- 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 ^(C) 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

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 Deleted records are shown in different coloured text and may be either **Restored** or **Deleted Permanently** using either of the two buttons.

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