

- Document Library -

FOR RISKMAN VERSION 19.02

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'. Below these are 'Documents' and 'Feedback' sections, each with a tree view of filters like 'Incident / Hazard', 'Today', 'Week To Date', 'Last Week', 'Month To Date', 'Last Month', 'Last 3 Months', 'Last 6 Months', 'Year To Date', and 'All'. The 'Week To Date' filter is selected. The main area displays a table of documents. The first document is 'RunTestAnalysisMaster.xls' with Document ID 504391, attached on 10 Jul 2020 14:17 by Manager (Manager) to Incident / Hazard, with a size of 54 KB. The second document is 'QIToolkit_Flowchart.pdf' with Document ID 504390, attached on 10 Jul 2020 14:16 by Manager (Manager) to Incident / Hazard, with a size of 251 KB. The third document is 'coffee.jpg' with Document ID 504389, attached on 10 Jul 2020 14:15 by Manager (Manager) to Incident / Hazard, with a size of 4548 KB. Below the table, the 'Document Details' panel for 'RunTestAnalysisMaster.xls' is shown, displaying its description 'Run test analyser', attached by 'Manager (Manager)', date '10 Jul 2020 14:17', size '54', document ID '504391', and attached to 'Incident / Hazard'. The 'Document Review History' table shows two entries: '10 Jul 2020 14:17 Manager (Manager) Document attached' and '10 Jul 2020 14:22 Manager (Manager) Document first viewed'.

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

Document Name: RunTestAnalysisMaster.xls
 Description: Run test analyser
 Attached By: Manager (Manager)
 Date Attached: 10 Jul 2020 14:17
 Size (KB): 54
 Document ID: 504391
 Attached To: Incident / Hazard
 Register ID: 3

Date	User	Action
10 Jul 2020 14:17	Manager (Manager)	Document attached
10 Jul 2020 14:22	Manager (Manager)	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 is similar to the previous one, but the document 'coffee.jpg' with Document ID 504389 is highlighted in red. The 'Document Details' panel and 'Document Review History' table are also visible.

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	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