


- Document Library -

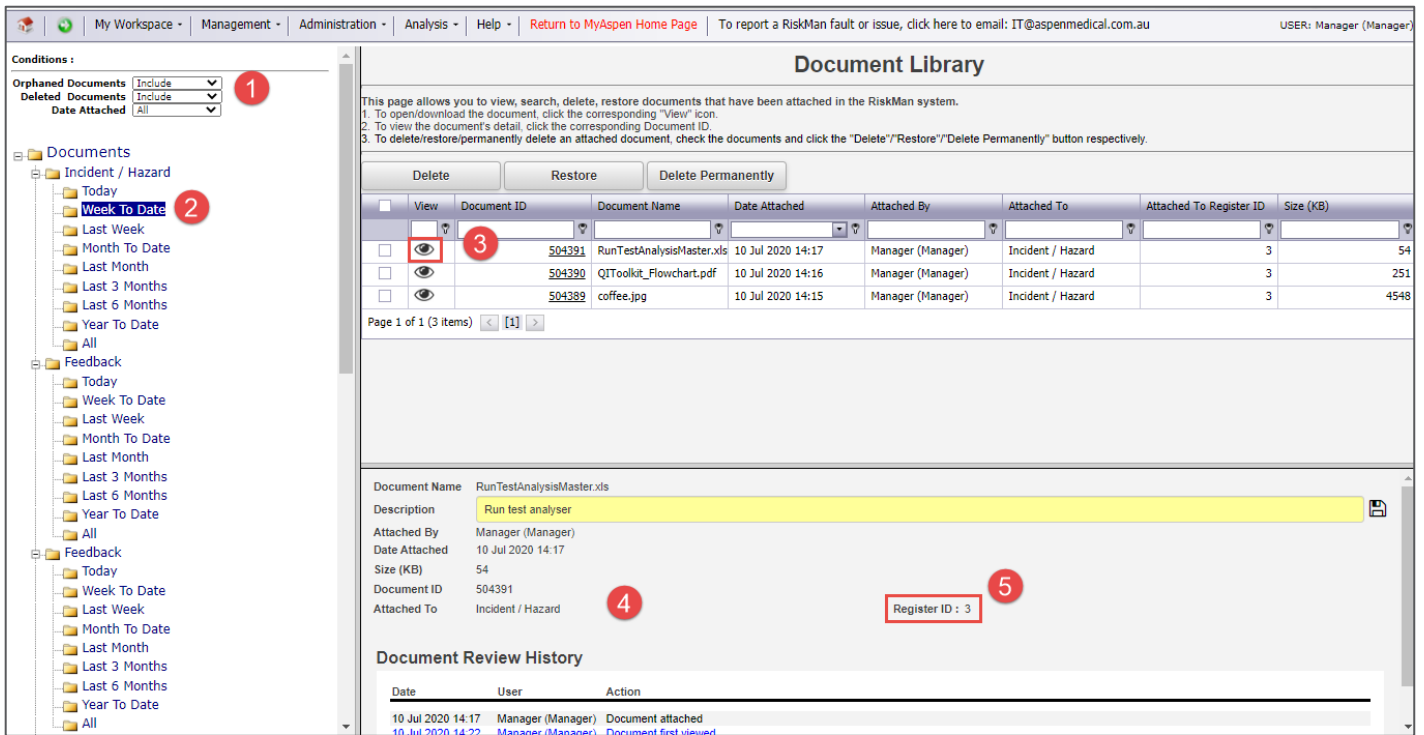
FOR RISKMAN VERSION 2506

Last reviewed June 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.

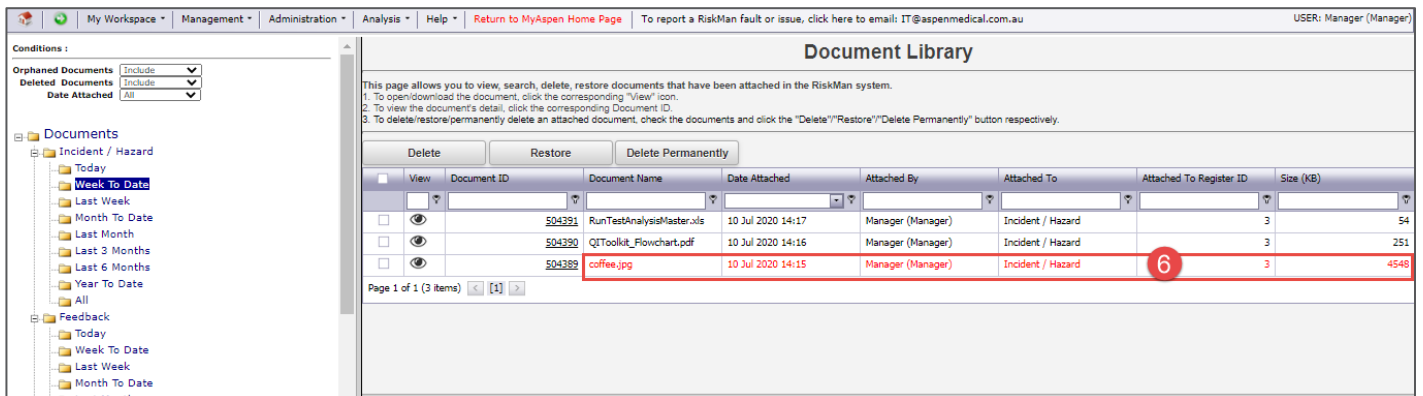
Once opened:

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 '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-entries for various time periods 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, attached on 10 Jul 2020 14:17. Below the table, a detailed view shows the document name, description ('Run test analyser'), attached by 'Manager (Manager)', date attached, size (54 KB), document ID (504391), and attached to 'Incident / Hazard'. 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.

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 a list of documents. The document 'coffee.jpg' with Document ID 504389 is highlighted in red. The table shows columns for 'View', 'Document ID', 'Document Name', 'Date Attached', 'Attached By', 'Attached To', 'Attached To Register ID', and 'Size (KB)'. The 'coffee.jpg' row shows it was attached on 10 Jul 2020 14:15 by 'Manager (Manager)' to 'Incident / Hazard' with Register ID 3 and a size of 4548 KB. The interface also includes the same sidebar and top navigation as the previous screenshot.