


- Document Library -

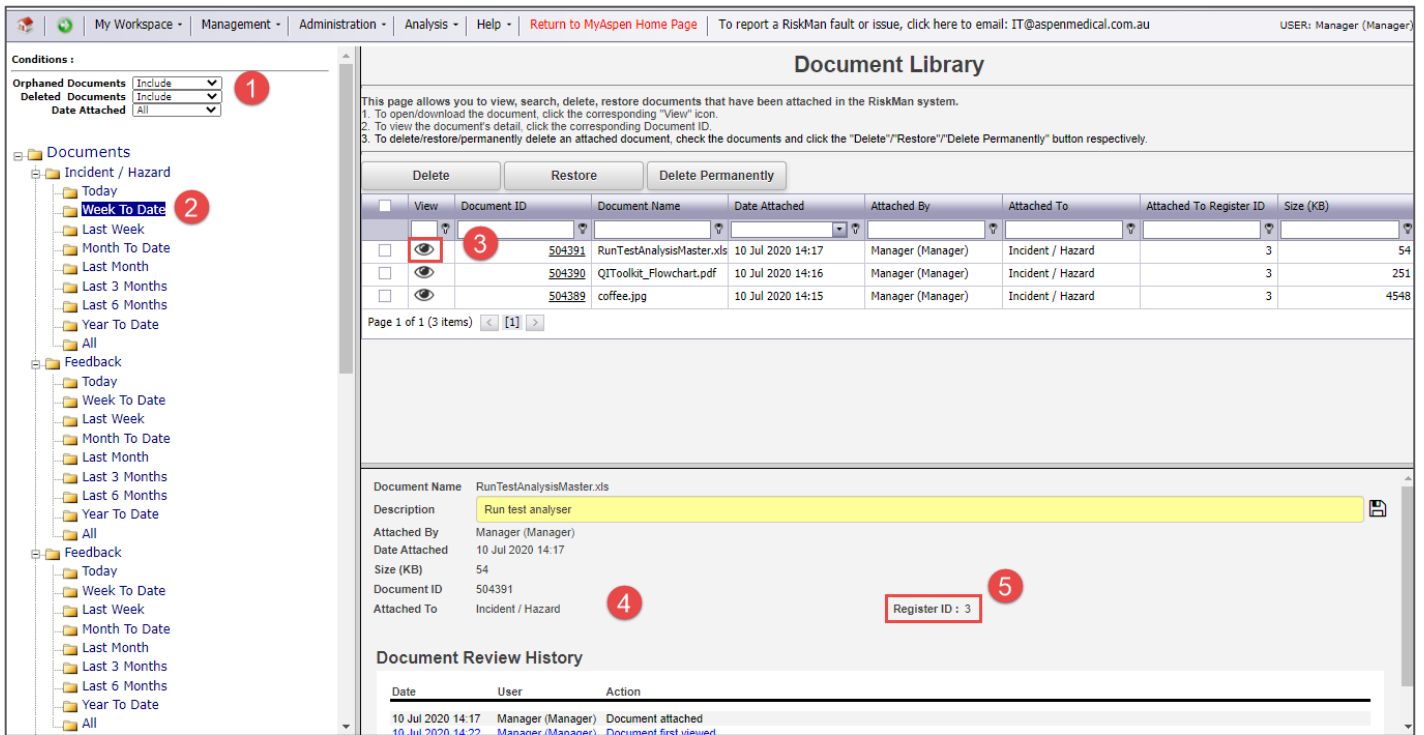
FOR RISKMAN VERSION 2203

Last reviewed March 2022

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:

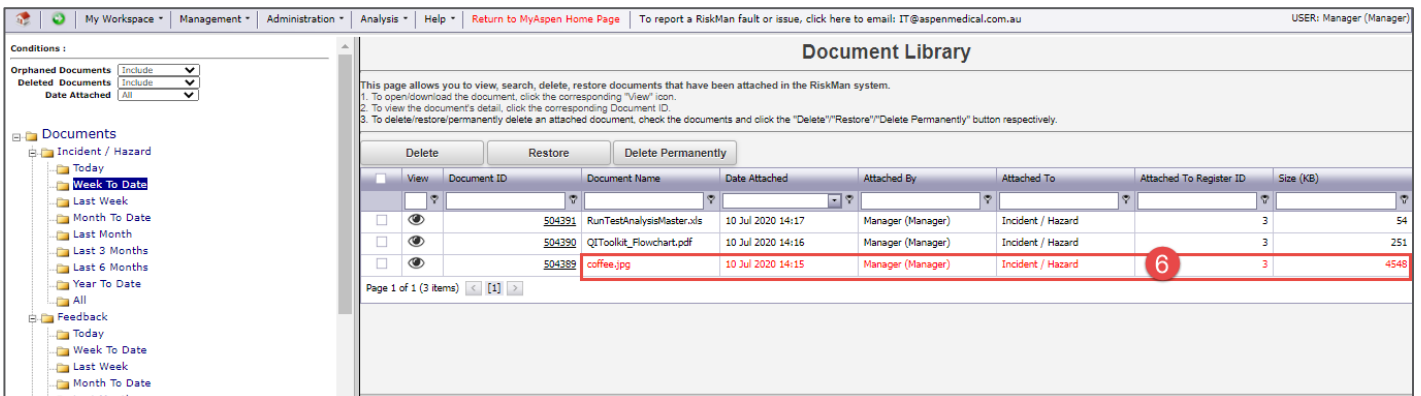
1. Choose the filter options first
2. Choose the Register for which you are searching to see documents, and the date range
3. Click on the  icon to open/download the document
4. Details about the document are shown in the panel below the document list, including the Register
5. The record ID number is shown if further details are required



The screenshot shows the 'Document Library' interface. On the left, there is a navigation tree with 'Incident / Hazard' selected and 'Week To Date' highlighted. The main area displays a table of documents. The first document is 'RunTestAnalysisMaster.xls' with Document ID 504391, attached on 10 Jul 2020 14:17, by Manager (Manager), to Incident / Hazard, with a size of 54 KB. Below the table, the document details panel shows the name 'RunTestAnalysisMaster.xls', description 'Run test analyser', and other metadata. A 'Register ID : 3' is displayed in a red box. The 'Document Review History' table shows the document was attached and first viewed on 10 Jul 2020.

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

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 same document list as above. The document 'coffee.jpg' (Document ID 504389) is highlighted with a red background, indicating it is a deleted record. The 'Register ID : 3' is also highlighted with a red box. The 'Delete' and 'Restore' buttons are visible above the table.

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<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