1) Open and fill in the form Risk and Vulnerability Analysis (ROS analysis).
2) Click the P360 button at the top right-hand side of the menu bar.

3) Log in to P360.
4) Then click «Lagre som nytt dokument i 360°».

5) Write the title.

*(See below the image for more details)*

- If it concerns a research project, write the title in the following way:
  ROS-analysis – project title – name of project manager – student/research or PhD project – [fac./centre] 2019
  (For example: ROS-analysis – Project title – Trine Researcher – Research Project – SVA 2019)

- If it concerns a PhD project or student project, write the title in the following way:
  ROS-analysis – project title – name of supervisor – name of student/research fellow – student/research or PhD project – [fac./centre] 2019
  (For example: ROS-analysis – Project title – Kari Supervisor – Ola Student – Student project – TKD 2019)

- Click OK.
6) A new window (case) will open in P360.

Select 'Internt notat/e-post uten oppfølging'.

Click OK.

7) Write the correct case number and information about access.

*(See below the image for more details).*
Case: Fill in the case number for your faculty/centre and click Enter.

- HV: 18/12622
- LUI: 18/10490
- SAM: 18/11207
- SPS: 18/11221
- SVA: 18/11208
- TKD: 18/09703

Select the same (1) Tilgangskode, (2) Paragraf, (3) Tilgangsgruppe and (4) Valg for offentlig tittel as shown in the image above. Click 'Fullfør'.

8) The form has now been saved in P360.