


- Document Library -

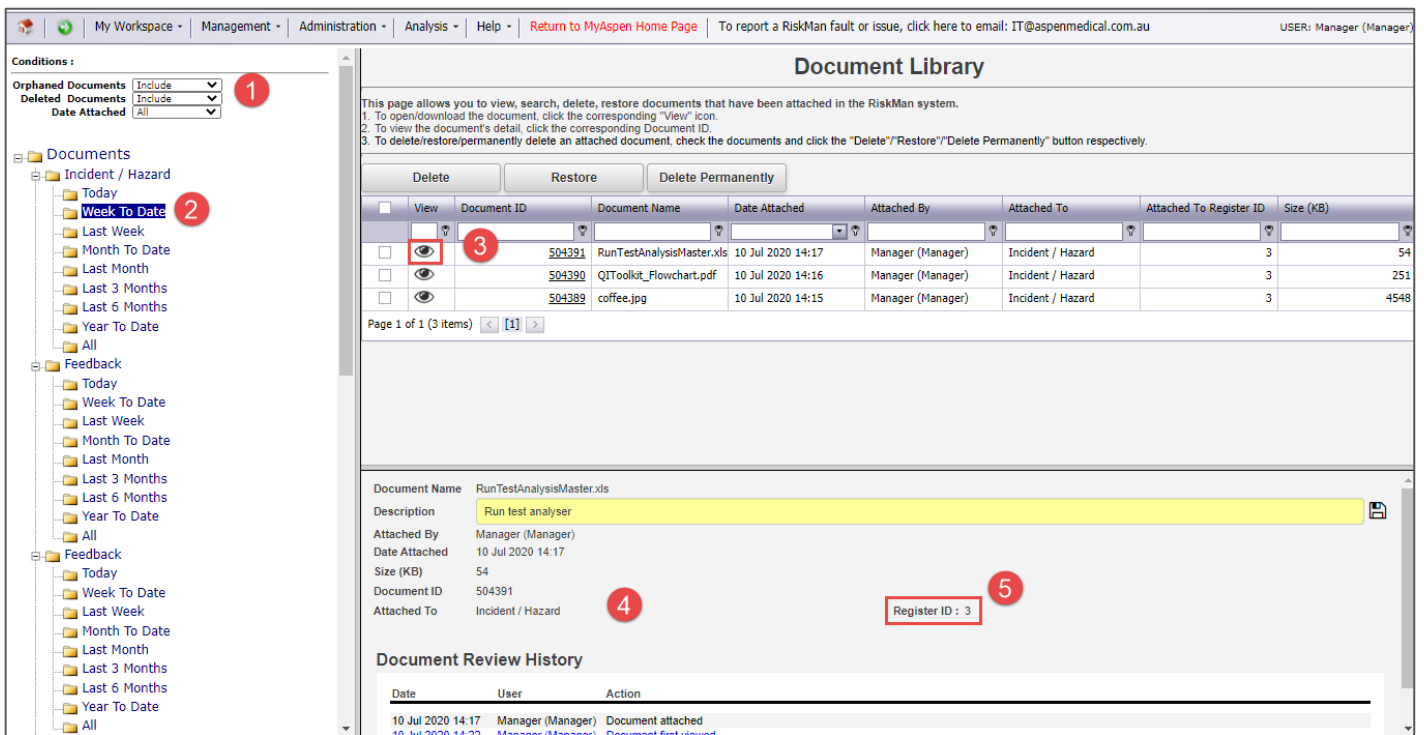
FOR RISKMAN VERSION 2209

Last reviewed September 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.

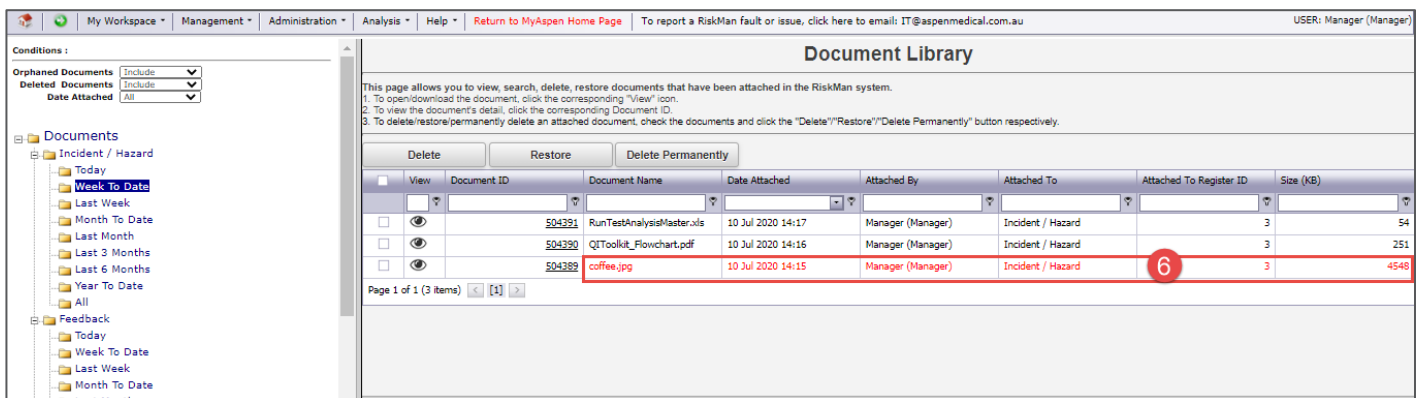
Once opened:

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 'Conditions' sidebar with 'Orphaned Documents' and 'Deleted Documents' set to 'Include', and 'Date Attached' set to 'All'. A red circle '1' is next to the 'Date Attached' dropdown. Below this is a tree view of 'Documents' with 'Incident / Hazard' selected, and 'Week To Date' highlighted with a red circle '2'. The main table lists three documents. The first document, 'RunTestAnalysisMaster.xls' (ID: 504391), has an eye icon highlighted with a red circle '3'. Below the table, the document details for 'RunTestAnalysisMaster.xls' are shown, including 'Description: Run test analyser', 'Attached By: Manager (Manager)', 'Date Attached: 10 Jul 2020 14:17', 'Size (KB): 54', 'Document ID: 504391', and 'Attached To: Incident / Hazard'. A red circle '4' is next to the 'Document ID' and a red circle '5' is next to the 'Register ID: 3'. Below the details is a 'Document Review History' table with columns 'Date', 'User', and 'Action'. The history shows two entries: '10 Jul 2020 14:17 Manager (Manager) Document attached' and '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 same sidebar as the previous image. The main table lists three documents. The third document, 'coffee.jpg' (ID: 504389), has its text highlighted in red. A red circle '6' is next to the 'Register ID: 3' for this document. The 'Delete' and 'Restore' buttons are visible above the table.