


# - Document Library -

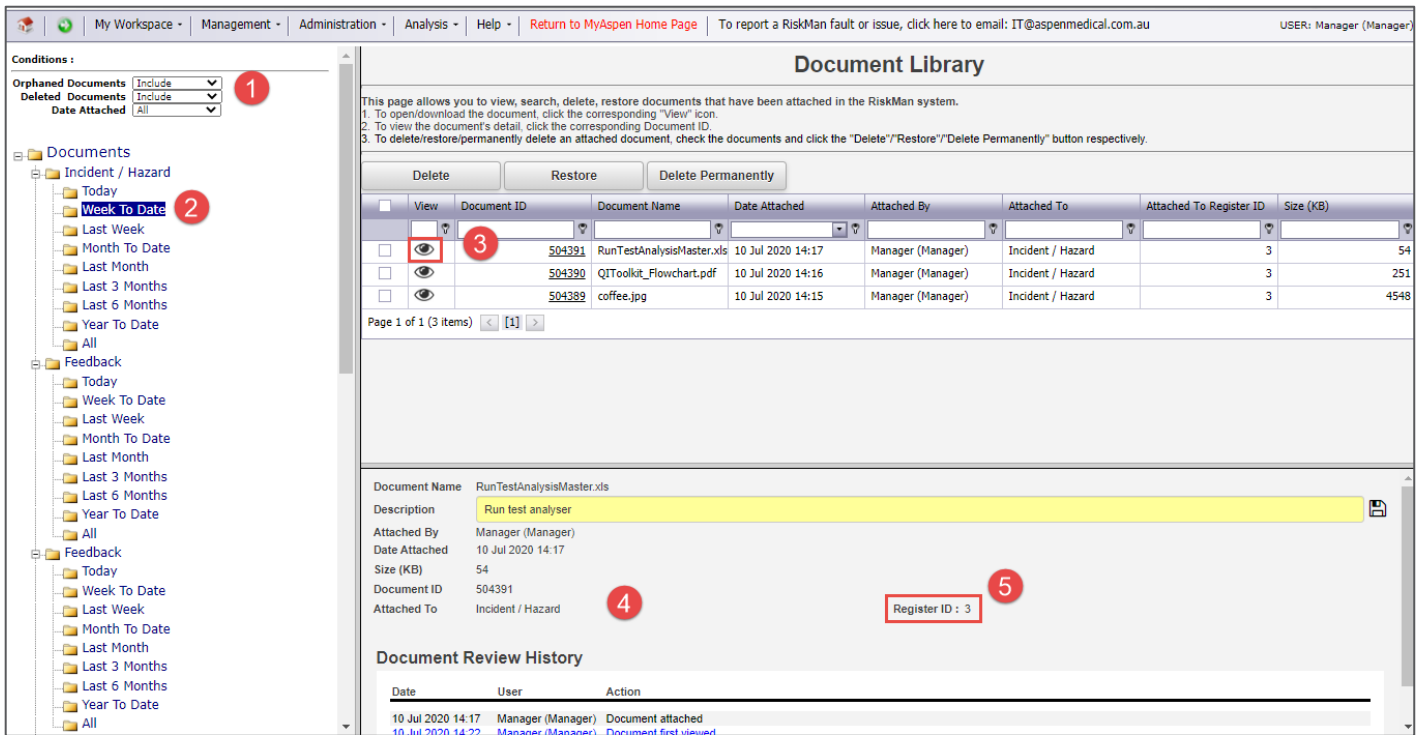
FOR RISKMAN VERSION 2410

Last reviewed October 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:

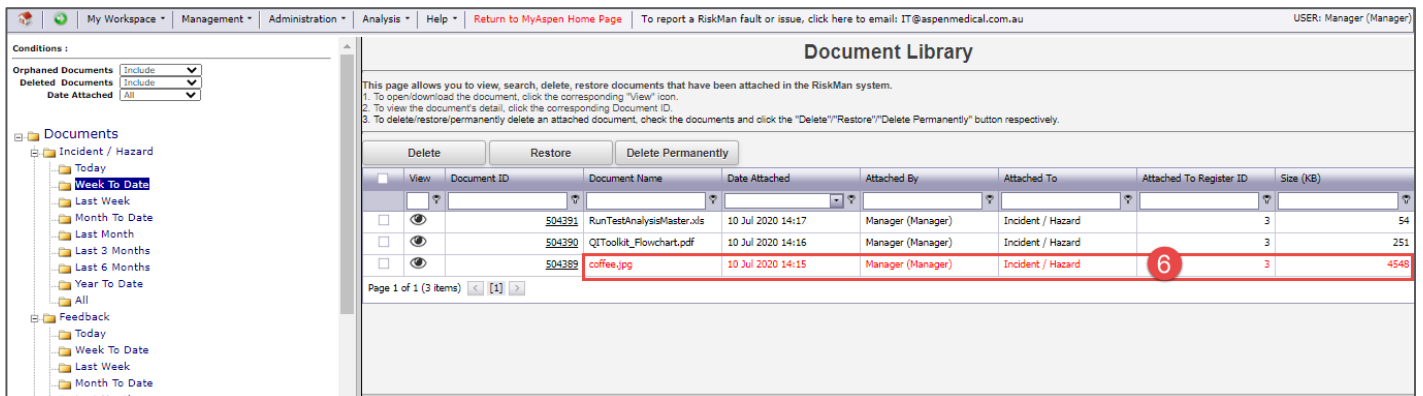
1. Choose the filter options first
2. Choose the Register for which you are searching to see documents, and the date range
3. Click on the  icon to open/download the document
4. Details about the document are shown in the panel below the document list, including the Register
5. The record ID number is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



The screenshot shows the 'Document Library' interface. On the left, there is a 'Conditions' sidebar with filters for 'Orphaned Documents', 'Deleted Documents', and 'Date Attached'. Below this is a tree view of 'Documents' categorized by 'Incident / Hazard' and 'Feedback', with sub-views like 'Today', 'Week To Date', 'Last Week', etc. The main area displays a table of documents. The selected document is 'RunTestAnalysisMaster.xls' with Document ID 504391. Below the table, a detailed view shows the document name, description ('Run test analyser'), attached by ('Manager (Manager)'), date attached, size (54 KB), and document ID. A 'Register ID : 3' is also displayed. At the bottom, a '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.



This screenshot shows the 'Document Library' interface with the 'coffee.jpg' document highlighted in red. The table below shows the document list.

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