


# - Document Library -

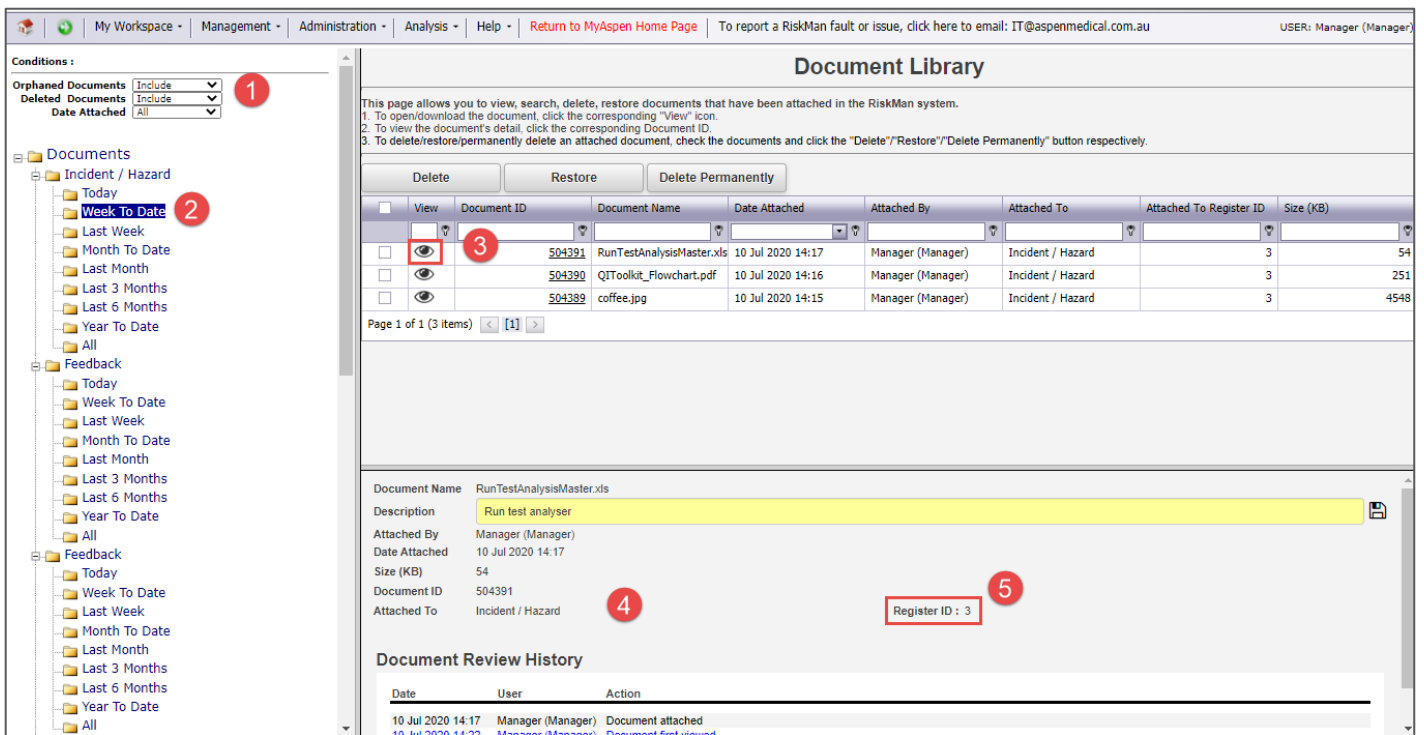
FOR RISKMAN VERSION 2406

Last reviewed June 2024

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

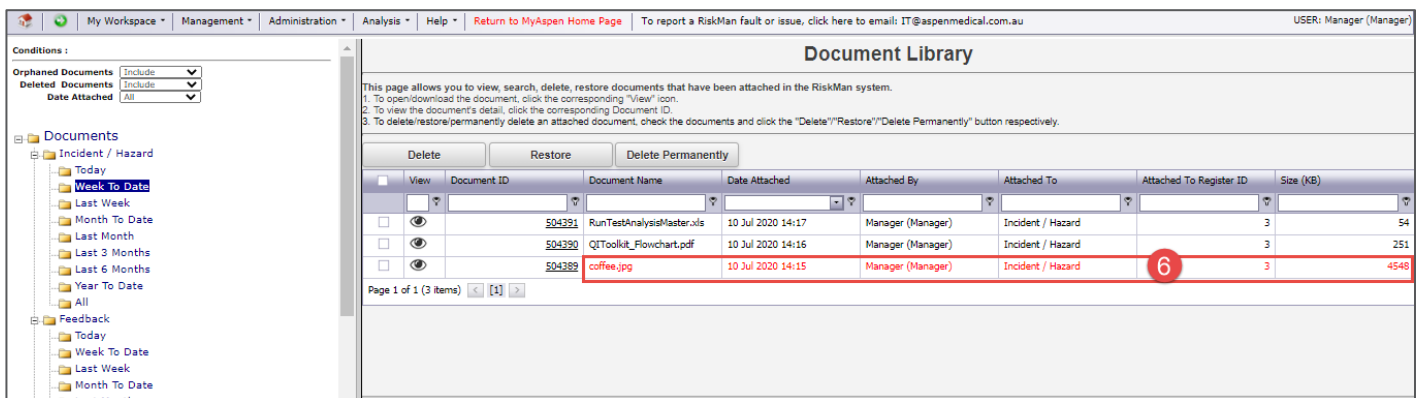


The screenshot shows the 'Document Library' interface. On the left, there are filter options for 'Orphaned Documents' and 'Deleted Documents', both set to 'Include', and 'Date Attached' set to 'All'. A tree view shows 'Documents' for 'Incident / Hazard' with 'Week To Date' selected. The main table lists three documents:

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	3	54
	504390	QIToolkit_Flowchart.pdf	10 Jul 2020 14:16	Manager (Manager)	Incident / Hazard	3	251
	504389	coffee.jpg	10 Jul 2020 14:15	Manager (Manager)	Incident / Hazard	3	4548

Below the table, a detailed view for 'RunTestAnalysisMaster.xls' is shown, including its description 'Run test analyser', attached by 'Manager (Manager)', date '10 Jul 2020 14:17', size '54 KB', and document ID '504391'. The 'Attached To' field shows 'Incident / Hazard' and a 'Register ID : 3'. A 'Document Review History' table below 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.



This screenshot shows the same 'Document Library' interface, but the document 'coffee.jpg' (ID 504389) is highlighted with a red background, indicating it is a deleted record. The 'View' icon for this document is also highlighted with a red circle. The 'Delete' and 'Restore' buttons are visible above the table.