

## **Access the Archive**

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Users who have been granted temporary access to the **Administrator (Risk Management)** user group can also access the **Archive** activity in the Risk Management App. This activity allows the user to review all relevant Risk Management App objects that have been archived.

## To view archived objects:

- 1. Log into a user account from the **Risk Team** user group.
- 2. Click the dropdown in the nav bar > Risk Management.

Home	~
Home	
Risk Management	
Reports	
Library	

The nav bar.

3. Navigate to the **Archived** tab and click on the relevant report.

## Resolver.

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Risk Mana	gement v	Identify Risks	Launch Risk Assessment	Assess & Treat		
Archive	ł					
Archive	d					
The follow	ing area houses all archived	assessments, risks,	controls, issues, and correctiv	e actions.		
Archive	d Risks					
C-1	Riverdale Industri	es			Active	
	in Europe and North Ameri	ca, with offices in 12 c	ities worldwide, including the U.S	ding supplier of fiberboard products . Headquarters in Arlington, VA. I-ground wood fibers. The compan		
Archive	d Controls					
C-1	Riverdale Industri	es			Active	
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			The Archived tab.			_

4. The resulting report will show all objects of the corresponding type that have been archived. Click an individual object to see more detailed information.

RM - Archived Risks						W	x		
C-1 Riverdale Industries									
Risk Unique ID	Risk Name	Risk Description				Ris Ov	sk vner		
R-7.1	Data Quality Risk	The risk that irrelevant or erroneous information is produced which may adversely affect decision-making, or conversely, needed information is not produced or made available in a timely manner.							
R-2.1	Business Continuity Risk	The risk that unexpected shocks (economic, capital, catastrophe, labour and technology day-to-day operations and impede the organization's ability to achieve its business obj			pt				

The Archived Risks report.