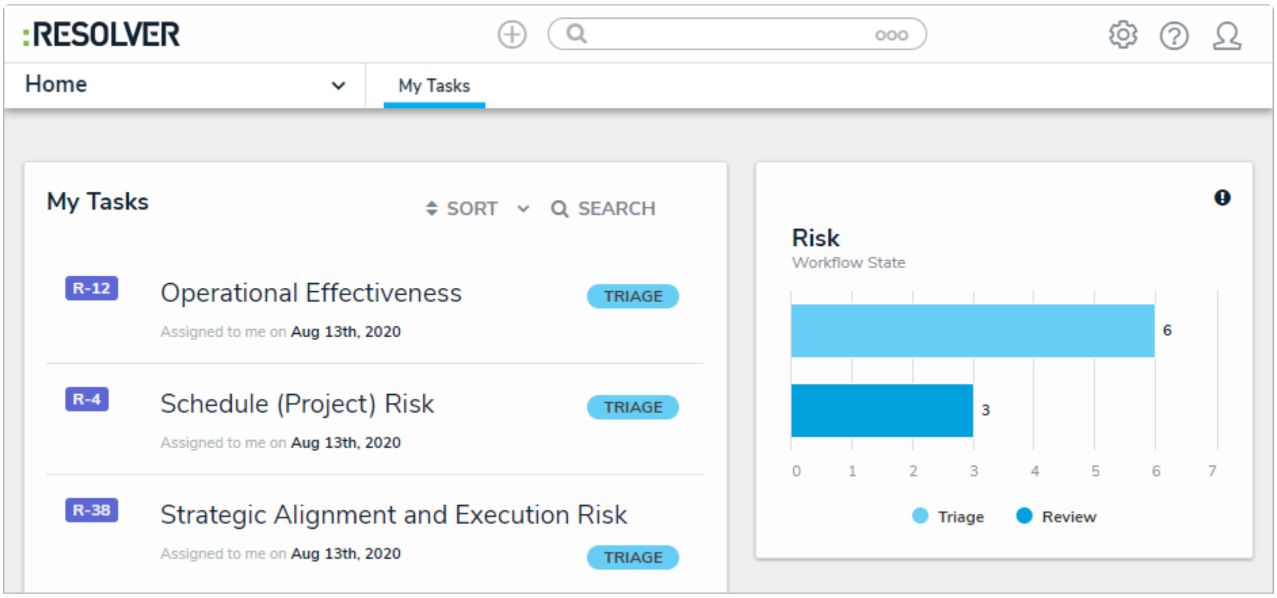
Triage Risk Objects

Last Modified on 04/05/2023 5:14 pm EDT

After a Risk Owner submits a risk, it will be moved to the **Triage** workflow state and must be either accepted or rejected by a member of the **Risk Team** user group. As a member of the Risk Team, risks that have been submitted for your review will appear either on the My Tasks page or the **Risks** section of the library's **Risks** tab.

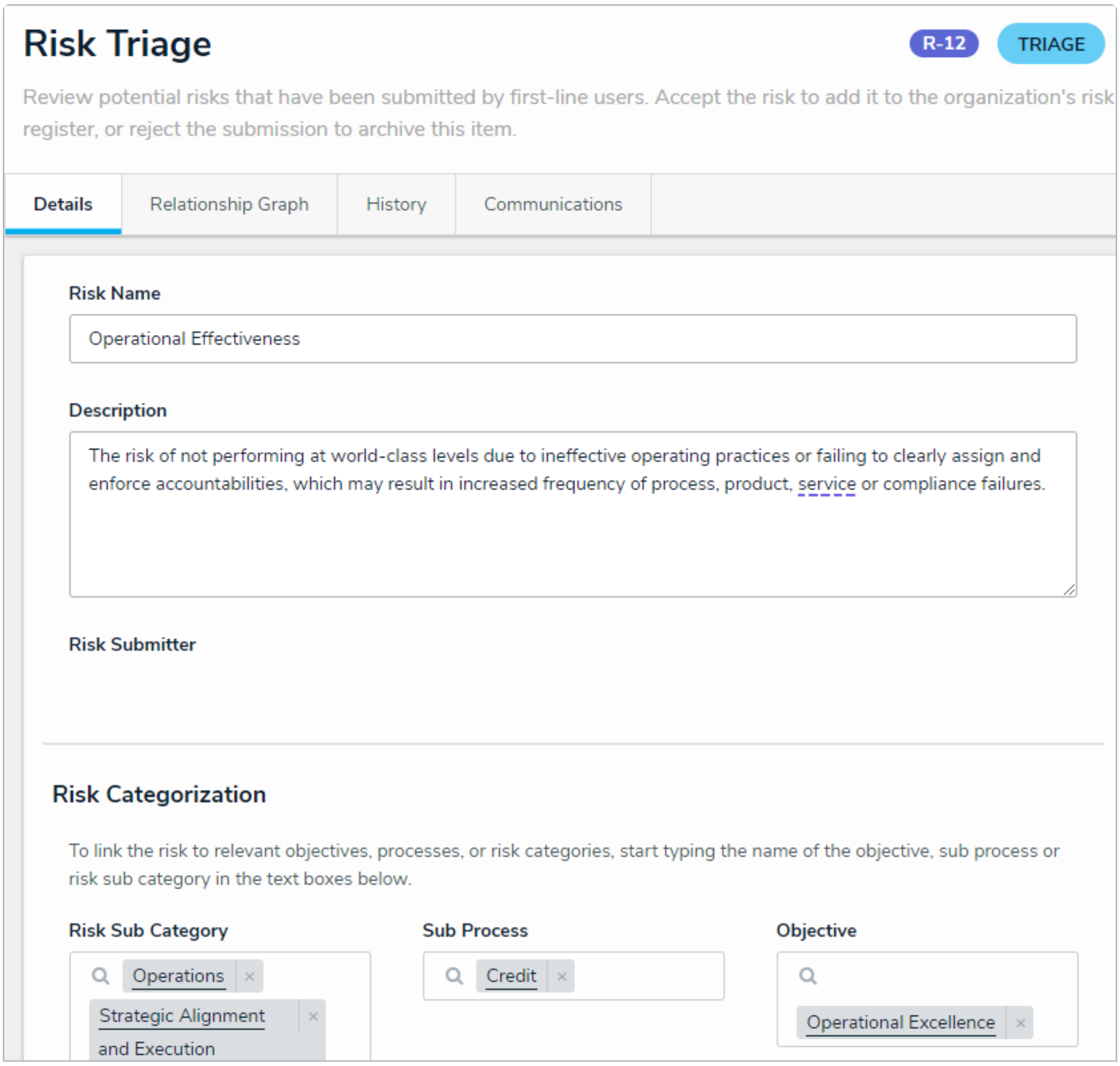


Triaged risks on the My Tasks page.

To review risks in the Triage state:

1. Log into a user account that's been added to the **Risk Team** user group to display the **My Tasks** page.

2. Click a risk in the **Triage** workflow state to display the **Risk Triage** form.



The Risk Triage form.

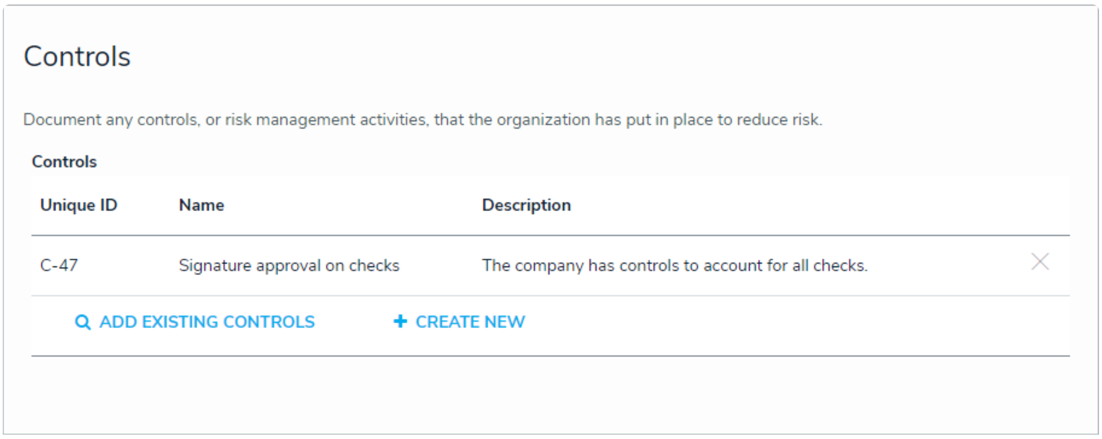
3. **Optional**: Edit the **Risk Name** and **Description** fields as required.

4. In the **Risk Categorization** section, begin typing keywords in the **Risk Sub Category**, **Sub Process**, and **Objective** fields and select an appropriate object in each. A risk can be linked to multiple risk sub categories, sub processes, and Objectives.

5. In the **Controls** section, perform one or both of the following actions:

    - Click **Add Existing Controls**, begin typing keywords in the search field, then click **Add** on the controls you wish to attach this risk to.

    - Click **+ Create New Control** to open the **Create a New Control** dialogue and fill in the fields as required.



The Controls section.

6. **Optional**: Add comments, as needed.

7. When you have finished reviewing the risk, perform one of the following actions:

    - Click **Archive** to send the risk to the **Archived** workflow state without approving it.

    - Click **Accept Risk** to approve the risk and make it selectable on risk assessments.