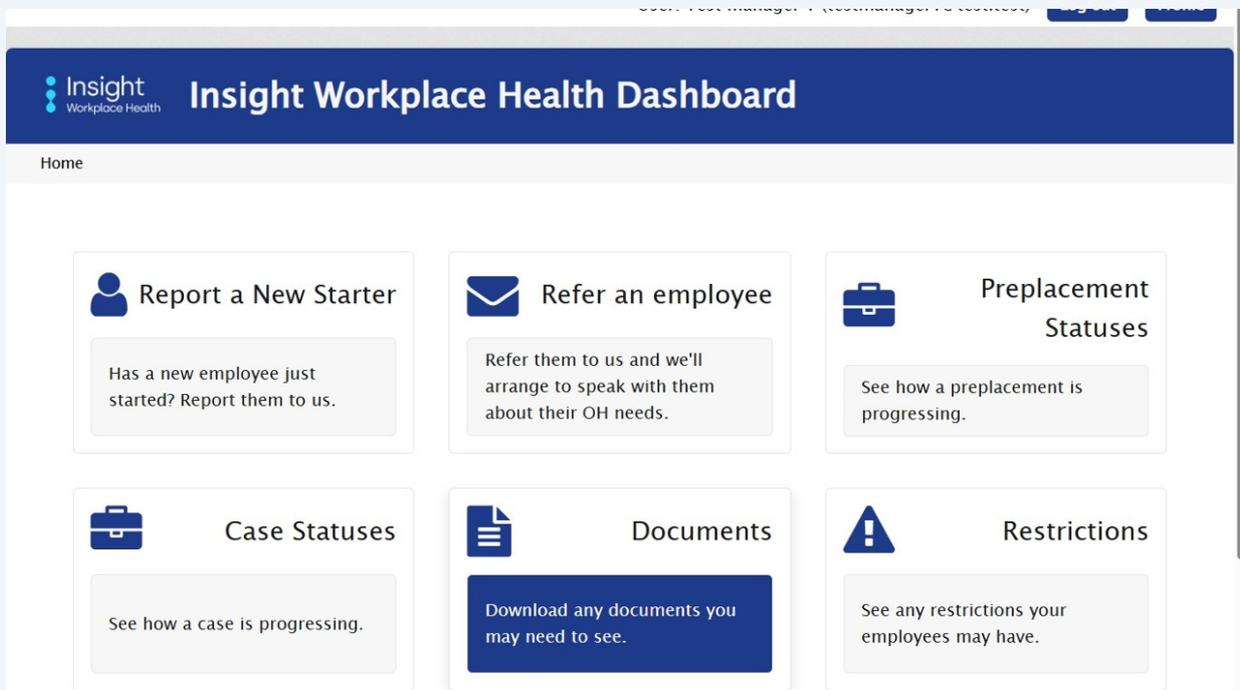


How to download Documents

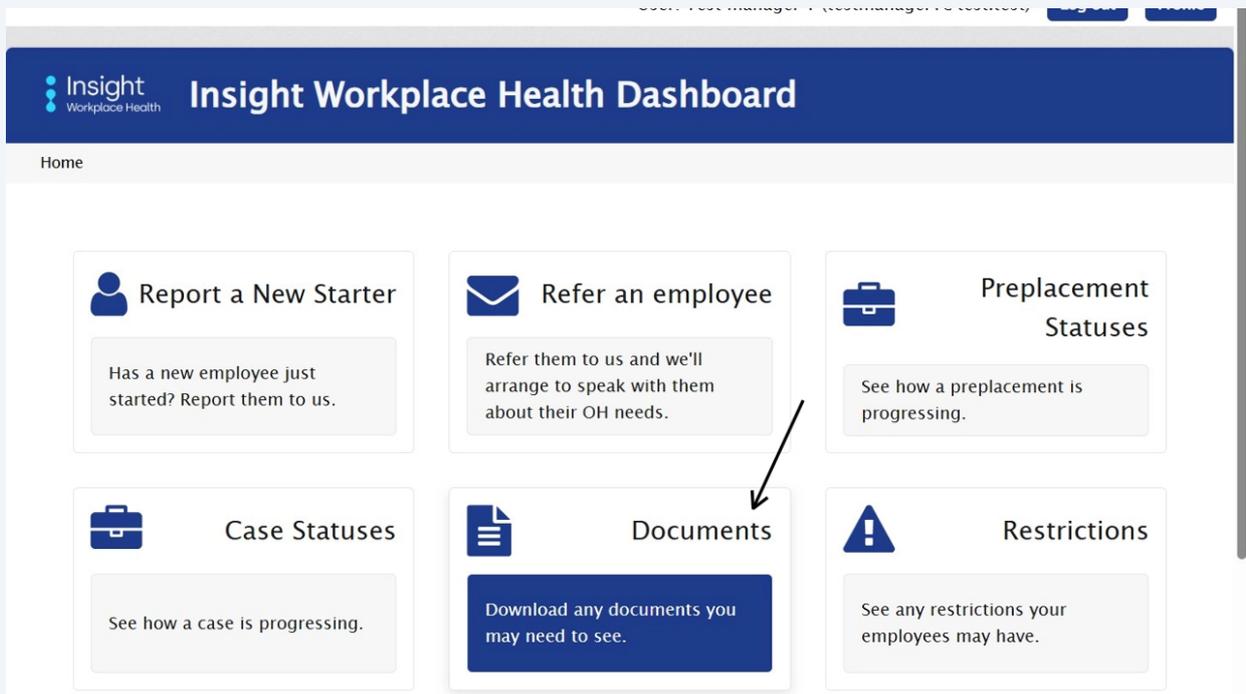
Follow this guide to learn how to search for and download documents. Please note, you will only be able to view documents relevant to you, as assigned on your accounts settings.

1

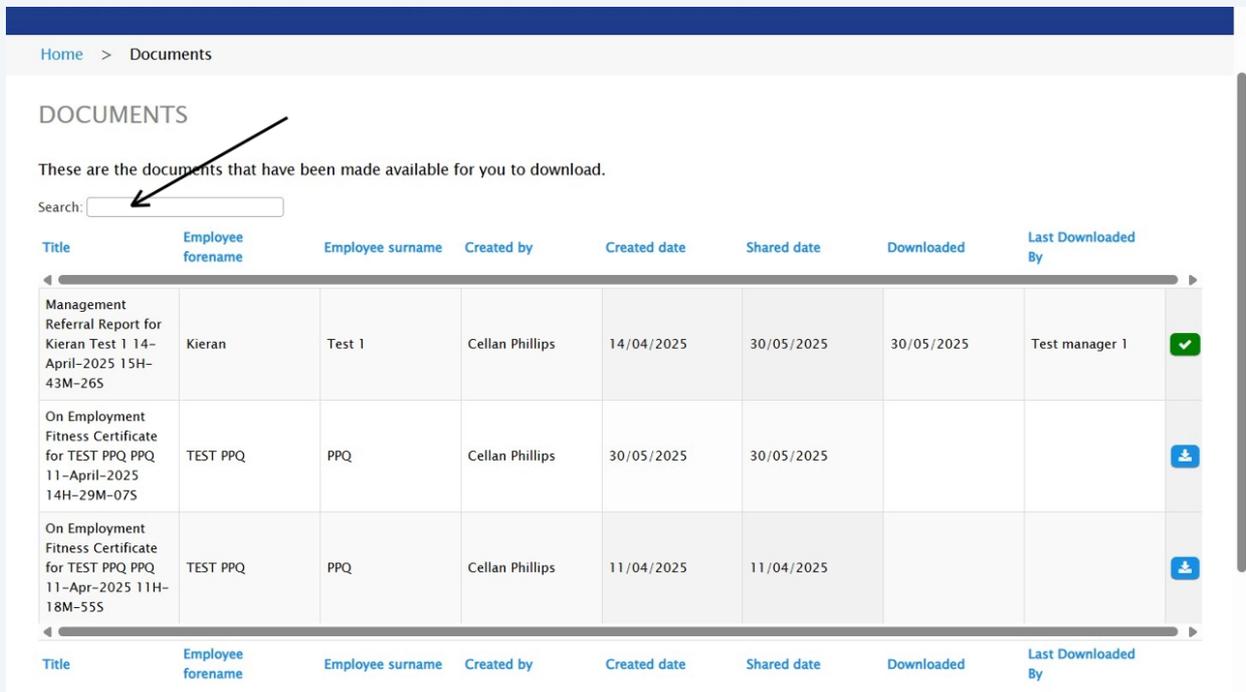
Navigate to <https://insight.orchidlive.com/orchid/dashboard/default/login> and login to view the below dashboard.



2 Click on "Documents".



3 Use the "Search" field to search for the name of the employee.



4

The documents which have been made available to you will be displayed in the list below.

Insight Workplace Health Dashboard

Home > Documents

DOCUMENTS

These are the documents that have been made available for you to download.

Search:

Title	Employee forename	Employee surname	Created by	Created date	Shared date	Downloaded	Last Downloaded By
Management Referral Report for Kieran Test 1 14-April-2025 15H-43M-26S	Kieran	Test 1	Cellan Phillips	14/04/2025	30/05/2025	30/05/2025	Test manager 1

Showing 1 to 1 of 1 documents found

E-mail: admin@insightworkplacehealth.co.uk
© 2025 Insight Workplace Health. Powered by OrchidLive.com.

5

Click on the document to download.

Insight Workplace Health Dashboard

Home > Documents

DOCUMENTS

These are the documents that have been made available for you to download.

Search:

Title	Employee forename	Employee surname	Created by	Created date	Shared date	Downloaded	Last Downloaded By
Management Referral Report for Kieran Test 1 14-April-2025 15H-43M-26S	Kieran	Test 1	Cellan Phillips	14/04/2025	30/05/2025	30/05/2025	Test manager 1
On Employment Fitness Certificate for TEST PPQ PPQ 11-April-2025 14H-29M-07S	TEST PPQ	PPQ	Cellan Phillips	30/05/2025	30/05/2025		
On Employment Fitness Certificate for TEST PPQ PPQ 11-Apr-2025 11H-18M-55S	TEST PPQ	PPQ	Cellan Phillips	11/04/2025	11/04/2025		

6

Once downloaded, the document will be available to view as below.

