


# - Document Library -

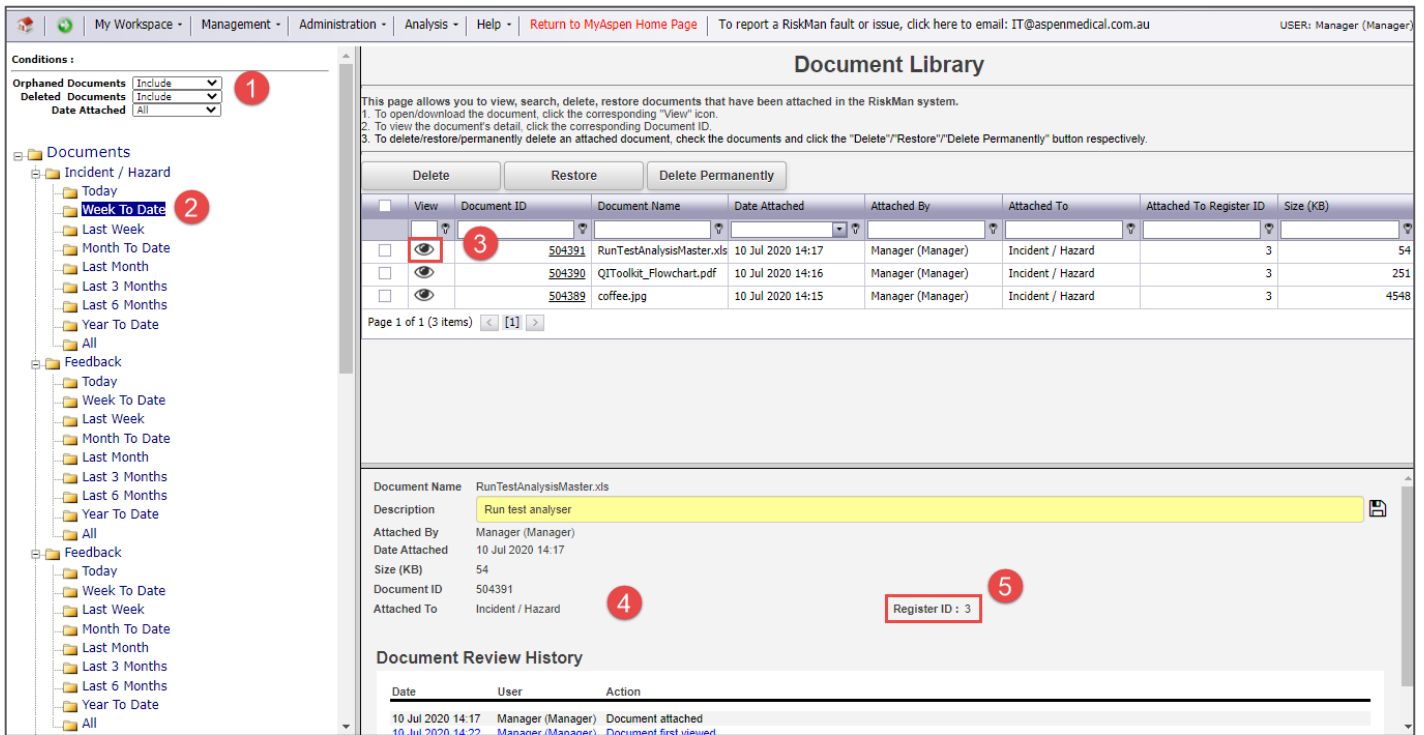
FOR RISKMAN VERSION 18.07

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

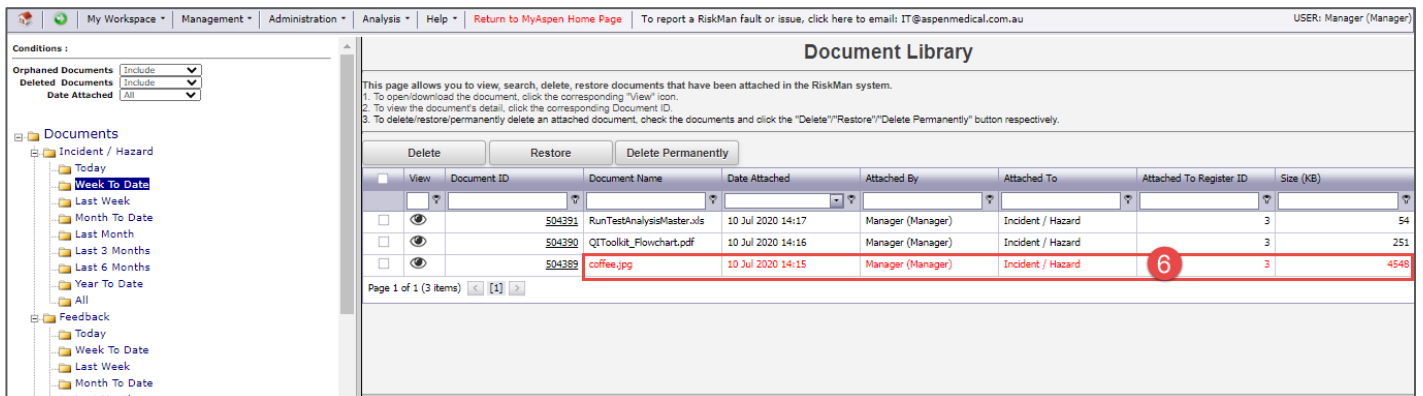


The screenshot shows the 'Document Library' interface. On the left, there are filter options for 'Orphaned Documents' and 'Deleted Documents', both set to 'Include', and 'Date Attached' set to 'All'. A tree view on the left shows 'Documents' expanded to 'Incident / Hazard' and 'Week To Date' selected. 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)
	504391	RunTestAnalysisMaster.xls	10 Jul 2020 14:17	Manager (Manager)	Incident / Hazard	3	54
	504390	QIToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard	3	251
	504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard	3	4548

Below the table, a document detail panel for 'RunTestAnalysisMaster.xls' is shown, including fields for Description, Attached By, Date Attached, Size (KB), Document ID, and Attached To. A 'Register ID : 3' is displayed. A 'Document Review History' table below shows actions taken by 'Manager (Manager)' on '10 Jul 2020 14:17' and '10 Jul 2020 14:22'.

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 filters as the previous screenshot. The document list now shows three records, with the third record, 'coffee.jpg', highlighted in red. The 'View' column for this record shows a red eye icon, indicating it is a deleted record. The 'Delete' and 'Restore' buttons are visible above the table.

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