

Updating an expired document

- Via the Library Homepage

1. Click **LIBRARY** (top menu)
2. Find the document you wish to update, click **EDIT**

The screenshot shows the Plant Assessor web application interface. The top navigation bar includes the Plant Assessor logo, a 'FAVOURITES' section with a star icon, and several menu items: MACHINES, PEOPLE, LOCATIONS, LIBRARY (highlighted with a red circle and '1.'), ACTIONS, DASHBOARDS, and HELP. On the right of the navigation bar, the user's name 'EMILY RAY' and role 'PLANT ASSESSOR TECH DEV' are displayed. Below the navigation bar, there is a '+ ADD DOCUMENT' button and a 'Keyword Search' input field. The main content area is titled 'Library' and features a 'Demo Co' logo. A list of document categories is shown, each with a plus or minus icon: MEMBER (+), SITE (+), MACHINE TYPE (+), USER (2) (-), ACCREDITATION (+), COMPETENCY RECORD (1) (+), FIRST AID (+), LICENCE (1) (-), and QUALIFICATION (+). A table displays a document entry: 'MT Licence.jpg' with an expiration date of 'Expires: 02/03/2017' and 'Applies to: Matt Turner'. A green circle with '2.' highlights the 'EDIT' button next to this document.

LINK	EXPIRES	APPLIES TO	
MT Licence.jpg	Expires: 02/03/2017	Matt Turner	2. EDIT

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3. Click **ADD NEW FILE**, select your file, click **OPEN/CHOOSE**
(**NOTE:** files can be deleted by clicking the bin icon *before* clicking **SAVE.**)
4. Click **SAVE** once completed

Company Document

1. Choose a document type

Document Type *

2. Additional document details

 On Licence documents, additional details are stored individually on files added below

3. Choose file(s)

LINK	ADDITIONAL DETAILS	NOTES
MT_Licence.jpg	Uploaded: 03/03/2016 by Matt Turner Expires: <input type="text" value="2"/> <input type="text" value="March"/> <input type="text" value="2017"/> Public: <input type="radio"/> Yes <input checked="" type="radio"/> No	 <input type="text"/>

4. Choose user this document applies to

USER	APPLIES
Matt Turner	<input checked="" type="checkbox"/>
Ainslie Turner	<input type="checkbox"/>
Baden Jones	<input type="checkbox"/>
Barry Bogan	<input type="checkbox"/>
Barry Crocker	<input type="checkbox"/>
Bill Leys	<input type="checkbox"/>
Blake Sales1	<input type="checkbox"/>
Colin McDonald	<input type="checkbox"/>

 ADD NEW FILE

4.