


# - Document Library -

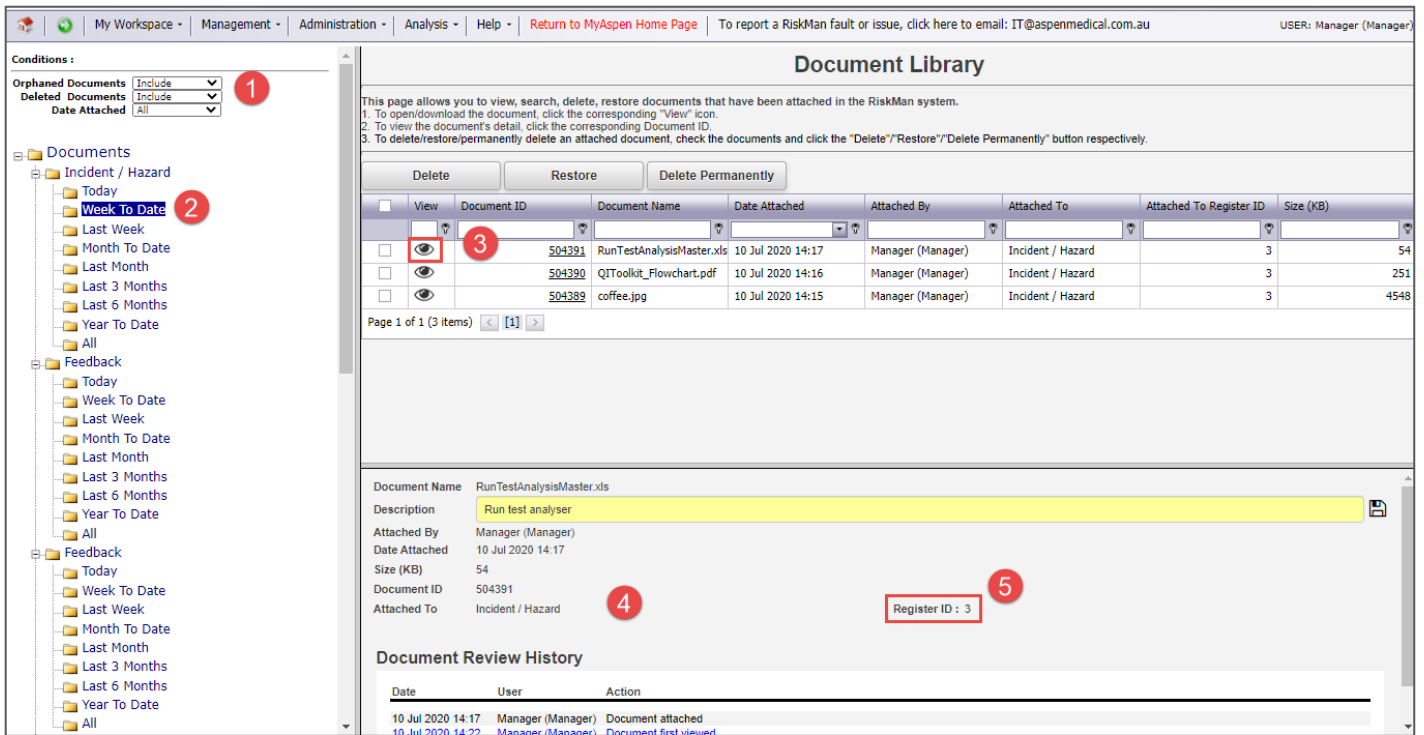
FOR RISKMAN VERSION 2501

Last reviewed February 2025

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.

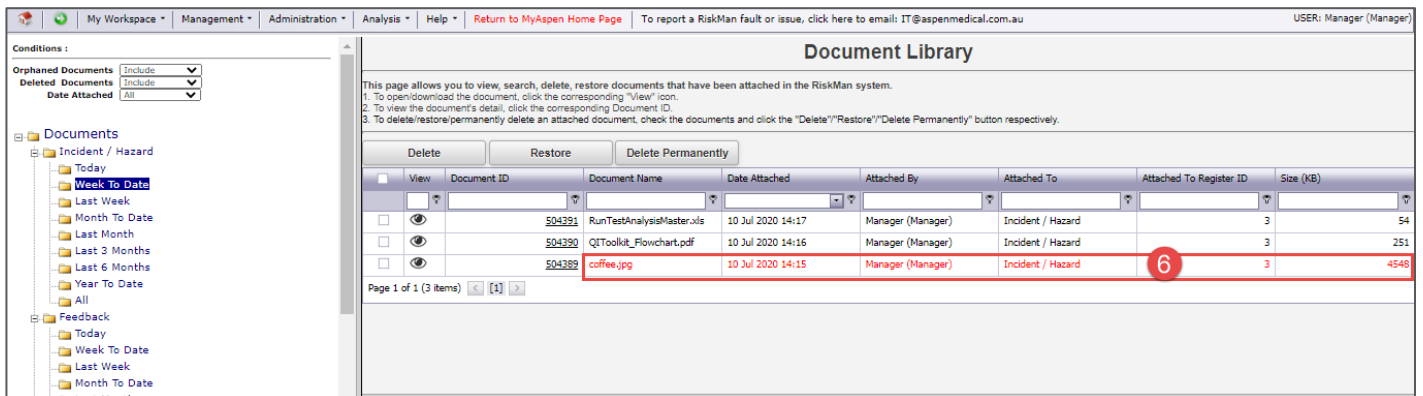
Once opened:

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 'Documents' expanded to 'Incident / Hazard' and 'Week To Date' selected. 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 for 'RunTestAnalysisMaster.xls' are 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'. Below this 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 a list of documents. The document 'coffee.jpg' with Document ID 504389 is highlighted in red. The table shows three documents: 'RunTestAnalysisMaster.xls' (504391), 'QIToolkit\_Flowchart.pdf' (504390), and 'coffee.jpg' (504389). The 'coffee.jpg' row is highlighted in red, and a red circle with the number '6' is placed over the 'Size (KB)' column for this row.