


# - Document Library -

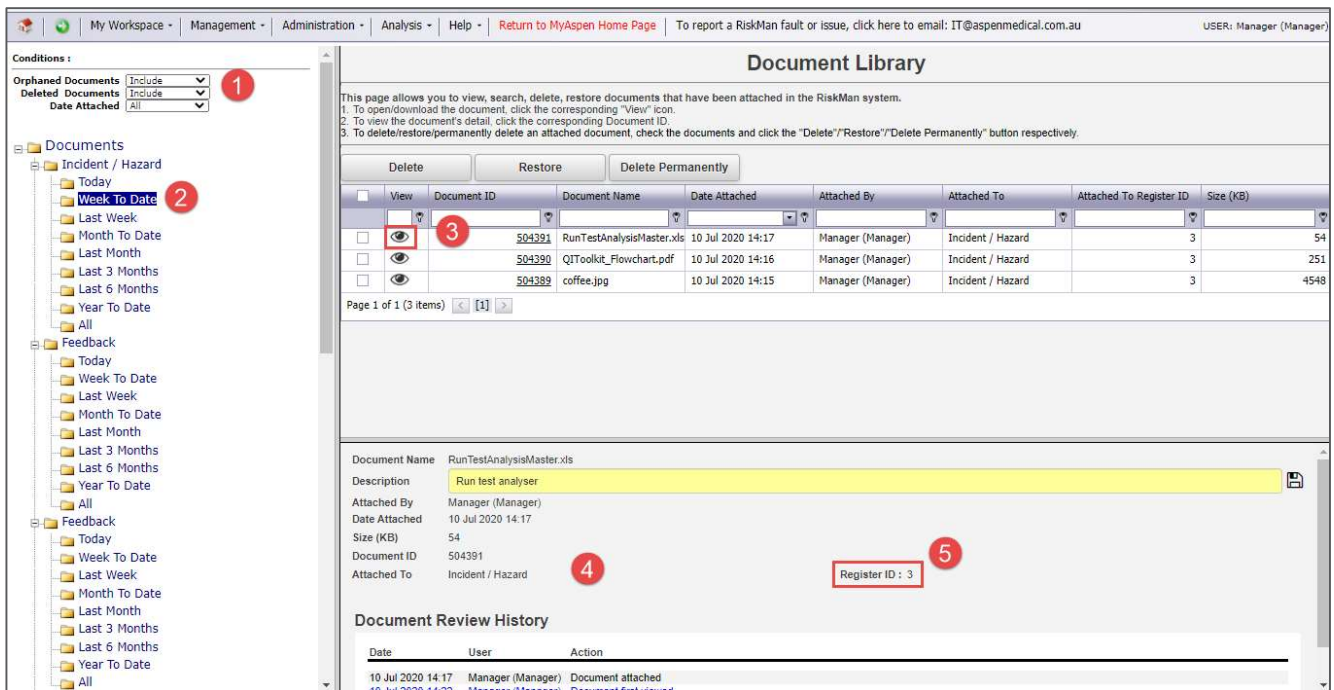
FOR RISKMAN VERSION 2103

Last reviewed March 2021

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', 'Deleted Documents', and 'Date Attached', with a red circle '1' around the 'Include' dropdown. Below this is a tree view of 'Documents' with a red circle '2' around the 'Week To Date' folder. The main area contains a table of documents with columns: View, Document ID, Document Name, Date Attached, Attached By, Attached To, Attached To Register ID, and Size (KB). A red circle '3' highlights the 'View' icon for the first document. Below the table is a detailed view of the selected document 'RunTestAnalysisMaster.xls', with a red circle '4' around the 'Document ID' field and a red circle '5' around the 'Register ID : 3' field. At the bottom, there is a 'Document Review History' table.

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		54
	504390	QTToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard		251
	504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard		4548

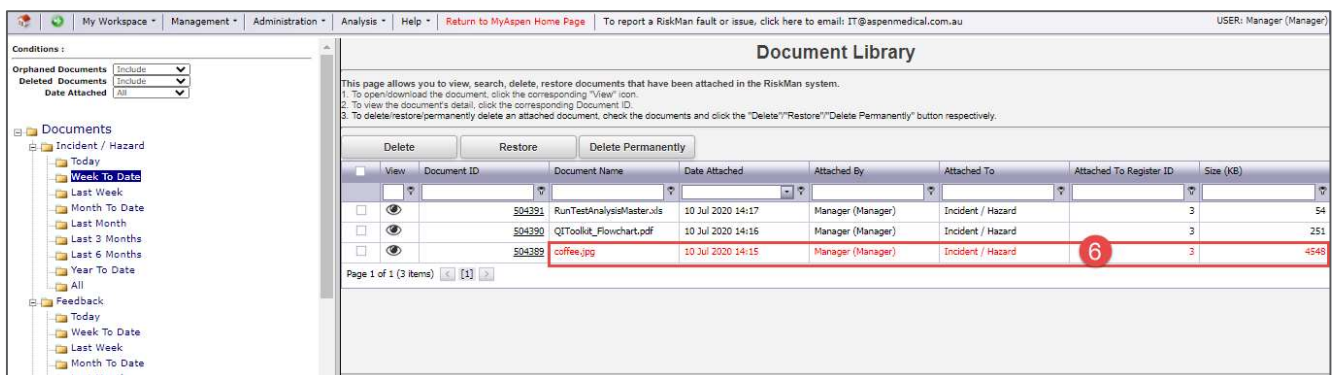
  

Document Name	RunTestAnalysisMaster.xls
Description	Run test analyser
Attached By	Manager (Manager)
Date Attached	10 Jul 2020 14:17
Size (KB)	54
Document ID	504391
Attached To	Incident / Hazard

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 shows the 'Document Library' interface with the same document list as the previous screenshot. A red circle '6' is placed around the 'Deleted Permanently' button in the top toolbar.