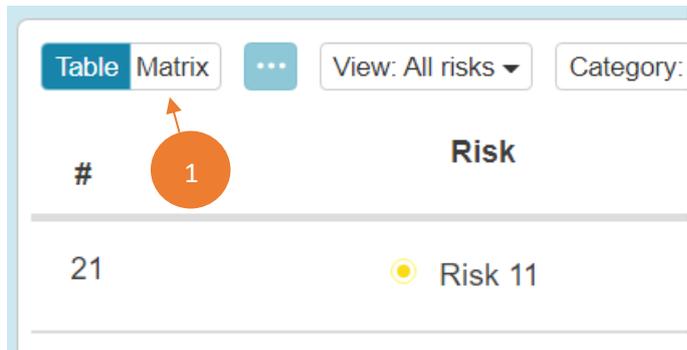
Discuss the differences



In RISKID you can easily see which risks have a spread in terms of opinion among the participants. The risks framed in red in the voting results overview show the risks that are not in consensus and therefore need to be discussed. As soon as you click on a red framed impact score, the distribution graph appears (see figure). Here you can see how the spread is distributed among the participants. On the horizontal axis you can see the scores and on the vertical axis the number of votes per score. A "valley" means a large spread among the participants and a "mountain" indicates that the participants agree with each other in terms of score.

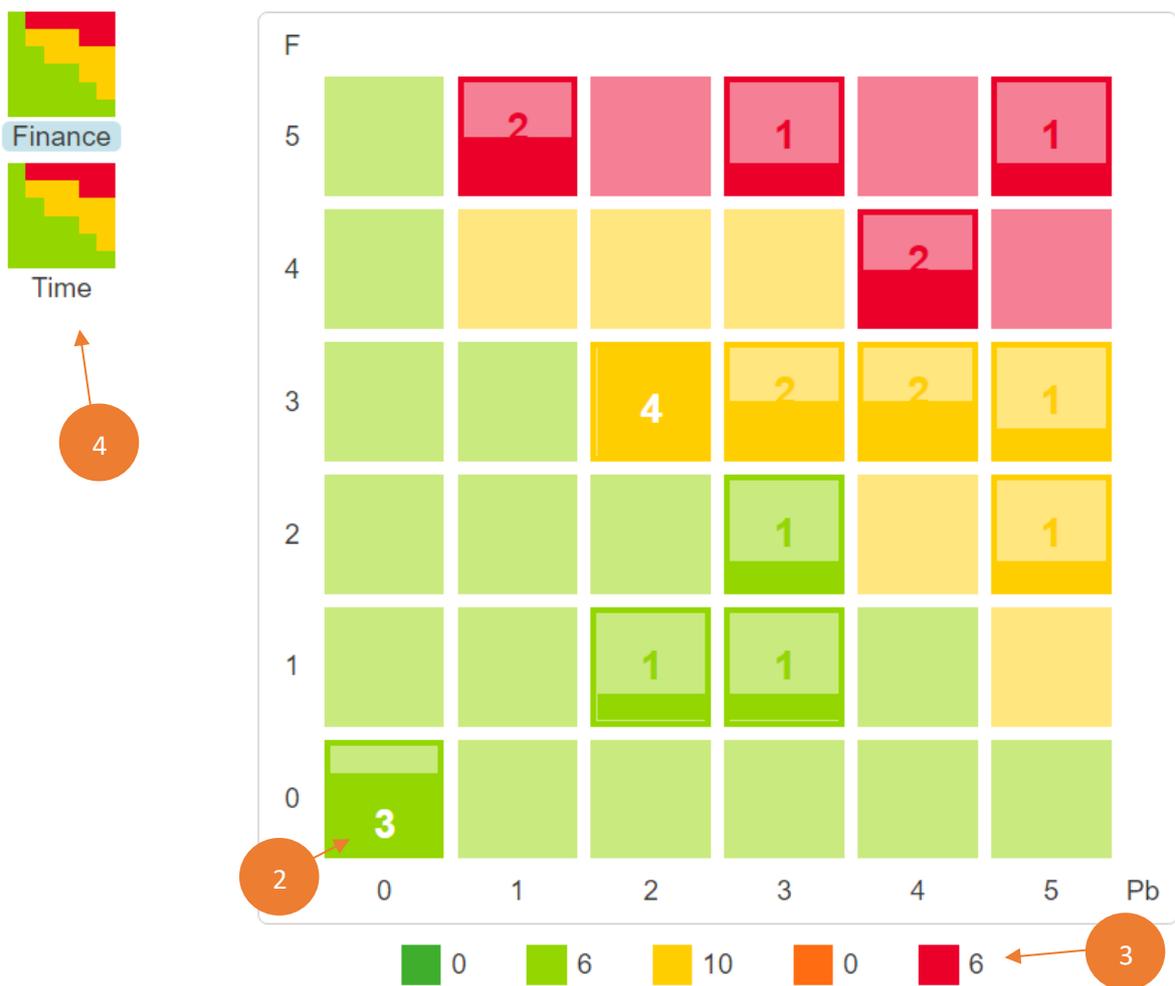
1. Here you can choose the probability or impact of which you want to view the distribution graph.
2. By clicking on a bar chart, you can see who gave this score.

Matrix view



You can see the voting results not only in a table overview, but also in a risk matrix. This gives you a clear overview of where all risks are in the risk matrix.

1. Click here to open the matrix view.



2. The figures in the matrix indicate how many risks there are in the course. As soon as you click on the box, the risks that fall into it appear on the right.
3. Click a colour to select all that colour's boxes. For example, it allows you to filter all critical risks.
4. Here you can see which impact matrix is involved.

The screenshot displays a risk management interface. On the left, there is a grid of colored boxes (pink and red) used for selection. One box is highlighted in red and contains a white checkmark and the number '1'. An orange circle with the number '6' has an arrow pointing to the 'Table' tab in the top navigation bar. The top navigation bar includes tabs for 'Table' and 'Matrix', a menu icon, and dropdown menus for 'View: All risks', 'Category: All', and 'Sorted by: Weight'. The main area shows a table with the following data:

#	Risk	Risk score	Weight
21	 Risk 11	50	

An orange circle with the number '5' has an arrow pointing to the 'Risk 11' entry in the table.

5. After selecting a box or a colour, the associated risks are filtered on the right side.
6. Click here to return to the table overview of the voting results.

4. Measures

Once all risks have been assessed and discussed, you can add measures to the (critical) risks.

The screenshot shows a risk management interface. At the top, there are filters: 'Filtered on: All' and 'Sorted by: Weight'. To the right, it says '# Undesirable events: 22'. Below the filters is a table with the following data:

ID	Risk Name	Measures	Undesirable Events
21	Risk 11	2	50
10	Risk 10	1	36
29	Risk	0	10
13	Risk 3	0	35
14	Risk 4	0	28
15	Risk 5	0	28

Annotations in the image include: a green circle with '1' pointing to the 'Risk' row; an orange circle with '2' pointing to the 'Measures' column; an orange circle with '3' pointing to the 'Sorted by: Weight' dropdown; and an orange circle with '4' pointing to a grey square icon in the filter area.

1. Here you can see the list of risks, click on a risk to link a measure to the risk.
2. Here you can see the number of measures that are already linked to the risk.
3. Here you can sort the risks.
4. Click here to close or open the measures step. When the measures step is closed, only the facilitator can add or change measures.

Add measures

As soon as you click on a risk, a right frame will appear where you can add your measures.

The screenshot displays the 'Risk 11' detail view. At the top, there is a navigation bar with a back arrow, 'Show details', a link icon, a score of 50, two red status indicators, and a trash icon. On the right, there are tabs for 'Measure' and 'Score'. Below this, the risk title 'Risk 11' is shown, followed by a status dropdown set to 'Current' and a currency field 'EUR 1 000'. A 'RA' (Risk Administrator) field with a plus sign is also present. The main section is titled 'Measures (2)' and contains two measure cards. Each card has a status dropdown (set to 'New'), a 'No target date' field, and a 'Cost' field. The first measure card has a 'Pre/Corr' (Preventive/Corrective) dropdown set to 'Preventive'. Below the measures, there is a list of risk comments from 'RISKID Administrator' and 'Project Manager'. At the bottom, there is a text input field for 'Write a risk comment'.

1. Click here to see the causes and consequences of the risk. Causes and consequences, but also other risk information can still be adjusted.
2. Click **+** to appoint a risk owner for this risk. It is possible to appoint multiple risk owners for a risk.
3. Click the Add Measure button to add a new measure to the risk.
4. Click here to change the status of the risk.
5. Change the status of the measure here (New, In progress, Done, Parked or Continuous).
6. Here you can set a deadline for when action must be taken for this measure. RISKID sends automatic alerts to the risk owner and measure owner when the risk has expired 2 weeks before the deadline or has expired.
7. Click **+** to appoint a measure owner (action holder) for the measure. Multiple action holders for a measure are possible.
8. Indicate whether a measure has a preventive or corrective effect.
9. Click to add or change a comment and to remove a measure.

5. Target risk

START VOTING

#Risks 5

#Measures 9

Probability

Finance

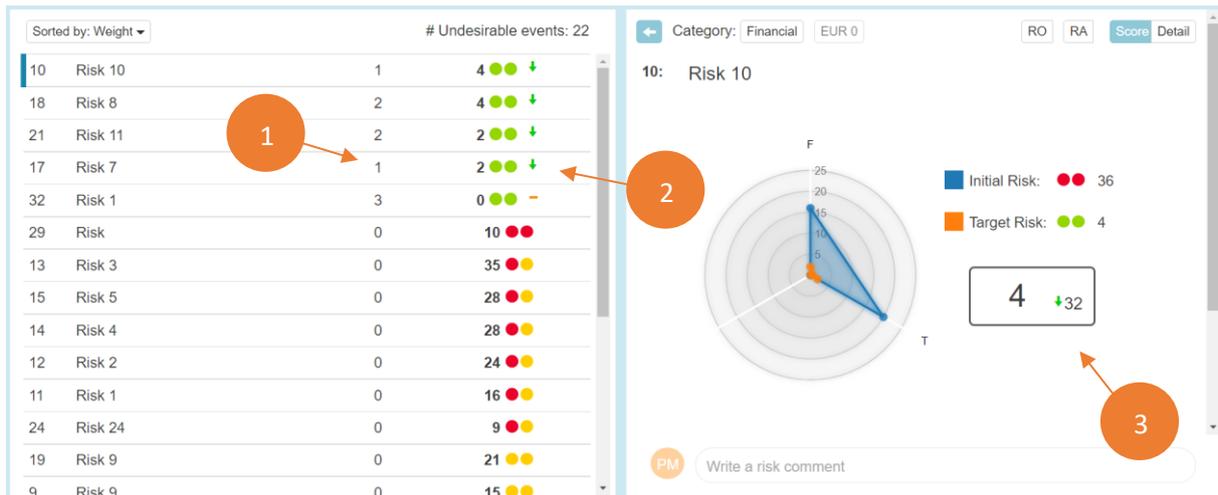
Time

In this step, you can determine the residual risk of the risks for which you have defined measures. The procedure is the same as that of the assessment step above, only in this case **only the risks with measures are considered** for assessment. The question to the participants is what the risk would be after the defined measures have been implemented. The risks on the voting form are in principle based on the initial/current risk identified in the earlier assessment step.

In chapter [3. Voting](#) allows you to read the available functionalities of this step.

6. Result

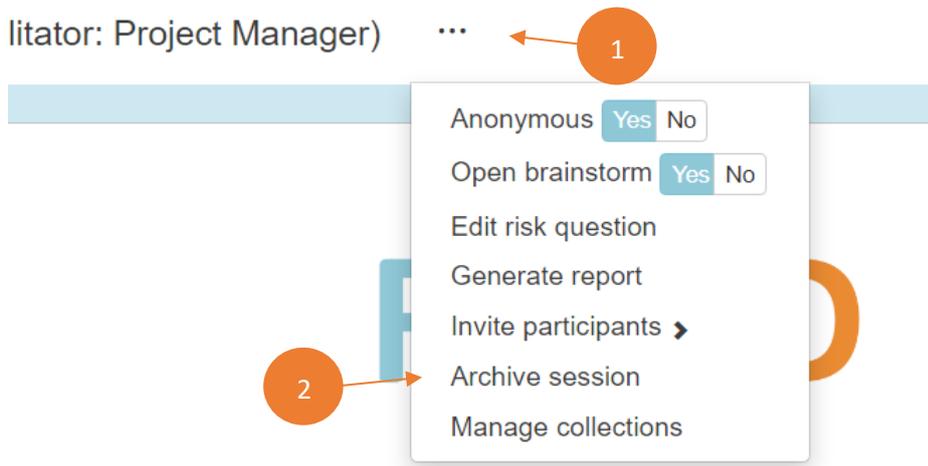
In the last step, all the results of the session are shown in a list.



1. Here you can see how many measures are attached to this risk.
2. Result of risk score and weight. When the residual risk has been entered, this risk score and weight are shown.
3. Difference between the initial/current risk score and the rest risk score.

Move risks to project/session archiving

literator: Project Manager) ...



Once you have completed a session, you can transfer the risks from your session to your project overview and archive the session. An archived session is no longer accessible and is shown as inactive in the session overview, but you can still generate a session report from an archived session.

1. To move the risks and archive the session, click on ...
2. In the pop-up menu you can choose from a number of options. To move the risks to your project overview, click the Archive Session option. The other options are explained in [Session Options](#).

Archive Session



Select the risks you want to move to the project.

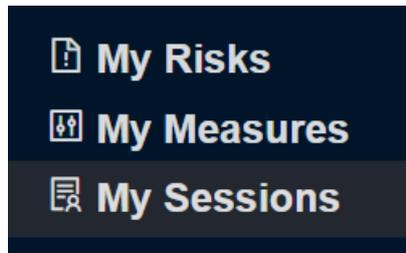
Sorted by: Weight ▾ Save voting remarks

<input checked="" type="checkbox"/>	26	Risk 26	8		
<input checked="" type="checkbox"/>	27	Risk 27	16		

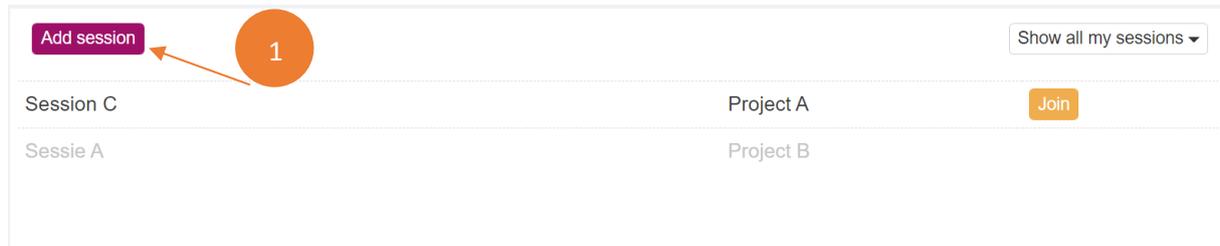
You can now determine which risks from the session should be included in the project overview. You do this by selecting all risks or selecting risks one by one that should be included in the project overview for management. Once you have selected all the risks that need to be moved, click the Archive button.

1. Click here to select or deselect all risks.
2. Tick risks individually to select the risks that need to be moved.
3. Click the Archive button to move the selected risks to the project overview. With Archive all, he takes all risks with him regardless of what has been selected.

My sessions



In the left menu you can find My Sessions. You will find all the sessions for which you have been invited.



1. Click here if you want to add a session to which you have been invited to your overview. You will then be asked to enter the session code that you received with the invitation. The session is then added to the list. You can then join your sessions at any time by logging in and clicking Join.

Facilitator

As a facilitator of a session, you can also easily get to your session via My Session. From here you can create or enter a session by clicking Continue. Go to [Session overview](#) for more information about customizing a session.