

# Person Documents (People)

Last Modified on 03/27/2024 1:41 pm CDT

Upload a Document | Delete Documents | Replace a Document | Edit File Information | Move File to a new Campus Tool | Download a Document

**Classic View:** Census > People > Person Documents

Search Terms: Person Documents

The **Person Documents** tool allows you to view all documents associated with a specific person regardless of the tool on which they were first uploaded.

To filter the list of documents, enter or select a value below the column header. Only documents containing that value are shown.

	Infinite Campus	
Document List       Date Uploaded        v       Name        File Description       Campus Tool       File Size       v       (       Campus Tool       v       v       (       campus Tool       v       (       campus Tool       v       v       (       campus Tool       v       v       (       campus Tool       v       v       (       campus       campus Tool       v       v       (       campus       campus Tool       v       v       (       campus Tool       v       v       v       campus       campus       campus Tool       v       v       v       campus Tool       v       v       v       v       v	Person Documents ☆ tensus 》 People 》 Person Documents	
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		Person Documents

# **Upload a Document**

- 1. Click the **Upload Document** button.
- 2. Click the **Add Files** button.
- Locate the file(s) to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until you have selected all of the files you want to attach.
- 4. Click the **Upload** button. The documents appear in the Document List.

#### **Delete Documents**

- Click the **Delete** button next to the attachment you want to remove. A confirmation message displays.
- 2. Click **OK**. The attachment is permanently removed.

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# **Replace a Document**

- 1. Click the **Edit** button next to the document you want to replace. The Edit Document screen displays.
- 2. Click the **Replace File** button. The File Upload screen displays.
- 3. Locate the file(s) you want to attach and click **Open**.
- 4. Verify the checkbox for the Terms and Conditions is marked.
- 5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.

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Replace U	ploaded Document	

## **Edit File Information**

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Change the Name and/or Description.
- 3. Click the **Save** button.

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#### Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list makes this document visible on the Documents window for the selected tool.

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Select a different tool in the Campus Tool dropdown list.
- 3. Click the **Save** button.

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## **Download a Document**

1. Click the document name in the Name column. A window displays that allows you to save the



#### file.

2. Click the **Save** button.