

- Document Library -

FOR RISKMAN VERSION 20.10

Last reviewed November 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 dates ranging from 'Today' to 'All'. The main area displays a table of documents. The first document, 'RunTestAnalysisMaster.xls', is selected. Below the table, the 'Document Details' panel shows information for this document, including its name, description, attached by, date, size, and document ID. The 'Register ID' is highlighted as 3. The 'Document Review History' table shows a single entry for the document being viewed.

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

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 same 'Document Library' interface, but with the document 'coffee.jpg' (ID 504389) highlighted in red. This indicates it is a deleted record. The 'Delete' button is visible above the table, and the 'Restore' button is also present. The 'Document Details' panel is not visible in this view.

<https://rldatix.lightning.force.com/lightning/r/Opportunity/0061000001RsVoHQA/view>