

# EQMS Help Guide: Navigator - Finding Documents

## 1. Logging In: Go to QMS Web address:

<https://universityofleeds.myeqms.com/login>

User Name : your usual IT username

Logging on first time? use password: 15UoL08@

You will then be prompted to change your password; please can you change it to your usual IT password

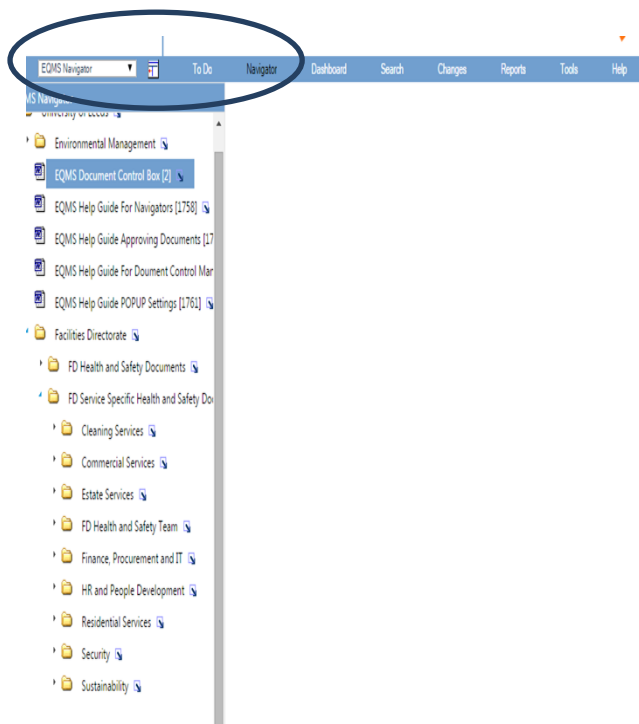
### Top Tips

EQMS is faster if you use Chrome Browser, IT can install it for you

## 2. Finding a document:

There are lots of ways to search for documents, find what suits you.

A. **Searching using folders:** Using Navigator (on the left of the screen) **click down till you find the folder you want**



Click on the Word Icon to view and print

### Top Tips

Do not use the arrows on the web browser when in the system as it will crash

▪ OR use **Quick links** – at the bottom of the screen, these take you to a particular part of the folder. Some Quick Links are pre-set and you can add your own (right click on arrow on folder, add to quick links)



Open the folder by clicking on the arrow at the side and view your document

▪ Recently viewed documents – does what it says on the tin

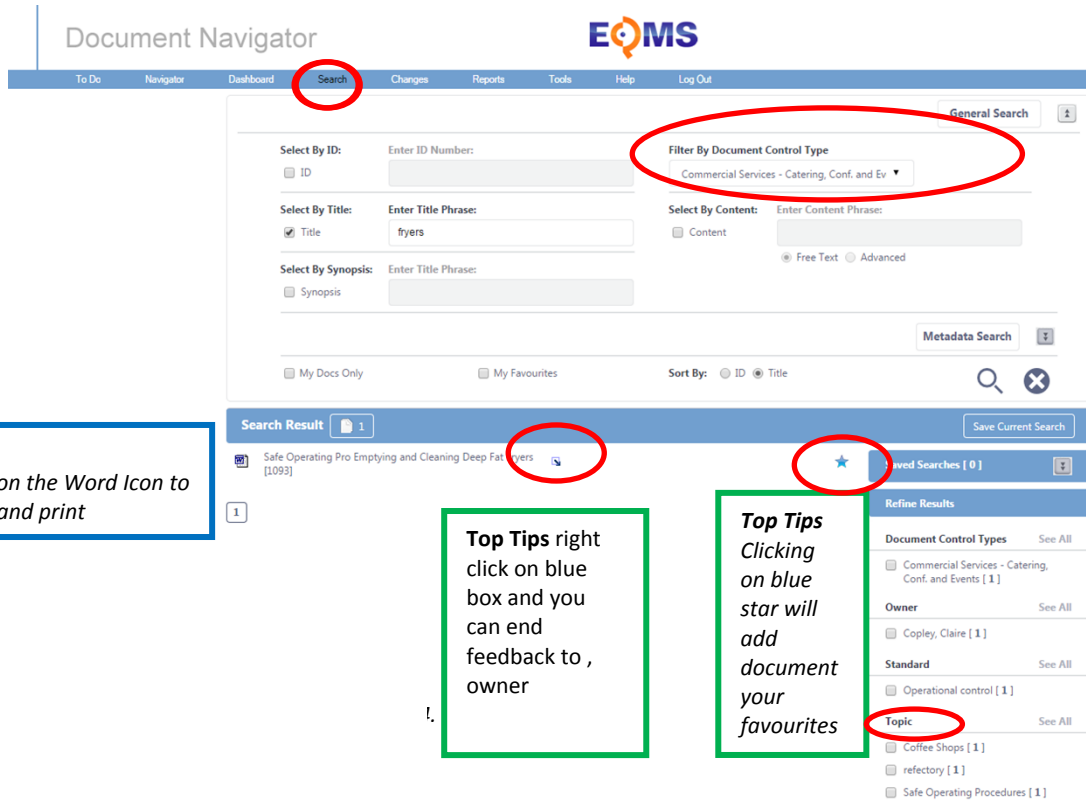
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## B. Searching using Search

Move off side panel and click on Search in Navigator

The screen below will appear and click on search

- Search by ID – if you know the ID number of a document you can search by this
- Search by titles – can search using a word in the title
- Search by content – can search using any word in the document content



Filters: Document Control Group. **Think Work Area**

Click on the Word Icon to view and print

**Top Tips** right click on blue box and you can end feedback to, owner

**Top Tips** Clicking on blue star will add document your favourites

Filter by Topics: That's a tag to a document ; could be a Geographical work **The Edge** or Work Group **Plumbers** or topic **safeguarding**

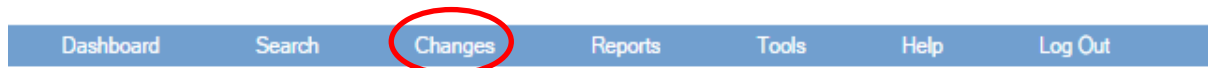
### Printing a document:

Only do this if you really need to. Right click on the document and select print

Or you can right click on the arrow next to the document on the folder structure and select 'print'

**Document information:** You can view (but not alter) document information by right clicking on the arrow next to the document on the folder structure and selecting 'view document detail'.

### Other Functions



Click on changes and you can see all the amended and revisions to the document that have occurred

Log ID	Doc ID	Comments	Changed By	Date Changed	Version
2547	755	There Have Been A Major Review Of The EAP And Overcrowding Section Which All Staff Should Read. SOP Have Been Linked To EQMS	Claire Copley	25 Sep 2015	3.0
2545	749	Typo Corrected In Title	Claire Copley	25 Sep 2015	1.0
2519	750	Title Changes Appendix 4 To 3 To Reflect Changes In PSOP	Claire Copley	22 Sep 2015	1.0

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## Acknowledging a document:

A notification will appear in your to do list, click on it to see the document.

You may be asked to acknowledge that you have read and understood this document. Tick in the box and enter your password. Click Save. Help can be found using the help area on the system, or for more information contact your Health & Safety Officer or you tube <https://www.youtube.com/watch?v=7YPxuFFLYjk>

## Need Help

### Queries for Environmental Management –

James Dixon Gough 0113 34 35793 James Dixon-Gough (J.Dixon-Gough@leeds.ac.uk)Mike Howroyd 0113 34 37375 Michael Howroyd [M.A.Howroyd@leeds.ac.uk](mailto:M.A.Howroyd@leeds.ac.uk)

### Queries for Health and Safety Facilities Directorate

Claire Copley, 0113 343 5352, [c.copley@adm.leeds.ac.uk](mailto:c.copley@adm.leeds.ac.uk)

Cheryl Gray 0113 3438824 [C.O.A.Gray@adm.leeds.ac.uk](mailto:C.O.A.Gray@adm.leeds.ac.uk)

Jane Holmes 0113 32630 [J.Holmes@leeds.ac.uk](mailto:J.Holmes@leeds.ac.uk)

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