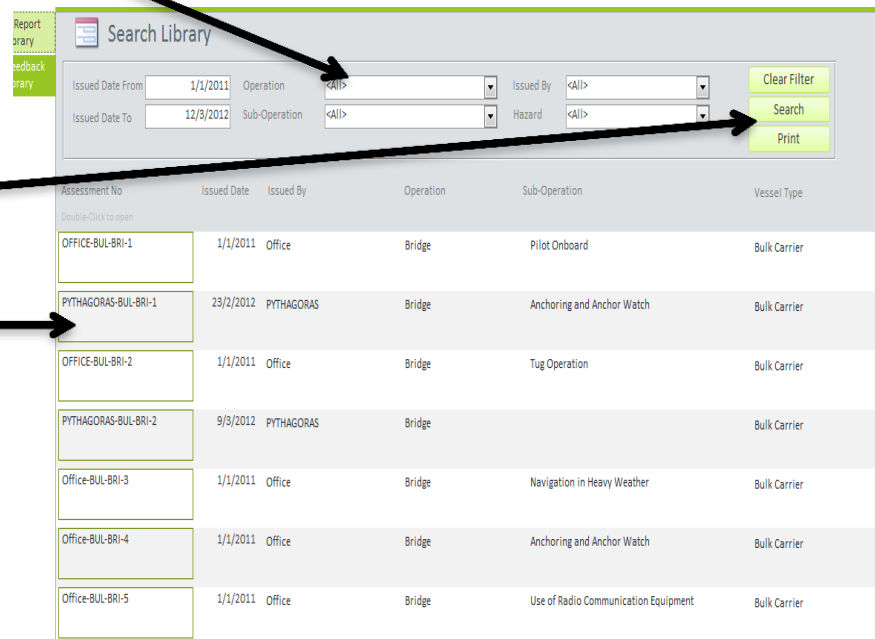
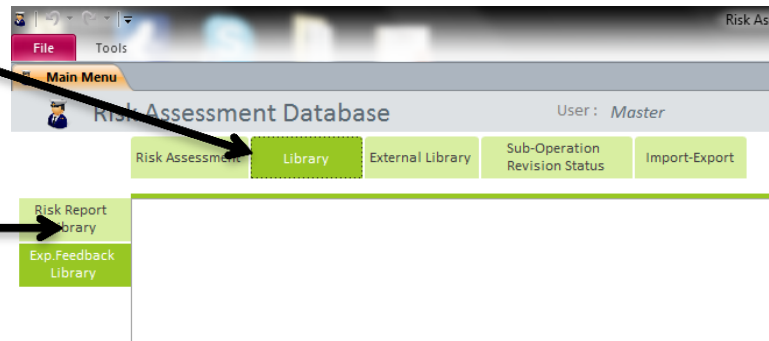


# Risk Assessment Software Instructions

## Part 3: Working On Existing Risk Assessment

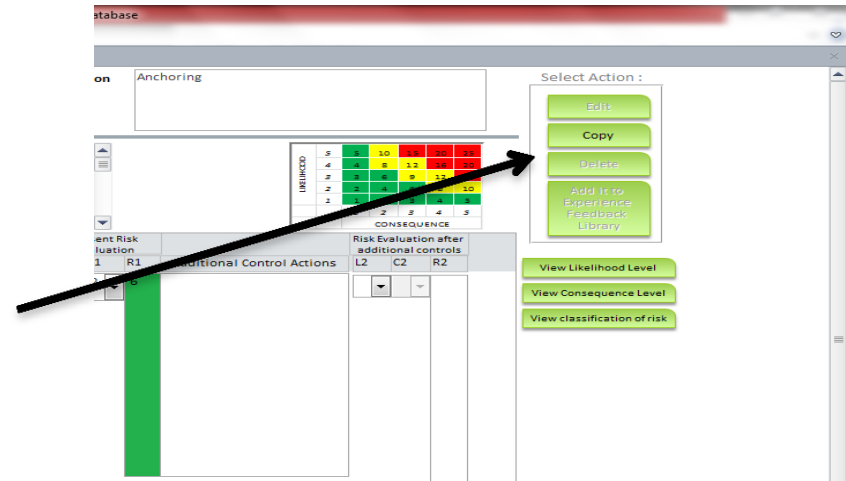
# Working on Existing Risk Assessment

- From the Main Menu click on the «Library» Button
- Then Click on the «Risk Report Library» Button on the vertical menu
- The search tool appears . Here you can enter the parameters of the search to find a Risk Assessment by Date, Operation, or Issuer.
- Click on search to see the results
- When you find the Risk Assessment you need to work on double click on the Reference No field to open it

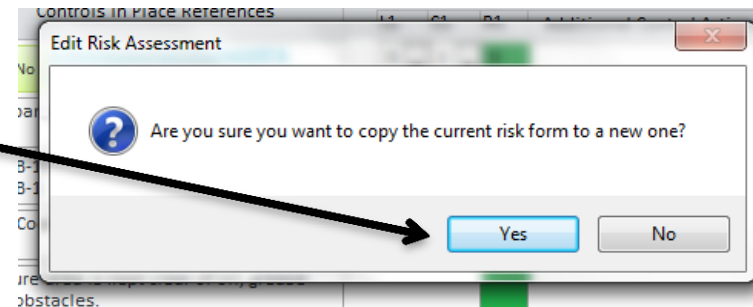


# Working on Existing Risk Assessment

- The Risk Assessment Form appears.
- To proceed with creating a new one similar to the selected one, you must first copy it using the «Copy» Button on the upper right side.

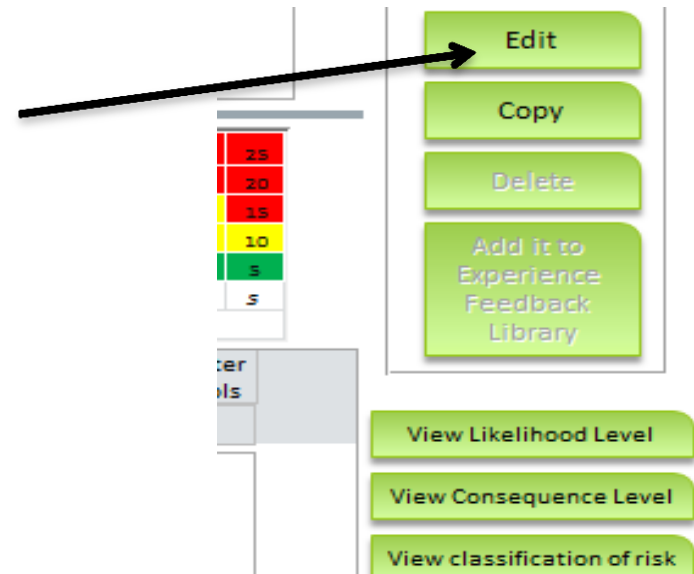


- A confirmation message will appear. Click «Yes» to copy the Risk Assessment form.



# Working with Existing Risk Assessment

- You can edit and change the parameters of the Risk Assessment by clicking «Edit» which is located just above the «Copy» button.
- Another confirmation window will appear which, like before, you must click «Yes» to continue.
- Upon completion of the changes / modifications you can save and print the Risk Assessment using the buttons on the bottom of the screen as explained in the Second Part of this Manual



new prior to saving

Save

Print Preview

Print

Close