

- Document Library -

FOR RISKMAN VERSION 2109

Last reviewed September 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, the 'Conditions' panel has 'Orphaned Documents' and 'Deleted Documents' set to 'Include' (1). The 'Documents' list on the left has 'Week To Date' selected (2). The main table shows three documents. The first document, 'RunTestAnalysisMaster.xls' (ID 504391), has its 'View' icon (eye) highlighted (3). Below the table, the document details for 'RunTestAnalysisMaster.xls' are shown, including 'Attached To: Incident / Hazard' (4) and 'Register ID: 3' (5).

	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

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.

The screenshot shows the 'Document Library' interface with the 'Deleted' tab selected. The document 'coffee.jpg' (ID 504389) is highlighted in red, indicating it is a deleted record. The 'Delete' and 'Restore' buttons are visible above the table.

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