


- Document Library -

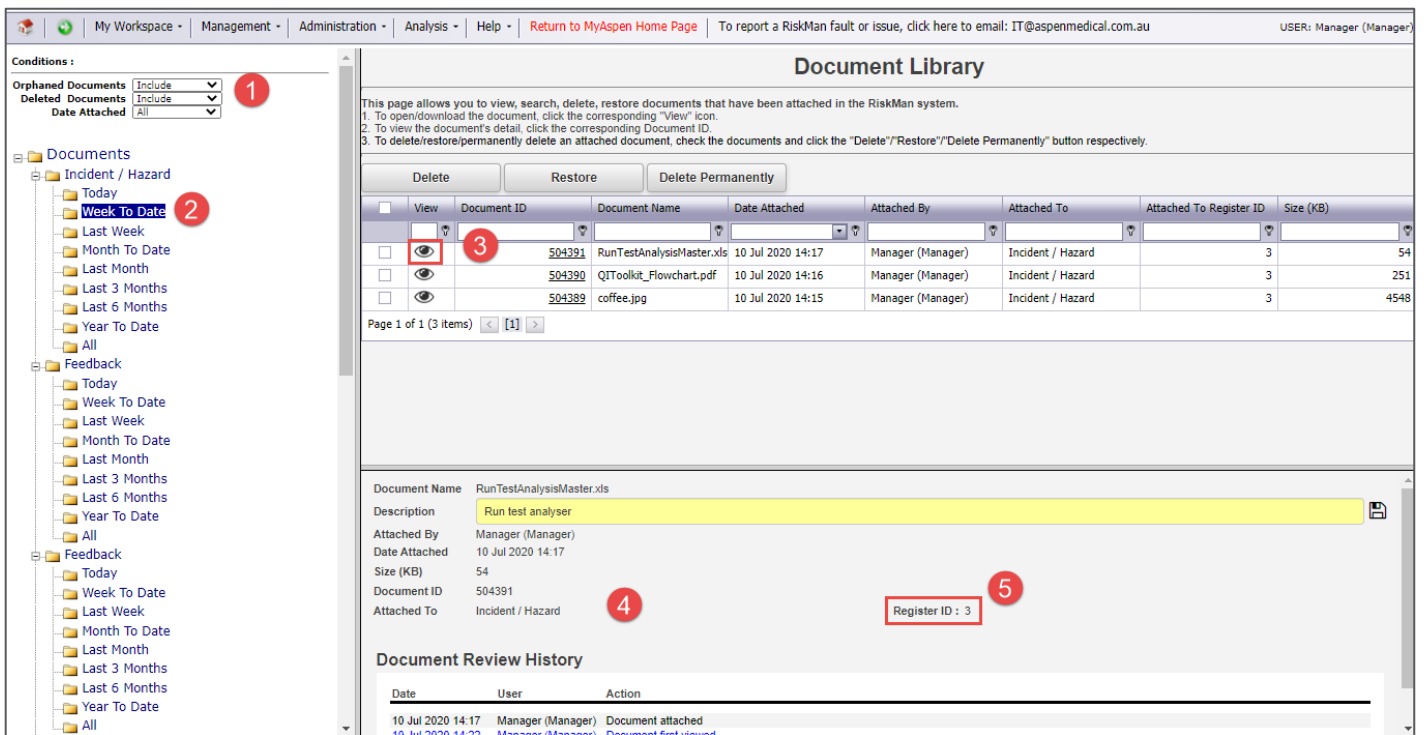
FOR RISKMAN VERSION 2503

Last reviewed March 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:

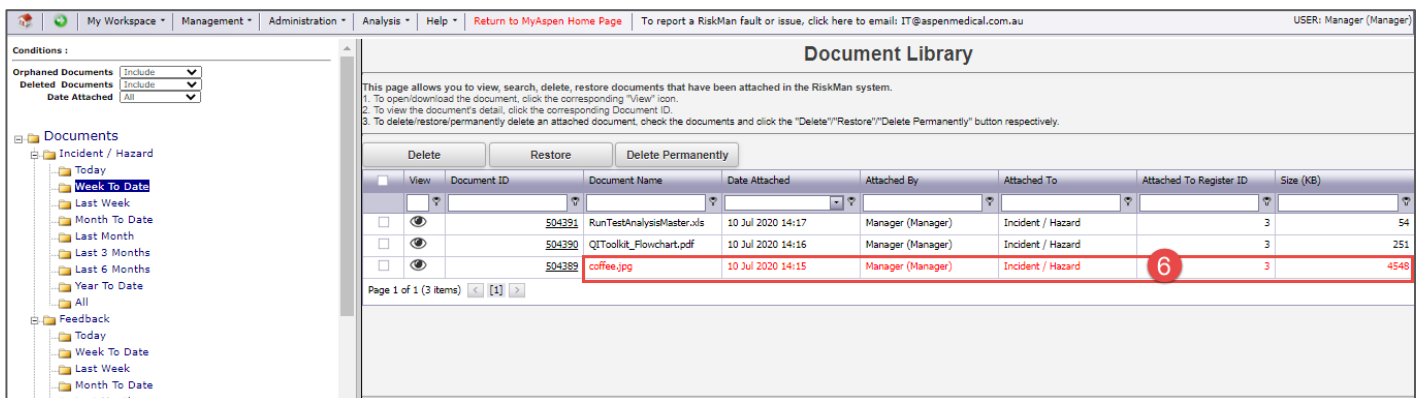
1. Choose the filter options first
2. Choose the Register for which you are searching to see documents, and the date range
3. Click on the  icon to open/download the document
4. Details about the document are shown in the panel below the document list, including the Register
5. The record ID number is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



The screenshot shows the 'Document Library' interface. On the left, there is a navigation tree with 'Incident / Hazard' selected and 'Week To Date' highlighted. The main area displays a table of documents. The first document, 'RunTestAnalysisMaster.xls' (ID: 504391), is selected. Below the table, a detailed view shows the document name, description ('Run test analyser'), attached by 'Manager (Manager)', date attached (10 Jul 2020 14:17), size (54 KB), and document ID (504391). The attached to is 'Incident / Hazard'. A 'Register ID : 3' is displayed in a red box. Below this is a 'Document Review History' table with one entry: '10 Jul 2020 14:17 Manager (Manager) Document attached'.

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.



The screenshot shows the 'Document Library' interface with the same navigation as the previous screenshot. The table now shows three documents. The third document, 'coffee.jpg' (ID: 504389), is highlighted with a red background, indicating it is a deleted record. The 'Delete' button is visible above the table.

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