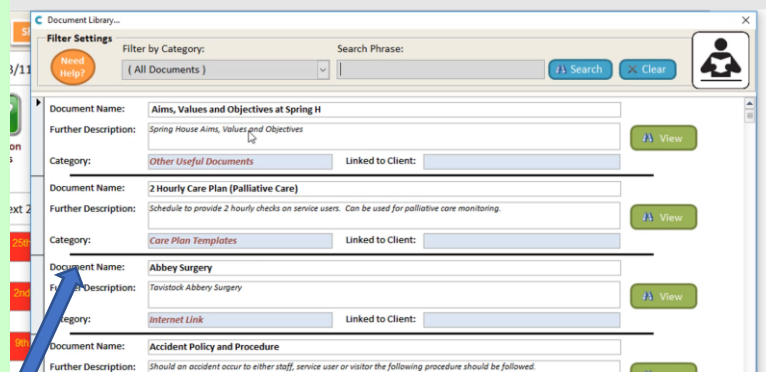# CCQ Level 6 Part 6 - Auditing the Document Library

We're now going to look at **Auditing the Document Library**. You may have sent out a message saying please read a certain document. In the **Common Options** area, click on **Document Library**:

Select the document you want to look at by clicking on the grey box to the side of it. To look at who has read it, click on the **Stats** button down at the bottom of the screen. This will give you information straight away on who has read it in the last month:
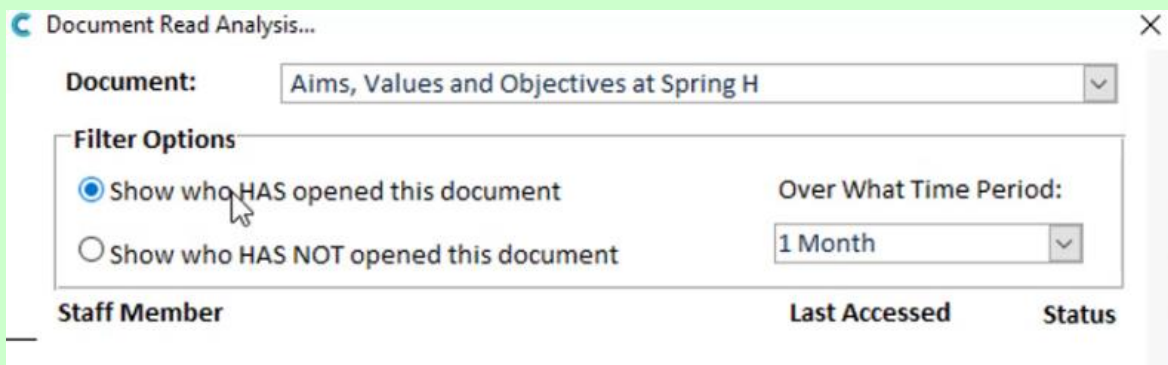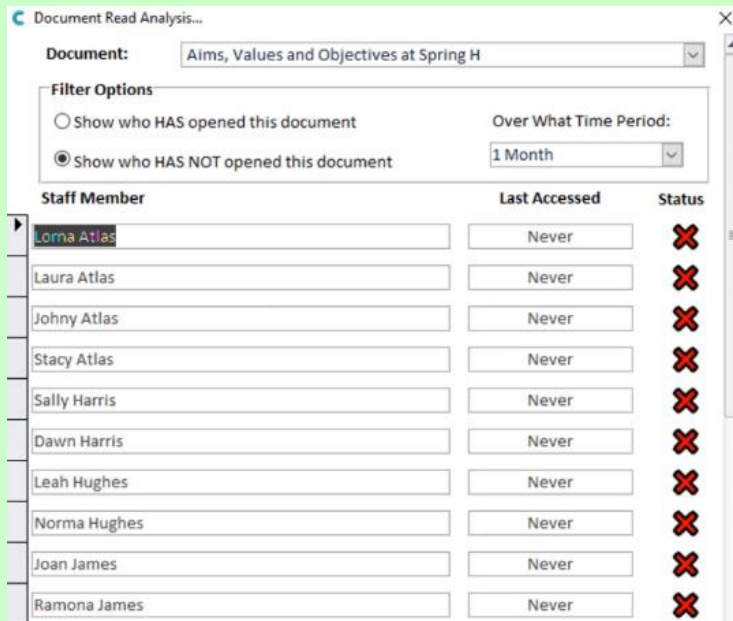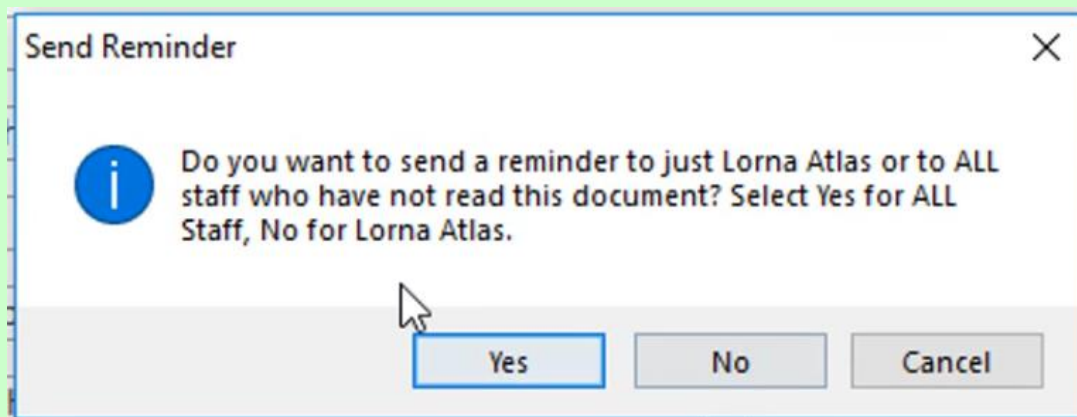
By clicking on **Show who HAS NOT opened this document** you can see who hasn't.

Should you wish to send everybody a reminder, you can do:

Click **Send Reminder** and this will give you an option. Do you want to send a reminder to just one person – in this case Lorna Atlas – or do you want to send it to all?

Click **Yes** for all and **No** for just sending it to Lorna.

Click the cross at the top of the box to get back into the **Document Library**.

Select a further document to analyse the information – you can even change the period of time that you want to have a look at:

Over What Time Period:

1 Month
1 Day
3 Days
7 Days
10 Days
14 Days
28 Days
1 Month
3 Months
6 Months
All Time

Once you have obtained your information, click on the red cross at the top of the screen and click on the red cross again to get back into the **Dashboard**.

Question 10 – Which of the following statements is FALSE?

A – You select the document you want to look at by clicking on the box on the left hand side of it.

B – To see who has read a document you need to click on the Stats button.

C – If you want to send a reminder to staff who haven't read a document you will need to click on the Create a Message button to do this.

D – You can change the period of time over which you can see who has/hasn't viewed a document.