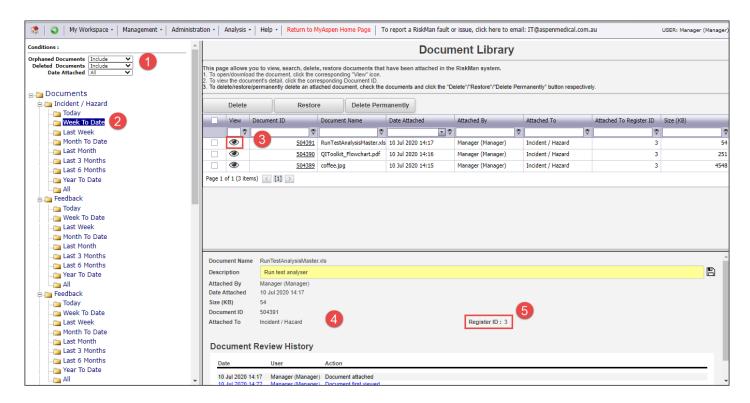# - Document Library -

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

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