


# - Document Library -

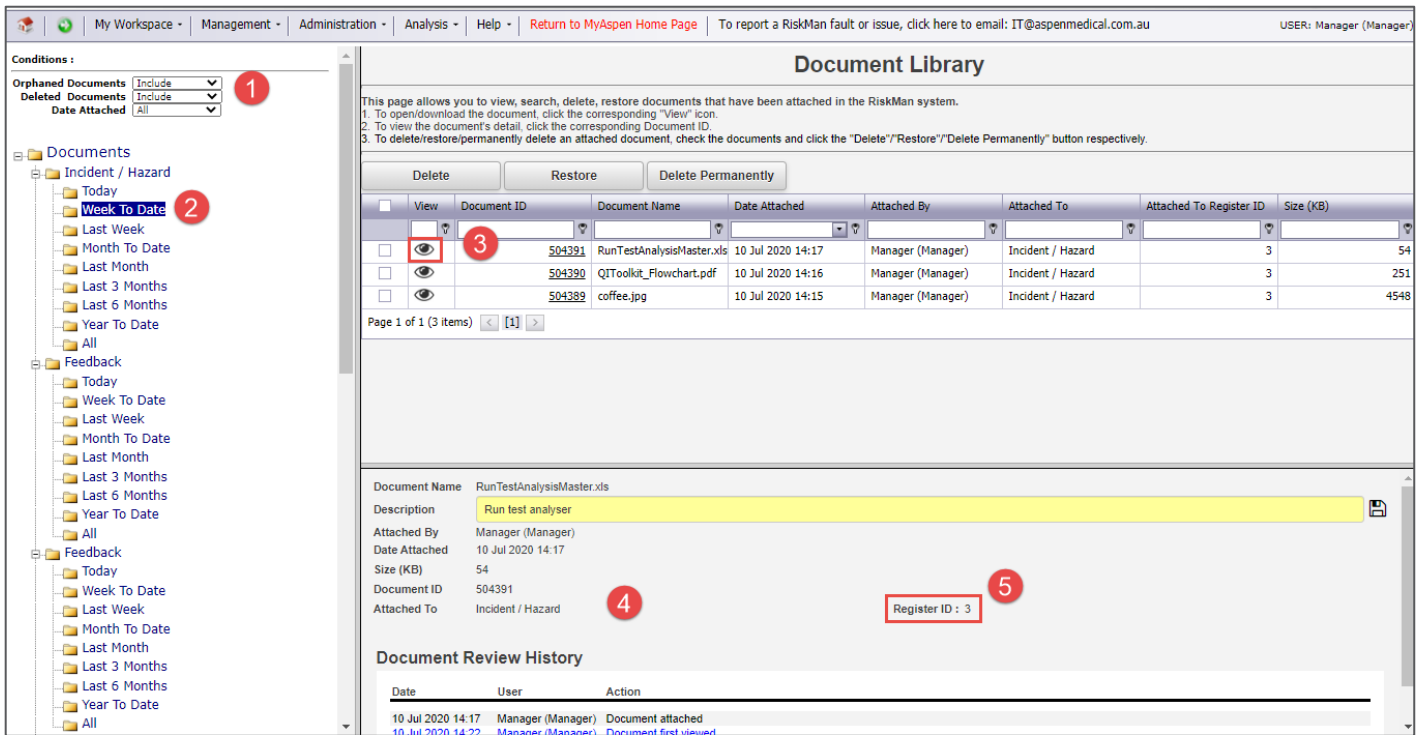
FOR RISKMAN VERSION 16.02

Last reviewed July 2020

The Document Library is located within the **Administration** menu items and allows you to view, search, delete, restore documents that have been attached in the RiskMan system.

Once opened:

1. Choose the filter options first
2. Choose the Register for which you are searching to see documents, and the date range
3. Click on the  icon to open/download the document
4. Details about the document are shown in the panel below the document list, including the Register
5. The record ID number is shown if further details are required

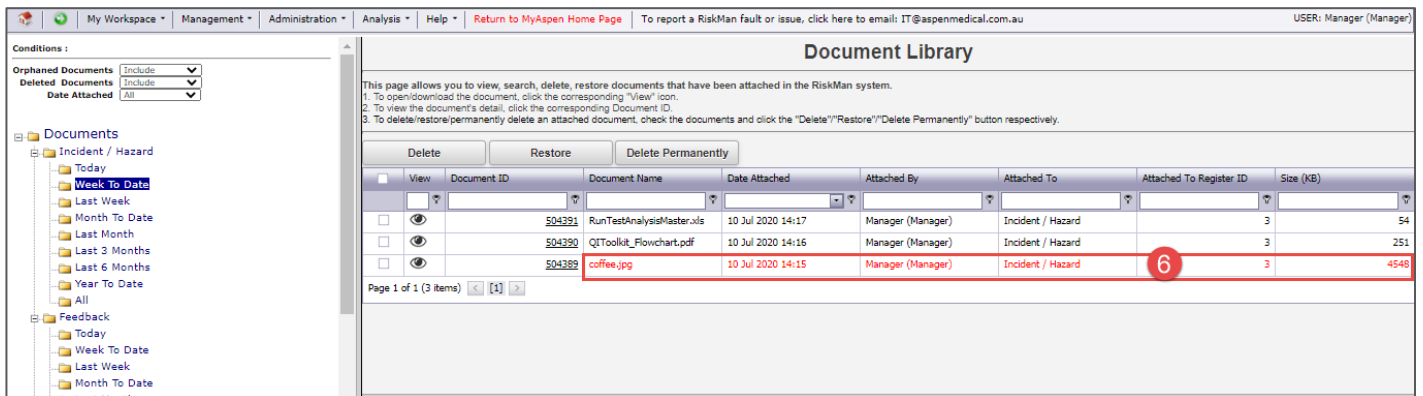


The screenshot shows the 'Document Library' interface. On the left, there are filter options for 'Orphaned Documents' and 'Deleted Documents', both set to 'Include', and 'Date Attached' set to 'All'. A tree view on the left shows folders for 'Incident / Hazard' and 'Feedback', with 'Week To Date' selected under 'Incident / Hazard'. The main area displays a table of documents:

View	Document ID	Document Name	Date Attached	Attached By	Attached To	Attached To Register ID	Size (KB)
<input type="checkbox"/>	504391	RunTestAnalysisMaster.xls	10 Jul 2020 14:17	Manager (Manager)	Incident / Hazard	3	54
<input type="checkbox"/>	504390	QIToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard	3	251
<input type="checkbox"/>	504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard	3	4548

Below the table, a detailed view for 'RunTestAnalysisMaster.xls' is shown, including its description 'Run test analyser', attached by 'Manager (Manager)', date '10 Jul 2020 14:17', size '54 KB', and document ID '504391'. The 'Attached To' field shows 'Incident / Hazard' and a 'Register ID : 3'. A 'Document Review History' table below shows actions like 'Document attached' and 'Document first viewed'.

6. Deleted records are shown in different coloured text and may be either **Restored** or **Deleted Permanently** using either of the two buttons.



This screenshot shows the 'Document Library' interface with the same document list as above. The document 'coffee.jpg' (Document ID 504389) is highlighted with a red border, indicating it is a deleted record. The 'View' column for this record shows an eye icon with a red circle around it, and the 'Document Name' 'coffee.jpg' is also in red text. The 'Delete' and 'Restore' buttons are visible above the table.