

# - Document Library -

FOR RISKMAN VERSION 2106

Last reviewed May 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

**Document Library**

This page allows you to view, search, delete, restore documents that have been attached in the RiskMan system.

1. To open/download the document, click the corresponding "View" icon.  
 2. To view the document's detail, click the corresponding Document ID.  
 3. To delete/restore/permanently delete an attached document, check the documents and click the "Delete"/"Restore"/"Delete Permanently" button respectively.

Buttons: Delete, Restore, Delete Permanently

	View	Document ID	Document Name	Date Attached	Attached By	Attached To	Attached To Register ID	Size (KB)
<input type="checkbox"/>		504391	RunTestAnalysisMaster.xls	10 Jul 2020 14:17	Manager (Manager)	Incident / Hazard	3	54
<input type="checkbox"/>		504390	QIToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard	3	251
<input type="checkbox"/>		504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard	3	4548

Page 1 of 1 (3 items)

**Document Details:**

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

**Document Review History**

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.

**Document Library**

This page allows you to view, search, delete, restore documents that have been attached in the RiskMan system.

1. To open/download the document, click the corresponding "View" icon.  
 2. To view the document's detail, click the corresponding Document ID.  
 3. To delete/restore/permanently delete an attached document, check the documents and click the "Delete"/"Restore"/"Delete Permanently" button respectively.

Buttons: Delete, Restore, Delete Permanently

	View	Document ID	Document Name	Date Attached	Attached By	Attached To	Attached To Register ID	Size (KB)
<input type="checkbox"/>		504391	RunTestAnalysisMaster.xls	10 Jul 2020 14:17	Manager (Manager)	Incident / Hazard	3	54
<input type="checkbox"/>		504390	QIToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard	3	251
<input type="checkbox"/>		504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard	3	4548

Page 1 of 1 (3 items)