

Adding attachments

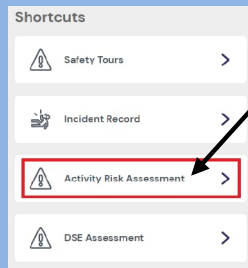
for example to Risk Assessments, Incident reports, Safety tours, Audits etc.

Using the Main site link:

[Evotix Assure Main site](#)

1.

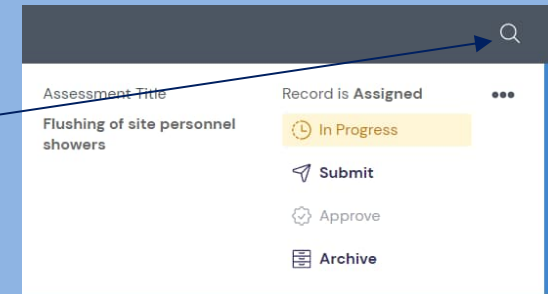
On the home page, click on for example 'Activity Risk Assessment' in the Quick Browse section.



2.

Click on the universal search tool on the top right hand side.

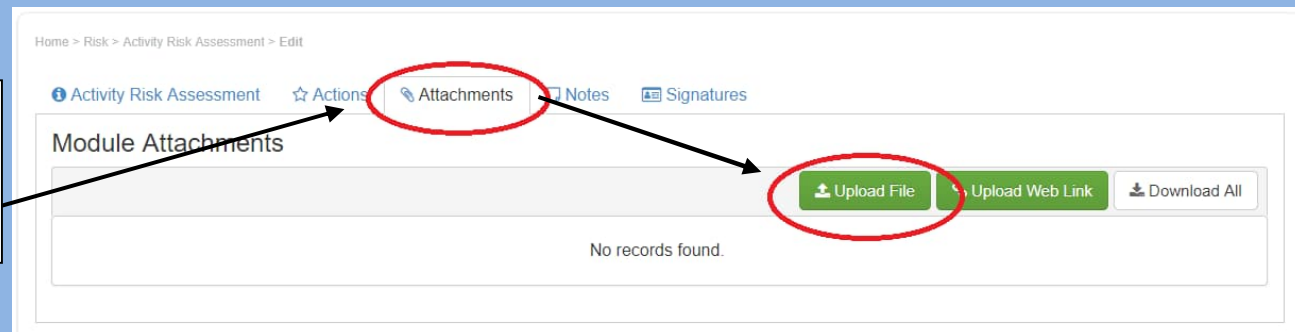
Using the search bar, type key words relating to the risk assessment you wish to find i.e. assessment author surname/ forename, department name, risk assessment title.



Reference	Assessment Title	Assessment Date	Site	Forename(s)	Surname
2978	EXP 600 - Cryo SEY - See attachment	10/05/2021	STFC - Daresbury Laboratory	James	Conlon
1579	Use of equipment and processes in the Vacuum Solutions Cleaning Facility (Web)	06/02/2020	STFC - Daresbury Laboratory	Joe	Herbert

3.

Open the record to edit it by clicking on any of the text. Then



To note: This applies to any of the SHE Assure modules: Incident Records; Safety Tours; SHE audits etc. The system will accept pictures and documents.