



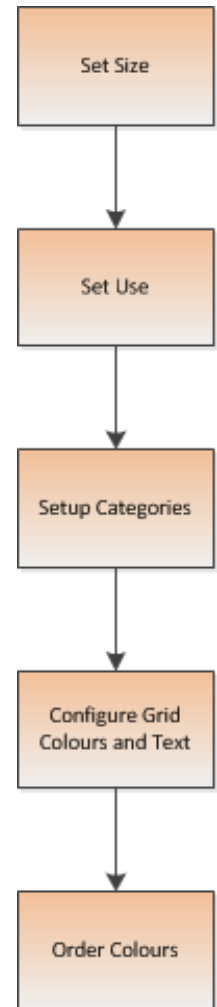
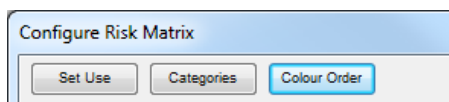
Setting up the Risk Matrix in BowTie Pro™

Introduction

One of the main methods of assessing risk is via a Risk Matrix. BowTie Pro's has a customisable Risk Matrix which makes it easy to use this technique. Within BowTie Pro a user can simply click on the appropriate box in the matrix to select the desired item. This document will guide you through the process of setting up the Risk Matrix to meet your needs.

Once BowTie Pro™ is open the Risk Matrix is accessed from the Data->Risk Matrix option in the main menu. This will open the screen shown to the right.

The sub-sections can then be opened by clicking the buttons at the top of the screen.



Setup Process

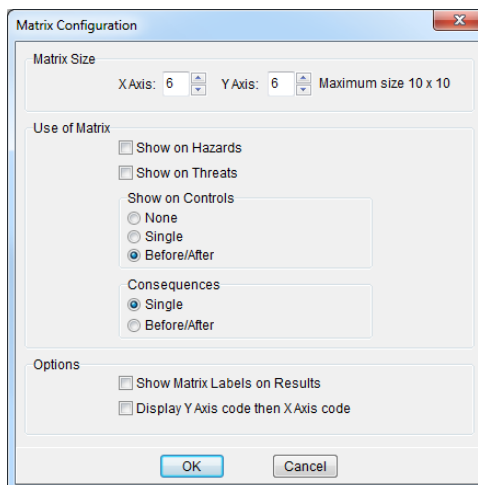
1. Matrix Configuration

Click on the "Set Use" button to configure the matrix and where it is used.

The top section is used to set the required size of the matrix using "X Axis" and "Y Axis" boxes. The maximum size is 10x10.

The middle section determines where the matrix is used.

- **Hazards** - Can have a single matrix or no matrix
- **Threats** - Can have a single matrix or no matrix
- **Controls** - Can either have
 - No Matrix
 - A single X axis matrix.
 - A before and after axis.
- **Consequence** – Can have either
 - A single matrix
 - A before and after matrix.



The bottom section has the other options. These are

- if the codes from the Severity/likelihood should be used or the text within the boxes.
- The bottom check box determines if the Y axis label should be shown before the X axis label. If this is not checked then the X axis label will be shown before the Y axis label

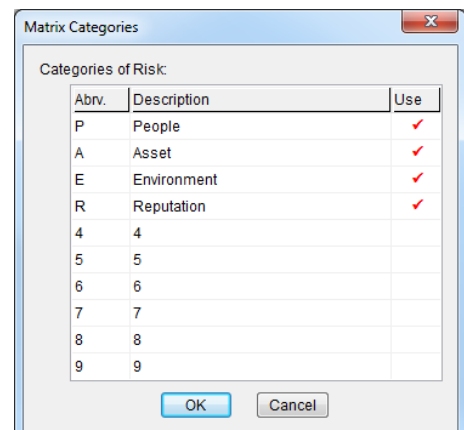
When you press the "OK" button this will be saved and the Risk Matrix will be redrawn with the new size.

2. Setting the Categories of Risk

Click on the "Categories" button at the top of screen to configure the matrix categories of risk. When the button is pressed a list of the 10 available categories of risk is displayed.

Each category can be made visible/hidden, given a title and abbreviation using the grid.

- To show/hide a category simply click on the use column. If it is ticked it will be visible.
- The Abbreviation and Name for the category can be amended by clicking on the text within the grid and typing.



3. Configure Grid

To set the matrix colours and text on the matrix setup screen, shown below. First set the colours in the boxes identified in the image below



To modify the colour and text in a box simply click on the box. The following screen will pop-up.



To change the text in the box for all categories click the check box otherwise it will only apply to the box in the selected category.

The colour of the box applies to all categories.

4. Updating headings

All the labels around the coloured box on the matrices can be modified. Select the label to be updated; the text will appear in the input box. Modify the text as required and tab out of the input box to save the change. If the text must appear on multiple lines then hold down the "Ctrl" key before using the carriage return. Once complete click the "Update Label" button

The text can differ for each matrix category.

5. Colour Order

The colour order presented on the left hand side (identified on the image above) is changed by pressing the "Colour Order" button at the top of the risk matrix screen. The following screen will be displayed:

Select a colour and moving it up or down the row with the arrow buttons at the right hand side. When complete press OK.



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