



Manual RISKID - Administrator

Contents

- Introduction..... 6
 - RISKID structure..... 6
- Log in 9
 - Join a session 9
- Account..... 10
 - Normal user..... 10
 - Project manager/administrator 10
- User options 11
 - Customize profile 11
 - Change password 12
 - Password 12
- Overall dashboard 13
 - Projects per risk score 13
 - Budgets..... 14
- Projects list 15
 - Folders 15
 - Projects..... 16
- Create project..... 17
 - Create project from a template 18
 - Template - Project details 19
 - Create a blank project 20
 - 1. Project details..... 20
 - 2. Project tags 20
 - 3. Scoring method 21
 - 4. Colour matrix..... 23
 - 5. Project categories..... 24
 - 6. Project tags..... 25
- Project options 26
 - Risk score settings 27
 - Edit risk matrix..... 28
 - Edit scoring method 29
 - Manage categories/tags..... 30
 - Add team member/follower 31
 - Definitions 31
 - Rights 32
 - Export reports..... 32
 - MODULE: Revisions 32

Copy project	33
Edit project information	34
Project dashboard	35
Risk scores	36
Measures (type)	37
Categories/costs	39
Top 10 risks.....	39
Session management	40
Create session	41
Session.....	42
Participants.....	43
Tags.....	44
Vote	44
Overview.....	45
Session overview	46
Instructional videos for participants	47
Session reporting.....	47
Project risk list	48
Risk matrix	49
Add risks	50
View and edit risks	51
Edit measures to risk	53
Edit risk score	54
Filter risks	56
Selecting risks	58
Edit multiple risks at once	59
Start a new session with existing risks	60
Copy/move risks	61
MODULE: Escalate & Delegate	62
Escalate.....	62
Delegate	64
Measure list.....	68
Start a risk session.....	70
Session options.....	70
RISKID Reports.....	71
Home	72
1. Brainstorm.....	73
2. Organizing.....	76

Grouping risks.....	77
Edit or delete group (aggregated risk)	79
3. Voting	80
Risk assessment.....	82
Voting results.....	84
Edit risk details and risk score	86
Discuss the differences.....	87
Matrix view.....	88
4. Measures	90
Add measures.....	91
5. Target risk.....	92
6. Result.....	93
Move risks to project/session archiving.....	94
My risks.....	95
View and edit risks	96
Adding measures to a risk	98
Edit risk score	99
Filter risks	101
My measures	103
My sessions	105
Facilitator.....	105
View project as a Team Member	106
Risk matrix.....	107
Edit risks	108
Adding measures to risk.....	110
Edit risk score	111
View risks.....	113
Filter risks	114
Selecting risks	116
Edit multiple risks at once	117
Copy/move risks.....	118
Project dashboard	119
Risk scores	120
Measures (type)	121
Categories/costs.....	123
Top 10 risks.....	123
MODULE: Escalate & Delegate	124
Escalate.....	124

Delegate	126
Admin tools	127
Users.....	127
Edit user.....	128
Create user	129
Reset password	130
Risk tags and objectives.....	131
Risk tags.....	131
Objectives.....	133
Project tags.....	134
Project levels (Escalate & Delegate).....	135
Project templates	136
Custom fields.....	137

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](#).

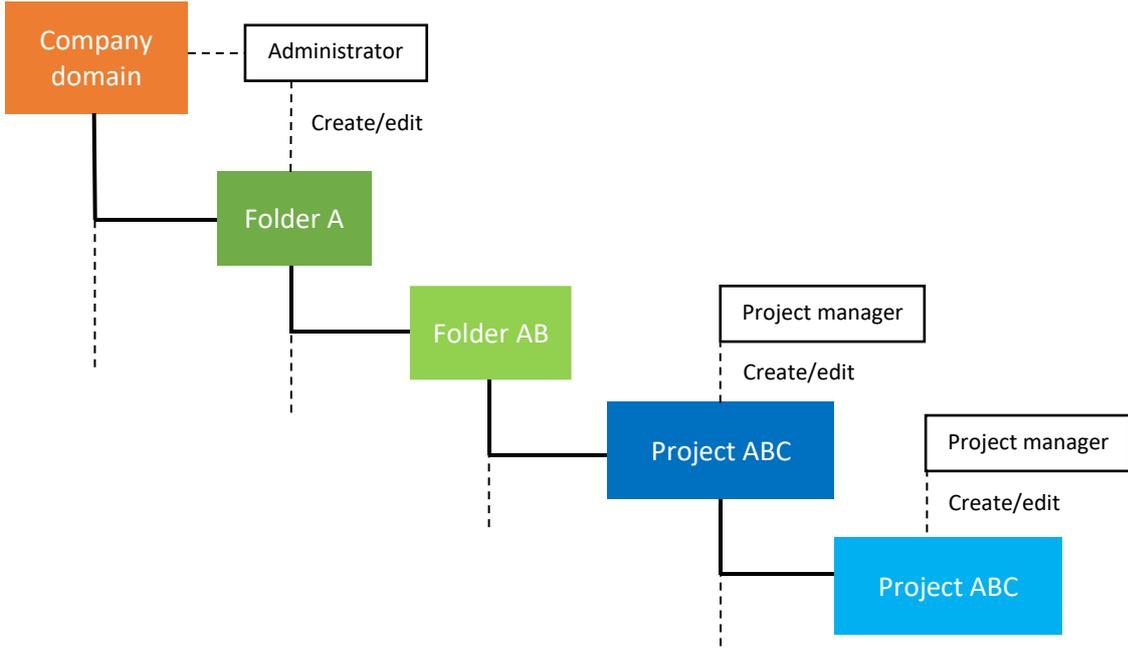
RISKID structure

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.

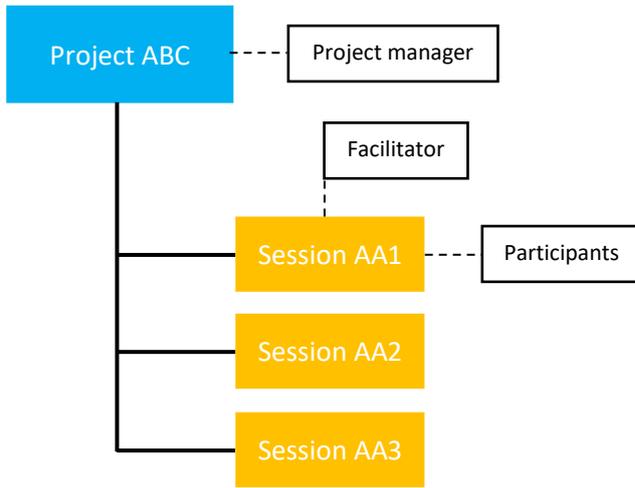
A user in RISKID has one authorization (administrator, project manager, or normal user), but can have multiple roles. For example, a project manager is a participant in a session. The authorization indicates what this use can and may technically do in the system, with the role indicating what the user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



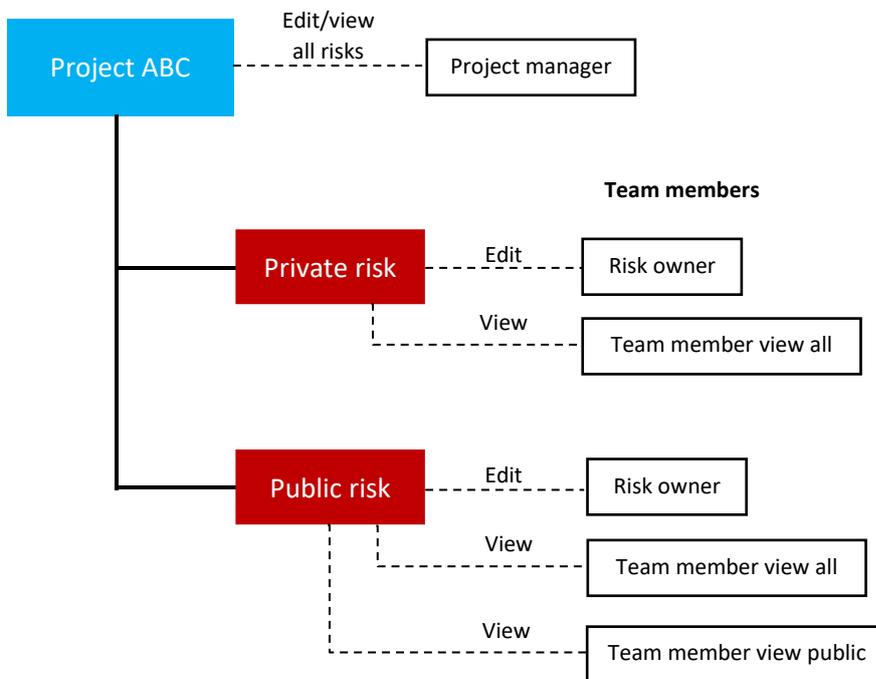
Here you can see the hierarchy for projects and folders illustrated. The administrator creates folders and project managers can create projects and place them in the folders.

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](#).

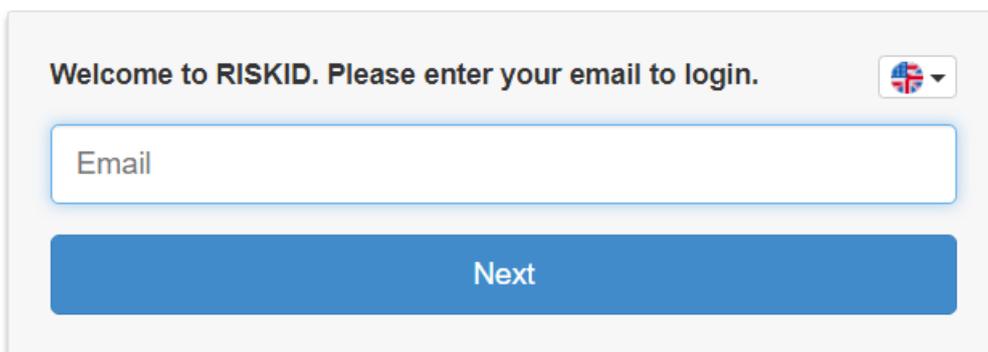


Here is how read and write permissions work within a risk project. In a project, risks can be marked as private or public. For Team Members, the project manager can specify which reading rights a team member has. With a team member who is allowed to see everything, both private and public risks are shown. 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

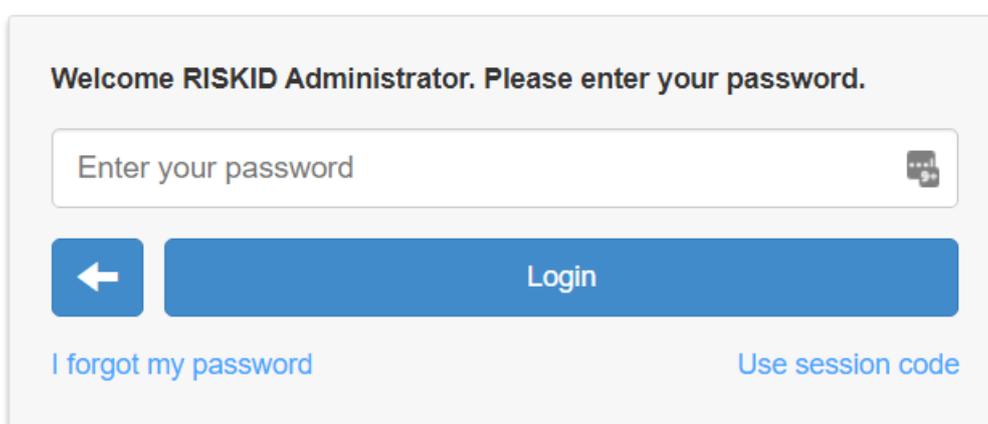
Next

The image shows a login form with a title bar, 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 title bar, a password input field with a visibility toggle, a back arrow button, a blue 'Login' button, and two links at the bottom: 'I forgot my password' and 'Use session code'.

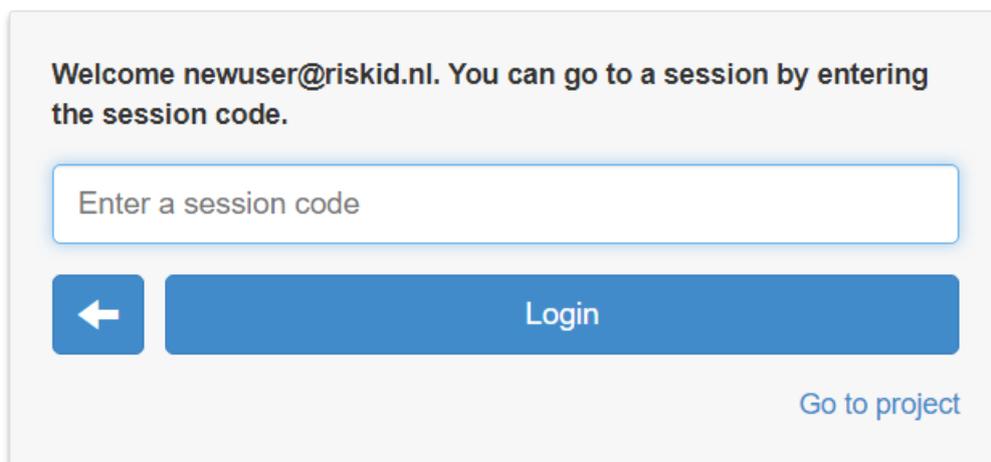
The second way is when you are already logged in to your account.

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](#).

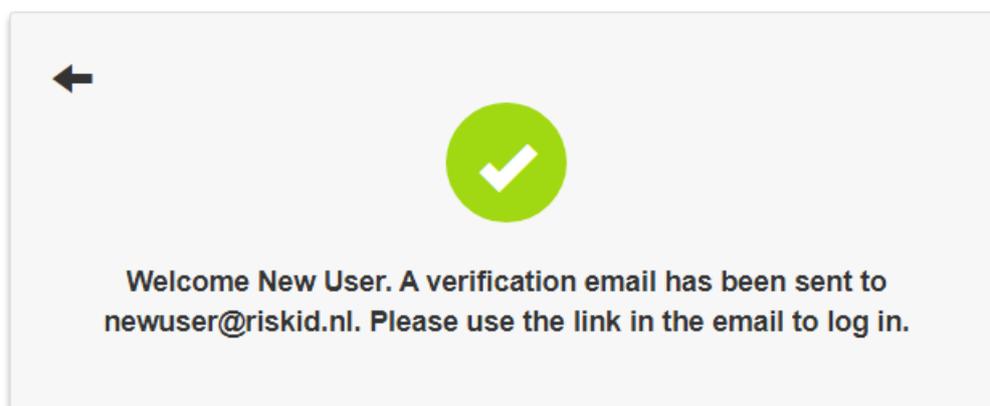
Normal user



The screenshot shows a light gray rectangular box representing a user interface. At the top, it says "Welcome newuser@riskid.nl. You can go to a session by entering the session code." Below this is a white input field with a blue border containing the placeholder text "Enter a session code". Underneath the input field are two blue buttons: a square button with a white left-pointing arrow and a larger rectangular button with the text "Login". In the bottom right corner of the box, there is a blue link that says "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.

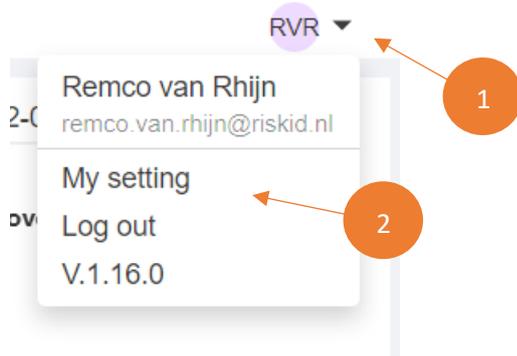
Project manager/administrator



The screenshot shows a light gray rectangular box. In the top left corner, there is a black left-pointing arrow. In the center, there is a green circle containing a white checkmark. Below the checkmark, the text reads: "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: Enter old password 1

New password: Enter new password 2

Confirm password: Enter new password again 3

Cancel **OK** 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.

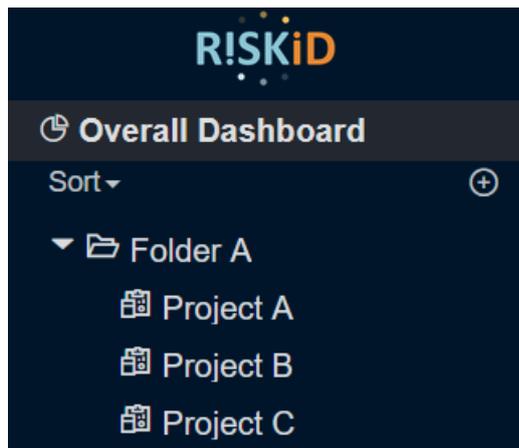
Enter your password

← Login

[I forgot my password](#) 1 [Use session code](#)

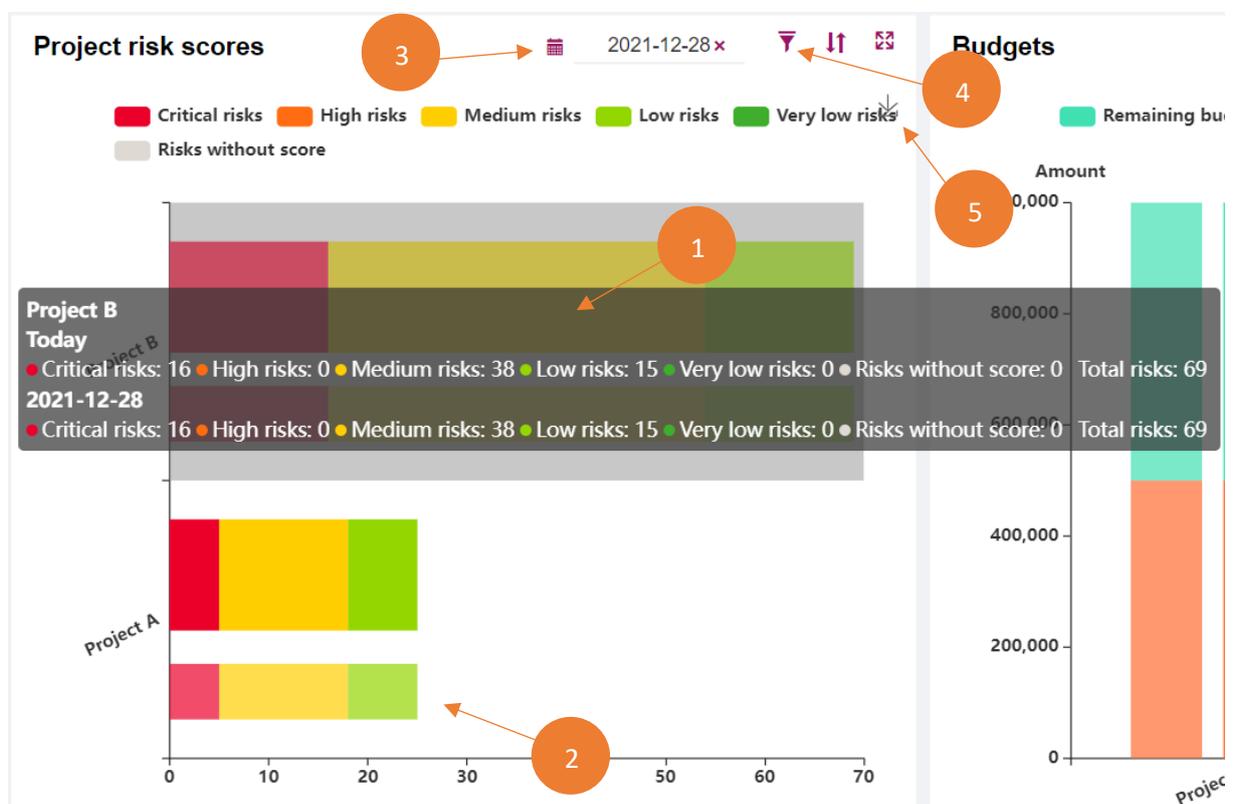
1. After logging in with your email address, you have the option to reset your password. An email with a link to your email address is automatically sent. After clicking on that link, you can create a new password.

Overall dashboard

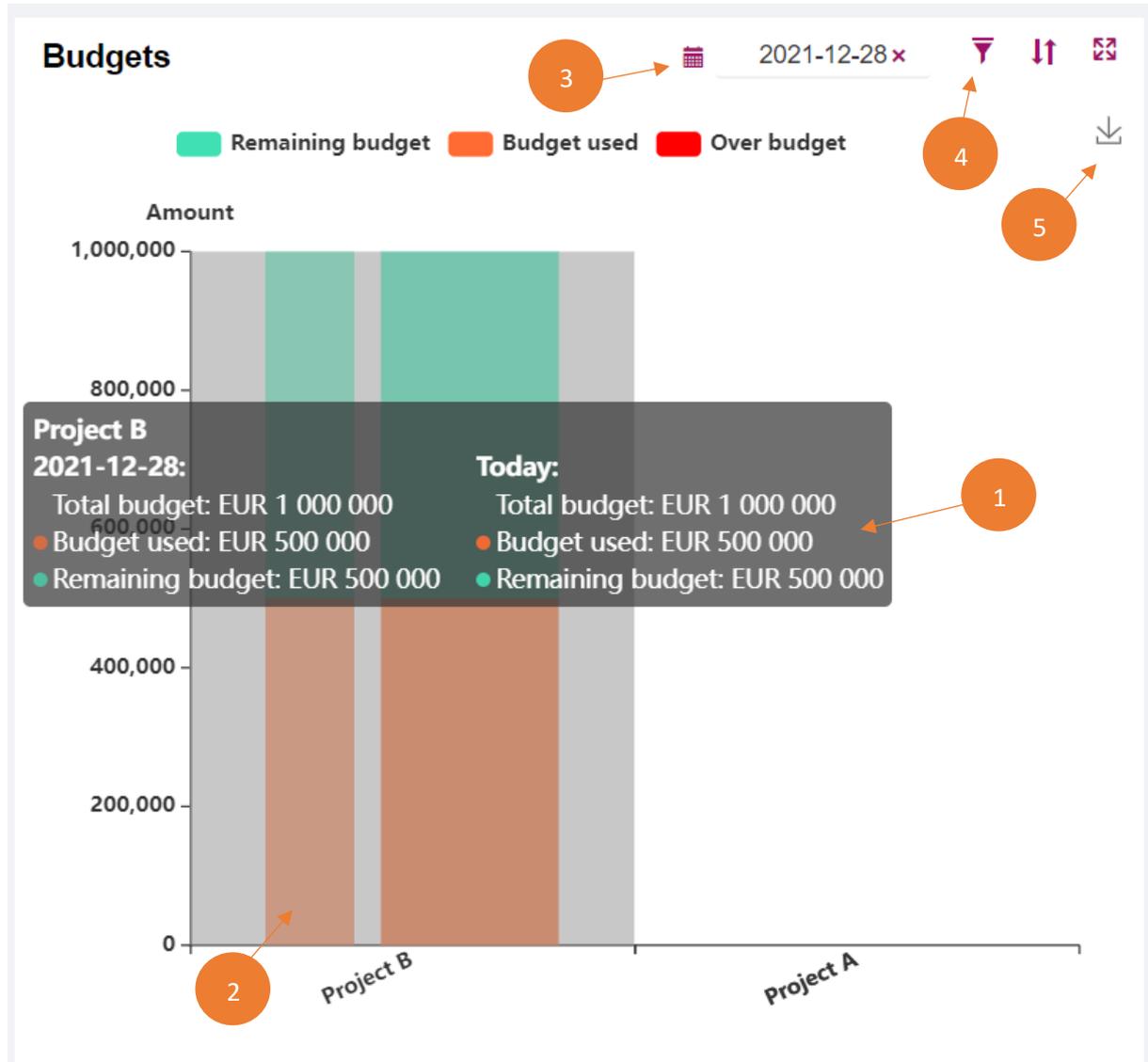


The general dashboard gives you a quick clear overview of the most important risk data (aggregated) across your own projects. Below you will find an explanation of the different dashboard widgets.

Projects per risk score

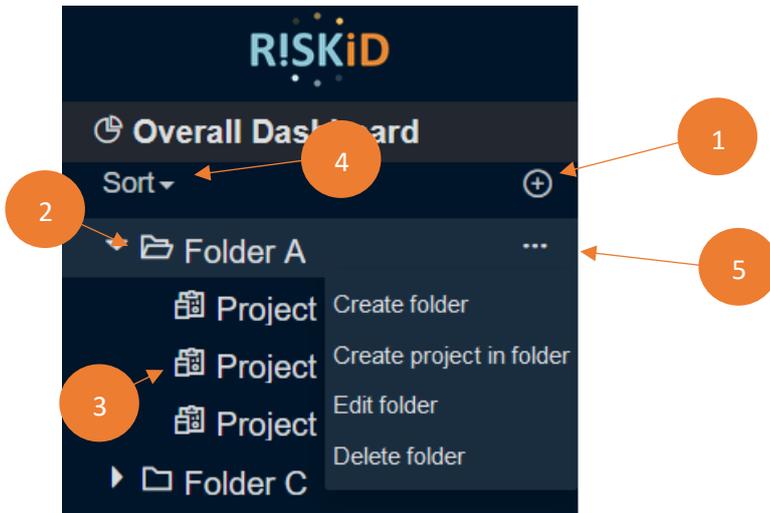


1. By hovering your mouse over the graph bar, a pop-up appears showing the number of risks that are in a project. The colours indicate the distribution from critical risks to low risks.
2. The second bar indicates the status of the project from a month ago. This will show you the progress of your projects.
3. The date indicated by the second bar can be changed here. By default, the date is a month ago. Click on the cross to not make a comparison with a date from the past.
4. Click on this button to filter the projects and show the desired projects in the dashboard.
5. Export an image of your dashboard that you can use for your reporting, for example.



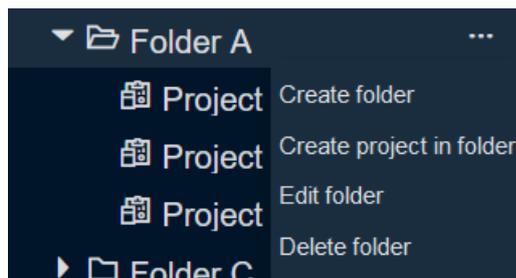
1. By hovering your mouse over the chart bar, a pop up appears showing the budget and usage of project. The colours indicate what is used, left or above budget.
2. The second bar indicates the status of the project from a month ago. This will show you the progress of your projects.
3. The date indicated by the second bar can be changed here. By default, the date is a month ago. Click on the cross to not make a comparison with a date from the past.
4. Click on this button to filter the projects and show the desired projects in the dashboard.
5. Export an image of your dashboard that you can use for your reporting, for example.

Projects list



1. Click here to create a project . After clicking on create project, a pop-up window appears that navigates you through the settings ([Create Project](#)).
2. This is a folder , recognizable by or when unfolded
3. This is a project recognizable by
4. Click here to sort projects by project name, last and earliest creation date.
5. Each folder and project have a button with more options .

Folders



1. Create folder within this folder.
2. Create a project within this folder.
3. Change folder:

Edit folder

X

*Name: Folder A

Description: Folder A

Path: Folder C

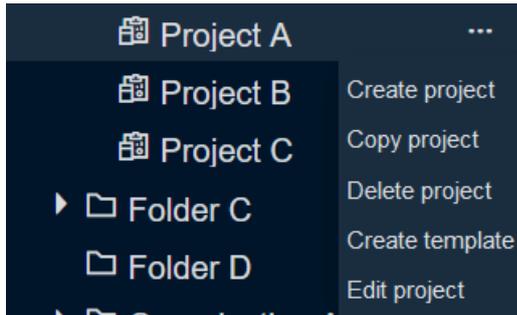
X

Folder C

- a. Change folder name
- b. Change folder description
- c. Path – select which folder is above this folder

4. Delete folder – **Note: when deleting a folder, the project is placed at the bottom of the list in the list of projects without folders.**

Projects



1. Create project under this project.
2. Copy Project - Go to [Copy Project](#) for further instructions.
3. Delete Project - **Note: Deleting a project deletes all data in that project. The information is then gone forever.**
4. Create template – Turn this project into a template. Find more about creating and using a project template here ([Project templates](#)).

Project information ✕

Name:

Description:

Code: **Path:**

Start: **End:**

Budget: **Budget used:**

Project Owner: **Last revision:**

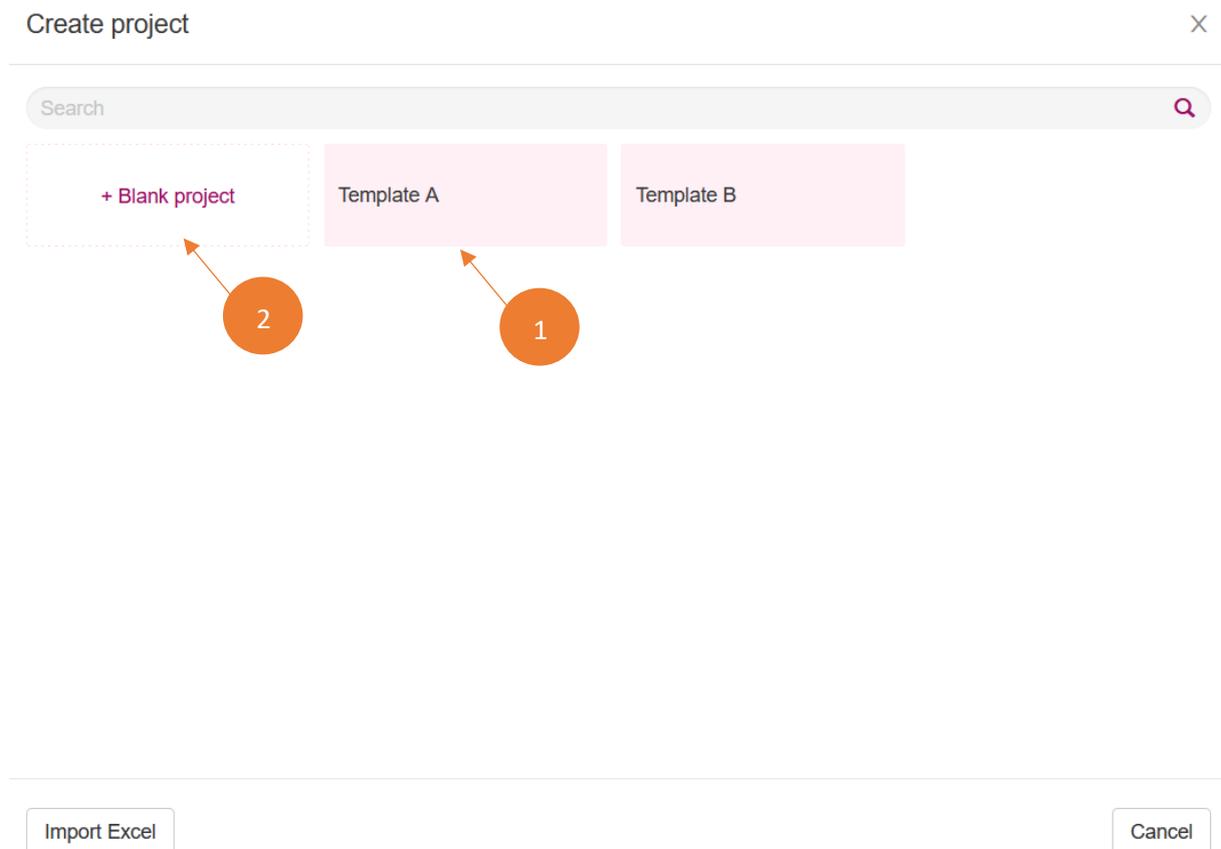
▼ **Project tags**
For this project you can select tags in the collections below. If you want more collections, click to [show all](#)

* **Categorie**

5. Change Project – Change all project information such as the project name, code, and other fields. Here it is also possible to place the project under another project or folder. In the Path field, look for the folder you want by project.

Create project

In RISKID you can create a project within the domain. In a project you can create multiple risk analysis sessions, see [RISKID structure](#). Below you will find further instructions to create a project. You can also change the project data at any time after creating the project under [Change project data](#).



Click on the top left of the screen  to create a project. Choose whether you want to use an existing template or a new blank project. MODULE: Click [Import Excel](#) to import an Excel in the correct format with existing risks.

1. [Create project from a template](#)
2. [Create a blank project](#)

Create project from a template

Create project

X

Template A

- ▶ Custom fields
- ▶ Project tags
- ▶ Goals
- ▶ Categories
- ▶ Risk tags

▼ Voting scheme (multi)

Pb F T

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

Back

Cancel

Use

1. Choose a template.
2. See what the established settings for this template are.
3. Click use to continue.

Template - Project details

Create project X

*Name: 1

Project Description: 3

*Project Code: 2 Path: None 4 Q

Currency: EUR Budget: EUR0,00

Start date: YYYY/MM/DD End date: YYYY/MM/DD

Goal: **Select goals**

5

Back Cancel **OK**

1. Enter the name of your project here. **Required field*
2. Enter a unique project code here. **Required field*
3. In this context, fill in a description of your project (e.g.: purpose of the project).
4. Select a folder or project to add the project to.
5. Once you have filled in all the required fields, click the OK button at the bottom right.

Create a blank project

1. Project details

New Project X

***Name:** 1

Project Description: 3

***Project Code:** 2 **Path:** None 4

Currency: EUR **Budget:** EUR 0,00

Start date: YYYY/MM/DD **End date:** YYYY/MM/DD

Goal: 5

1 Information

2 Project tags

3 Voting scheme

4 Color matrix

5 Categories

6 Risk tags

6

1. Enter the name of your project here. **Required field*
2. Enter a unique project code here. **Required field*
3. In this context, fill in a description of your project (e.g.: purpose of the project).
4. Search for a folder or project to add the project to.
5. MODULE: Select the objectives you want to use in this project.
6. Once you have filled in all the required fields, click the Next button in the bottom right corner.

2. Project tags

New Project X

Here are all the collections. If you want to see the tags you have selected, click to [show selected tags](#)

Project phases

- Phase 1
- Phase 2

1 Information

2 Project tags

3 Voting scheme

4 Color matrix

5 Categories

6 Risk tags

Add a tag to this project. The tags are managed in the admin screen – [Project tags](#).

3. Scoring method

New Project X

Select a scale: 1-5 1

Mode: Single Multi 2

Quantification: on off Please set quantification first.

Probability (Pb) 5

Value	Probability
1	0 - %
2	- %
3	- %
4	- %
5	- 100 %

Legend

Very low

Low

Middle

High

Very high 4

Finance (F) 3

Time (T)

Quality (Q)

Safety (S)

Environment (E)

Information
Project tags
Voting scheme
Color matrix
Categories
Risk tags

Back Cancel Next

Here you choose the probability and impact class(s) for your risk score. You can choose multiple consequence classes, such as: Money, Time, Quality, etc. You can also determine the scale and the score legend. You can also adjust the score settings at any time after creating the project under [Project Options](#).

1. Choose the scale for opportunity and impact here.
 - a. [MODULE custom scale](#)
2. Here you can indicate whether you want to score the risks on:
 - a. Single: Probability x Impact
 - b. Multi: Probability x Multiple impact classes (Money, Time, etc.)
3. By checking and unchecking the consequence classes, determine which ones you want to use within the project.
4. Here you can fill in the score legend yourself.
5. [MODULE quantification](#): when choosing money and time as impact classes, you can enter values by probability, money and time to ultimately calculate expected costs and delays. Enter the minimum and maximum values per score here.

Once you have completed all the steps, click the [Next](#) button at the bottom right.

New Project

Select a scale: Custom scale

Quantification: on off Please set quantification first.

Probability 1 - 3 Impacts 1 - 3

Probability (Pb)

1. Custom scale: allows you to score on other scale options in addition to 1-3, 1-5 and 0-5. Think also of unequal scales where probability has a different scale than impact.

Quantification

New Project ×

Select a scale: 1-5 Mode: Single Multi

Quantification: on off Please set quantification first.

Probability (Pb)

Value	Probability
1	0 - 5 %
2	5 - 10 %
3	10 - 25 %
4	25 - 50 %
5	50 - 100 %

Legend

Very low
Low
Middle
High
Very high

- Finance (F)
- Time (T)
- Quality (Q)
- Safety (S)
- Environment (E)

- Information
- Project tags
- 3 Voting scheme
- 4 Color matrix
- 5 Categories
- 6 Risk tags

Back Cancel Next

2. Quantification: with this module you can calculate the expected costs and delay of risks based on the scores. Go to [Adjust risk score](#) to use it.

4. Colour matrix

New Project ×

Preview:

5

Finance

Time

Quality

Safety

Environment

Reputation

F	1	2	3	4	5
5	Red	Red	Red	Red	Red
4	Yellow	Yellow	Yellow	Red	Red
3	Green	Yellow	Yellow	Yellow	Yellow
2	Green	Green	Green	Yellow	Yellow
1	Green	Green	Green	Green	Yellow

1 2 3 4 5 Pb

2

Type:

Normal Advanced

4

Color:

Select the color below and click a cell to change the color. Click the icon on the far right to restore the matrix to the initial state.

1 3

1

3

Information

Project tags

Voting scheme

4 Color matrix

5 Categories

6 Risk tags

Back

Cancel

Next

MODULE colour matrix: in this step it is possible to adjust the risk matrix.

1. Click this button to choose a colour.
2. After choosing a colour, you can click on a box to change the colour.
3. Click  to restore the matrix to the default matrix.
4. Click Advanced to determine the matrix by impact class.
5. After clicking Advanced, switch between impact classes here.

5. Project categories

Here you can enter the risk categories that you want to use in your project, such as the 7 RISMAN glasses. Risk categories give you a better idea of what types of risks are present within your project. You will then see in your project dashboard how the number of risks per category relates to each other. For your convenience, the 7 RISMAN glasses come standard in RISKID.

The screenshot shows the 'New Project' interface. At the top, there is a 'Select template:' dropdown menu set to 'RISMAN', with an orange circle labeled '1' pointing to it. Below this is the 'Categories:' section, which contains several category buttons: 'Organizational', 'Financial', 'Political', 'Technical', 'Legal', 'Geographical', and 'Social'. Each button has a small 'x' icon for deletion. An orange circle labeled '2' points to the 'Social' button. Below the 'Social' button is a '+New category' button, with an orange circle labeled '3' pointing to it. On the right side of the form, there is a vertical checklist of options: 'Information', 'Project tags', 'Voting scheme', 'Color matrix', 'Categories', and 'Risk tags'. The 'Categories' option is highlighted with a purple circle and a checkmark, while 'Risk tags' is not checked. At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Next'.

1. Choose your template here (RISMAN) or choose *No template* to add categories yourself.
2. Click on the cross to delete a category.
3. Click the *+ New Category* button to add an additional category.

Once you have completed all the steps, click the *Next* button at the bottom right. After you have created a project, you can always add or remove categories via [Project Options](#).

6. Project tags

In this last step, you can select the tags you want to use in your project. Within RISKID we talk about Collections and Tags. Within a collection there is a set of tags. So, a collection is a collection of similar tags. In the image below you can see, for example, the collections: Project phases, Locations and Risk mitigation strategy. And within the Locations collection you will find the Tags: Delft, Utrecht and Rotterdam. The collections from which a project manager can choose are kept by the administrator. Additional tags within an existing collection can be added by a project manager. If a project manager wants to create an extra collection, this is done via the administrator. You can still change the tags and collections after the project is created using [Project Options](#).

New Project ×

Select which collections are available in this project

Project phases

Analysis Design Implementation Maintenance

Locations

Amsterdam Delft Rotterdam

Information

Project tags

Voting scheme

Color matrix

Categories

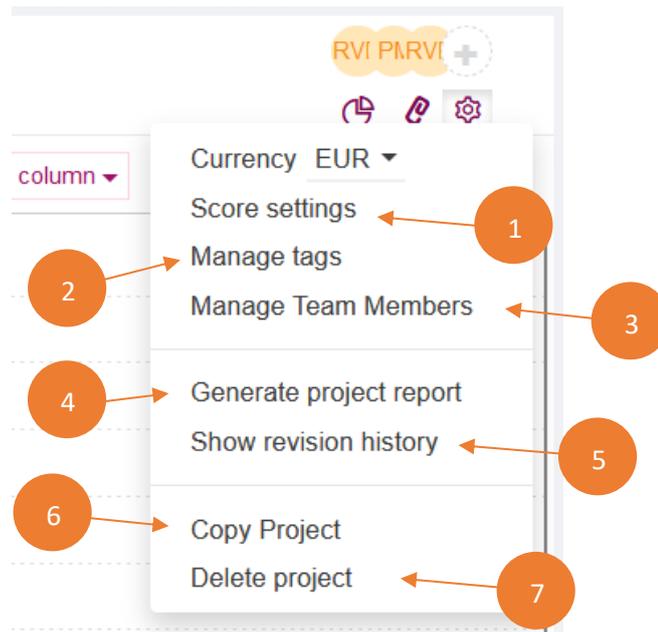
6 Risk tags

Back Cancel Save

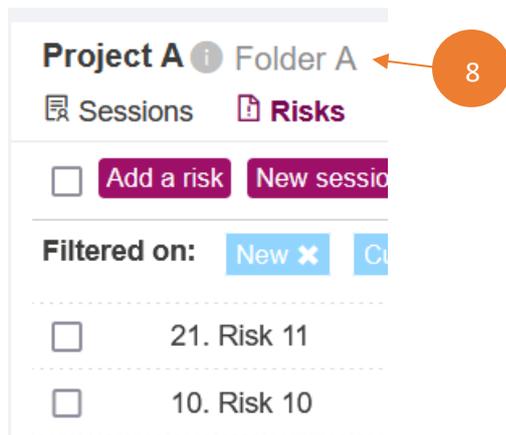
Once you have selected all the necessary collections and tags, click up on the Save button to create your project. Your project will then appear in the left menu under My Projects ([Project List](#)).

Project options

Once you have created a project, you can make changes to your project at any time. For example, you can manage the tags, change the score legend or run reports. The project options can be found on the right side of the screen under the menu icon .



1. Click here if you want to make changes to the risk score scheme (see: [Risk score settings](#)).
2. Click here if you want to make changes to the selected tags & collections (see: [Managing categories/tags](#)).
3. Click here to add a project member to your project (see: [Add team member/follower](#)).
4. Click here if you want to generate a risk report (see: [Export reports](#)).
5. MODULE Revisions: Click here to create a revision or view previous revisions and run reports from (see: [Revisions](#)).
6. Click here to copy the project (see: [Copy project](#)).
7. Click here if you want to delete your project (NOTE! Deletes all data in the project).



8. Click the project name to change the project information (see: [Edit project information](#)).

Risk score settings

The screenshot shows the 'Risk score settings' interface. At the top left, there is a button labeled 'Edit score method' with a left-pointing arrow, indicated by callout 4. Below it is the 'Project Scoring' section, which includes a dropdown menu labeled 'Probability', indicated by callout 1. At the top right, there are two buttons: 'Legend' and 'Color Matrix', with callout 3 pointing to the 'Color Matrix' button. Below these is a table with two columns: 'Label' and 'Legend'. The table contains six rows with labels 0 through 5 and corresponding legend terms: None, Very low, Low, Middle, High, and Very high. Callout 2 points to the 'None' legend text.

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

Choose Score settings in the Project Options if you want to make changes to the risk score legend.

1. Click here to choose your opportunity or impact class (money, time, quality etc..) to adjust the legend of the chosen probability or impact.
2. Customize the legend fields by modifying the current text. The changes were processed and saved immediately. You do not have to press a button separately to save it.
3. Click here to view your risk matrix. When you use the colour matrix module, you can change your matrix here. Go to [Edit risk matrix](#) to read more about this.
4. After creating a project, it is possible to adjust the scoring method. Go to [Edit scoring method](#) to read more about this.

Edit risk matrix

← Edit score method

Legend Color Matrix

Advanced ▾

Preview:

F	0	1	2	3	4	5
5	Light Green	Red	Red	Red	Red	Red
4	Light Green	Yellow	Yellow	Yellow	Orange	Red
3	Light Green	Light Green	Yellow	Yellow	Yellow	Yellow
2	Light Green	Light Green	Light Green	Light Green	Yellow	Yellow
1	Light Green	Yellow				
0	Light Green					

Color:
Select the color below and click a cell to change the color. Click the icon on the far right to restore the matrix to the initial state.

Red Orange Yellow Light Green Dark Green

✓ ✕

MODULE: here you can adjust the risk matrix.

1. Click here to choose a colour.
2. After choosing a colour, you can click on a box to change the colour.
3. Click this button to save the change or reject the changes.
4. Click here to switch between advanced risk matrix or normal.

Edit scoring method

Through this functionality you can change the scoring method of a project. Please note that all sessions must be closed (archived) for this. To archive a session, go to [session archiving](#).

Edit score method ✕

Change new scale: ← 1

Quantification: on off

Probability (Pb) ✎

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

1. If necessary, change the scale here. When changing the scale, the scores are removed.
2. Determine here which impact classes you want to use.

Edit score method ✕

Please set score for your new impact

Quality

5

4

3

2

1

0

When adding a new impact class, you can determine what the default score is.

Manage categories/tags

Change or add (new) categories to your project so that they can be linked to risks in your file. To do this, choose *Manage Tags* in the [Project Options](#).

The screenshot shows a user interface for managing project categories and tags. It is divided into three main sections: Goals, Categories, and Collections. Each section has a 'Select collections' button in the top right corner. In the 'Goals' section, there is a 'Collection goals' label and a 'Goal X' button. The 'Categories' section lists various categories: '+ New category', 'Organizational X', 'Financial X', 'Political X', 'Technical X', 'Legal X', 'Geographical X', 'Social X', and 'Category X'. Callout 1 points to the '+ New category' button, and callout 2 points to the 'X' icon on the 'Technical' category. The 'Collections' section is divided into 'Project phases' and 'Locations'. 'Project phases' includes 'Analysis X', 'Design X', 'Implementation X', and 'Maintenance X', with a '+ New tag' button. Callout 3 points to the 'Select collections' button, and callout 4 points to the '+ New tag' button. 'Locations' includes 'Amsterdam X', 'Delft X', 'Rotterdam X', and another '+ New tag' button.

1. You can add a new category here.
2. You can delete a category by pressing the cross next to the relevant category. Make sure that you decouple all risks with that category.
3. Click here to manage the tags and collections in your project.
4. Enter a new tag to add to the current collection and click *Add Tag*. When a tag is already in the system, it will appear as you type.

Select Collection



▼ Project phases 4

Analysis Design Implementation Maintenance

2

Select All Unselect All

▼ Locations 3

Amsterdam Delft Rotterdam

Select All Unselect All

1

Close

1. Click a tag to select or deselect.
2. Click Select All or Deselect All to turn all the tags of the collection on or off.

Add team member/follower

Manage Team Members



▼ Team Members: +

Measure Owner	measureowner@riskid.nl	View own ▼
Project Manager	projectmanager@riskid.nl	View all
Risk Owner	riskowner@riskid.nl	View public ▼

▼ Observers: +

RISKID Observer	observer@riskid.nl
-----------------	--------------------

Close

After you create the project, we recommend that you add the team members to it. To do this, choose the Project Option *Add team member*. Then enter a valid email address and click *Next* to add a team member to your project. A team member then automatically appears in the selection list to be selected as a *risk owner* or *action holder*. MODULE: with the follower module you can add followers here. A follower can view a project without writing rights. Read more about this under [Follower mode](#).

Definitions

Risk owner: This is the person or persons responsible for the risk. This person monitors the developments of the risk and intervenes when he/she deems it necessary. For example, the risk owner changes the current risk score when a measure is implemented.

Action holder or measure owner: This is the person or persons who is/are responsible for carrying out the measure.

Rights

You can assign certain rights to each team member (project managers are also shown as team members and have the right to view everything. This cannot be changed):

- View all: This team member is allowed to view all the risks in the project and only adjust his own risks.
- Viewing public risks: risks can be characterized as public or private. These team members can only view the risks that have been characterized by a project manager as an audience.
- Own risks: This team member can only view and adjust his or her own risks.

Export reports

In RISKID you can generate your project risk report with one click on the button. We have drawn up a structured format in Excel for you that you can easily use as a risk file. To do this, choose the project option Generate project report. You can also check some risks in the project risk list and then generate a report with only the selected risks.

Here are the possible reports you can generate:

1. Risk overview – A total report of all the risks and information that goes with it.
2. Overview of measures – A report of all measures with the associated risk information.
3. Risk matrix – An overview of the risks in the matrix (matrices).
4. Trend report – An overview in which the differences in position, risk score, weight, etc. of two dates are compared.

MODULE: Revisions

The screenshot shows the 'Revision history' section of the application. At the top left, there is a header 'Revision history' and a close button 'X'. Below this, there is a '+ Revision' button. A timeline of revisions is shown, with the first revision highlighted. The first revision is labeled 'Revision 1' and includes a description, a date '22-06-2022 15:45:43', and icons for download, edit, and delete. Three numbered callouts (1, 2, 3) point to the '+ Revision' button, the revision description, and the action icons respectively.

In this screen you can indicate and track revisions. This is useful when you would like to take a snapshot of a certain moment or indicate that you have made an update to the risk file.

1. Add a revision with name and description.
2. Here you can see all revisions with the descriptions and date of creation. This creates a timeline.
3. Here you can download a revision to Excel , edit  or delete  it.

Copy project

Copy project

X

The screenshot shows a form titled 'Copy project' with a progress bar at the top. The form contains the following fields:

- * Name:** A text input field containing 'Project A (Copy)'. An orange circle with the number '1' and an arrow points to the '(Copy)' part of the text.
- * Project code:** A text input field containing 'Enter the project code'. An orange circle with the number '2' and an arrow points to the input field.
- Currency:** A dropdown menu showing 'EUR'.
- Budget:** A text input field containing '0,00'.
- Budget used:** A text input field containing '0,00'.
- Description:** A large text area containing 'Enter the description'.
- Project start:** A date input field with the placeholder 'YYYY/MM/DD'.
- End date:** A date input field with the placeholder 'YYYY/MM/DD'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Next'.

1. The project name is copied with the original name with (Copy) behind it. The name can be changed as desired.
2. Enter a unique project code here.

Copy project

X

The screenshot shows a form titled 'Copy project' with a progress bar at the top. The form contains the following fields:

- Select a scale:** A dropdown menu showing 'Current voting method'. An orange circle with the number '3' and an arrow points to the dropdown menu.
- Include:** A list of checkboxes with the following options:
 - Risks
 - Score
 - Attachment
 - Measures
 - Categories
 - Tags
 - Risk owners
 - Project owners
 - Team members
 - Observers

At the bottom left of the form, there is a 'Back' button. At the bottom right, there are two buttons: 'Cancel' and 'Copy'.

3. Choose here whether you want to copy or change the scale. **Please note that when changing the scale, the scores are not considered.**
4. Choose what you want to copy with it.

Edit project information

Project information X

Name: Project A ← 1

Description: ← 2 ///

Code: ProjectaEN ← 3 **Path:** Folder A ← 4 Q

Start: DD-MM-YYYY **End:** DD-MM-YYYY

Budget: EUR 0 **Budget used:** EUR 0

Project Owner: RVI PIRVI ← 6 + **Last revision:** Revision 1 ← 5 +

▼ **Project tags**

For this project you can select tags in the collections below. If you want more collections, click to [show all](#)

Click the project name to change the project information.

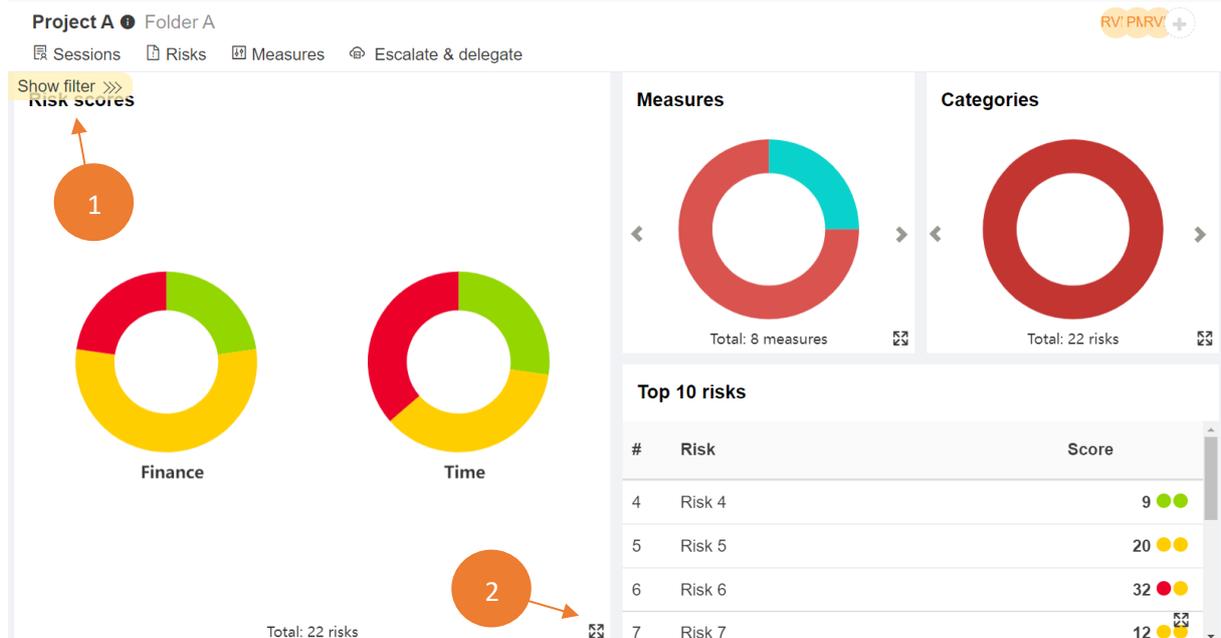
1. Here you can change the project name.
2. Here you can change the project description.
3. Here you can change the project code.
4. Here you can change the parent folder or project.
5. Here you can create a revision.
6. Add tags to the project here.

Project dashboard

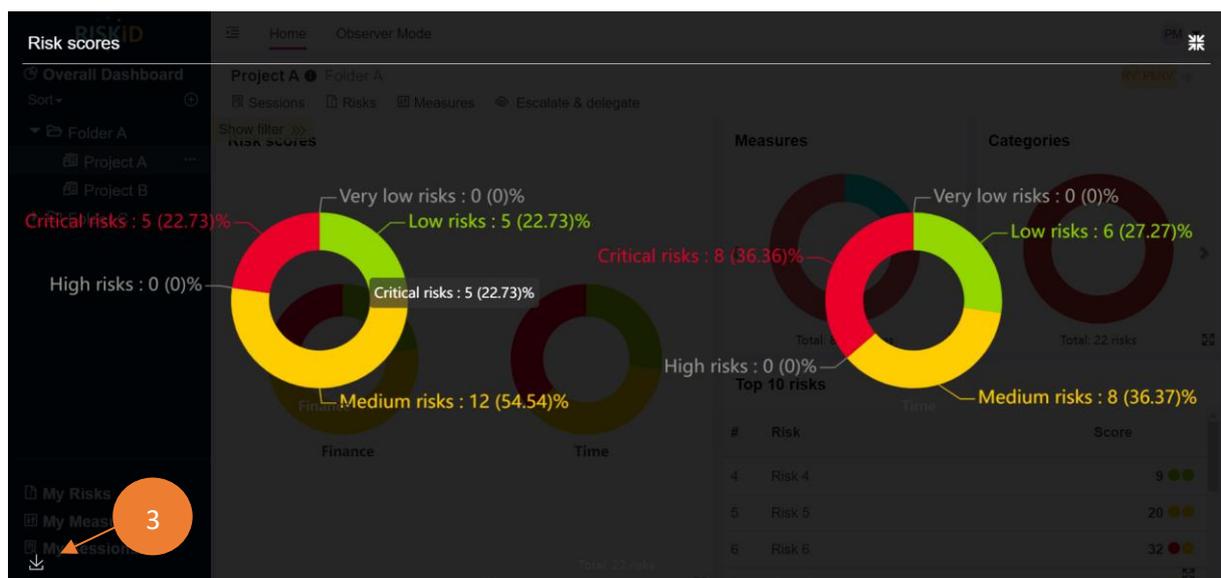
Under a project you will see *Dashboard* or this icon at the top right of the project. This is the project dashboard and gives you a quick clear overview of the most important risk data of your project. Risk data that is shown is automatically filtered on the filters that are enabled in the risk list. Go to [Filter risks](#) for more information.

In your dashboard, you will see the following dashboard widgets:

- [Risk scores](#)
- [Measures \(type\)](#)
- [Categories/costs](#)
- [Top 10 risks](#)



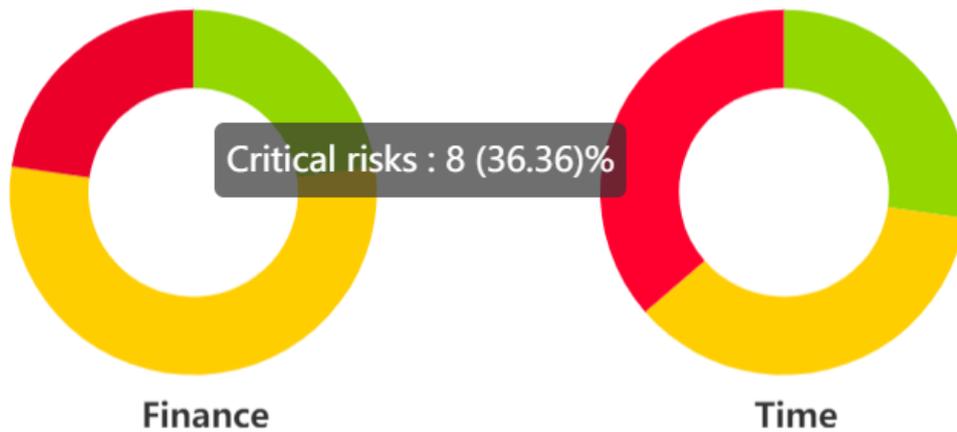
- Click here to view or remove risk and measure filters.
- Click to expand the widget to full screen.



- Click to download an image.

Risk scores

Show filter >>>
Risk scores



Total: 22 risks



In the risk score widget, you will find an overview of the risk score and how these are distributed over the impact classes within your project.

Furthermore, below the circle diagrams you can see the total number of risks that are shown. In the diagrams, only risks with a score are shown, which is why this number may differ from the total number of risks in the project.

Add a risk **New session**

Filtered on: New ✕ Current ✕ Time - Critical risks ✕

21. Risk 11

10. Risk 10

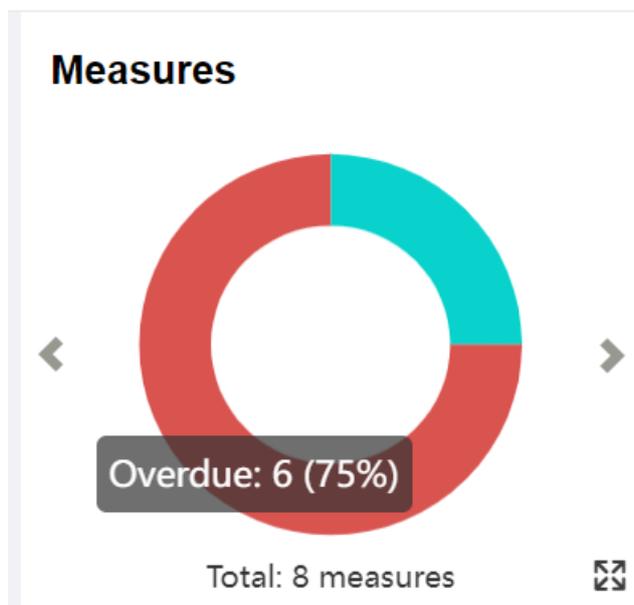
13. Risk 3

6. Risk 6

14. Risk 4

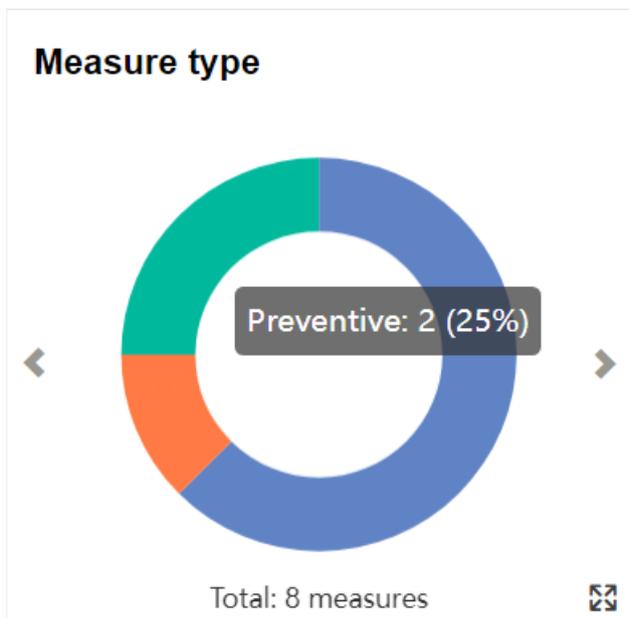
The uniqueness of our dashboards is that you can click through them to go to the detailed data. This way you can directly click on the red area of the *Finance* pie chart. You will then end up in the project risk list in which, with a filter, you only see the red money risks. Once in the risk list, you can zoom in further into the specific risks that you want to screen.

Measures (type)



In the measures widget you can see all measures incl. the status in the project. This way you can see briefly how things are going with the control of your project. How many measures are over their deadline? How many measures are approaching their deadline (2 weeks before the deadline date)?

You can also click through this widget to go to the desired detailed information. As soon as you click on one of the colour discs you will be redirected to the measures in the project filtered by the chosen measure status.



In addition to the measure status, it is also possible to see the distribution of measure type by clicking on >. Measure types are divided into preventive, corrective and general.

Categories/costs



In the categories widget you can see how the project risks are divided into the different categories. Here you can see, for example, the risks divided into the 7 RISMAN glasses. If you click on one of the colour discs, you will be redirected to your project risk list filtered by the risks of that category. You can set the categories yourself as desired in your project.

Top 10 risks

#	Risk	Score
10	Risk 10	36 ●●
13	Risk 3	35 ●●
6	Risk 6	32 ●●
14	Risk 4	28 ●●
12	Risk 2	24 ●●

The latest dashboard widget shows the top 10 risks within the project. This selection is made based on the risk weight. This means that we look at the risk matrix and where the risk falls within the matrix. All red risks will be shown first because they are the heaviest within your project.

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 area contains a table of sessions.

Session Name	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.

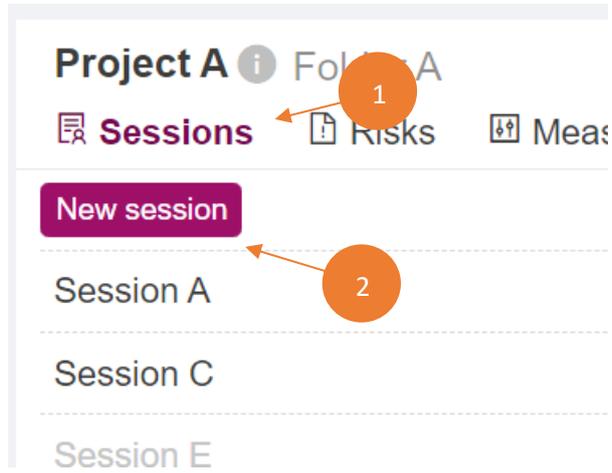
My sessions

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✕

*Session name:

*Code:

*Introduction:

*Risk question:

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 +

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

Session

Participants

3 Tags

4 Voting

5 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

Session

Participants

Tags

4 Voting

5 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

Back Cancel Create

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 interface. At the top, there are navigation buttons for 'RA', 'sessionc', and 'public'. Below this, a 'Session filter' dropdown is present. The main content area shows 'Project A' and 'Session C'. There are two statistics: '# Total risks: 2' and '# Newly added risks: 2'. A 'Participants (5/5)' section lists participants with columns for 'Full Name', 'Email', and 'Status'. A log of activities is shown at the bottom. Numbered callouts (1-9) point to various UI elements: 1 points to the 'Continue' button, 2 to the invite icon, 3 to the session name, 4 to the session code, 5 to the session access type, 6 to the session menu, 7 to the status column, and 8 to the activity log.

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

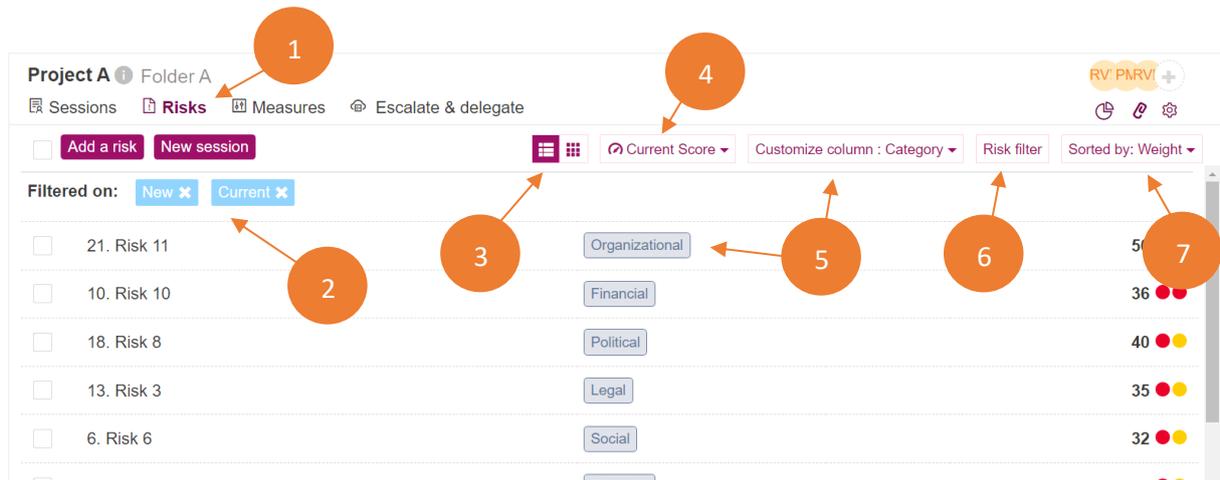
Close
Generate

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*.

Project risk list



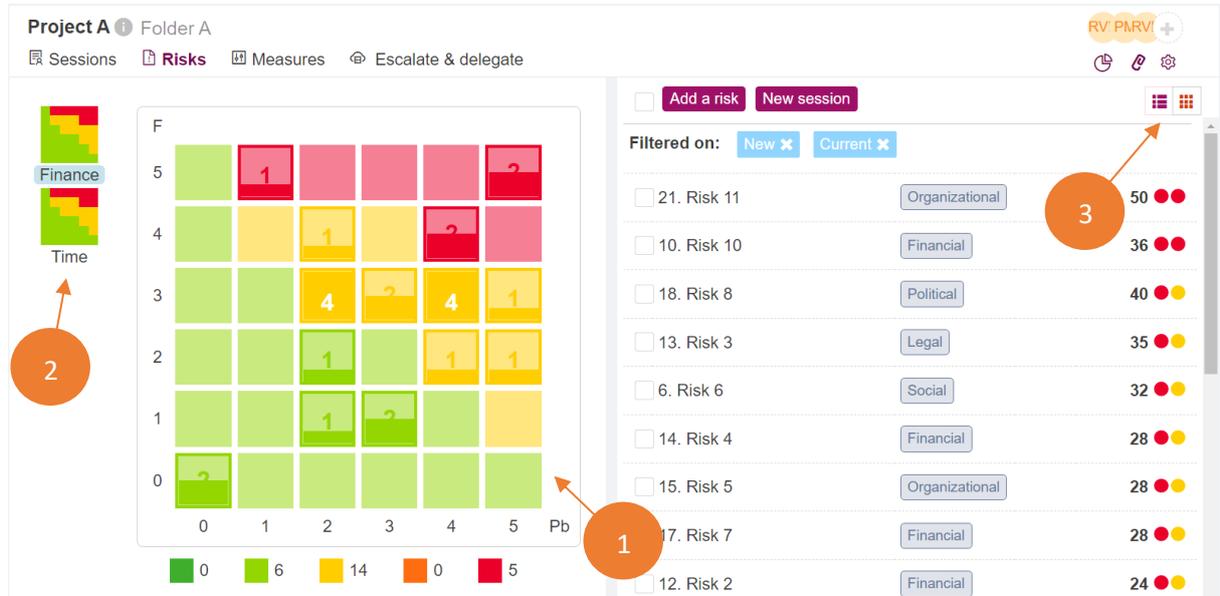
1. When you press Risks in your project menu, you will see the project risk list. This is where all the risks of the project are located. By clicking on a risk, you can see more detailed data of the risk, such as: causes, consequences, risk status, risk owner, measures, etc.
2. Risks are automatically filtered by New and Current status. This way you immediately see the most important risks.
3. Click here to switch between the risk list and the [risk matrix](#).
4. Click here to switch between showing the Current Risk Score or the Target Risk Score.
5. Click here to add an additional column to the risk list. This column can contain information about the tags, categories or risk owner.
6. Click here to open your [risk filter](#) to filter risks based on categories, status or tags.
7. Click here to sort your risks by different values, such as: risk score (per probability or impact), weight (standard), risk description or risk index.

Risks in the list that have been made slightly grey are risks that are currently in a session. These risks cannot be clicked on. A facilitator has therefore created a new session with a number of existing risks from the project risk list. You can read how this works under [Start a new session with existing risks](#).

In the project risk list, there are a number of options that you can use to edit the risks and other risk data.

- [Add risks](#)
- [View and edit risks](#)
- [Filter risks](#)
- [Selecting risks](#)
- [Edit multiple risks at once](#)
- [Start a new session with existing risks](#)
- [Copy/move risks](#)

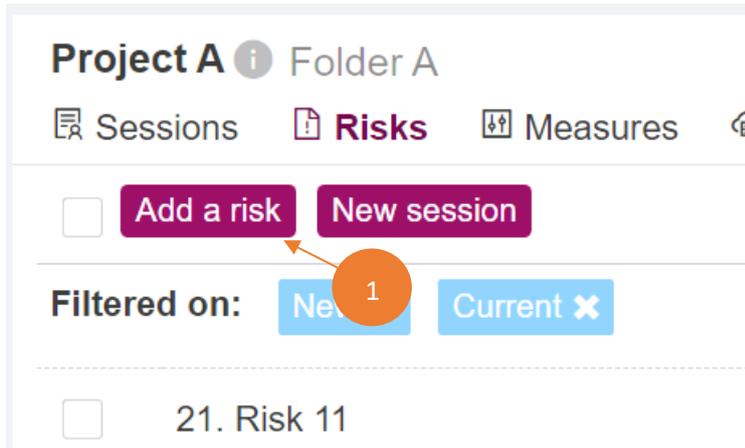
Risk matrix



Here you can see the matrix of the project. The matrix is divided into boxes with the probability of the horizontal axis and the impact on the vertical axis. Each box indicates the weight in colours from green (low risks) to red (critical risks). The box indicates how many risks fall into this category. The extent to which the box is filled dark indicates how many risks fall into the course in relation to the rest of the project.

1. Click on a box or a colour at the bottom of the matrix to show the risks. The risks you select are filtered on the right side of the list.
2. Click here to switch matrix between the different impact classes.
3. Click here to go back to the risk overview.

Add risks



You can add a new risk directly to the risk list by pressing the Add Risk button.

1. Click here to add a new risk.

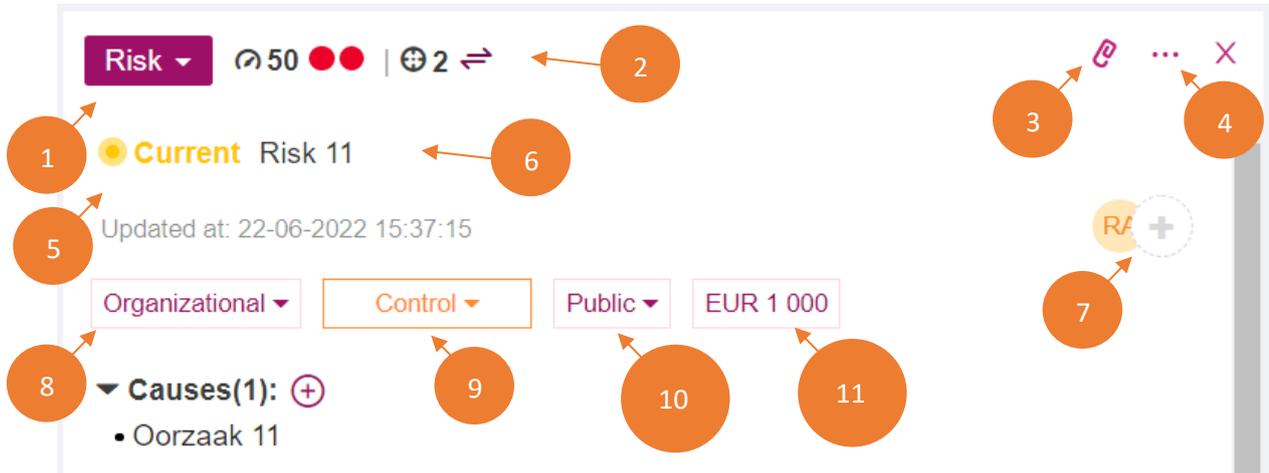
The screenshot shows the 'Create risk' pop-up form. The form has a title 'Create risk' and a close button 'X'. Below the title, there are several fields and buttons:

- *Event:** A text input field with a red circle and arrow pointing to it, labeled '2'.
- Category:** A dropdown menu with 'Uncategorized' selected and a red circle and arrow pointing to it, labeled '3'.
- Causes (0):** A button with a plus sign and a red circle and arrow pointing to it, labeled '4'.
- Effects (0):** A button with a plus sign and a red circle and arrow pointing to it, labeled '4'.
- Close:** A button with a red circle and arrow pointing to it, labeled '6'.
- Create:** A button with a red circle and arrow pointing to it, labeled '5'.

A pop-up will appear where you can fill in the details.

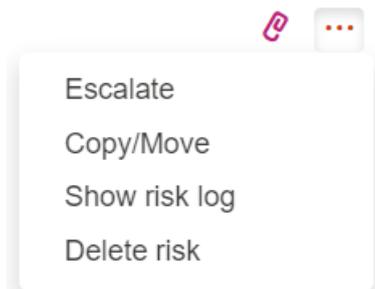
2. Enter the description of the new event here.
3. Select the category.
4. Add causes and effects by using the button **+**.
5. Click Save to add your risk.
6. Click here if you want to cancel your entry.

View and edit risks



As soon as you have added a risk to the project risk list, or clicked on a risk, a detailed view of the risk appears. In the right frame, you can see details of the risk and make changes if necessary.

1. Click here to add measures to the risk ([Add measures to risk](#)) or to add or change a risk score ([Edit risk score](#)).
2. Here you can see the current and target risk score.
3. MODULE: Click here to add a file or see which files have already been added.
4. Click here for additional options



- a. [Escalate into a strategic project](#).
 - b. [Copying/moving a risk](#).
 - c. View risk log.
 - d. Remove risk.
5. Click here to determine the status of your risk. (e.g., *New*, *Completed*, *Done*)
 6. Click on the risk description to adjust it.
 7. Click here to link a risk owner to the risk. (To add team members, go to '[Add team member/follower](#)' or click on). When you hover your cursor over a risk owner, you can remove it.
 8. Click here to link a category to your risk. To add categories, go to the chapter '[Managing categories/tags](#)'.
 9. Here you can choose the desired mitigation strategy.
 10. Determine here whether the risk is public or private. With [Manage Team Members](#), it is possible to give someone read-only rights to public risks. When a risk is marked as private, an icon appears behind the risk . Only project managers and team members who are allowed to see all risks see these risks appear in the project risk list.
 11. Here you can see the risk costs or when using quantification, the expected costs and delay.

▼ **Causes(1):** (+)

- Oorzaak 11

▼ **Effects(1):** (+)

- Gevolg 11

Collection goals:

+ New goal

Project phases:

Analysis X + New tag

Locations:

Delft X + New tag

RA **RISKID Administrator** 17-02-2022 18:31:00
Risk comment

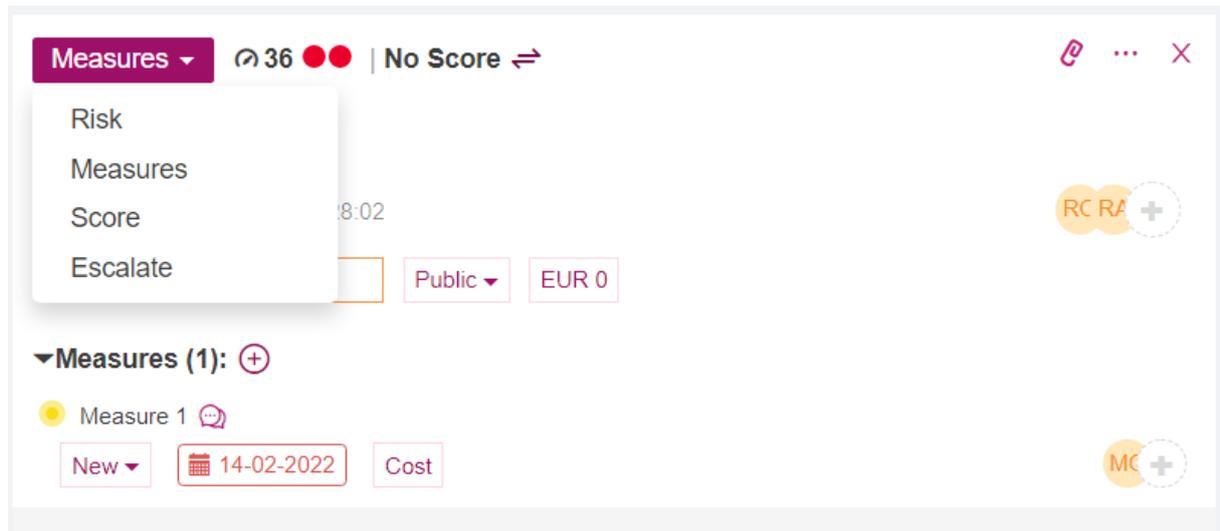
RA **RISKID Administrator** 05-04-2022 17:46:46
Risk comment

PM **Project Manager** 02-06-2022 10:35:33
Risk comment by project manager

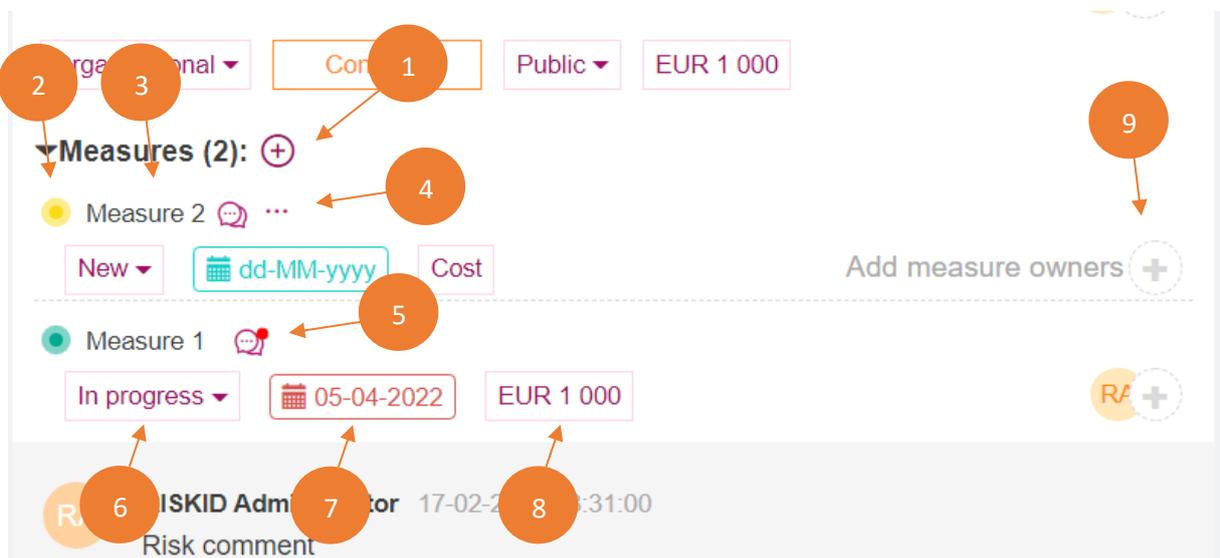
PM Write a risk comment

1. Here you can enrich your risk with possible causes and consequences.
2. Here you can link objectives to risks. To add objectives to your project, go to the chapter '[Managing categories/tags](#)'.
3. Here you can tag your risk. To add tags or collections to your project, go to the chapter '[Managing categories/tags](#)'.
4. Type your risk note here.

Edit measures to risk



By pressing Measures in the detail view of the risk, you can edit the existing measures and add new measures to the risk.

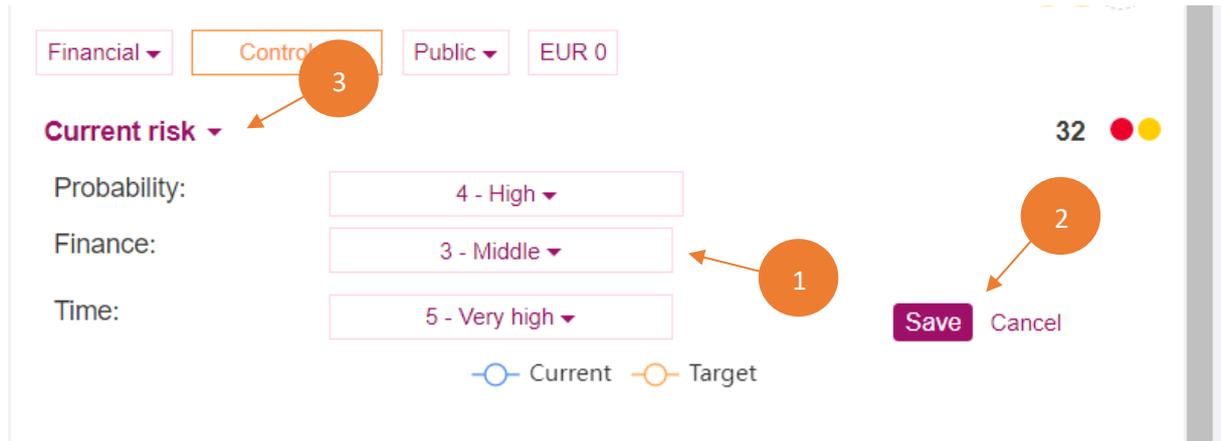


1. Here you can click to add a new measure to the risk.
2. Indicate whether a measure has a preventive or corrective effect.
3. Here you can see the added measure or adjust existing measure description.
4. Click here to remove a measure .
5. Add a comment to the measure or view current comments .
6. Click here to change the status of your measures (e.g.: *New*, *In progress*, *Parked*).
7. Here you can set an end date for when the measures must be implemented. (RISKID automatically sends a reminder to the action holder and risk owner at two times: 1. two weeks before the end date and 2. as soon as the deadline has expired).
8. Here you can add or change the measure costs.
9. Here you assign an action holder to the measure. You can assign multiple action holders to a measure. When you hover your cursor over a measure owner, you can delete it .

Edit risk score

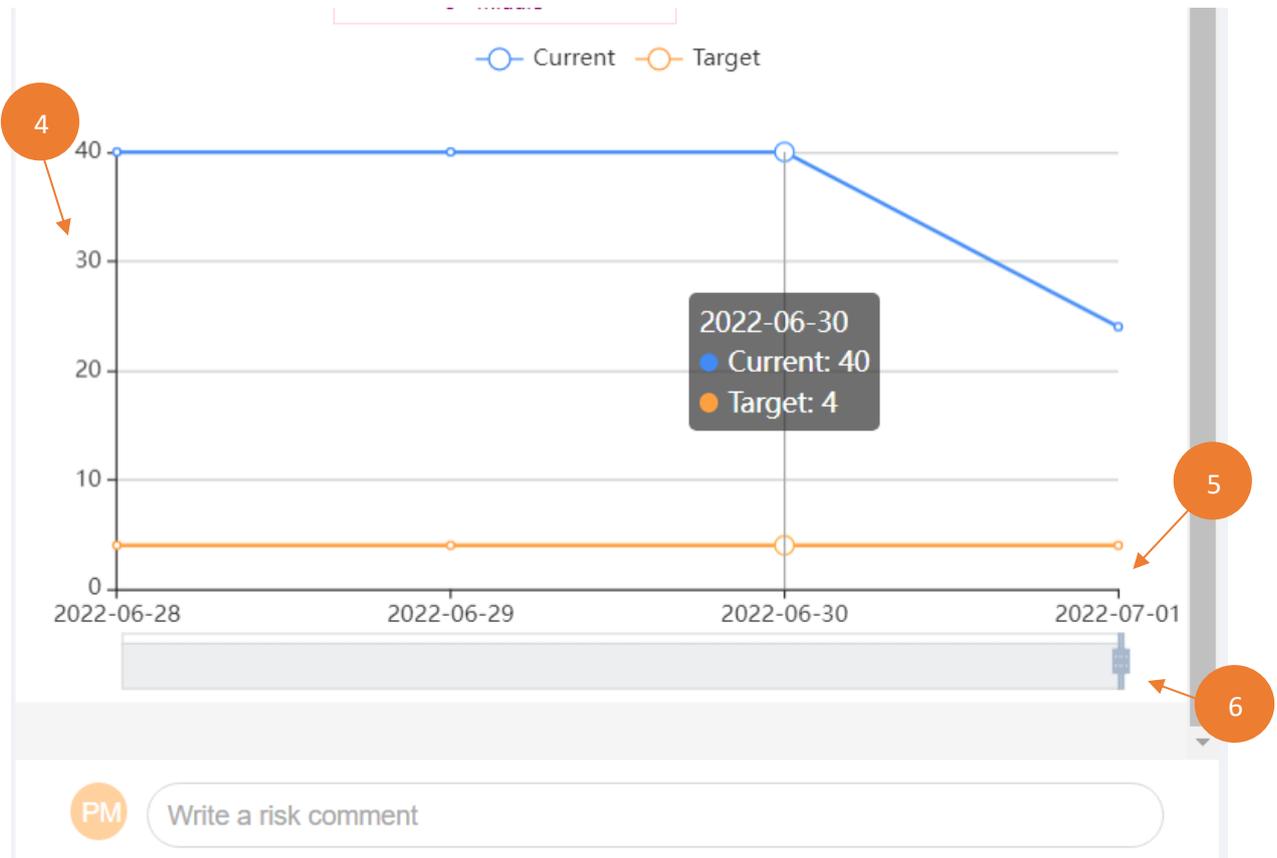


By pressing Score in the risk detail view, you can edit the risk score.



1. Click here to determine your score for the probability and impact for the risk in the drop-down menu.
2. Once you have determined the score for both the probability of occurrence and the impact(s) for the risk, click the Save button to save the new score. (*Please note, you can only save when all values are filled in*)
3. Click on rest risk to fill in or change the rest risk.





Here you can see the trend line of the (residual) risk score:

4. The vertical axis indicates the risk score.
5. The horizontal axis indicates the date.
6. By sliding with the bars, you can set which period you want to show.

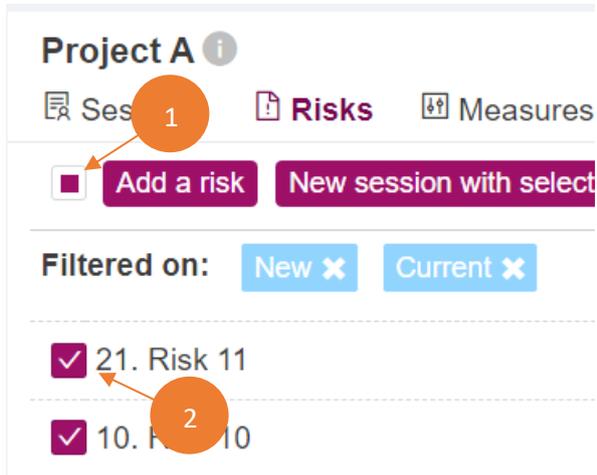
Filter risks

In RISKID you can easily draw up a list of risks that you want to have by means of our risk filter. This filter can be set based on a risk status, category or tags. Our filter works as follows. A risk can only have 1 status, so when you filter by risk status and you choose multiple statuses, you will see the risks in the list with status 1 OR status 2. This OR operator works the same when you filter by categories. It is different when you filter by tags. If you choose multiple tags within a tag collection to filter, you will get a list of risks with tag 1 AND tag 2. So, within tag collections there is filtering with an AND operator. The system also uses an AND operator when filtering with tags from different collections, categories or statuses.

1. Click here to open the risk filter
2. Click here to filter your risks. You can filter by the following variables:
 - a. Risk owner
 - b. Risk status

- c. Mitigation strategy
 - d. Categories
 - e. Tags
3. Here you can search for specific categories, tags or statuses.
 4. By default, risks are filtered by New and Current. Additional filters can be added to the risk filter. Click on *Use default filter* to return to the default setting, *New* and *Current*.

Selecting risks



It is possible to select risks individually or to select everything with a button. When the risks have been filtered through the risk filter, it is easy to select all these risks with a button. Selecting risks is important when, for example, [starting a new session with existing risks](#), [generating a report](#) or [editing multiple risks at once](#).

1. Click on the box at the top left to select all the risks shown (after filtering) . When all risks are shown, the box looks like this .
2. Click on the boxes for each risk to select or deselect them individually.

Edit multiple risks at once

Escalate Copy/Move Delete ×

22 risks been selected

RA × RO × +

Category:

Mitigation

Status:

Scope:

Cost: Total: 0 EUR

Collection goals:

Project phases:

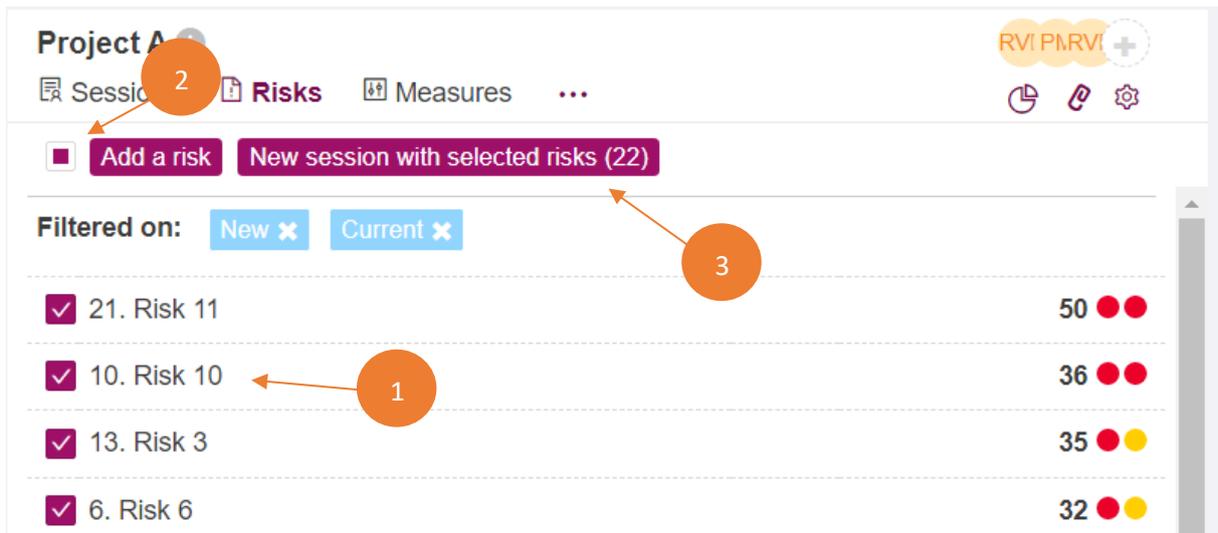
Locations:

After selecting 2 or more risks, a screen will appear on the right with options to edit the risks at once. When it says *Multiple values*, the risks have different values such as multiple categories or statuses. When changing any of these values, all selected risks change to those values.

Risk owners and tags

With risk owners and tags, there are several options possible. When an owner or tag is shown, it does not mean that all risks have this owner or tag, but that there is at least one risk that this owner or tag has. When you want to tag all selected risks with this owner or tag, you can add the owner or tag again via the + or *+ New tag*.

Start a new session with existing risks



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.

1. You can start a new session with existing risks from the project by checking the risks in the project risk list.
2. Click Select All to select all risks in the project risk list ([Selecting Risks](#)).
3. Then click the New Session with Selected Risks button. As soon as you click on this button, our system will guide you to create a new session as explained in [Create Session](#).

Risks that you consider in a session in this way are slightly greyed out in the project risk list. These risks can then no longer be clicked on. This way you know exactly which risks are treated in sessions. To get the risks back, you need to archive the session where these risks are.

Copy/move risks

The screenshot shows a risk detail screen for 'Risk 11'. At the top, there is a 'Risk' dropdown, a score of 50 with two red circles, and a plus sign with the number 2. Below this, the risk is labeled 'Current Risk 11' and 'Updated at: 22-06-2022 15:37:15'. There are four filter buttons: 'Organizational', 'Control', 'Public', and 'EUR 1 000'. A section for 'Causes(1):' is expanded to show 'Oorzaak 11'. A context menu is open, showing options: 'Escalate', 'Copy/Move', 'Show risk log', and 'Delete risk'.

In the risk detail screen, you can click on **...** and then Copy/Move.

The 'Copy' dialog box is shown. It has a title bar with 'Copy' and a close button. The 'to:' field contains 'Project A' with a search icon. The 'New Risk Name:' field contains 'Risk 11 (copy)'. Below these are two columns of checkboxes under the heading 'With:'. The first column includes 'Causes', 'Effects', 'Measures', 'Categories', 'Status', 'Mitigation strategy', and 'Comments', all of which are checked. The second column includes 'Attachments', 'Owner', 'Cost', 'Score', and 'Tags', all of which are unchecked. At the bottom right, there are 'Cancel' and 'Copy' buttons. Three orange circles with arrows point to the 'to:' field (1), the 'New Risk Name:' field (2), and the 'With:' section (3).

1. Here you can decide which project you want to move or copy the risks to. You can also copy risks to the current project.
2. Determine the risk name of the copy.
3. Select which data you want to take with you. When copying to another project, it is not possible to take all the information with you.

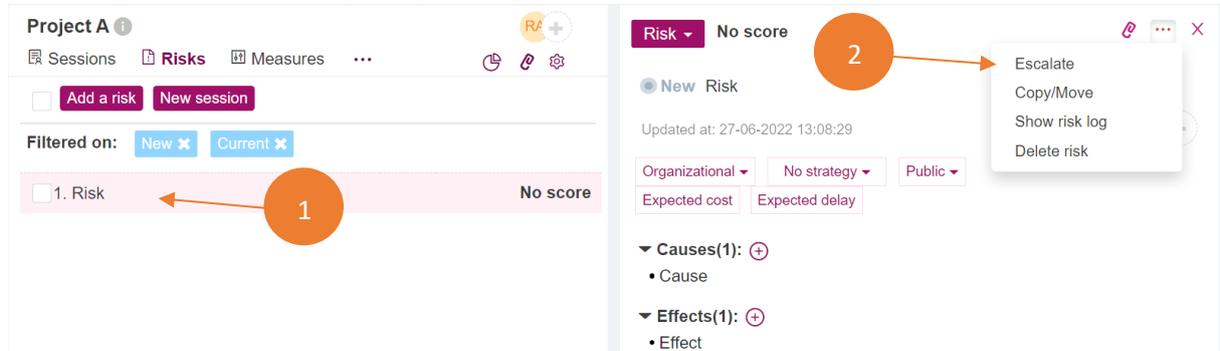
MODULE: Escalate & Delegate

This module makes it easier for you to share risks with each other across different projects. For your domain it is possible to select a project as a *Strategic project*. Here is how that works [Project levels \(Escalate & Delegate\)](#). You can now easily escalate risks from other projects to this project. From this project it is possible to delegate risks to all other projects.

Escalate

Escalating risk is sharing a risk with a project that has been characterized as a *strategic project*.

Escalating risks to the strategic project



1. In the risk list, open a risk so that a detail screen appears on the right.
2. In the details screen, click **...** and then click *Escalate*.

Escalate



To: Strategic project

- With:
- Cause (1/1)
 - Effect (1/1)
 - Measure (0/0)
 - Tag (0/0)

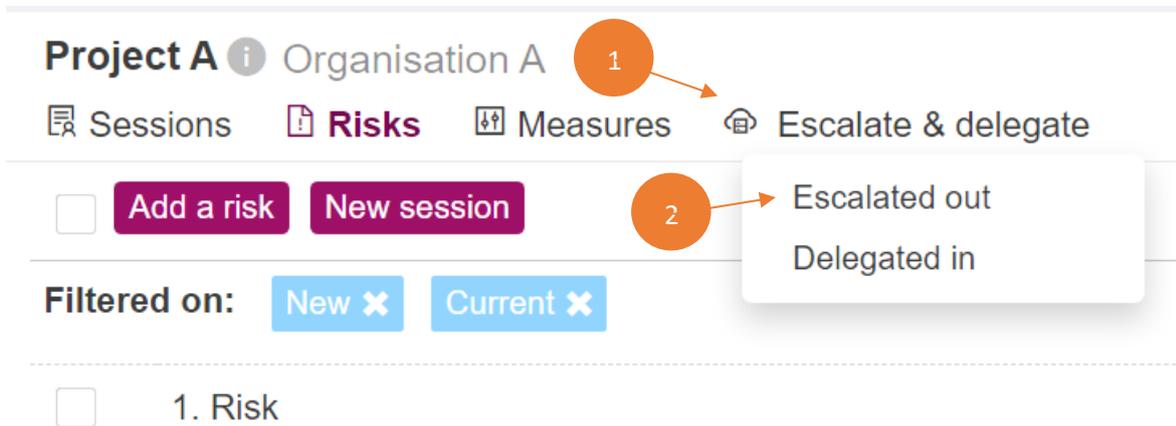
Cancel

OK

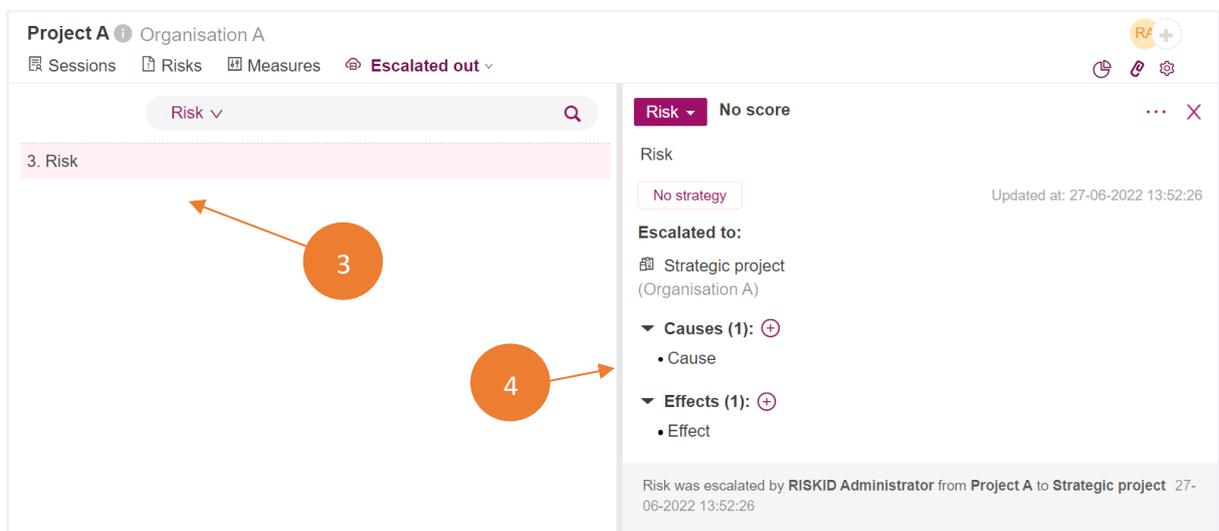
3. Then decide what information you want to share. It is not possible to share information other than what is shown here.

Manage escalated risks from the lower project

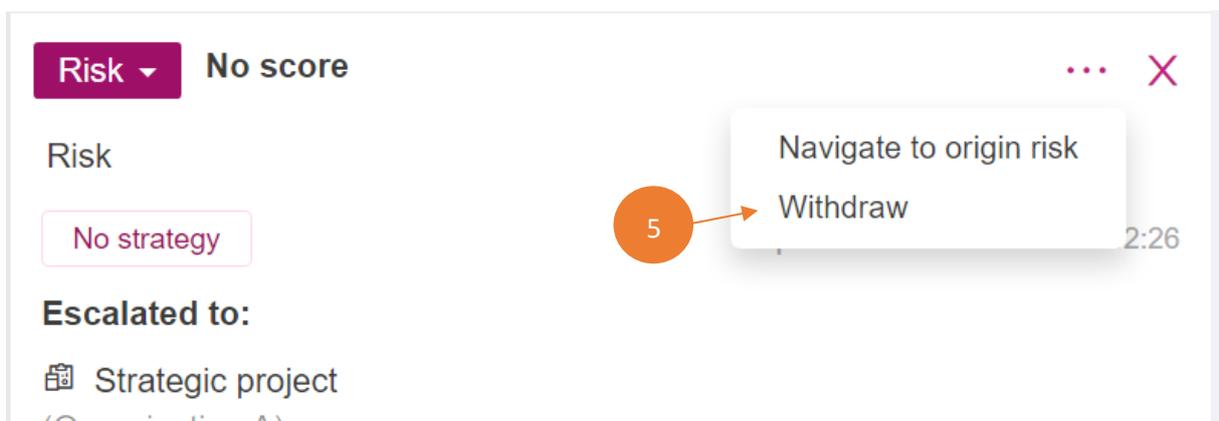
When a risk has escalated to the strategic project, it can be further managed in the *Escalated out* list.



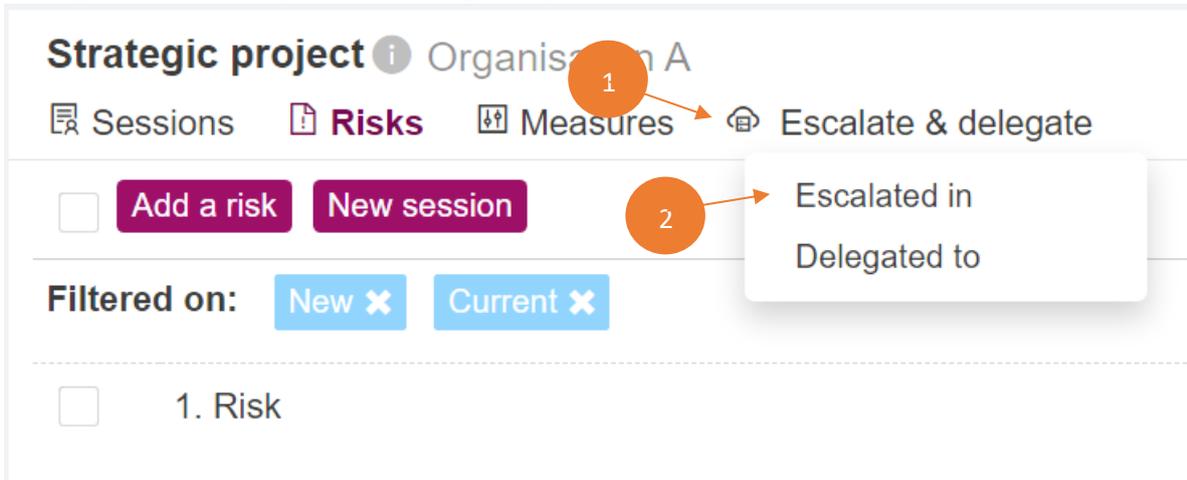
1. Click *Escalate & Delegate*.
2. Choose *Escalated out*.



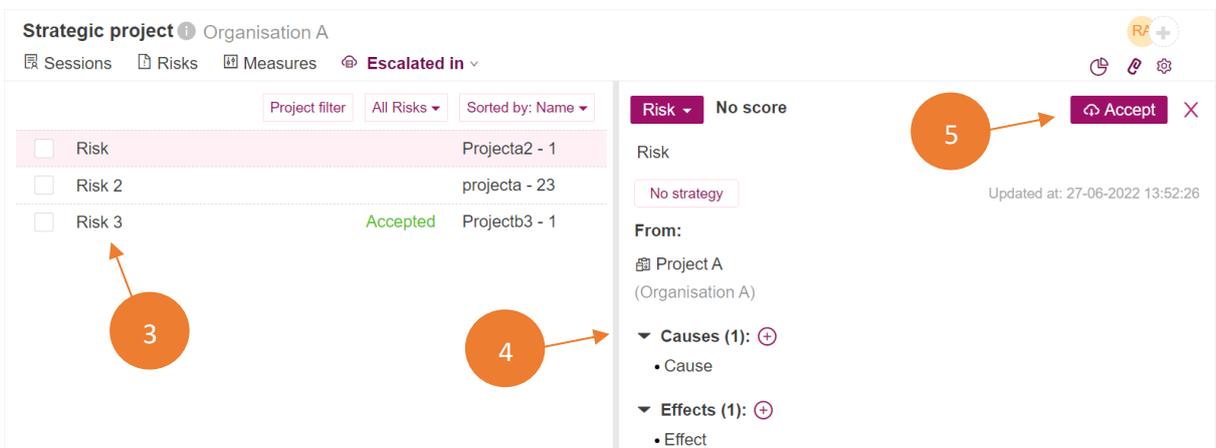
3. On the left you will find all the risks that have escalated from this project to the *strategic project*.
4. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the *strategic project*. Here you can work together on the risk.



5. By clicking on **...** you can *Withdraw* the risk.



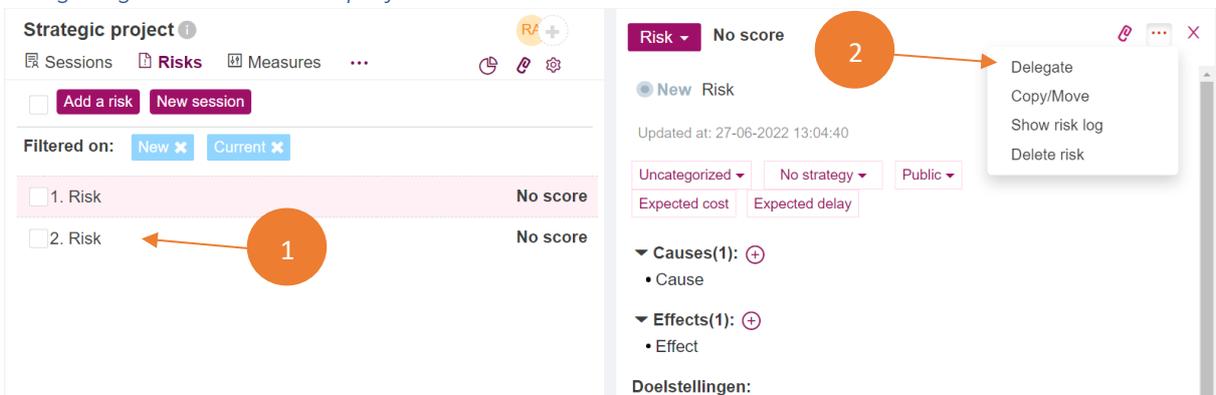
1. Click *Escalate & Delegate*.
2. Choose *Escalated in*.



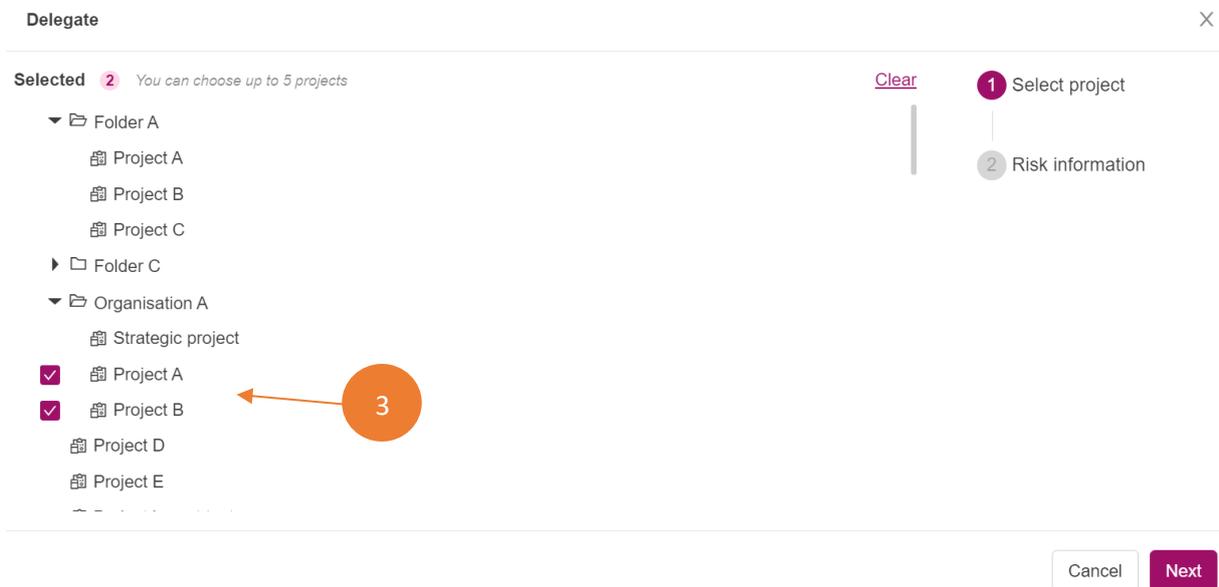
3. On the left you will find all the risks that have escalated from this project to the *strategic project*.
4. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the *lower project*. Here you can work together on the risk.
5. Here you can accept the risk and it will appear in your risk list.

Delegate

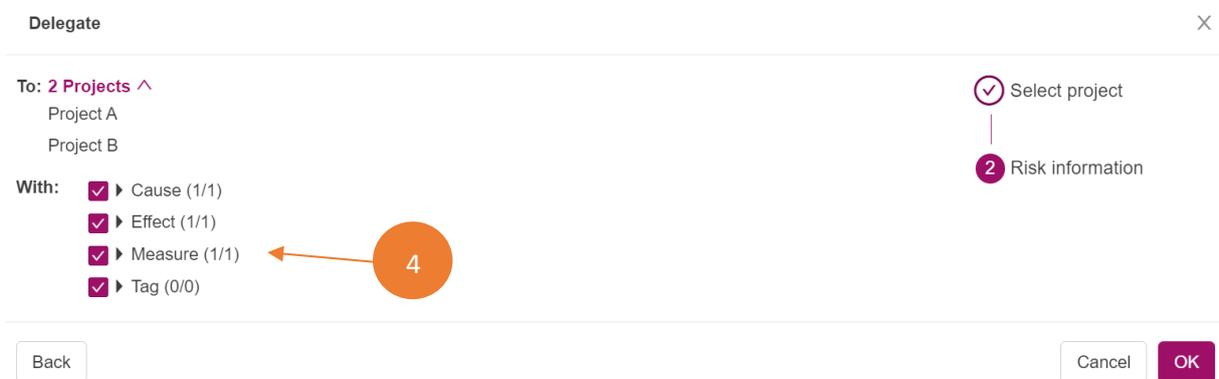
Delegating risks to the lower project



1. In the risk list, open a risk so that a detail screen appears on the right.
2. In the details screen, click **...** and then click *Delegate*.



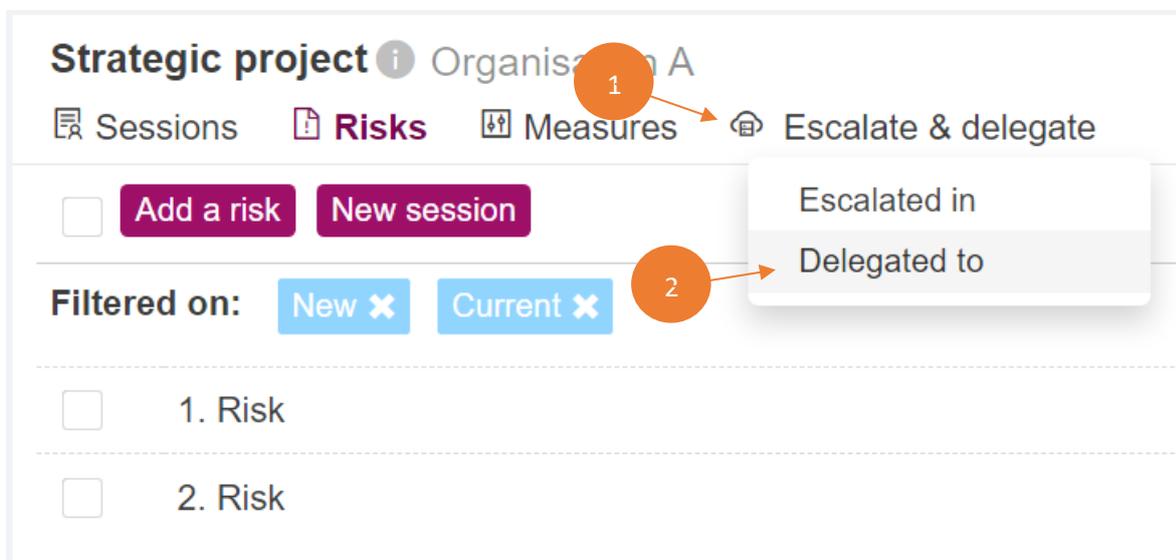
3. Next, determine which projects you want to delegate this risk to.



4. Then decide what information you want to share. It is not possible to share information other than what is shown here.

Managing delegated risks from the strategic project

When a risk has been delegated to the lower project, it can be further managed in the Escalated out list.



1. Click Escalate & Delegate.

Choose Delegated to.

Strategic project Organisation A

Sessions Risks Measures Delegated to

Project

22038. Risk

To: 2 Projects

Project A (Organisation A)

Project B (Organisation A)

+ Project

Risk

No strategy Updated at: 27-06-2022 14:16:32

Delegate to:

Project A (Organisation A)

Causes (1): Cause

Effects (1): Effect

Risk was assigned by RISKID Administrator from Strategic project to Project A 27-06-2022 14:16:32

2. On the left you will find all the risks that have been delegated from this project to the lower projects. For each delegated risk, you can see which projects it has been delegated to and you can also add another project.
3. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the lower project. Here you can work together on the risk. When delegating to multiple projects, you adjust the risk separately per project.

Risk No score

Risk

No strategy

Delegate to:

Project A (Organisation A)

Navigate to origin risk

Withdraw

6:32

4. By clicking on **...** you can withdraw the risk.

Manage delegated risks from the lower project

Project A Organisation A

Sessions Risks Measures Escalate & delegate

Add a risk New session

Filtered on: New Current

Escalated out

Delegated in

1. Risk

1. Click Escalate & Delegate.
2. Choose Delegated in.

The screenshot shows the RiskID interface for 'Project A' in 'Organisation A'. The top navigation bar includes 'Sessions', 'Risks', 'Measures', and 'Delegated in'. The main area is split into two panels. The left panel, titled 'Risk', shows a list of risks with a filter set to 'All Risks'. A risk entry is visible with the label 'strategic - 1'. An orange circle with the number '3' points to this entry. The right panel shows the detailed view of a risk. It includes a 'Risk' dropdown menu, a 'No score' indicator, and an 'Accept' button. An orange circle with the number '5' points to the 'Accept' button. Below the 'Accept' button, it says 'Updated at: 27-06-2022 14:16:32'. The 'From:' section shows 'Strategic project (Organisation A)'. There are sections for 'Causes (1):' and 'Effects (1):', each with a plus sign icon. An orange circle with the number '4' points to the 'Causes' section. At the bottom of the right panel, a note states: 'Risk was assigned by RISKID Administrator from Strategic project to Project A 27-06-2022 14:16:32'.

3. On the left you will find all the risks that have escalated from this project to the strategic project.
4. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the lower project. Here you can work together on the risk.
5. Here you can accept the risk and it will appear in your risk list.

Measure list

Measure ID	Measure Name	Risk ID	Deadline	Status	Action Holder	Measure Type
32.1	Measure 2	Risk 1	01-10-2019	Over deadline		Prev/Corr
32.3	Measure 2	Risk 1	17-07-2020	Over deadline		Corrective
32.2	Measure 1	Risk 1	01-10-2020	Over deadline		Preventive
10.1	Measure 1	Risk 10	14-02-2022	Over deadline	MO	Prev/Corr
21.1	Measure 1	Risk 11	05-04-2022	Over deadline	RA	Preventive
18.1	Measure 5	Risk 8	01-06-2022	Over deadline		Prev/Corr
18.2	Measure 6	Risk 8	31-12-2022	Over deadline		Prev/Corr
21.2	Measure 2	Risk 11	No deadline	No deadline		Prev/Corr

In the measure list you can manage the measures within the project. This way you can easily see which measures are over the deadline and what their status are. The list is automatically filtered by measures that are *New*, *In progress*, or *Continuous*. In addition, only the measures of risks that are *New* and *Current* are shown.

1. Here you can see all the measures in the project, click on a measure to see the detailed data.
2. This is the risk to which the measures belong.
3. Here you can see what the deadline of a measure is. The colour pointer shows the status of the measure relative to the deadline.
 - a. Turquoise: a measure that is not *Done* and whose current date is more than 2 weeks before the deadline.
 - b. Orange: a measure that is not *Done* and whose current date is within two weeks before the deadline.
 - c. Green: a measure that is *Done*.
 - d. Red: measure over the deadline.
4. Here you can see the action holders of a measure. When you move the cursor over the initials of an action holder, the full name is shown ME.
5. Here the measure type is shown.
6. Click here to open the window to filter the list of measures. You can filter the measures by measure owner, measure status and risk status.
7. Here you can sort the measures based on the selected criteria in the drop-down menu.

The screenshot displays a risk management interface. At the top, there is a navigation bar with a back arrow, a date field (05-04-2022), a status dropdown (In progress), a measure type dropdown (Preventive), a file upload icon, a value field (EUR 1 000), and a menu icon (three dots). Below this, the main content area shows a measure card for 'Risk 11' under 'Project A'. The card includes a description 'Measure 1', a score '50', a severity indicator (two red circles), a value 'EUR 1000.00', a category 'Organizational', and a status 'Current'. The risk owner is listed as 'RA'. A comment field at the bottom shows a user 'RA' and the text 'Schrijf een opmerking'. Eight numbered callouts (1-8) point to specific UI elements: 1 points to the back arrow, 2 to the status dropdown, 3 to the measure type dropdown, 4 to the measure description, 5 to the risk owner field, 6 to the file upload icon, 7 to the risk name 'Risk 11', and 8 to the menu icon. A context menu is open over the menu icon, showing 'Show details' and 'Delete' options.

1. Click here to change the deadline of the measure.
2. Click here to change the status of the measure.
3. Click here to change the measure type.
4. Here you can see the description of the measure.
5. Click here to change or add an action holder.
6. MODULE: Click here to add a file to the measure.
7. Here you can see to which risk the measure is linked.
8. Click to :
 - to view more information about the risk (*Show details*).
 - to remove the measure.

At the bottom right of the right frame, you will see a comment field. Here you can, for example, record the progress and details related to the measure.

The screenshot shows a comment field with a user icon 'RA' and a text input area containing the placeholder text 'Schrijf een opmerking'.

Start a risk session

1 🗨️ Brainstorm

2 🗂️ Organize

3 🗳️ Voting

4 📄 Measures

5 📊 Target risk

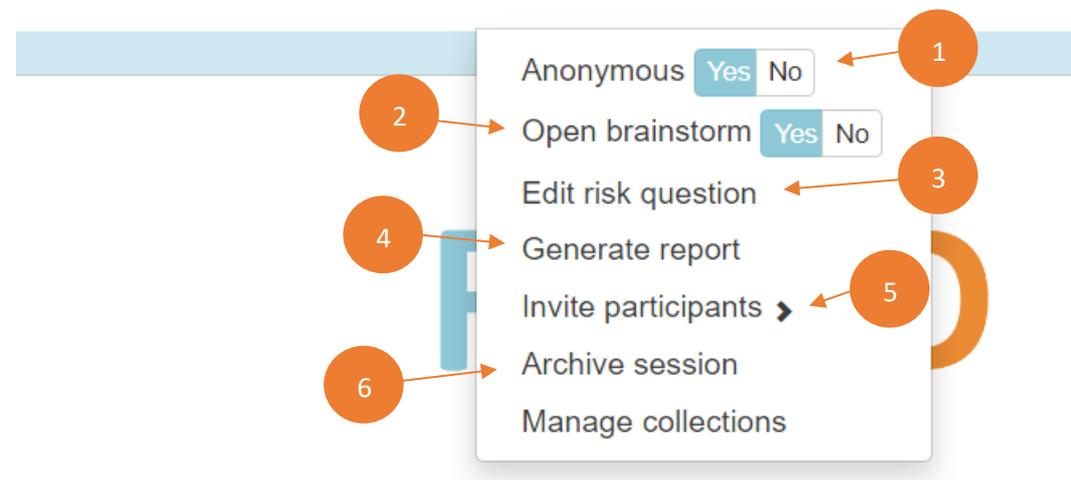
A risk session in RISKID is divided into 5 steps:

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.

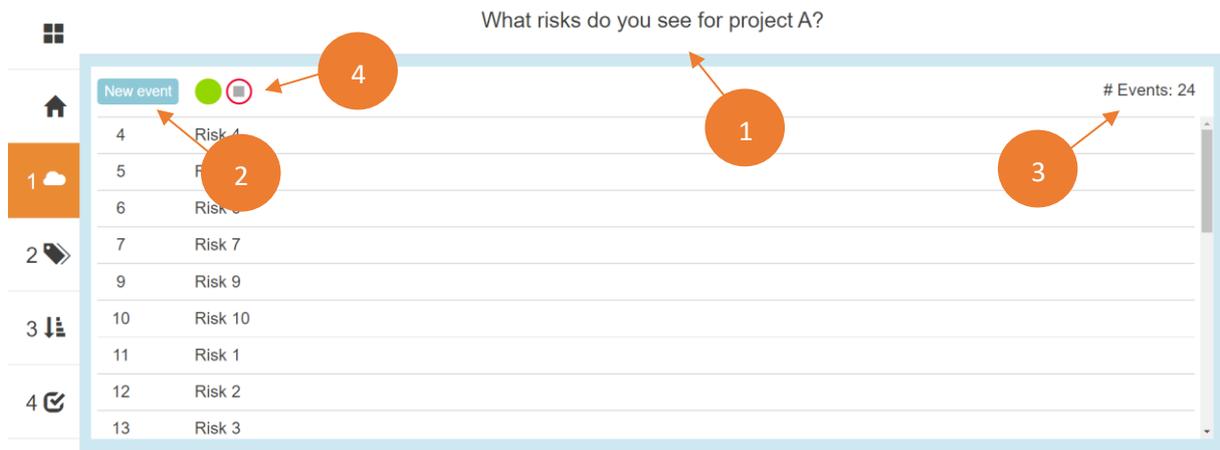
Once you have started the session, you will be taken to the main screen. This is also the screen that the participants see as soon as they log in to the session. You can invite participants to your risk analysis session via [Session overview](#) or [Session options](#). In the session home screen, you 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 for 'Add a new event' (callout 1). Underneath are two sections: 'Causes (0)' with 'Add causes to event' and a '+ New tag' button (callout 2), and 'Effects (0)' with 'Add effects to event' and a '+ New tag' 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, there are three buttons: 'Close' (callout 8), 'Hide' (callout 7), and 'Create' (callout 6).

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.

The screenshot displays the RISKID interface for editing a risk. At the top, there is a category dropdown menu set to 'Organizational' (callout 6) and a document icon. Below this, the risk is identified as '4: Risk 4' (callout 2). To the right is a trash bin icon (callout 3). The main area is divided into sections: 'Goals' with a '+ New goal' button; 'Causes (1)' with a '+ ' button and one cause listed as 'Oorzaak 4' (callout 1); 'Effects (1)' with a '+ ' button and one effect listed as 'Gevolg 4' (callout 4). Below these are 'Project phases' (Analysis) and 'Locations' (Delft), each with an 'X' to remove and a '+ New tag' button (callout 5). At the bottom, there is a comment field with a 'PM' icon and the text 'Write a risk comment'.

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

Sorted by: Custom ▾ Category ▾

+ New category

Organizational × 9

Financial × 6

Political × 1

Technical × 0

Legal × 1

Geographical × 0

Social × 2

Category × 0

None 5

All 24

4 Risk 4

5 Risk 5

6 Risk 6

7 Risk 7

9 Risk 9

10 Risk 10

11 Risk 1

12 Risk 2

13 Risk 3

14 Risk 4

15 Risk 5

16 Risk 6

17 Risk 7

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.

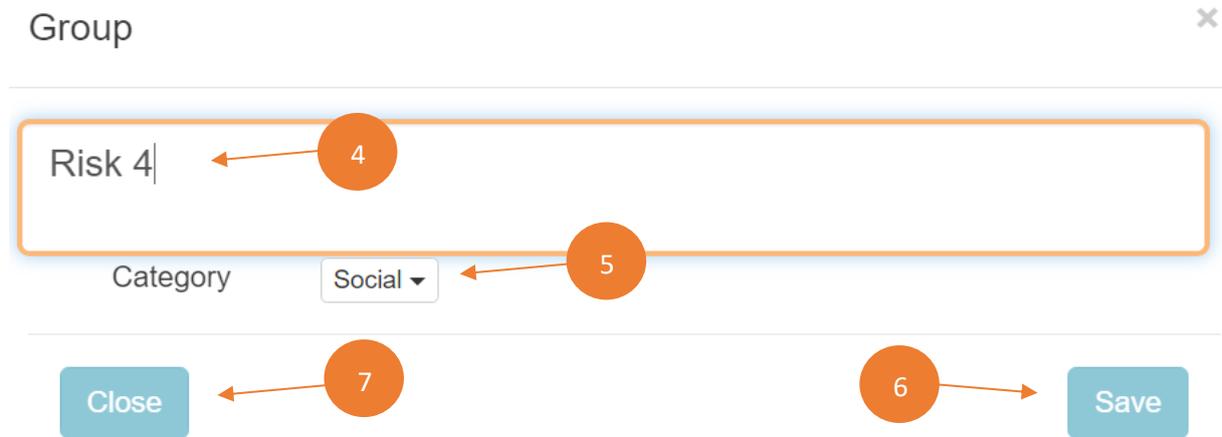


A screenshot of a risk detail screen. At the top, there is a 'Category:' dropdown set to 'Organizational' and a 'Group' button. A blue arrow points to the 'Group' button, with an orange circle containing the number '2'. Below this, the main title is 'Risk 4'. To the left of the main title, there is a blue arrow pointing to a back arrow icon, with an orange circle containing the number '3'. The screen displays a list of sub-risks: '5: Risk 5' and '4: Risk 4', each with a corresponding 'Organizational' category button. Below the sub-risks, there are sections for 'Goals:', 'Causes:', 'Effects:', and 'Measures:', each followed by 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

5: Risk 5 Organizational

6: Risk 6 Social

Goals + New goal

Causes (3): +

Oorzaak 4

Oorzaak 5

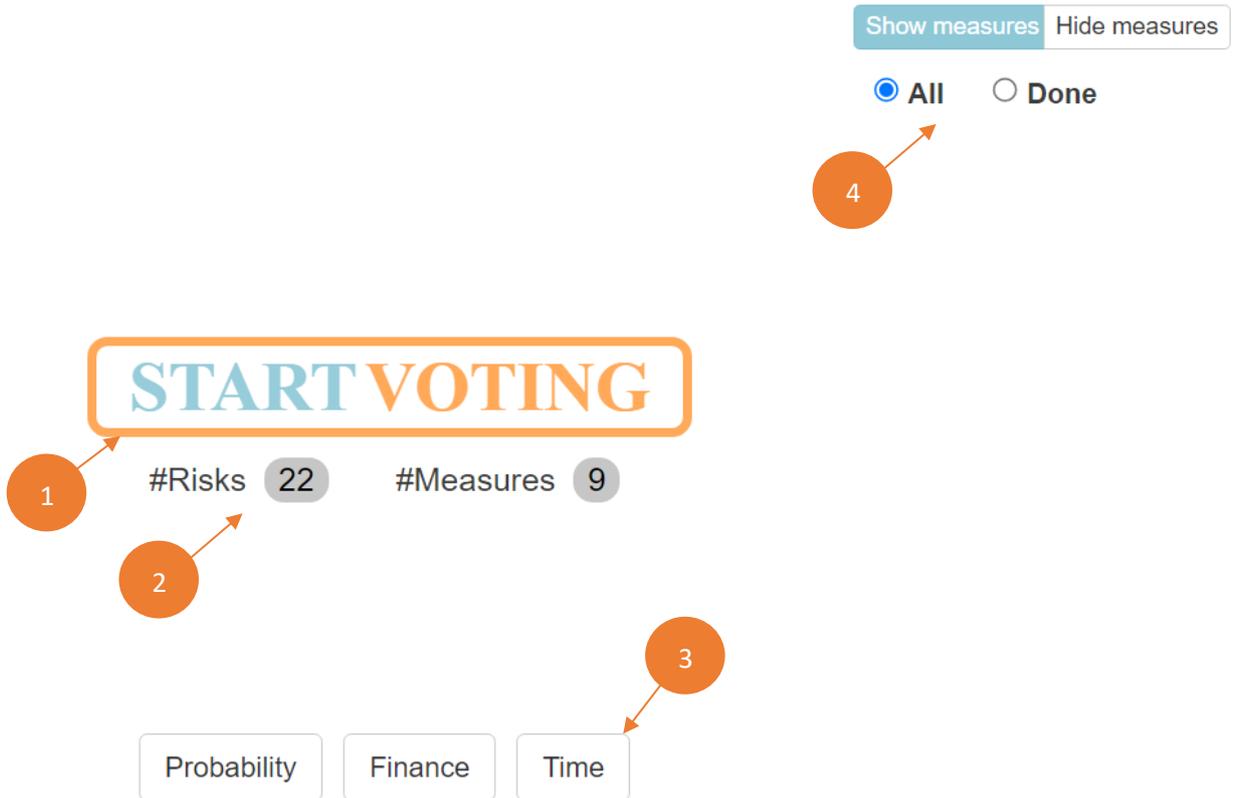
Oorzaak 6

Effects (3): +

PM Write a risk comment

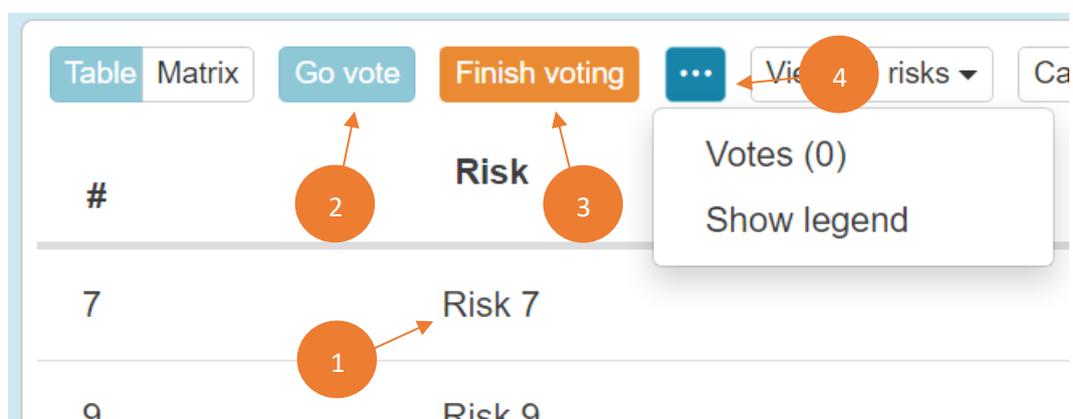
2. Click the Remove Group button to delete the entire group. The sub-risks are then placed back in the risk list.
3. Here you can see which sub-risks are in the group.
4. Click ⊖ to move an individual sub-risk from the group back in the risk list.

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

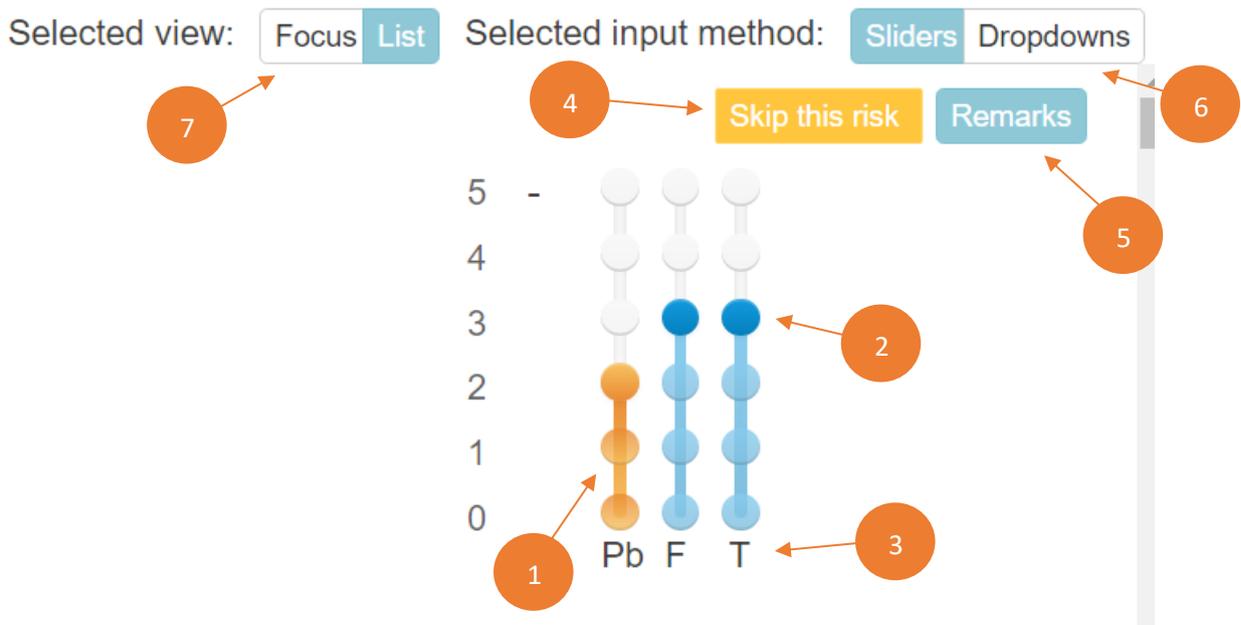
administrator@riskid.nl



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 displays a risk assessment interface. At the top, there are two buttons: "Skip this risk" (orange) and "Remarks" (blue). Below these is a 5-point scale for three risks: Pb, F, and T. The scale is represented by a vertical column of five circles for each risk, with the number 5 at the top and 0 at the bottom. The Pb risk has an orange circle at level 0. The F and T risks have blue circles at level 0. To the right of the scale is a vertical scrollbar. At the bottom right, there is a "Submit vote" button (blue). An orange circle with the number 8 inside has an arrow pointing 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 has a yellow circle icon. A modal window is open over row 21, titled 'Remarks', containing the text 'RISKID Administrator' and 'Remark on this risk.' Row 10 is visible below row 21.

#	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

1

2

3

4

5

6

50

Probability: 5 - Very high

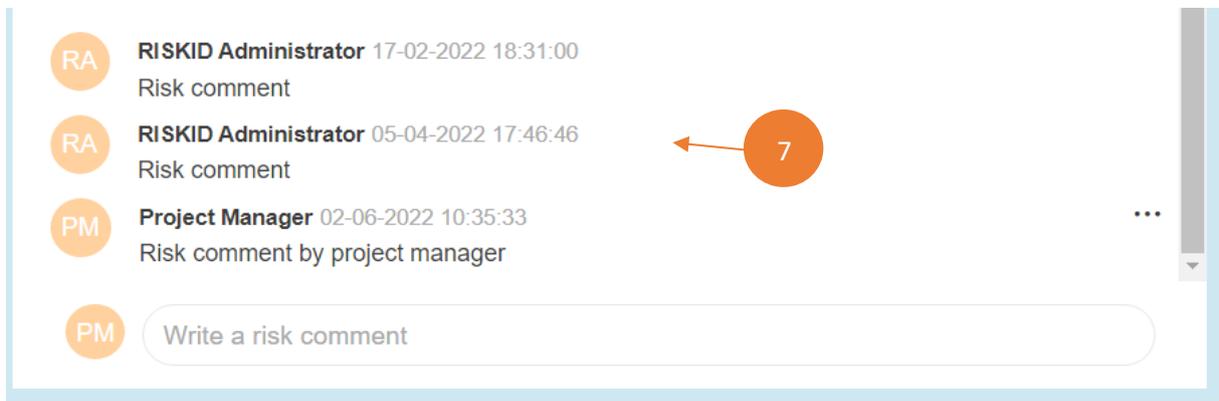
Finance: 5 - Very high

Time: 5 - Very high

PM Write a risk comment

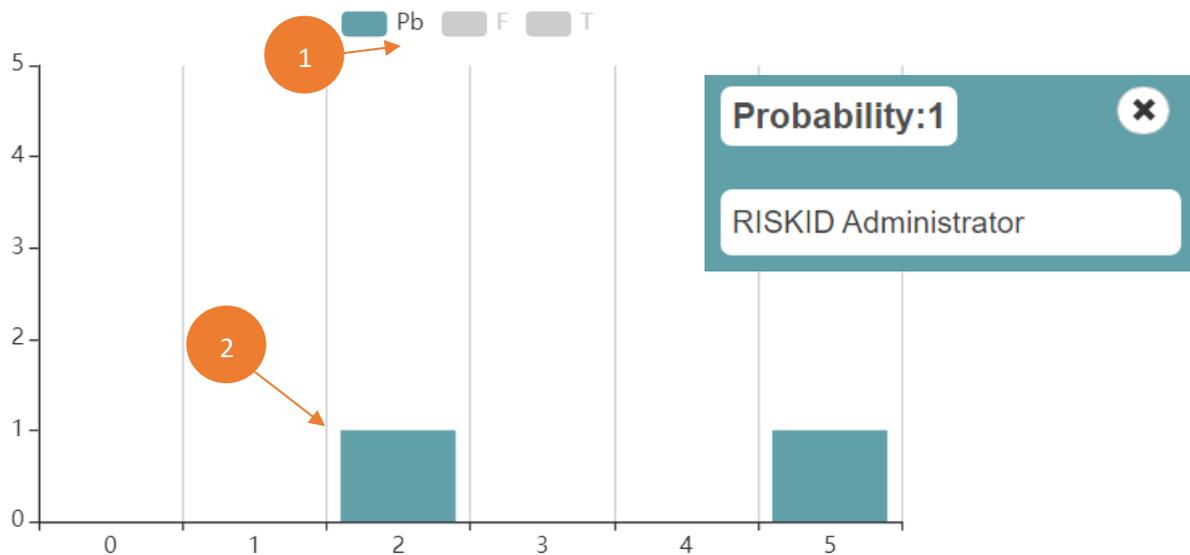
As soon as the voting round has stopped, during the good conversation, the risks can be discussed that are not in consensus. Then one can change the risk score based on the discussion. You do this by clicking on a risk that will cause the right frame to appear (see figure).

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.

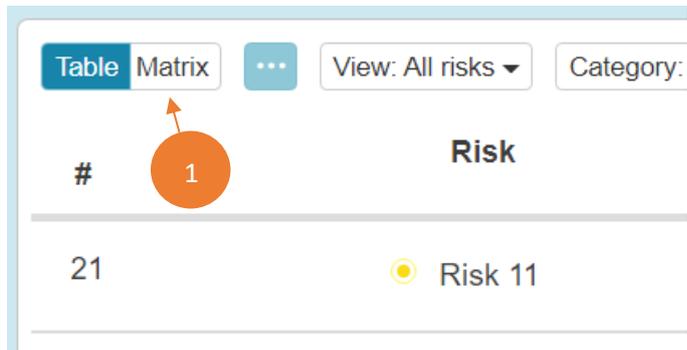
Discuss the differences



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.

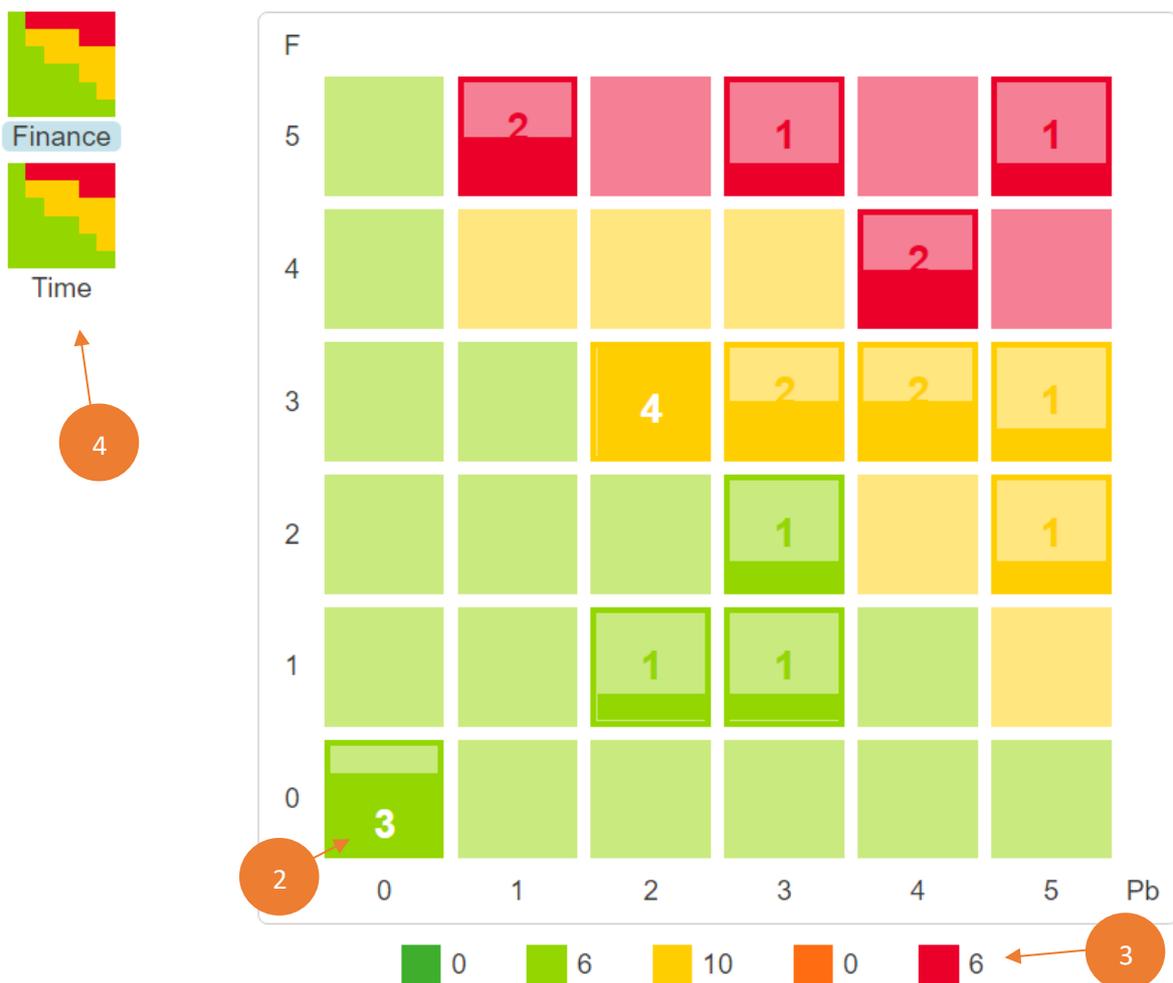
1. Here you can choose the probability or impact of which you want to view the distribution graph.
2. By clicking on a bar chart, you can see who gave this score.

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 (shades of red and pink) used for selection. One box in the top row is highlighted in a darker 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 of risks. Four orange circles with numbers 1, 2, 3, and 4 are overlaid on the interface with arrows pointing to specific elements: 1 points to the 'Risk' row, 2 points to the '0' in the 'Risk' row, 3 points to the 'Sorted by: Weight' dropdown, and 4 points to the 'measures step' icon (a square with a circle inside).

	Filtered on: All	Sorted by: Weight		# Undesirable events: 22
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 ●●

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' interface. 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 with a dropdown menu set to 'Current' and a value of 'EUR 1 000'. A 'RA' button with a plus sign is on the right. The main section is titled 'Measures (2)'. It contains two measure cards. Each card has a title (Measure 1 and Measure 2), a dropdown menu (set to 'New'), a 'No target date' button, and a 'Cost' field. To the right of each card are buttons for 'Add measure owners' and 'Prev/Corr'. Below the measures is a list of comments from 'RISKID Administrator' and 'Project Manager'. At the bottom, there is a text input field for 'Write a risk comment'. Numbered callouts (1-9) point to various UI elements: 1 points to the risk title, 2 to the RA button, 3 to the 'Add measure' button, 4 to the status dropdown, 5 to the measure status dropdown, 6 to the 'No target date' button, 7 to the 'Add measure owners' button, 8 to the 'Prev/Corr' button, and 9 to the comment icon.

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

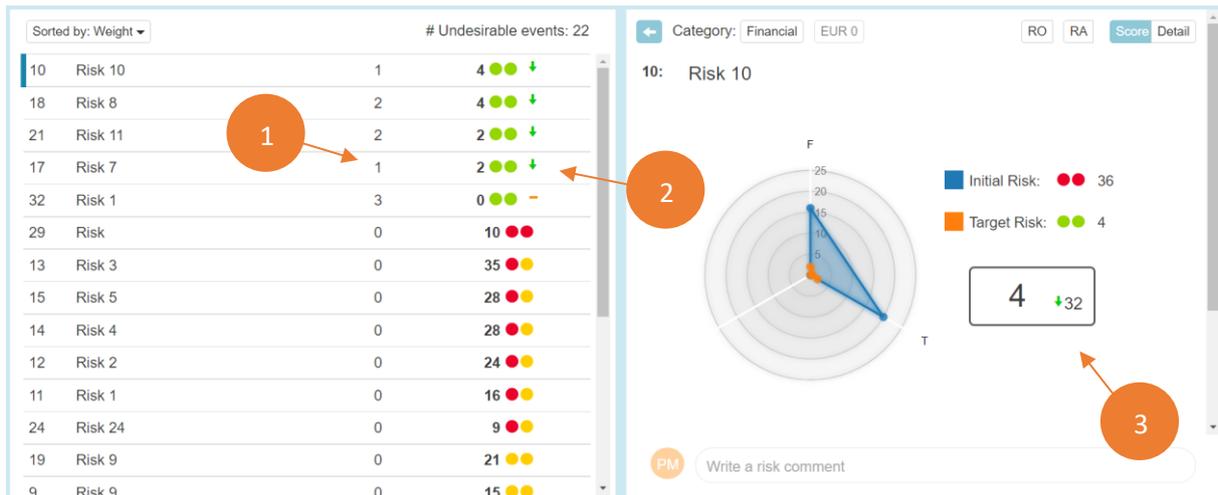
Time

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

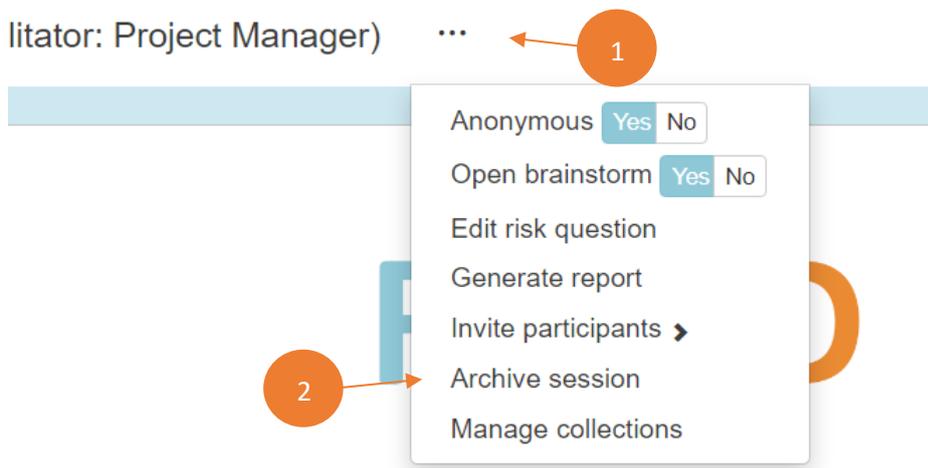
In the last step, all the results of the session are shown in a list.



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 risks



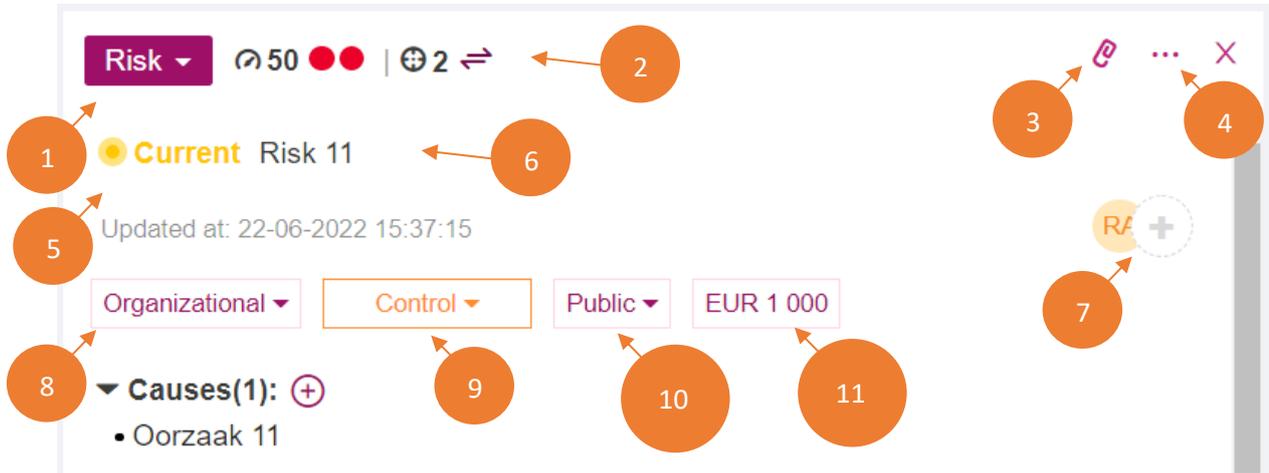
After logging in to your RISKID account, you will see *My Risks* in the left menu. Here you will find an overview of all risks, across all your involved projects, of which you are the risk owner. So, you have an overview of all your risks together and that makes managing your risks a lot easier and clearer.

As soon as you click on a risk in your risk overview, a right framework will appear ([View and edit risks](#)). In this menu you can adjust your risk:

- [Adding measures to a risk](#)
- [Edit risk score](#)

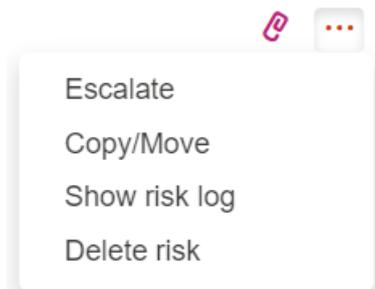
You can also filter the risk list by different parameters ([Filtering risks](#)).

View and edit risks



As soon as you have added a risk to the project risk list, or clicked on a risk, a detailed view of the risk appears. In the right frame, you can see details of the risk and make changes if necessary.

1. Click here to add measures to the risk ([Add measures to risk](#)) or to add or change a risk score ([Edit risk score](#)).
2. Here you can see the current and target risk score.
3. MODULE: Click here to add a file or see which files have already been added.
4. Click here for additional options



- a. [Escalate into a strategic project](#).
 - b. [Copying/moving a risk](#).
 - c. View risk log.
 - d. Remove risk.
5. Click here to determine the status of your risk. (e.g., *New*, *Current*, *Complete*)
 6. Click on the risk description to adjust it.
 7. Click here to link a risk owner to the risk. (To add team members, click [+](#)). When you hover your cursor over a risk owner, you can remove it .
 8. Click here to link a category to your risk.
 9. Here you can choose the desired mitigation strategy.
 10. Determine here whether the risk is public or private.
 11. Here you can see the risk costs or when using quantification, the expected costs and delay.

The screenshot shows a risk management interface with several sections and a list of risk comments. Four orange circles with numbers 1, 2, 3, and 4 are placed over the interface, with arrows pointing to specific elements:

- 1:** Points to the 'Causes(1):' and 'Effects(1):' sections.
- 2:** Points to the '+ New goal' button under 'Collection goals:'.
- 3:** Points to the '+ New tag' button under 'Locations:'.
- 4:** Points to the text input field for writing a risk comment.

The interface includes the following sections:

- Causes(1):** (+) Oorzaak 11
- Effects(1):** (+) Gevolg 11
- Collection goals:** (+ New goal)
- Project phases:** Analysis X (+ New tag)
- Locations:** Delft X (+ New tag)

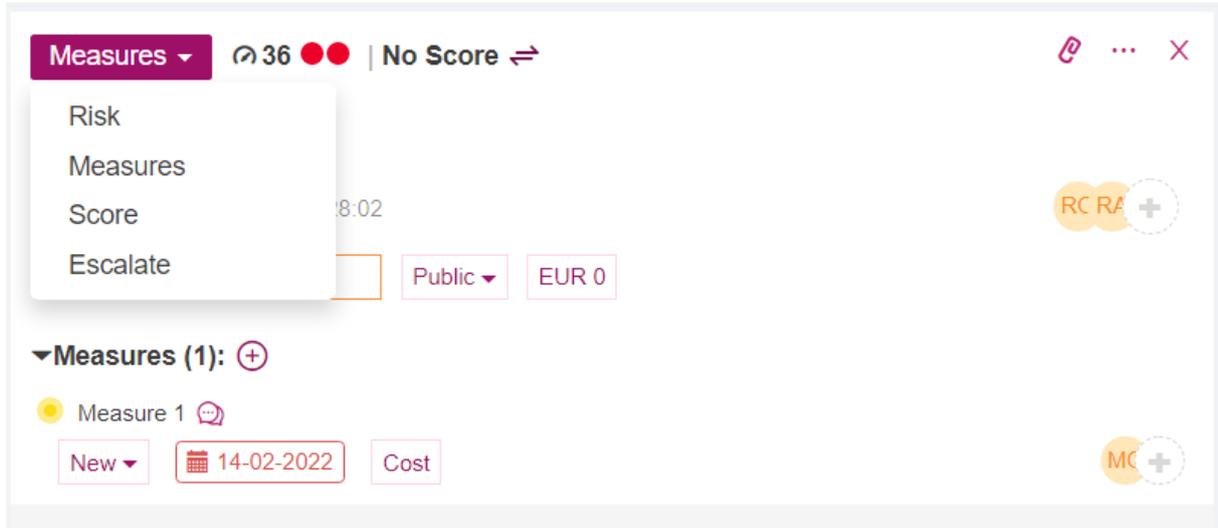
The list of risk comments is as follows:

- RA RISKID Administrator** 17-02-2022 18:31:00
Risk comment
- RA RISKID Administrator** 05-04-2022 17:46:46
Risk comment
- PM Project Manager** 02-06-2022 10:35:33
Risk comment by project manager

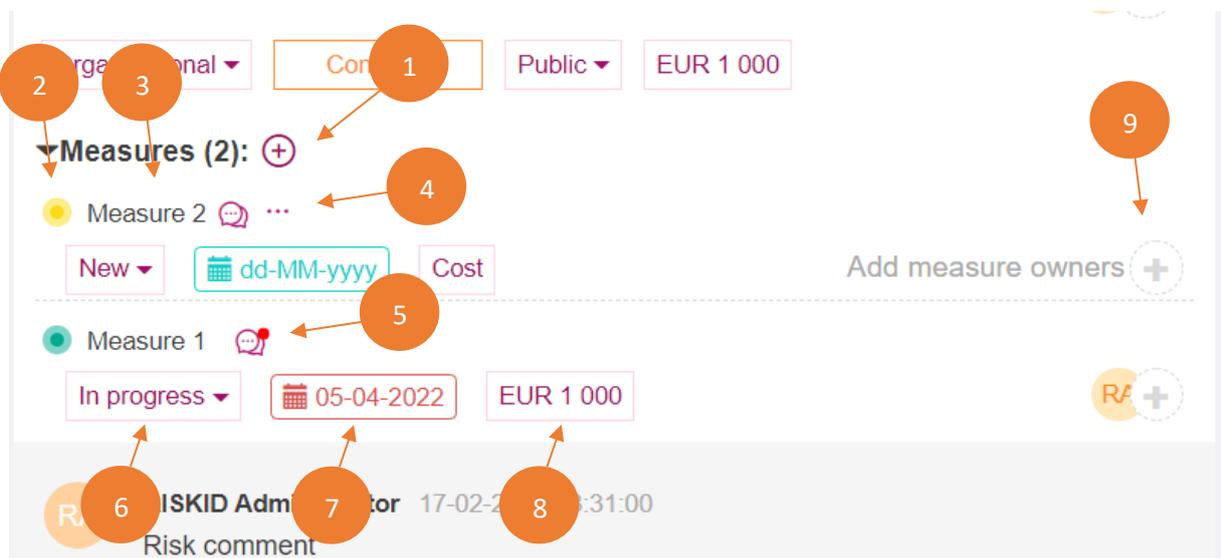
At the bottom, there is a text input field with a 'PM' icon and the placeholder text 'Write a risk comment'.

1. Here you can enrich your risk with possible causes and consequences.
2. Here you can link objectives to risks.
3. Here you can tag your risk.
4. Type your risk note here.

Adding measures to a risk



By pressing *Measures* in the detail view of the risk, you can edit the existing measures and add new measures to the risk.

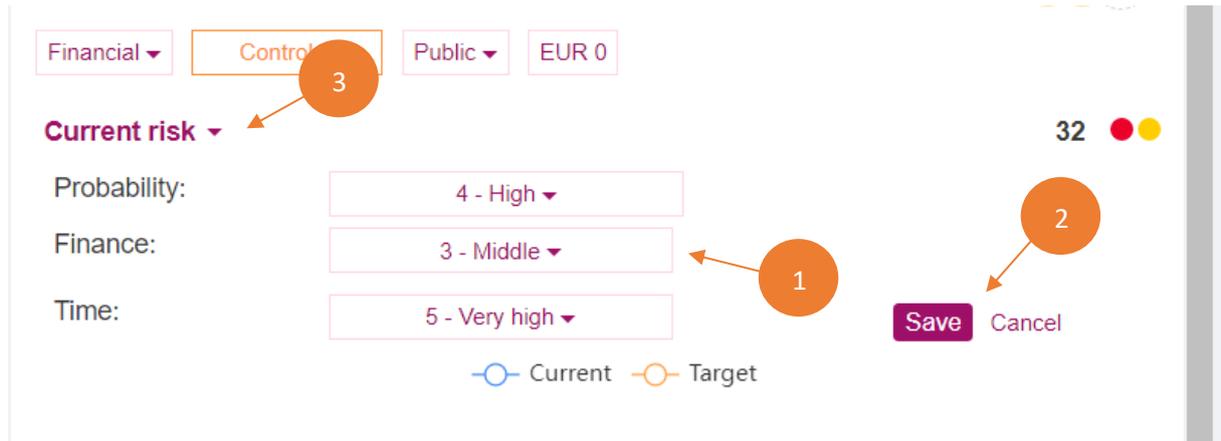


1. Here you can click to add a new measure to the risk.
2. Indicate whether a measure has a preventive or corrective effect.
3. Here you can see the added measure or adjust existing measure description.
4. Click here to remove a measure .
5. Add a comment to the measure or view current comments .
6. Click here to change the status of your measures (e.g.: *New*, *In progress*, *Done*).
7. Here you can set an end date for when the measures must be implemented. (RISKID automatically sends a reminder to the action holder and risk owner at two times: 1. two weeks before the end date and 2. as soon as the deadline has expired).
8. Here you can add or change the measure costs.
9. Here you assign an action holder to the measure. You can assign multiple action holders to a measure. When you hover your cursor over a measure owner, you can delete it .

Edit risk score

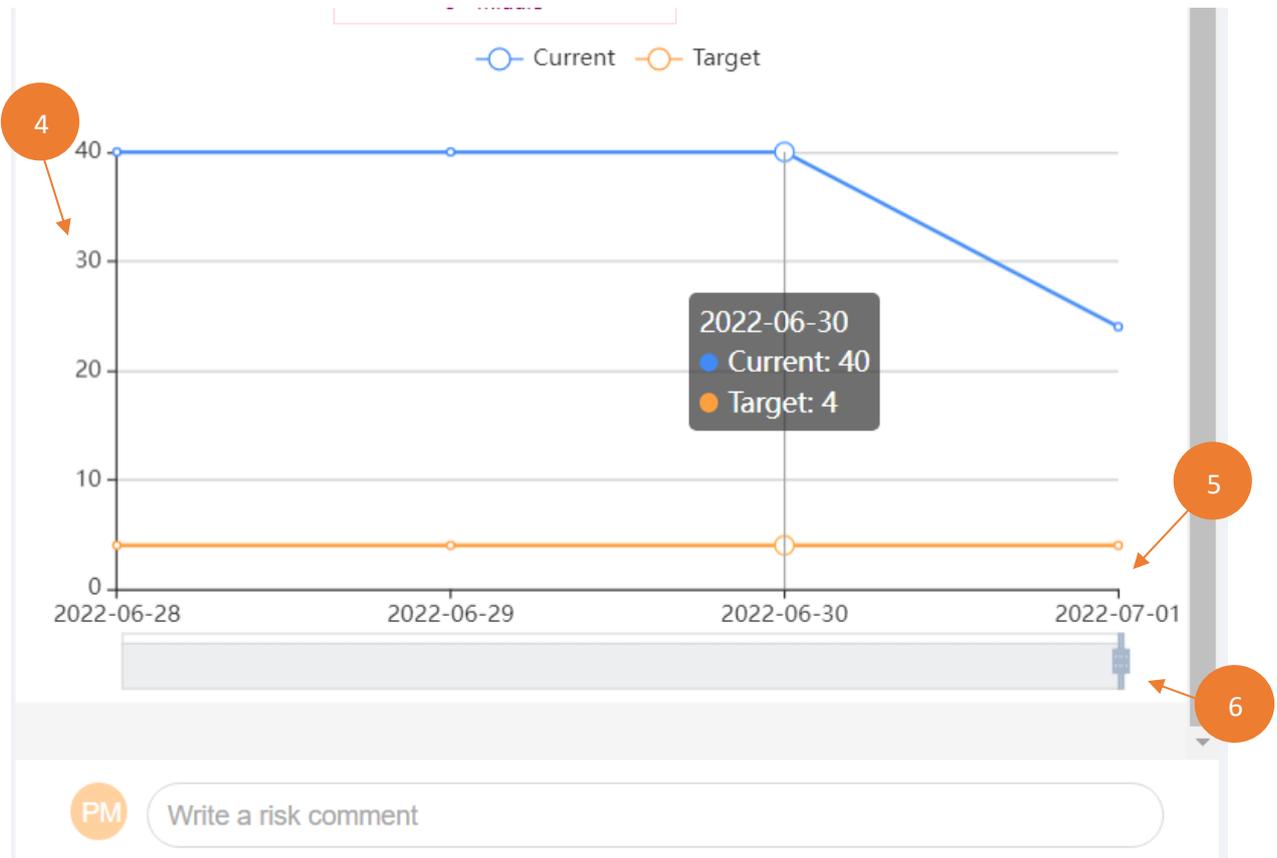


By pressing Score in the risk detail view, you can edit the risk score.



1. Click here to determine your score for the probability and impact for the risk in the drop-down menu.
2. Once you have determined the score for both the probability of occurrence and the impact(s) for the risk, click the Save button to save the new score. (*Please note, you can only save when all values are filled in*)
3. Click on rest risk to fill in or change the rest risk.





Here you can see the trend line of the (residual) risk score:

4. The vertical axis indicates the risk score.
5. The horizontal axis indicates the date.
6. By sliding with the bars, you can set which period you want to show.

Filter risks

The screenshot displays the RISKID interface for filtering risks. On the left, a sidebar (1) shows a list of risks with their counts and status indicators (red and yellow dots). The main panel (2) features a search bar (3) and several filter categories: Risk Owner (RISKID Administrator, Project Manager, Risk Owner, Measure Owner), Risk Status (New, Current, Complete, Parked, Occurred), Mitigation Strategy (Avoid, Accept, Control, Transfer, No strategy), ERM Status (Accepted, Escalated out), Categories (Organizational, Financial, Political, Technical, Legal, Geographical, Social, Category, Uncategorized), Project phases (Analysis, Design, Implementation, Maintenance, Untagged), Locations (Amsterdam, Delft, Rotterdam, Untagged), and Collection goals. A 'Use default filter' button (4) is located at the bottom right of the main panel.

In RISKID you can easily draw up a list of risks that you want to have by means of our risk filter. This filter can be set based on a risk status, category or tags. Our filter works as follows. A risk can only have 1 status, so when you filter by risk status and you choose multiple statuses, you will see the risks in the list with status 1 OR status 2. This OR operator works the same when you filter by categories. It is different when you filter by tags. If you choose multiple tags within a tag collection to filter, you will get a list of risks with tag 1 AND tag 2. So, within tag collections there is filtering with an AND operator. The system also uses an AND operator when filtering with tags from different collections, categories or statuses.

1. Click here to open the risk filter
2. Click here to filter your risks. You can filter by the following variables:
 - a. Risk owner
 - b. Risk status

- c. Mitigation strategy
 - d. Categories
 - e. Tags
3. Here you can search for specific categories, tags or statuses.
 4. By default, risks are filtered by New and Current. Additional filters can be added to the risk filter. Click Reset Filter to return to the default setting, New and Current.

My measures



In the left menu you will see *My Measures*. Here you will find an overview of all measures, across all your projects involved, of which you are the action holder. So, you have an overview of all your measures or actions together and that makes managing your actions a lot easier and clearer.



Filtered on:		Measure filter		Sorted by: Date	
New	In progress	Continuous	New	Current	
32.1	Measure 2	Risk	01-10-2019		Prev/Corr
32.3	Measure 2	Risk 1	17-07-2020		Corrective
32.2	Measure 1	Risk 1	01-10-2020		Preventive
10.1	Measure 1	Risk 10	14-02-2022	MO	Prev/Corr
21.1	Measure 1	Risk 11	05-04-2022	RA	Preventive
18.1	Measure 5	Risk 8	01-06-2022		Prev/Corr
18.2	Measure 6	Risk 8	31-12-2022		Prev/Corr
21.2	Measure 2	Risk 11	No deadline		Prev/Corr

In the measure list you can manage the measures within the project. This way you can easily see which measures are over the deadline and what their status are. The list is automatically filtered by measures that are *New*, *In progress*, or *Continuous*. In addition, only the measures of risks that are *New* and *Current* are shown.

1. Here you can see all the measures in the project, click on a measure to see the detailed data.
2. This is the risk to which the measures belong.
3. Here you can see what the deadline of a measure is. The colour pointer shows the status of the measure relative to the deadline.
 - e. Turquoise: a measure that is not *Done* and whose current date is more than 2 weeks before the deadline.
 - f. Orange: a measure that is not *Done* and whose current date is within two weeks before the deadline.
 - g. Green: a measure that is *Done*.
 - h. Red: measures over the deadline.
4. Here you can see the action holders of a measure ME. When you move the cursor over the initials of an action holder, the full name is shown.
5. Here the measure type is shown.
6. Click here to open the window to filter the list of measures. You can filter the measures by measure owner, measure status and risk status.
7. Here you can sort the measures based on the selected criteria in the drop-down menu.

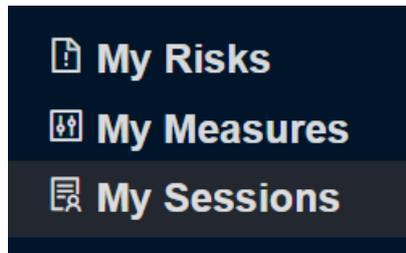
The screenshot displays a risk management interface. At the top, there is a navigation bar with a back arrow, a date field (05-04-2022), a status dropdown (In progress), a measure type dropdown (Preventive), a file upload icon, a value field (EUR 1 000), and a menu icon (three dots). Below this, the main content area shows a measure card for 'Risk 11' under 'Project A'. The card includes a description 'Measure 1', a score '50', a severity indicator (two red circles), a value 'EUR 1000.00', a category 'Organizational', and a status 'Current'. The risk owner is listed as 'RA'. A comment field at the bottom shows a user 'RA' and the text 'Schrijf een opmerking'. Eight numbered callouts (1-8) point to specific UI elements: 1 points to the back arrow, 2 to the status dropdown, 3 to the measure type dropdown, 4 to the measure description, 5 to the risk owner field, 6 to the file upload icon, 7 to the risk name 'Risk 11', and 8 to the menu icon. A context menu is open over the menu icon, showing 'Show details' and 'Delete' options.

1. Click here to change the deadline of the measure.
2. Click here to change the status of the measure.
3. Click here to change the measure type.
4. Here you can see the description of the measure.
5. Click here to change or add an action holder.
6. MODULE: Click here to add a file to the measure.
7. Here you can see to which risk the measure is linked.
8. Click  to:
 - to view more information about the risk (*Show details*).
 - to remove the measure.

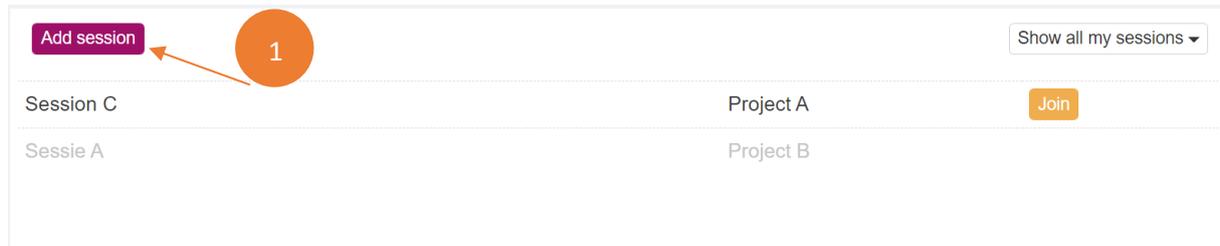
At the bottom right of the right frame, you will see a comment field. Here you can, for example, record the progress and details related to the measure.

The screenshot shows a comment field with a user icon 'RA' and a text input area containing the placeholder text 'Schrijf een opmerking'.

My sessions



In the left menu you can find [My Sessions](#). You will find all the sessions for which you have been invited.



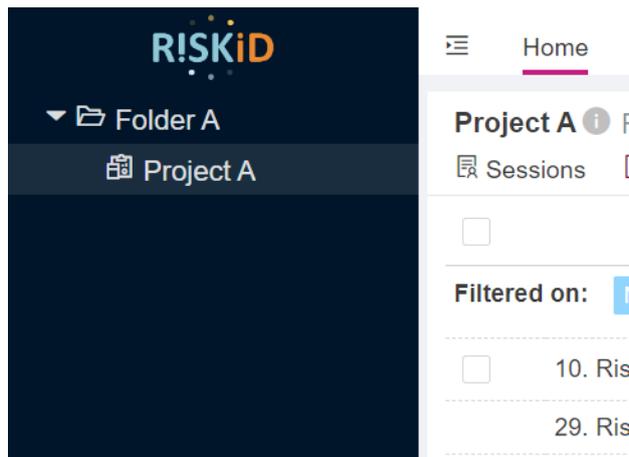
1. Click here if you want to add a session to which you have been invited to your overview. You will then be asked to enter the session code that you received with the invitation. The session is then added to the list. You can then join your sessions at any time by logging in and clicking [Join](#).

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.

View project as a Team Member

When you have been added to a project as a team member, the project manager has given you certain rights which risks you can view.



When you log in to RISKID you will find all projects in the top left of which you are a team member. Click a project and then open it.



1. When you press **Risks** in your project menu, you will see the project risk list. This is where all the risks of the project are located. By clicking on a risk, you can see more detailed data of the risk, such as: causes, consequences, risk status, risk owner, measures, etc.
2. Risks are automatically filtered by **New** and **Current** status. This way you immediately see the most important risks.
3. Risk with a checkbox are your own risks that you can edit ([Edit Risks](#)). You may only read the risks without a checkbox ([View risks](#)).
4. Click here to switch between the risk list and the [risk matrix](#).
5. Click here to switch between showing the **Current Risk Score** or the **Target Risk Score**.
6. Click here to add an additional column to the risk list. This column can contain information about the tags, categories or risk owner.
7. Click here to open your [risk filter](#) to filter risks based on categories, status or tags.
8. Click here to sort your risks by different values, such as: risk score (per probability or impact), weight (standard), risk description or risk index.

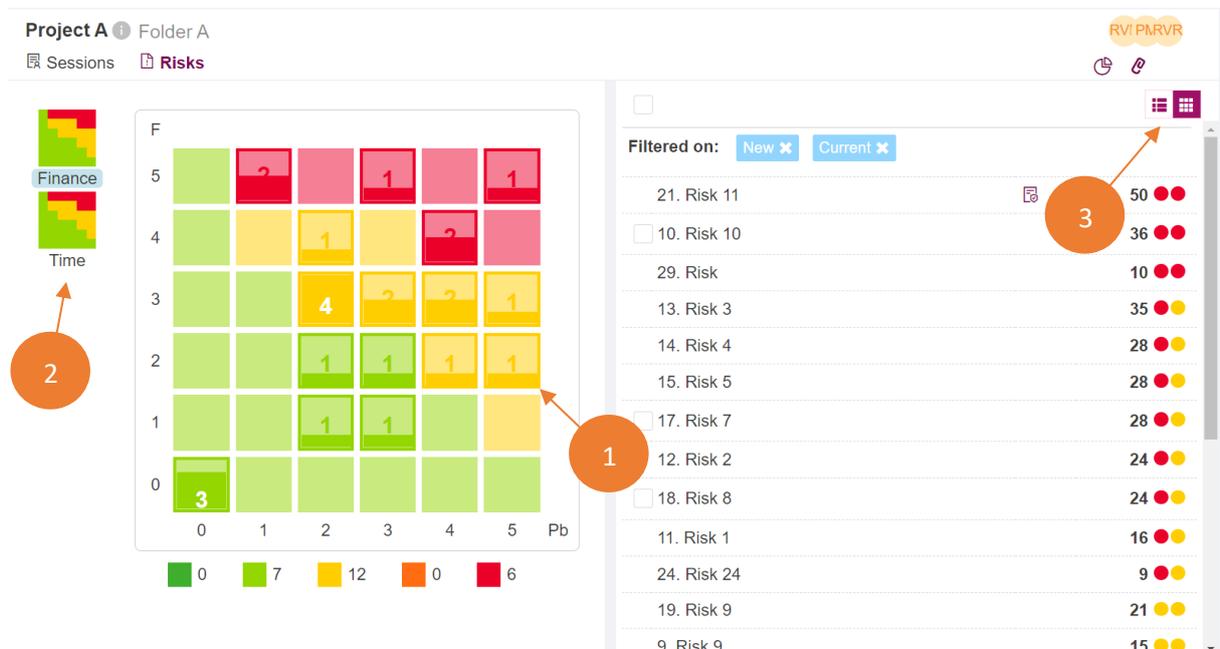
9. Click here to view the [Project dashboard](#).
10. Risks can be marked as public or private. When a risk is marked as private, an icon appears behind the risk . Only project managers and team members who are allowed to see all risks see these risks appear in the project risk list.

Risks in the list that have been made slightly grey are risks that are currently in a session. These risks cannot be clicked on. A facilitator has therefore created a new session with a number of existing risks from the project risk list.

In the project risk list, there are a number of options that you can use to edit the risks and other risk data.

- [Edit risks](#)
- [View risks](#)
- [Filter risks](#)
- [Selecting risks](#)
- [Edit multiple risks at once](#)
- [Copy/move risks](#)
- [Project dashboard](#)

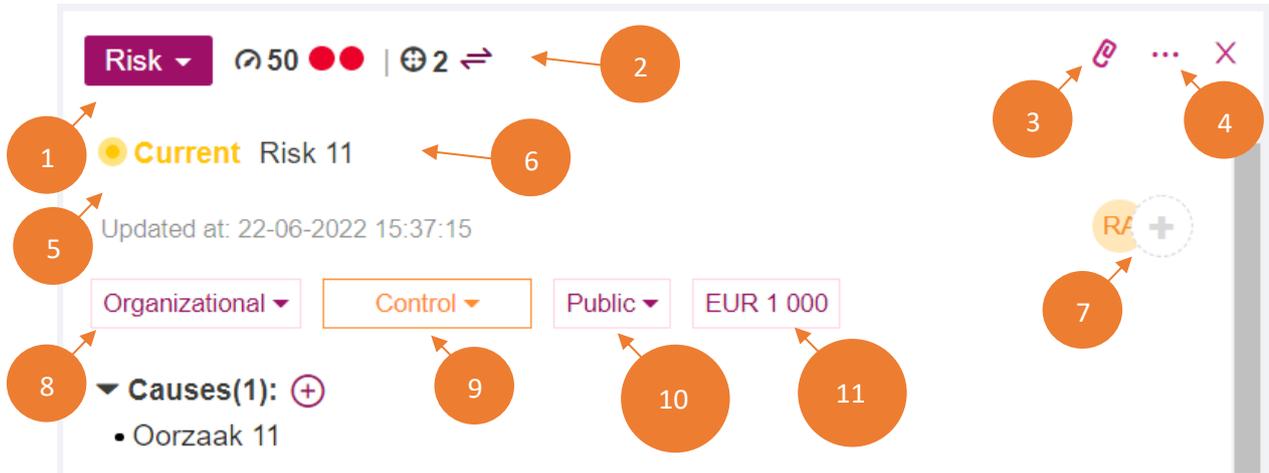
Risk matrix



Here you can see the matrix of the project. The matrix is divided into boxes with the probability of the horizontal axis and the impact on the vertical axis. Each box indicates the weight in colours from green (low risks) to red (critical risks). The box indicates how many risks fall into this category. The extent to which the box is filled dark indicates how many risks fall into the course in relation to the rest of the project.

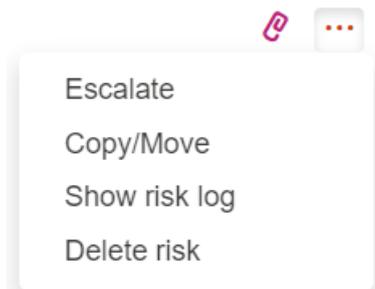
1. Click on a box or a colour at the bottom of the matrix to show the risks. The risks you select are filtered on the right side of the list.
2. Click here to switch matrix between the different impact classes.
3. Click here to go back to the risk overview.

Edit risks



As soon as you have added a risk to the project risk list, or clicked on a risk, a detailed view of the risk appears. In the right frame, you can see details of the risk and make changes if necessary.

1. Click here to add measures to the risk ([Add measures to risk](#)) or to add or change a risk score ([Edit risk score](#)).
2. Here you can see the current and target risk score.
3. MODULE: Click here to add a file or see which files have already been added.
4. Click here for additional options



- a. [Escalate into a strategic project](#).
 - b. [Copying/moving a risk](#).
 - c. View risk log.
 - d. Remove risk.
5. Click here to determine the status of your risk. (e.g., *New*, *Current*, *Complete*)
 6. Click on the risk description to adjust it.
 7. Click here to link a risk owner to the risk. When you hover your cursor over a risk owner, you can remove it .
 8. Click here to link a category to your risk.
 9. Here you can choose the desired mitigation strategy.
 10. Determine here whether the risk is public or private. When a risk is marked as private, an icon appears behind the risk . Only project managers and team members who are allowed to see all risks see these risks appear in the project risk list.
 11. Here you can see the risk costs or when using quantification, the expected costs and delay.

The screenshot shows a risk management interface with several sections and a list of risk comments. Four orange circles with numbers 1, 2, 3, and 4 are placed over the interface, with arrows pointing to specific elements:

- 1:** Points to the 'Causes(1):' and 'Effects(1):' sections.
- 2:** Points to the '+ New goal' button under 'Collection goals:'.
- 3:** Points to the '+ New tag' button under 'Locations:'.
- 4:** Points to the 'Write a risk comment' input field at the bottom.

The interface includes the following sections:

- Causes(1):** (+) • Oorzaak 11
- Effects(1):** (+) • Gevolg 11
- Collection goals:** (+ New goal)
- Project phases:** Analysis X (+ New tag)
- Locations:** Delft X (+ New tag)

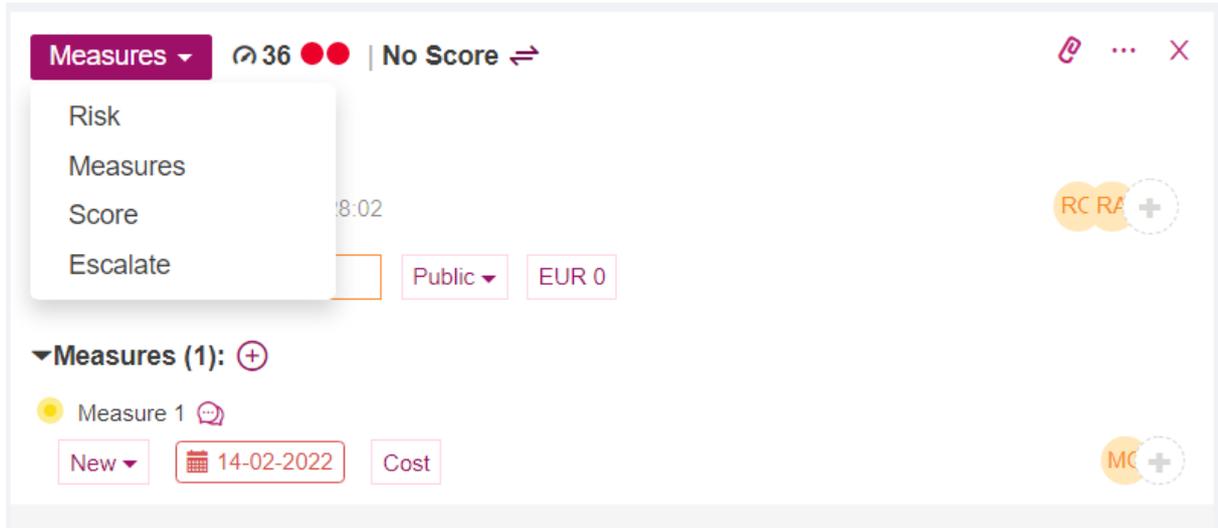
The list of risk comments is as follows:

Role	Comment	Date	Time
RA	RISKID Administrator	17-02-2022	18:31:00
	Risk comment		
RA	RISKID Administrator	05-04-2022	17:46:46
	Risk comment		
PM	Project Manager	02-06-2022	10:35:33
	Risk comment by project manager		

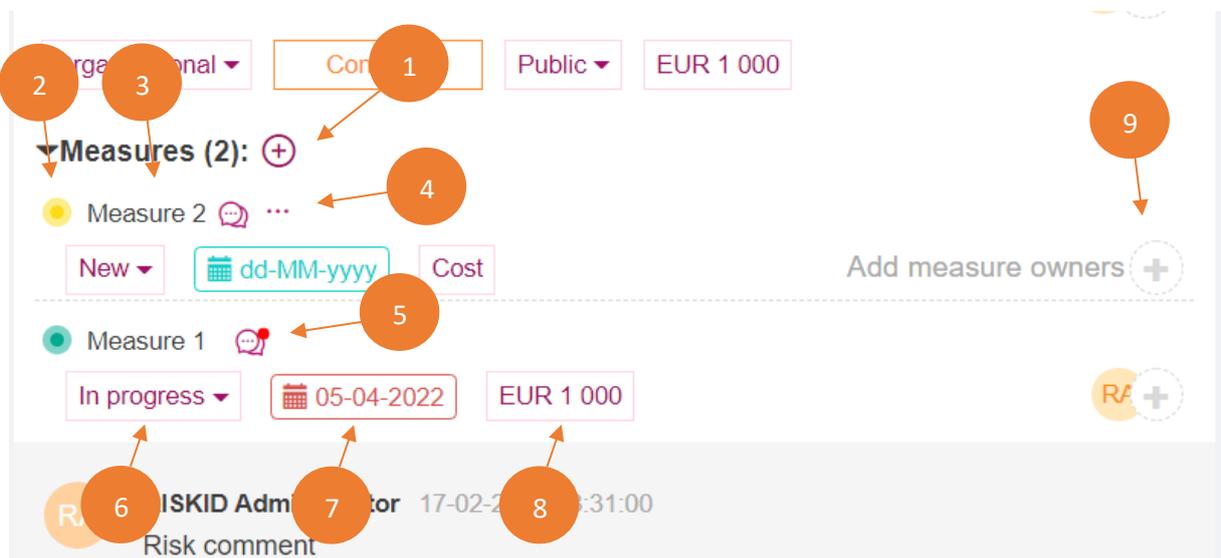
At the bottom, there is a text input field with a 'PM' role indicator and the placeholder text 'Write a risk comment'.

1. Here you can enrich your risk with possible causes and consequences.
2. Here you can link objectives to risks.
3. Here you can tag your risk.
4. Type your risk note here.

Adding measures to risk



By pressing *Measures* in the detail view of the risk, you can edit the existing measures and add new measures to the risk.

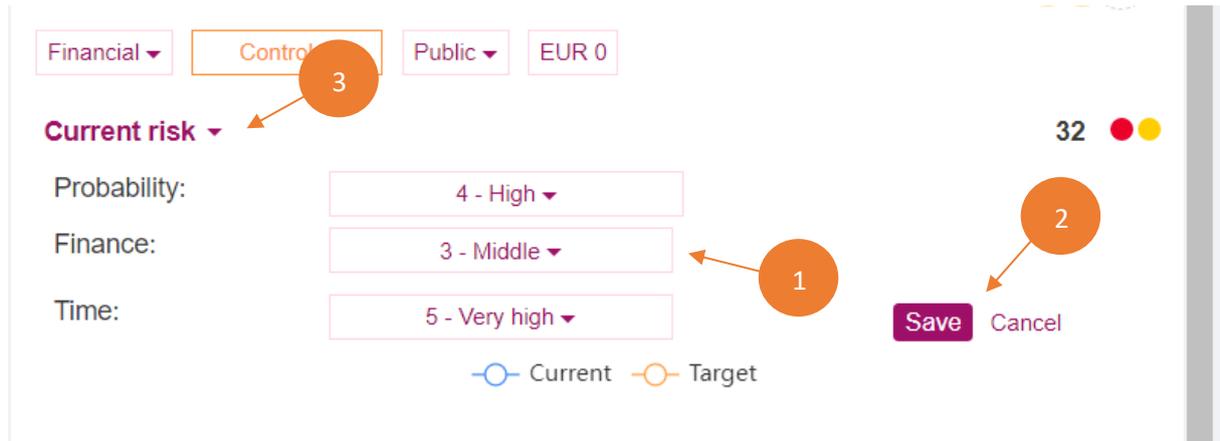


1. Here you can click to add a new measure to the risk.
2. Indicate whether a measure has a preventive or corrective effect.
3. Here you can see the added measure or adjust existing measure description.
4. Click here to remove a measure .
5. Add a comment to the measure or view current comments .
6. Click here to change the status of your measures (e.g.: *New*, *In progress*, *Parked*).
7. Here you can set an end date for when the measures must be implemented. (RISKID automatically sends a reminder to the action holder and risk owner at two times: 1. two weeks before the end date and 2. as soon as the deadline has expired).
8. Here you can add or change the measure costs.
9. Here you assign an action holder to the measure. You can assign multiple action holders to a measure. When you hover your cursor over a measure owner, you can delete it .

Edit risk score

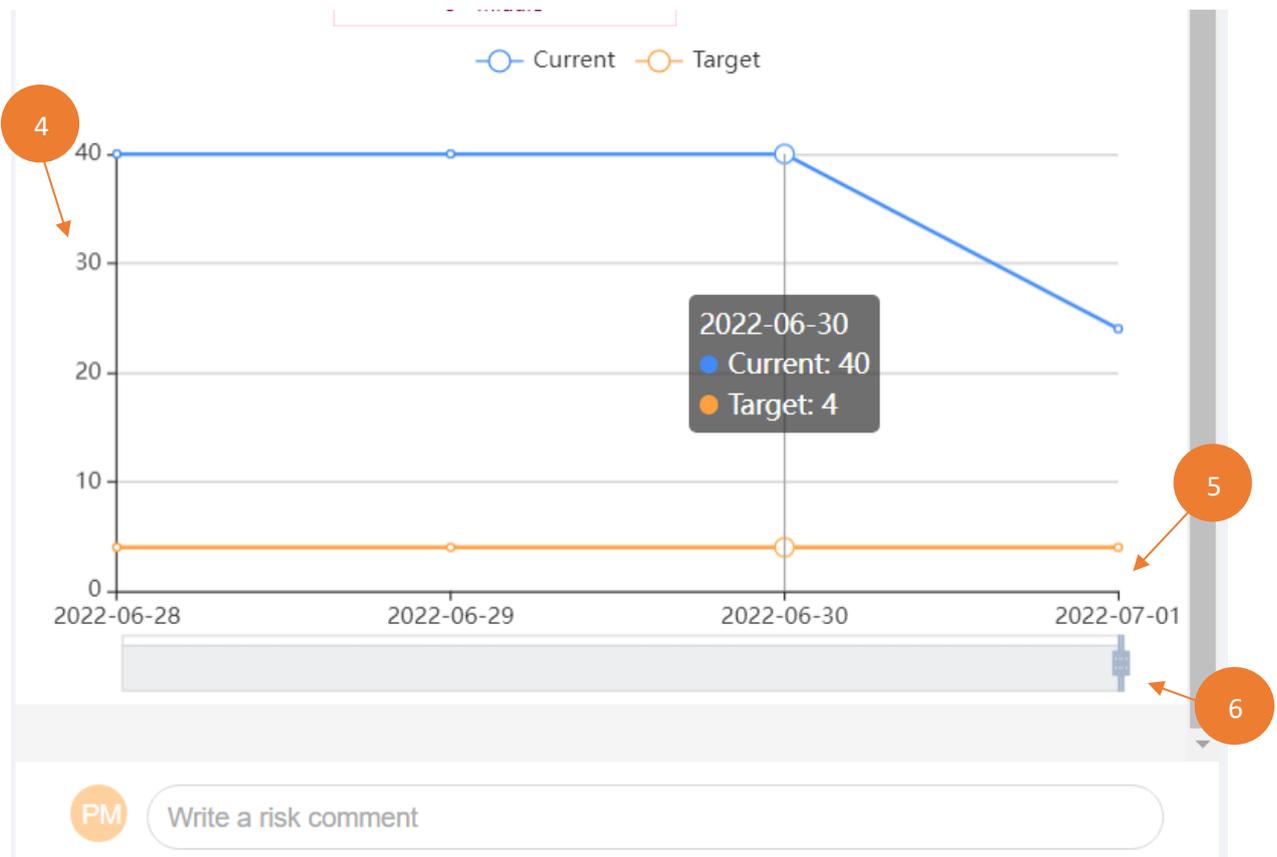


By pressing Score in the risk detail view, you can edit the risk score.



1. Click here to determine your score for the probability and impact for the risk in the drop-down menu.
2. Once you have determined the score for both the probability of occurrence and the impact(s) for the risk, click the Save button to save the new score. (*Please note, you can only save when all values are filled in*)
3. Click on rest risk to fill in or change the rest risk.





Here you can see the trend line of the (residual) risk score:

4. The vertical axis indicates the risk score.
5. The horizontal axis indicates the date.
6. By sliding with the bars, you can set which period you want to show.

View risks

If you are a team member of a project, the project manager can give you reading rights for other risks within the project. You can then see and view the risk in the risk list, but not adjust it.

The screenshot shows a risk detail view. At the top, there is a purple header with a 'Risk' dropdown, a score of '10' with two red circles, and the text 'No Score' with a double-headed arrow. A close button 'X' is in the top right. Below the header, there is a 'New Risk' section with a blue circle icon, an update timestamp 'Updated at: 04-07-2022 15:10:22', and three tags: 'Uncategorized', 'No strategy', and 'Public'. There are sections for 'Causes(0):' and 'Effects(0):', both with downward arrows. Below these are sections for 'Collection goals:', 'Project phases:', and 'Locations:', each with a 'New goal' or 'New tag' button. At the bottom, there is a comment section with a user icon 'RO' and a text input field containing 'Write a risk comment'.

When you open a risk, you will see the risk detail screen with information such as the causes, consequences, category, etc. If you also want to view the measures and score, click on Risk in the top left. Then click on Measures or Score or view them.

The screenshot shows a dropdown menu for a risk. The header is a purple bar with 'Risk' and a dropdown arrow, followed by '10' with two red circles and 'No'. The dropdown menu is open, showing three options: 'Risk', 'Measures', and 'Score'.

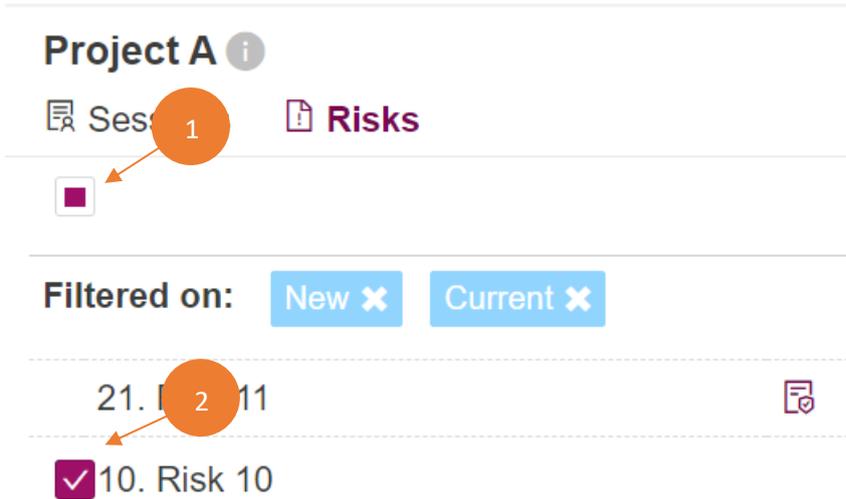
The screenshot shows the RISKID interface with a sidebar on the left and a main filter panel on the right. The sidebar contains a 'Risk filter' button (1) and a 'Sorted by: Weight' dropdown. The main panel has a search bar (3) and filter sections for Risk Owner (2), Risk Status, Mitigation Strategy, ERM Status, and Categories. A 'Use default filter' button (4) is at the bottom.

In RISKID you can easily draw up a list of risks that you want to have by means of our risk filter. This filter can be set based on a risk status, category or tags. Our filter works as follows. A risk can only have 1 status, so when you filter by risk status and you choose multiple statuses, you will see the risks in the list with status 1 OR status 2. This OR operator works the same when you filter by categories. It is different when you filter by tags. If you choose multiple tags within a tag collection to filter, you will get a list of risks with tag 1 AND tag 2. So, within tag collections there is filtering with an AND operator. The system also uses an AND operator when filtering with tags from different collections, categories or statuses.

1. Click here to open the risk filter
2. Click here to filter your risks. You can filter by the following variables:
 - a. Risk owner
 - b. Risk status
 - c. Mitigation strategy

- d. Categories
 - e. Tags
3. Here you can search for specific categories, tags or statuses.
 4. By default, risks are filtered by New and Current. Additional filters can be added to the risk filter. Click on 'Reset filter' to return to the default setting, New and Current.

Selecting risks



It is possible to select risks individually or to select everything with a button. When the risks have been filtered through the risk filter, it is easy to select all these risks with a button. Selecting risks is important when [editing multiple risks at once](#).

1. Click on the box at the top left to select all the risks shown (after filtering). When all risks are shown, the box looks like this .
2. Click on the boxes for each risk to select or deselect them individually.

Edit multiple risks at once

Escalate Copy/Move Delete

22 risks been selected

RA RO +

Category: Multiple values

Mitigation Multiple values

Status: Current

Scope: Public

Cost: Multiple values Total: 0 EUR

Collection goals:

+ New goal

Project phases:

Analysis Design + New tag

Locations:

Delft Amsterdam + New tag

After selecting 2 or more risks, a screen will appear on the right with options to adjust the risks at once. When it says *Multiple values*, the risks have different values such as multiple categories or statuses. When changing any of these values, all selected risks change to those values.

Risk owners and tags

With risk owners and tags, there are several options possible. When an owner or tag is shown, it does not mean that all risks have this owner or tag, but that there is at least one risk that this owner or tag has. When you want to tag all selected risks with this owner or tag, you can add the owner or tag again via the **+** or *+ New tag*.

Copy/move risks

The screenshot shows a risk detail screen for 'Risk 11'. At the top, there is a 'Risk' dropdown, a score of 50 with two red circles, and a plus sign with the number 2. Below this, the risk is labeled 'Current Risk 11' and 'Updated at: 22-06-2022 15:37:15'. There are four filter buttons: 'Organizational', 'Control', 'Public', and 'EUR 1 000'. A section for 'Causes(1):' is expanded to show 'Oorzaak 11'. A context menu is open in the top right corner, listing 'Escalate', 'Copy/Move', 'Show risk log', and 'Delete risk'. The 'Copy/Move' option is highlighted.

In the risk detail screen, you can click on **...** to Copy/Move.

The screenshot shows a 'Copy' dialog box. At the top, it says 'Copy' with a close button. Below, there are three fields with numbered callouts: 'to: Project A' (callout 1), 'New Risk Name: Risk 11 (copy)' (callout 2), and a 'With:' section containing a list of checkboxes (callout 3). The 'With:' section has two columns of checkboxes. The first column includes 'Causes', 'Effects', 'Measures', 'Categories', 'Status', 'Mitigation strategy', and 'Comments'. The second column includes 'Attachments', 'Owner', 'Cost', 'Score', and 'Tags'. At the bottom right, there are 'Cancel' and 'Copy' buttons.

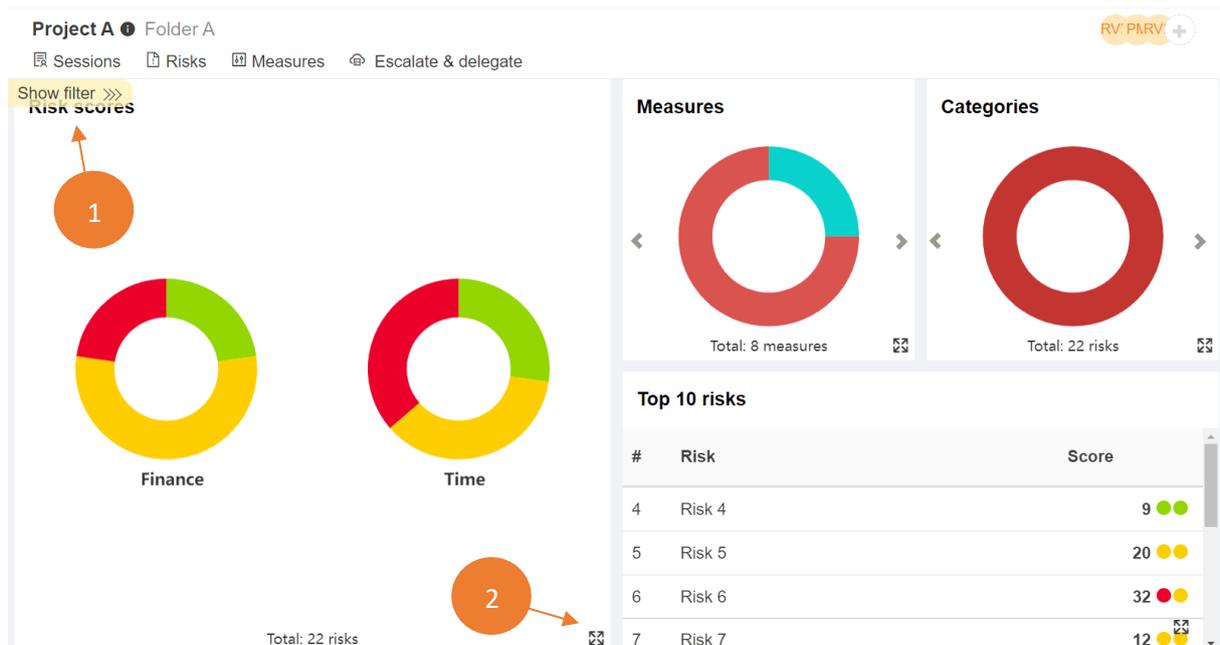
1. Here you can decide which project you want to move or copy the risks to. You can also copy risks to the current project.
2. Determine the risk name of the copy.
3. Select which data you want to take with you. When copying to another project, it is not possible to take all the information with you.

Project dashboard

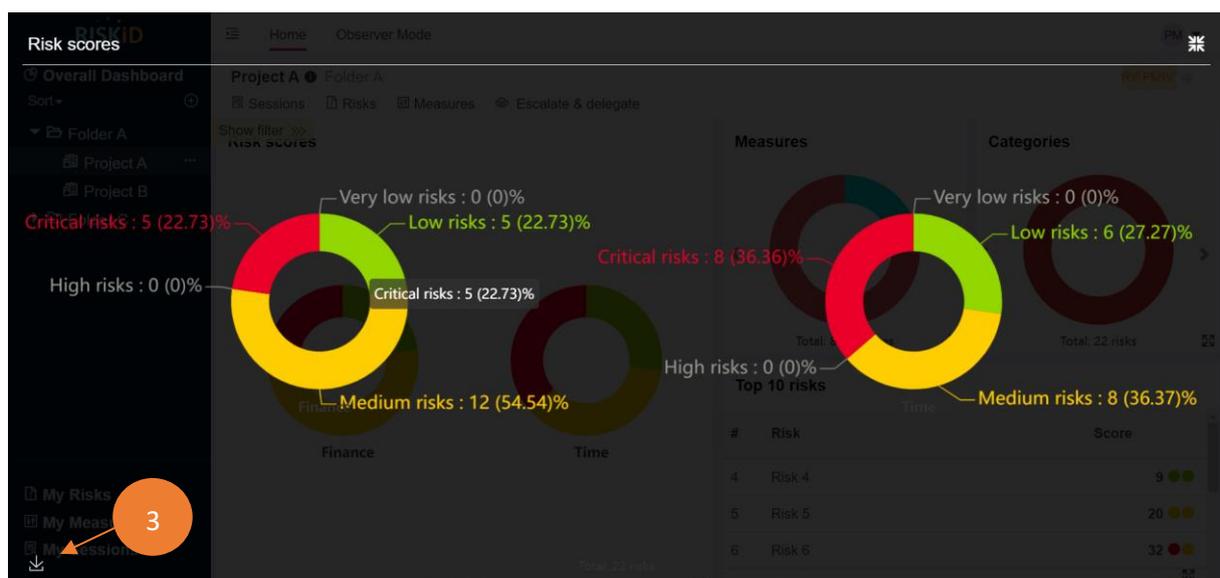
Under a project you will see *Dashboard* or this icon at the top right of the project. This is the project dashboard and gives you a quick clear overview of the most important risk data of your project. Risk data that is shown is automatically filtered on the filters that are enabled in the risk list. Go to [Filter risks](#) for more information.

In your dashboard, you will see the following dashboard widgets:

- [Risk scores](#)
- [Measures \(type\)](#)
- [Categories/costs](#)
- [Top 10 risks](#)



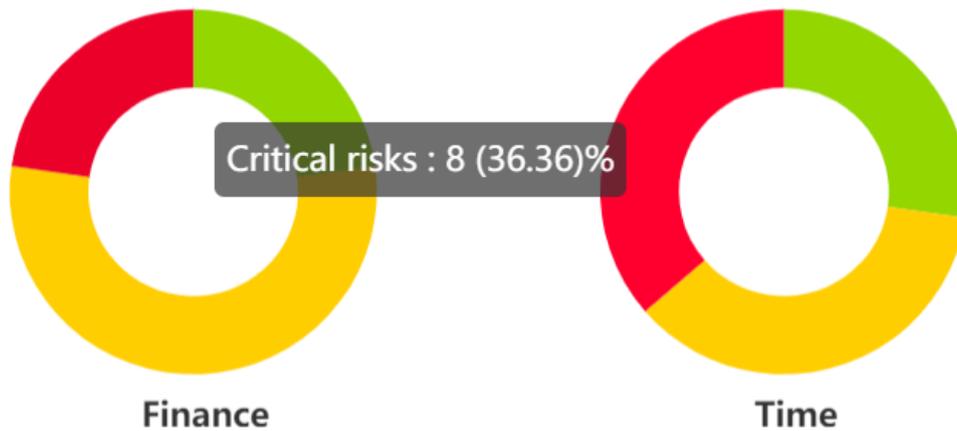
- Click here to view or remove risk and measure filters.
- Click  to expand the widget to full screen.



- Click  to download an image.

Risk scores

Show filter >>>
Risk scores



Total: 22 risks



In the risk score widget, you will find an overview of the risk score and how these are distributed over the impact classes within your project.

Furthermore, below the circle diagrams you can see the total number of risks that are shown. In the diagrams, only risks with a score are shown, which is why this number may differ from the total number of risks in the project.

Add a risk **New session**

Filtered on: New ✕ Current ✕ Time - Critical risks ✕

21. Risk 11

10. Risk 10

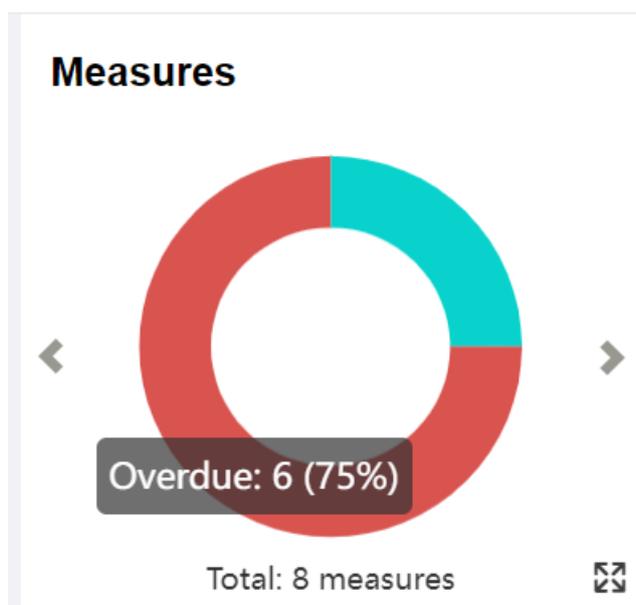
13. Risk 3

6. Risk 6

14. Risk 4

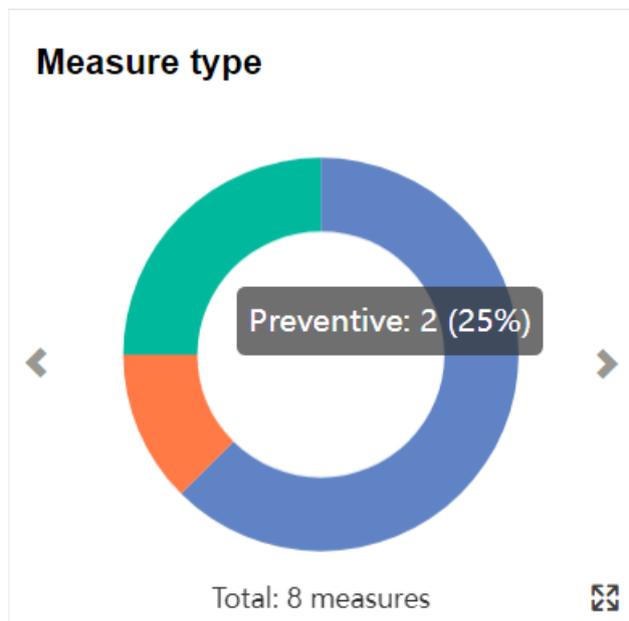
The uniqueness of our dashboards is that you can click through them to go to the detailed data. This way you can directly click on the red area of the *Finance* pie chart. You will then end up in the project risk list in which, with a filter, you only see the red money risks. Once in the risk list, you can zoom in further into the specific risks that you want to screen.

Measures (type)

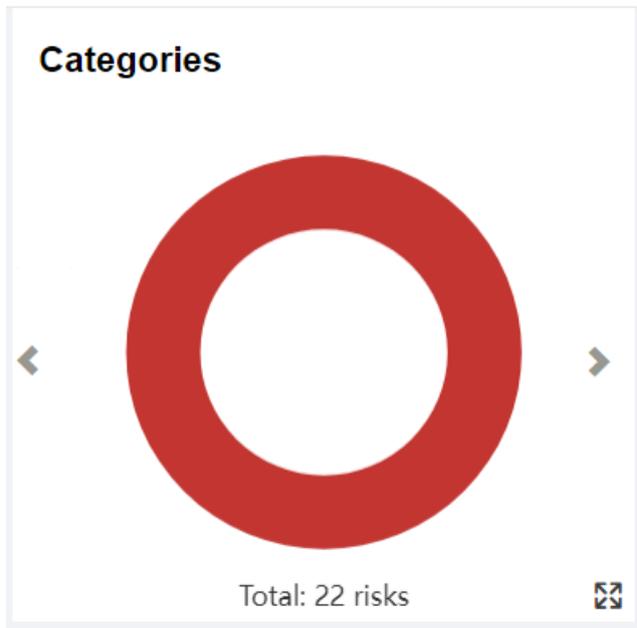


In the measures widget you can see all measures incl. the status in the project. This way you can see briefly how things are going with the control of your project. How many measures are over their deadline? How many measures are approaching their deadline (2 weeks before the deadline date)?

You can also click through this widget to go to the desired detailed information. As soon as you click on one of the colour discs you will be redirected to the measures in the project filtered by the chosen measure status.



In addition to the measure status, it is also possible to see the distribution of measure type by clicking on >. Measure types are divided into preventive, corrective and general.



In the categories widget you can see how the project risks are divided into the different categories. Here you can see, for example, the risks divided into the 7 RISMAN glasses. If you click on one of the colour discs, you will be redirected to your project risk list filtered by the risks of that category. You can set the categories yourself as desired in your project.

Top 10 risks

#	Risk	Score
10	Risk 10	36 ●●
13	Risk 3	35 ●●
6	Risk 6	32 ●●
14	Risk 4	28 ●●
12	Risk 2	24 ●●

The latest dashboard widget shows the top 10 risks within the project. This selection is made based on the risk weight. This means that we look at the risk matrix and where the risk falls within the matrix. All red risks will be shown first because they are the heaviest within your project.

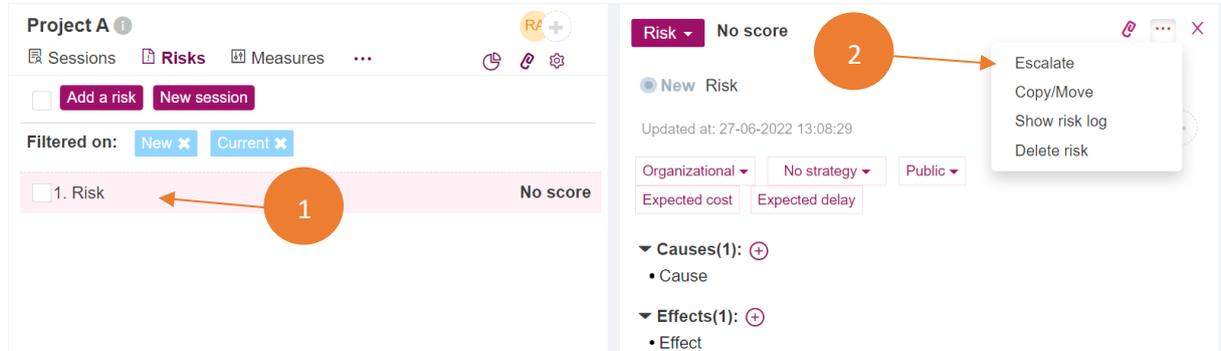
MODULE: Escalate & Delegate

This module makes it easier for you to share risks with each other across different projects. You can now easily escalate risks from other projects to the *strategic project*. From this project it is possible to delegate risks to your project.

Escalate

Escalating risk is sharing a risk with a project that has been characterized as a *strategic project*.

Escalating risks to the strategic project



1. In the risk list, open a risk so that a detail screen appears on the right.
2. In the details screen, click **...** and then click *Escalate*.

Escalate



To: Strategic project

- With:
- Cause (1/1)
 - Effect (1/1)
 - Measure (0/0)
 - Tag (0/0)

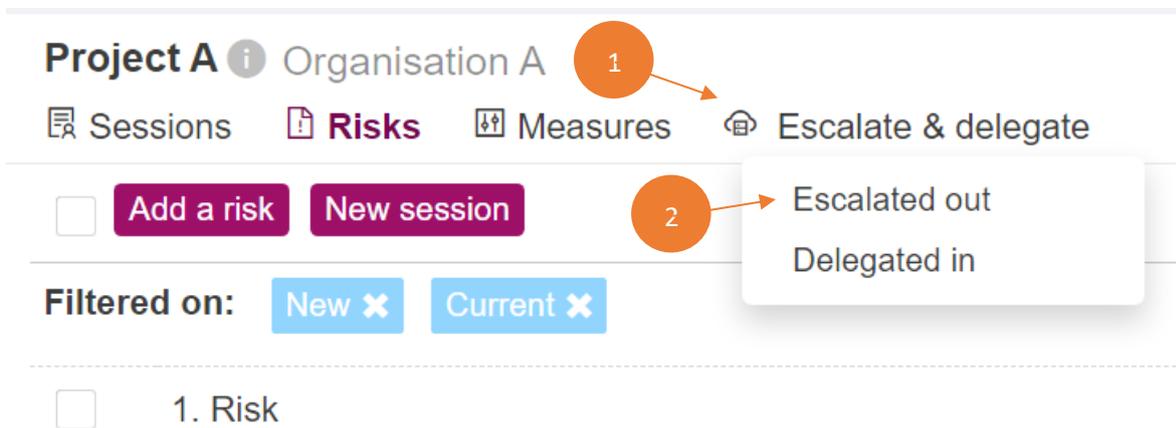
Cancel

OK

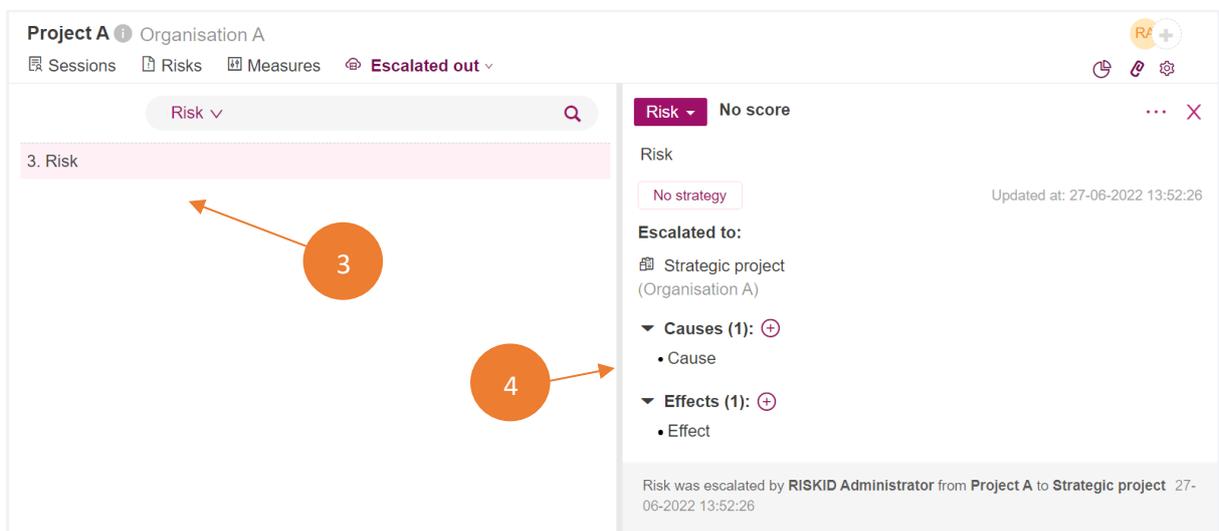
3. Then decide what information you want to share. It is not possible to share information other than what is shown here.

Manage escalated risks from the lower project

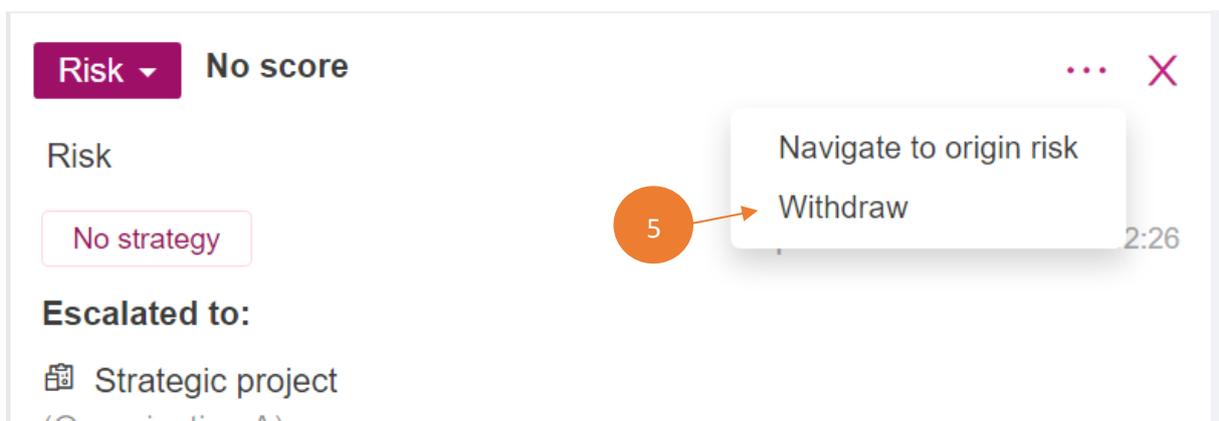
When a risk has escalated to the strategic project, it can be further managed in the *Escalated out* list.



1. Click *Escalate & Delegate*.
2. Choose *Escalated out*.



3. On the left you will find all the risks that have escalated from this project to the *strategic project*.
4. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the *strategic project*. Here you can work together on the risk.

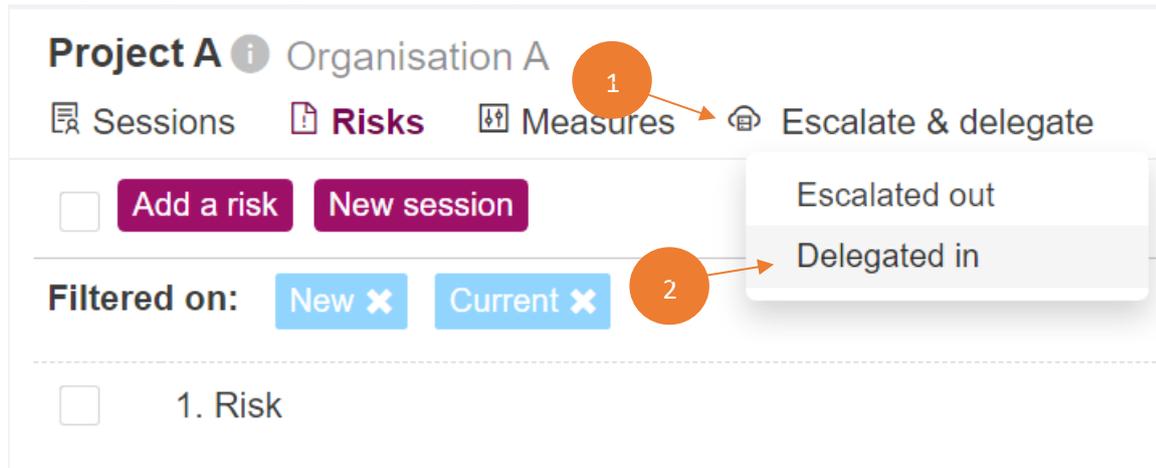


5. By clicking on **⋮** you can *withdraw* the risk.

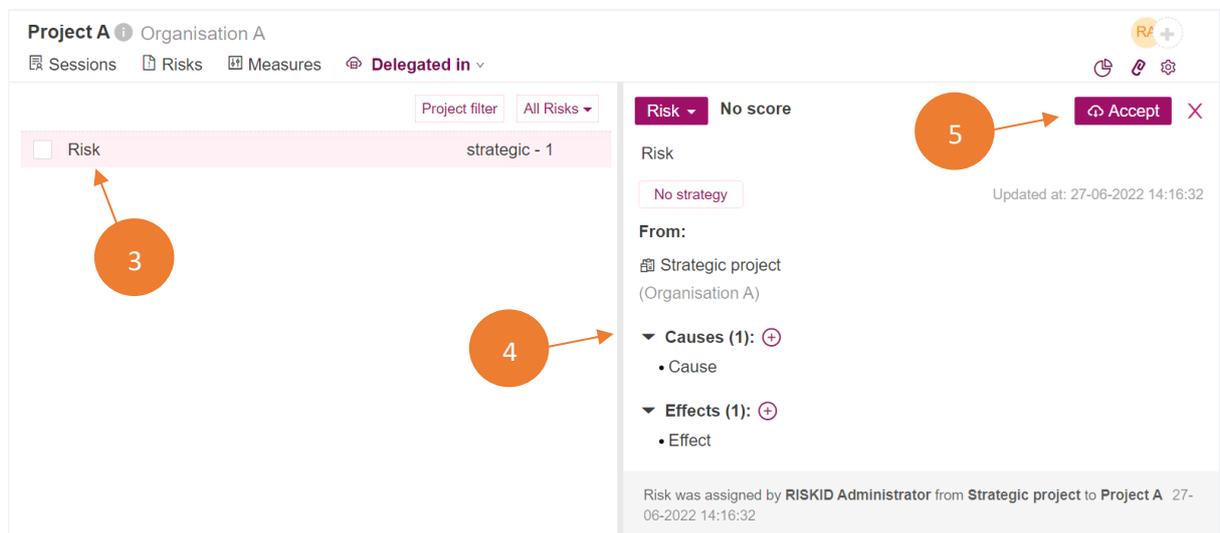
Delegate

From the strategic project, risk can be delegated to your project.

Manage delegated risks from the lower project



1. Click Escalate & Delegate.
2. Choose Delegated.



3. On the left you will find all the risks that have escalated from this project to the strategic project.
4. After opening a risk, you can still change the risk on the right side. These changes can also be seen from the lower project. Here you can work together on the risk.

Here you can accept the risk and it will appear in your risk list.

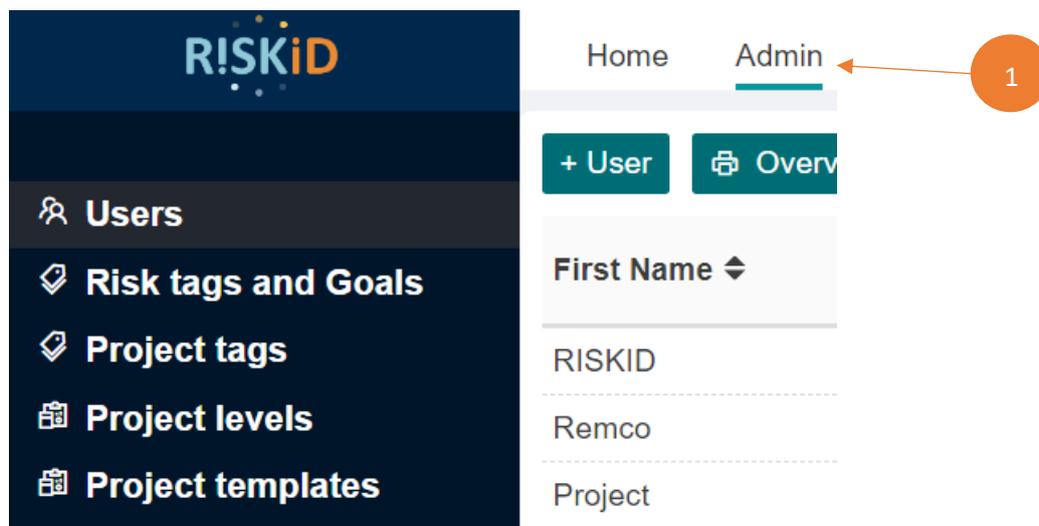
Admin tools

As an administrator, you have a number of functions at your disposal. This allows you to manage the tags and collections within the domain and create new users. At the top left of the main menu in RISKID you will see Admin. As soon as you click on this, you will be redirected to your admin tool screen. Only users with an Admin account can access this tool. Project manager and general user accounts cannot enter here.

These are the possibilities:

- [Users](#)
- [Risk tags and objectives](#)
- [Project tags](#)
- [Project levels](#)
- [Project templates](#)

Users



As an administrator, you have a number of functions at your disposal. Among other things, you can add new users to RISKID. At the top left of the main menu in RISKID you will see Admin. As soon as you click on this, you will be redirected to your admin tool screen. By default, you start in the Users option.

1. Click here to go to your admin tools.

The screenshot shows the 'Users' table in the RISKID Admin interface. At the top left, there are two buttons: '+ User' (labeled '2') and 'Overview of all users'. At the top right, there is a search bar labeled 'Search user' (labeled '3') with a search icon and a dropdown arrow. Below the search bar is a table with the following columns: First Name, Name, Email, Type, Status, and Creation Time. The table contains two rows of data. The first row is for the user 'RISKID Administrator' with email 'administrator@riskid.nl', type 'Administrator', status 'Active', and creation time '06-06-2017 13:55:33'. The second row is for the user 'Remco van Rhijn' with email 'remco.van.rhijn@teamsupport.net', type 'Project Manager', status 'Active', and creation time '06-06-2017 13:55:33'. A red circle labeled '4' is placed over the 'Creation Time' column header.

First Name	Name	Email	Type	Status	Creation Time
RISKID	Administrator	administrator@riskid.nl	Administrator	Active	06-06-2017 13:55:33
Remco	van Rhijn	remco.van.rhijn@teamsupport.net	Project Manager	Active	06-06-2017 13:55:33

2. Click here to add a new user to RISKID ([Create User](#)).
3. In the search bar, type the first or last name to search for a user.

Administrator ✓

Project Manager ✓

Normal User ✓

Active ✓

Inactive

4. Here you can filter users by Type and Status .

Edit user

The screenshot shows the 'Edit user' interface. At the top, there is a blue button labeled 'Project Manager' with an edit icon (1). To its right are two dropdown menus: 'Project manager' (3) and 'Actief' (4), followed by a close button (X). Below these are three sections: 'Projecten(1)' containing a list item 'Project A(Owner)', 'Sessies(0)', and a '2' in a circle pointing to the 'Sessies(0)' section.

You can click on a user account to make changes.

1. Click here to change the account details (name and/or email).
2. Here you can see which projects and sessions the user owns.
3. Click on the dropdown menu to change the account type. The different types and their functions are explained below.
4. Click on the drop-down menu to change the status of the user (active/inactive).

Add new user ×

First Name: Enter your first name 1

Last name: Enter your name

Email: Enter your email 2

Type: Project Manager 4

Project Manager 3

Administrator

Normal User

Cancel OK

Click [+ User](#) to add a user to RISKID.

The following information must be filled in:

1. Enter the first name and last name of the user here.
2. Enter a valid email from the user (this is used to log in).
3. In the drop-down menu, determine the type of account that will be assigned to the user.
 - a. Project Manager (can set up and manage projects and sessions)
 - b. Admin (same rights as Project Manager supplemented with Admin tools. An admin has access to all projects and sessions)
 - c. Global user (can participate in sessions and manage assigned risks and measures in their own environment)
4. Click the OK button to add the user.

Reset password

Project Manager ▾

Active ▾



Project Manager

projectmanager@riskid.nl



1

First Name

Project

Name

Manager

Email

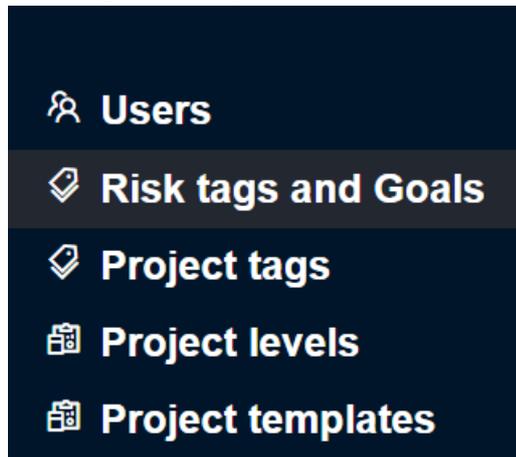
projectmanager@riskid.n

Reset password

2

If a user has forgotten his/her password, you can easily reset it. The user will then be prompted to create a new password at the next login. In the search bar, search for the relevant user. A user can only be searched by first or last name.

1. Click here to go to the user settings .
2. Click here to reset the password.



After pressing *Admin* in the top left corner, you will see the option *Risk tags and objectives* in the left menu (to manage objectives you need the module *Objectives*).

Risk tags

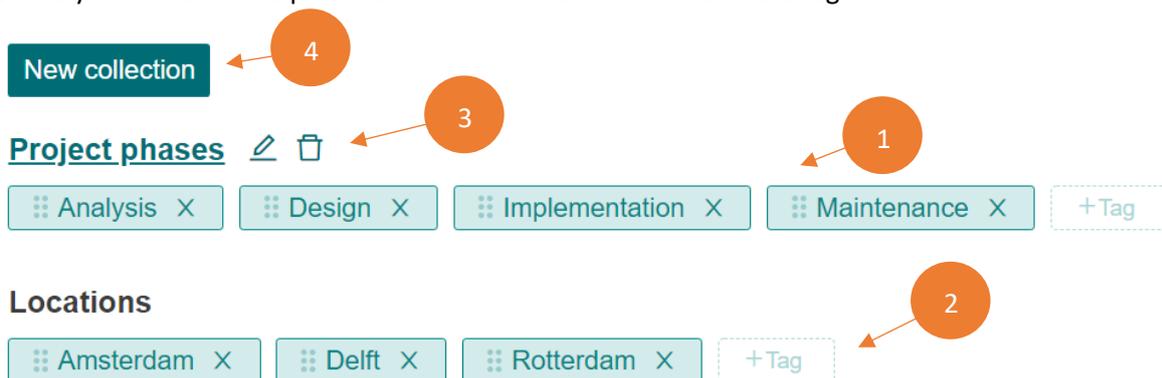
A collection is a container in which the various tags fall. For example, you can create a collection of *Locations* with the tags: *Rotterdam*, *Delft*, *Amsterdam*, *Utrecht*, etc. But also, for example, a collection *Project phase* with the tags: *Analysis*, *Design*, *Realization*, *Maintenance*, etc.

Only the administrator can create and delete collections. Please note that when you delete a collection, it applies to all related risks in the domain; the links with the tags are removed, as it were.

After you have created the collections and tags, they become available for the projects. Project managers can choose which collections and tags they want to use in their projects (see [Project tags](#) to select tags and collections when creating a project. See [Manage tags and collections](#) when the project already exists, and you want to add or remove tags and collections).

By tagging risks, one can then easily make cross-sections of the risk list via the risk filter (see [View risks](#) for an explanation to tag risks). For example, all risks that take place in Rotterdam and Utrecht, in the Design phase (see [Filtering risks](#)).

Below you will find an explanation of how to create collections and tags.



1. Here you can see the tags that fall under a collection. Tags are easy to remove by clicking  next to the tag. Click a tag to rename it. Merging tags is done by changing the name to the name of the tag you want to merge.

2. Click *+ Tag* to add a new tag to a collection.

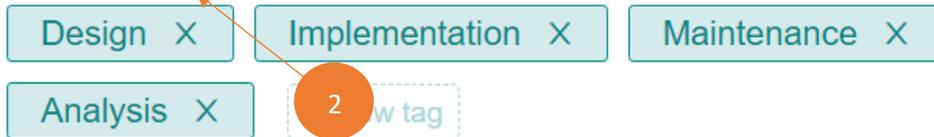
3. Click on  to delete the entire collection incl. the tags in it. Click  to change the collection name.
4. Click here to create a new collection.



Project phases

Available in projects

▼ Project A



Design X Implementation X Maintenance X

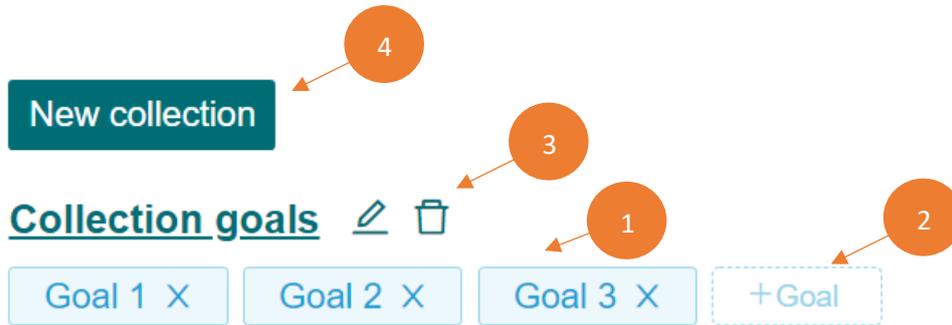
Analysis X 

- ▶ Project C
- ▶ Project D
- ▶ Project test
- ▶ Project B
- ▶ Strategic project
- ▶ Project A
- ▶ Project B

By clicking on a collection, you can easily add or remove collections from multiple projects.

1. Click here to link this collection to another project.
2. Click here to remove a collection from this project.

Top right at *Risk tags and objective* you can click on *Objectives*.



1. Here you can see the objectives that fall under a collection. Objectives are easy to remove by clicking **X** next to the objective. Click an objective to change its name and description.

Goal

Description of the goal

Cancel Save

Merging objectives is done by changing the name to the name of the objective you want to merge.

2. Click **+ Objective** to add a new objective to a collection.
3. Click on **🗑** to delete the entire collection incl. the objectives therein. Click **✎** to change the collection name.
4. Click here to create a new collection.

Project tags

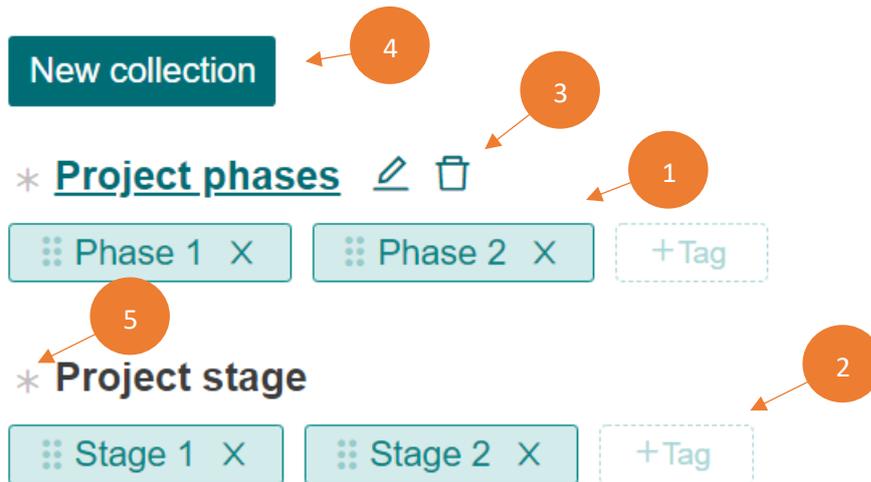
In addition to risk tags, you can also tag with projects. The principle works the same with a collection in which the different tags are located.

A collection is a container in which the various tags fall. For example, you can create a collection of *Project phases*.

Only the administrator can create and delete collections. Note that when you delete a collection, it applies to all related projects in the domain; the links with the tags are removed, as it were.

After you have created the collections and tags, a tag can be used when creating ([Create Project](#)) or modifying ([Edit Project Information](#)) of a project.

Below you will find an explanation of how to create collections and tags.



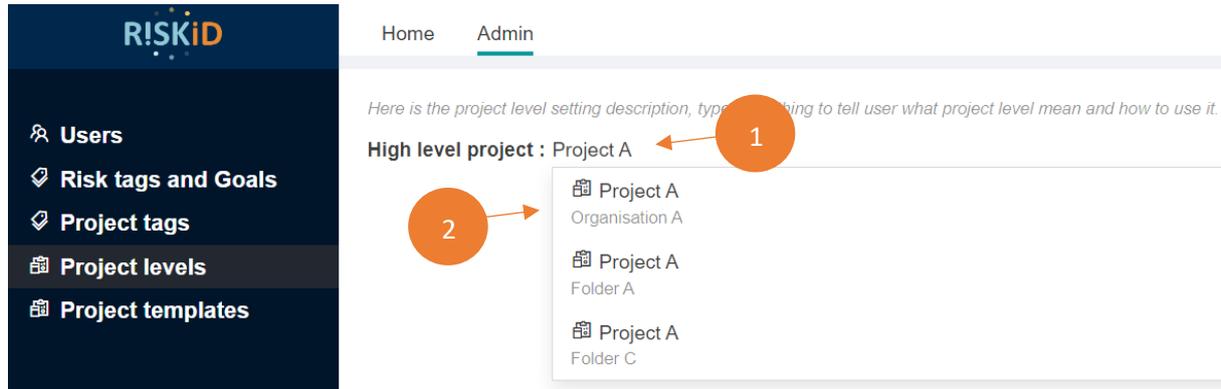
1. Here you can see the tags that fall under a collection. Tags are easy to remove by clicking  next to the tag. Click a tag to rename it. Merging tags is done by changing the name to the name of the tag you want to merge.

2. Click *+ Tag* to add a new tag to a collection.
3. Click on  to delete the entire collection incl. the tags in it. Click  to change the collection name.
4. Click here to create a new collection.
5. Click here to mark a collection *Required*.

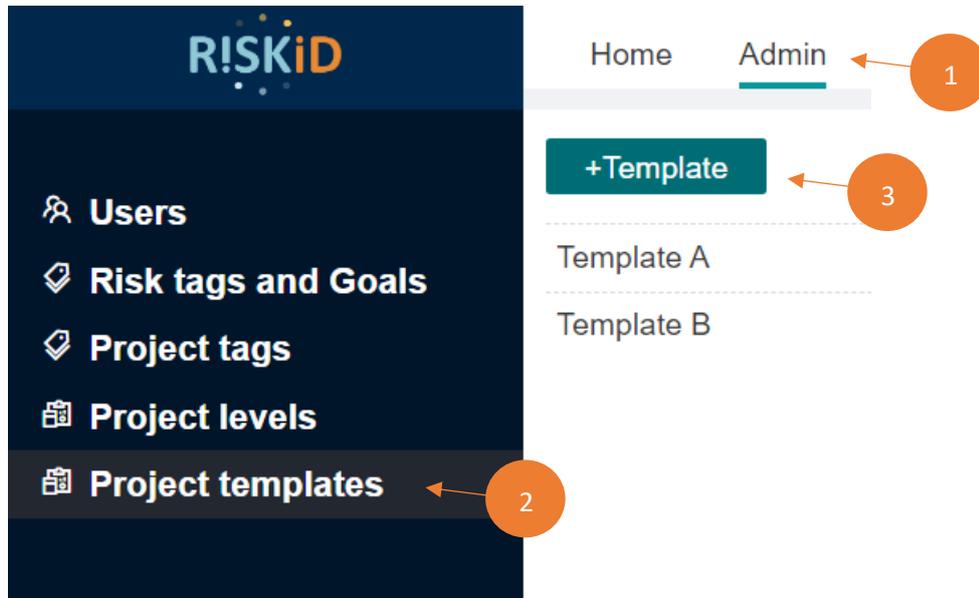
Project levels (Escalate & Delegate)

In the admin screen you can select a project that will be the *strategic project*. With the module Escalate & Delegate you can easily escalate risks from other projects to this project. From this project it is possible to delegate risks to all other projects. You can find out how this works in [Escalating & Delegating](#).



1. Here you can search for a project in your domain.
2. Here you can then select one.

Project templates



As an administrator, it is possible to create templates that project managers can use when creating a project. These templates already contain certain settings that no longer need to be filled in. This is useful for creating a project faster, but also for standardizing the settings across multiple projects. When creating a project, the templates can then be chosen. You can find more about this at [Create Project from a template](#).

1. Go to *Admin* at the top left of the screen.
2. Click *Project templates*.
3. Click *+Template* to create a template.

Create template ×

*Name:

Description:

- 1 Template info
- 2 Custom fields
- 3 Project tags
- 4 Goals and tags
- 5 Voting scheme
- 6 Color matrix

After clicking on *+Template* you can enter the project details that are taken as standard when choosing the template.

Custom fields

Via project templates it is possible to add homemade fields to the project information. This can be useful when you want to keep track of phases of the project or want to set a date on which something happened. When [creating a project from a template](#) and [editing project details](#), these fields can be filled in.

Create template X

+ Field ▾

- Text field
- Number field
- Url field
- Choice field
- Date field
- Blank field

field style, then decide the field information. You can move up and down order of the fields you created.

✓ Template info

2 Custom fields

3 Project tags

4 Goals and tags

5 Voting scheme

6 Color matrix

BackCancelNext

After clicking on [+Template](#) you can create fields in step 2. The following fields can be used.

- Text field – a free text can be entered here.
- Number – only a number can be entered here. Decimals and indicates what the maximum number of decimal places may be.
- URL field – a URL can be placed here.
- Choice field – multiple choices can be shown here by means of a dropdown.
- Date field – a date can be entered here. You can also choose date & time.
- Empty field – place an empty field between the other fields to create space such as a white line or start on the next line.