



Document Library



A guide to using Real-Time Online's Document Library

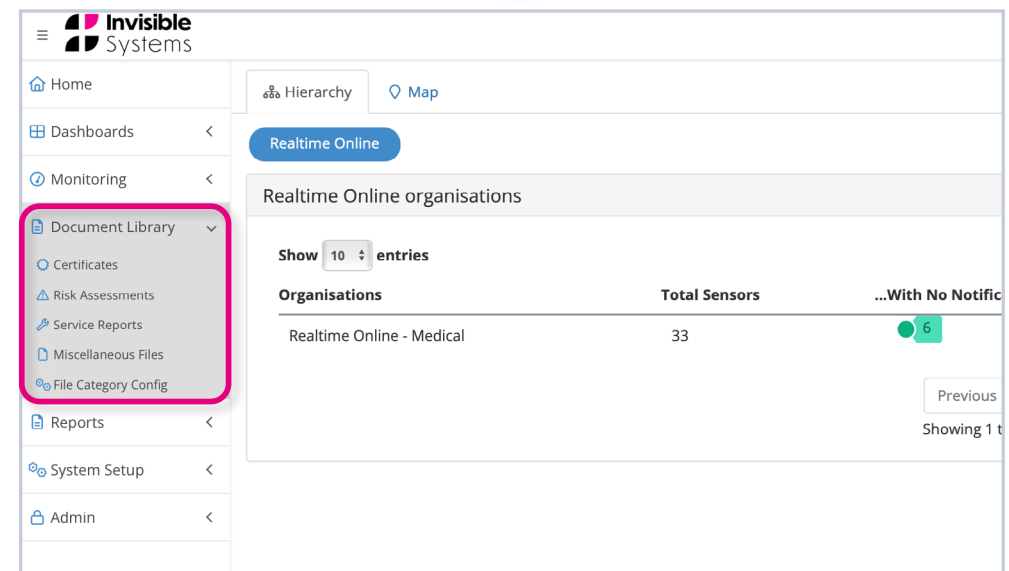
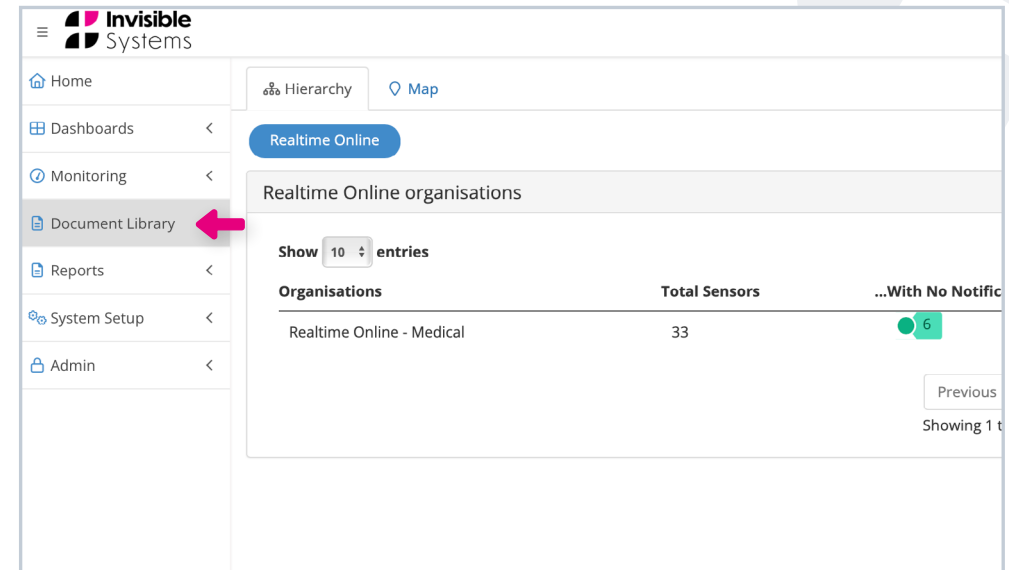
This guide will show you how to use the Document Library to store and access important documents, reports and certification.

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.



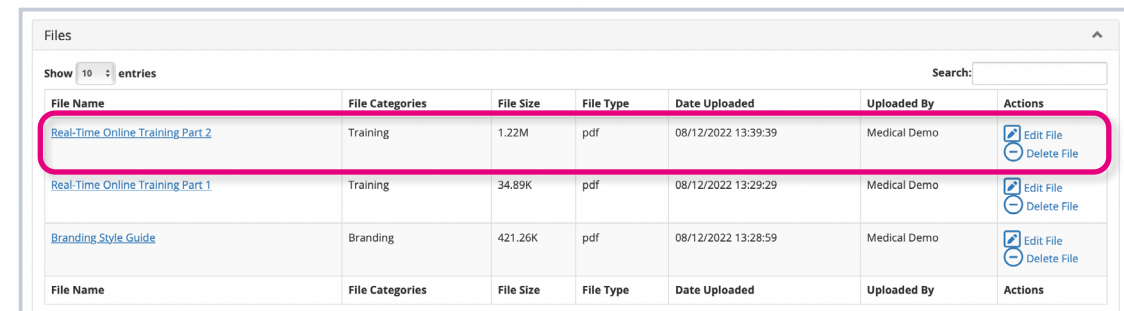
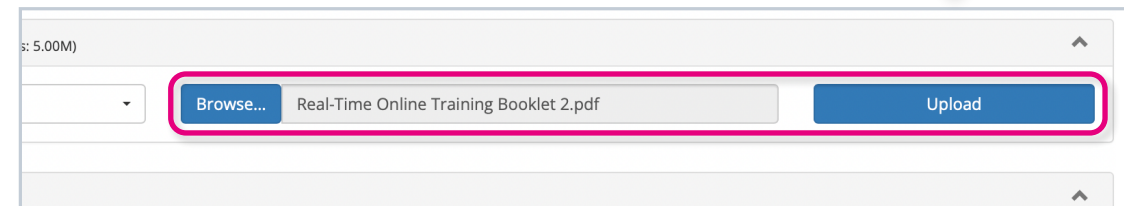
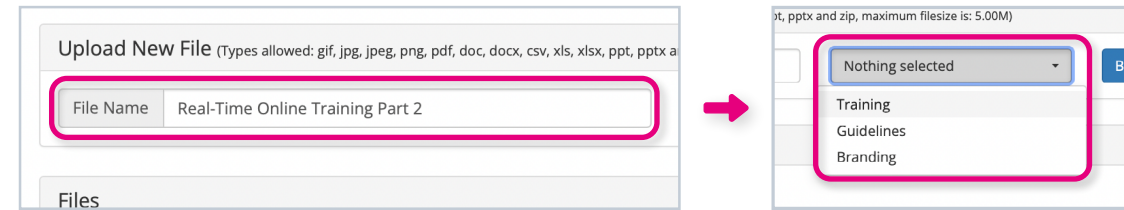
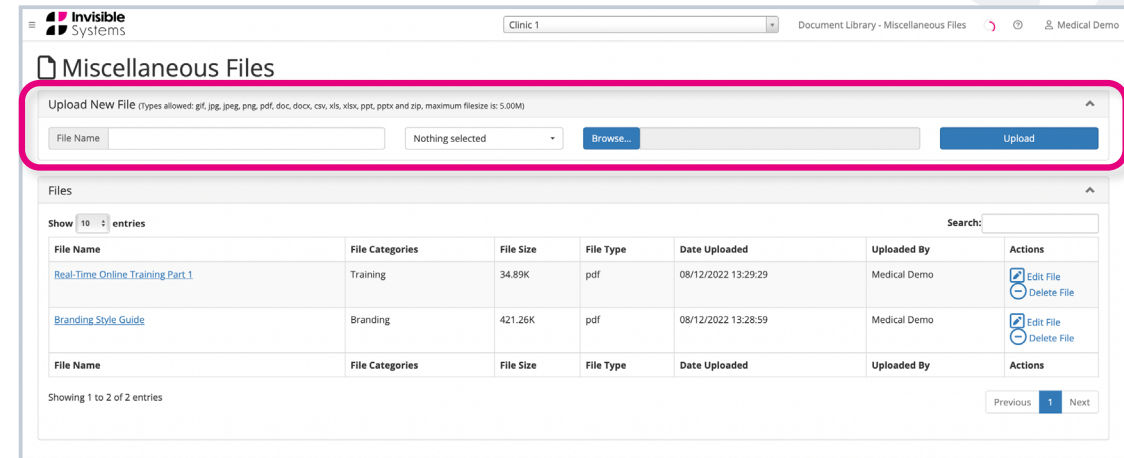
Step 2

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.



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.

Miscellaneous Files

Upload New File (Types allowed: gif, jpg, jpeg, png, pdf, doc, docx, csv, xls,.xlsx, ppt, pptx and zip, maximum filesize is: 5.00M)

File Name Nothing selected

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	<input checked="" type="checkbox"/> Edit File <input checked="" type="checkbox"/> Delete File
Real-Time Online Training Part 1	Training	34.89K	pdf	08/12/2022 13:29:29	Medical Demo	<input checked="" type="checkbox"/> Edit File <input checked="" type="checkbox"/> Delete File
Branding Style Guide	Branding	421.26K	pdf	08/12/2022 13:28:59	Medical Demo	<input checked="" type="checkbox"/> Edit File <input checked="" type="checkbox"/> Delete File

Showing 1 to 3 of 3 entries

Miscellaneous Files

Upload New File (Types allowed: gif, jpg, jpeg, png, pdf, doc, docx, csv, xls,.xlsx, ppt, pptx and zip, maximum filesize is: 5.00M)

File Name Nothing selected

Show 10 entries Search:

File Name

Real-Time Online Training Part 2

File Category

Training

Current File

www.realtime-online.com/uploads/water/6442/Real-Time-Online-Training-Booklet-2.pdf

New File (Types allowed: gif, jpg, jpeg, png, pdf, doc, docx, csv, xls,.xlsx, ppt, pptx and zip, maximum filesize is: 5.00M)

Do not select a file to keep current

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.

The screenshot shows the Invisible Systems dashboard. The side menu on the left has 'File Category Config' highlighted with a red circle. The main content area shows 'Realtime Online organisations' with a table of data.

Organisations	Total Sensors	...With No Notifications
Realtime Online - Medical	33	6

The screenshot shows the 'Document Library - File Category Configuration' page. The 'Add New File Category' form is highlighted with a red box. The 'Category Name' field contains 'Health and Safety'. The 'Category Type' dropdown menu is open, showing options: 'Miscellaneous Files', 'Certificates', 'Service Reports', 'Miscellaneous Files', and 'Risk Assessments'. The '+ Add' button is visible.



The screenshot shows the 'File Categories' table. The newly added category 'Health and Safety' is highlighted with a red box. The table has columns for 'File Category', 'Category Type', and 'Actions'.

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

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

