



Document Library



A guide to using Live by Invisible Systems' Document Library

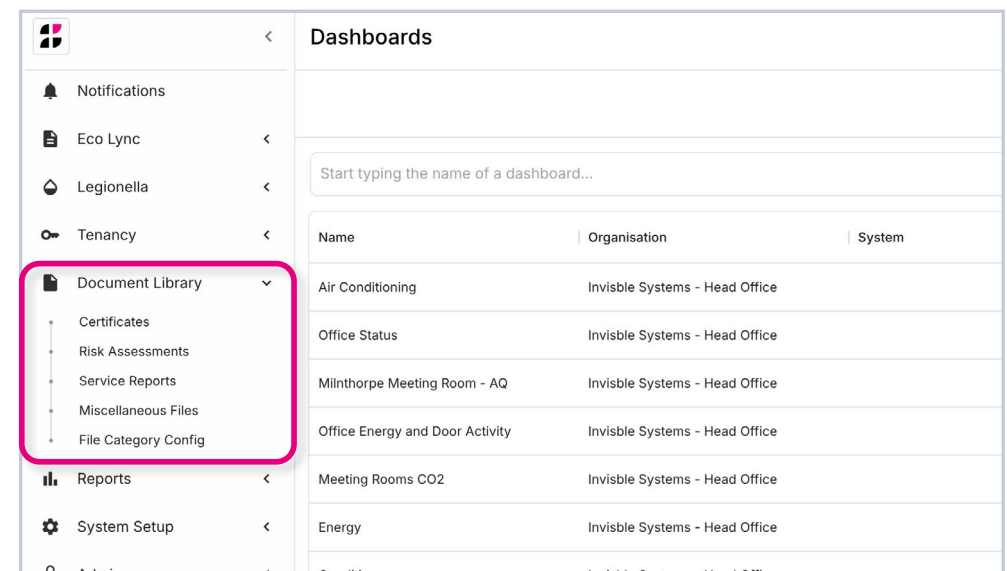
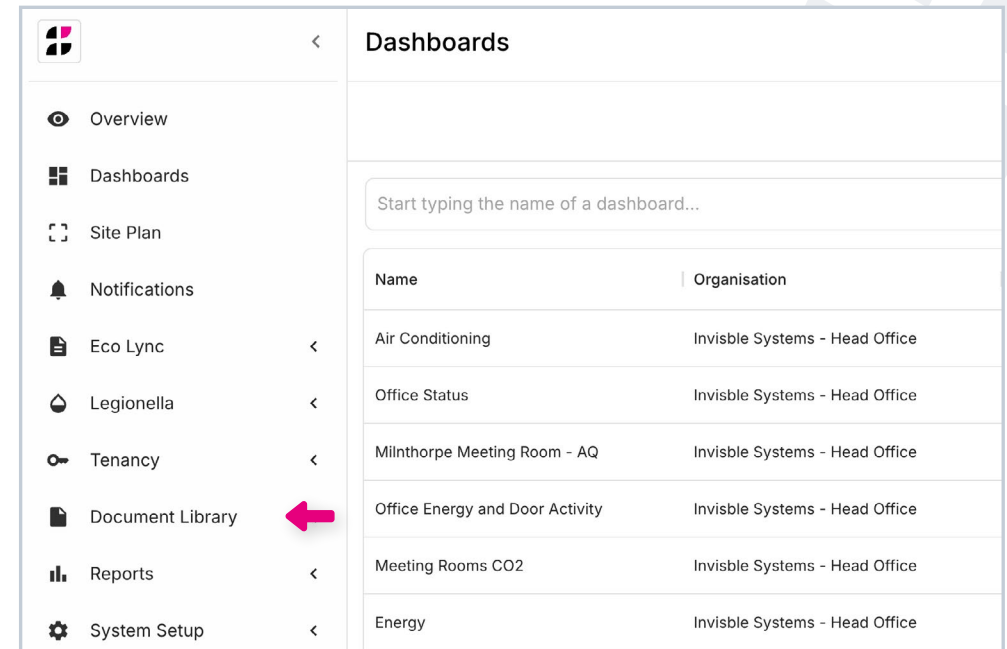
This guide will show you how to use the Document Library to store and access important documents, reports and certification.

Step 1

Click 'Document Library' in the side menu.

You will see three options:

- **Certificates** - add and view certification relevant to your sensors, such as calibration certificates.
- **Risk Assessments** - add and view any risk assessments needed for your department or business.
- **Service Reports** - add and view reports for your sensors and other equipment.
- **Miscellaneous Files** - add other documents that don't fit under the other three options. Examples might include training documents or style guides.



Step 2

Once you've clicked on one of the Document Library options, you'll see a page displaying your uploaded files.

To add a new document:

- First, **type in a name for the document** in the 'File Name' bar.
- You can then **select a category for the document** from the drop-down menu. You can create numerous categories to help you organise and search for files - please **see step Step 4** on how to do this.
- Finally, **click 'Browse' to find the file** from your drive and add it.

Click 'Upload'. The document will now be added to the Files table.

Risk Assessments

Upload New File (Types allowed: gif, jpg, jpeg, png, pdf, doc, docx, csv, xls, xlsx, ppt, pptx and zip, maximum filesize is: 15.00M)

File Name Nothing selected **Browse...** **Upload**

Files

Show 10 entries Search:

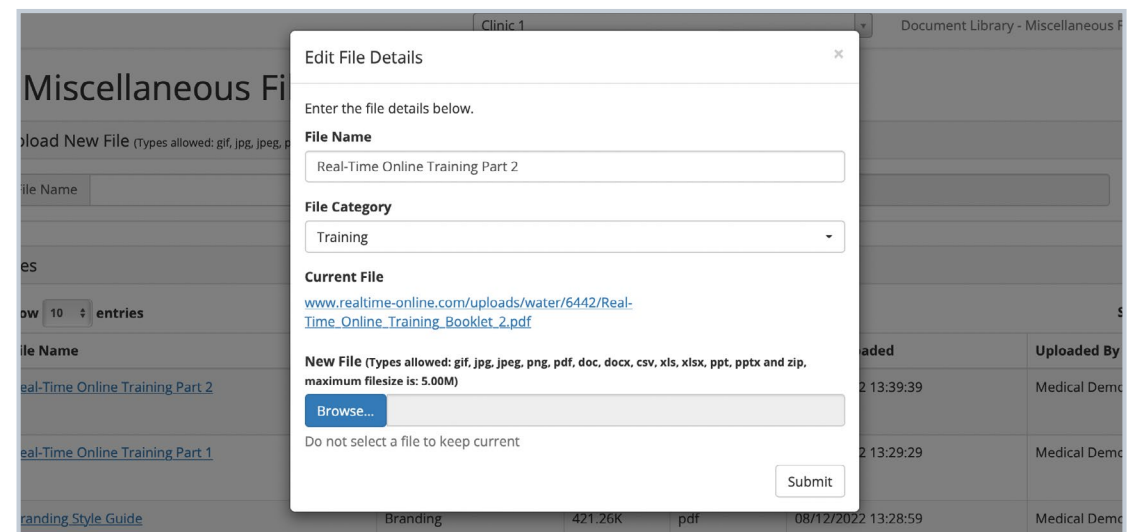
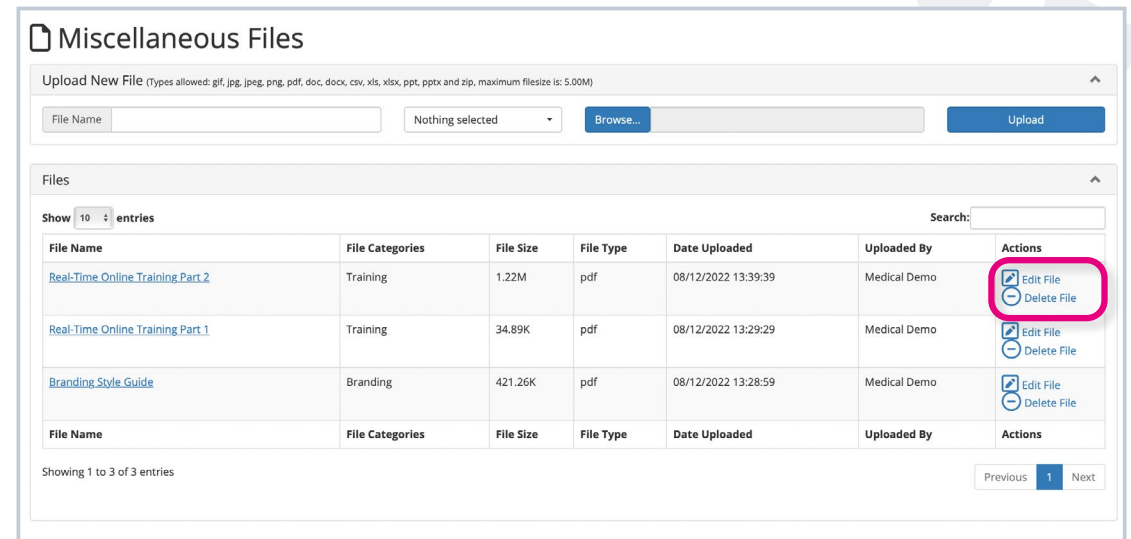
File Name	File Categories	File Size	File Type	Date Uploaded	Uploaded By	Actions
Real-Time Online Training Part 2	Training	1.22M	pdf	08/12/2022 13:39:39	Medical Demo	Edit File Delete File
Real-Time Online Training Part 1	Training	34.89K	pdf	08/12/2022 13:29:29	Medical Demo	Edit File Delete File
Branding Style Guide	Branding	421.26K	pdf	08/12/2022 13:28:59	Medical Demo	Edit File Delete File

Step 3

To **edit the document details**, click **'Edit File'** in the 'Actions' column.

A window will appear with options to change the file name, its category, or upload a new file to replace the current one. **Click 'Submit'** once you've made your changes.

To **remove a document**, simply click **'Delete File'** in the 'Actions' column.



Step 4

You can add categories for organising your files. Click 'File Category Config' under 'Document Library' in the side menu.

To add a new file category:

- First, type in the name of your new category under 'Category Name'.
- You can then choose which pages you want the category to appear on (i.e. Certificates, Risk Assessments, Service Reports or Miscellaneous Files) by selecting it from the drop down 'Category Type' menu.
- Finally, click 'Add'. The category will appear in the File Categories table. You can now use it to categorise documents on the other Document Library pages.

Document Library - File Category Configuration

Add New File Category

Category Name: Category Type: Select category type + Add

File Categories

Show 10 entries Search:

File Category	Category Type	Actions
No data available in table		
File Category	Category Type	Actions

Showing 0 to 0 of 0 entries Previous Next

Document Library - File Category Configuration

Add New File Category

Category Name: Category Type: Select category type + Add

File Categories

Show 10 entries Search:

Select category type

- Certificates
- Service Reports
- Miscellaneous Files
- Risk Assessments



File Categories

Show 10 entries Search:

File Category	Category Type	Actions
Training	Miscellaneous Files	Edit Category Delete Category
Guidelines	Miscellaneous Files	Edit Category Delete Category
Branding	Miscellaneous Files	Edit Category Delete Category
Health and Safety	Miscellaneous Files	Edit Category Delete Category
File Category	Category Type	Actions

If you require any additional training, please contact
help@invisible-systems.com

