

EQMS Navigator Help Guide

Below is a step-by-step guide to finding documents in the EQMS navigator module. If you need any further assistance, please contact the relevant contacts at the bottom of this document.

1. **Logging in:** Go to EQMS web address: <https://universityofleeds.myeqms.com>
Users can log in with their normal University of Leeds credentials
2. **Finding a document:** There are different ways to look for documents including:
 - a. **Folders:** Using the folder structure on the left of the screen, click down until you find the folder you want
 - b. **Quick links:** These take you to a particular part of the folder structure. Some are pre-set, but you can add your own by right-clicking on the arrow on the folder
 - c. **'Search' function:** This can be found on the top navigation panel. From here you can:
 - i. **Search by ID:** If you know the ID number of a document
 - ii. **Search by titles:** You can use any of the words in the document title
 - iii. **Search by content:** Using any of the words in the document content
3. **Favourites:** You can add any document to your favourites by right-clicking on the arrow next to the document on the folder structure and selecting 'add to favourites'
4. **Printing a document:** Only do this if you really need to. Please note that any controlled documents become uncontrolled once printed
5. **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'.

Need help?

For environmental management system-related queries:

- Michael Howroyd – 0113 343 7375 – m.a.howroyd@leeds.ac.uk

For Facilities Directorate Health and Safety-related queries:

- Claire Copley – 0113 343 5352 – c.copley@adm.leeds.ac.uk
- Cheryl Gray – 0113 343 8824 – c.o.a.gray@adm.leeds.ac.uk