

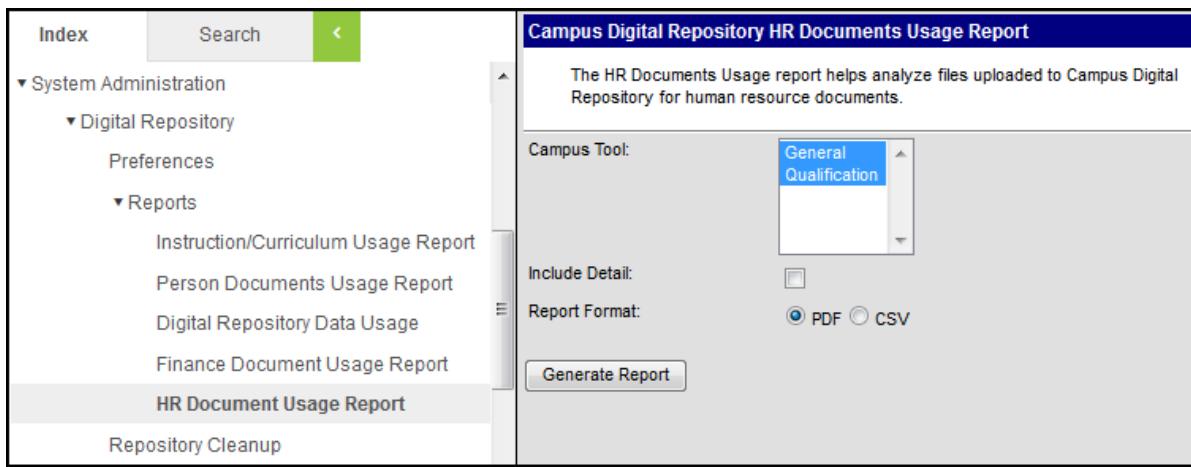
HR Document Usage Report

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: HR Document Usage Report

The HR Documents Usage Report helps you track and analyze current and historical information regarding the number and size of Human Resource files stored in the Campus Digital Repository (CDR). This information is also available on the [Digital Repository Data Usage Report](#); however, the HR Document Usage Report allows you to further narrow your results by selecting the specific Campus tool.



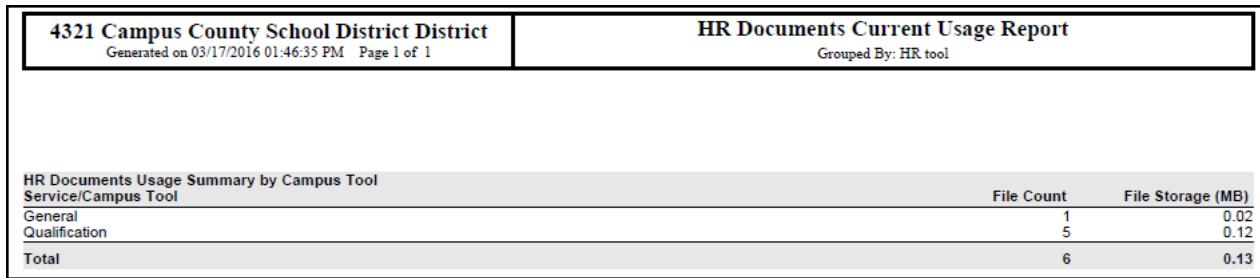
Generating the Report

1. Select whether you want to generate the report for the **General Information** tool, the **Qualification** tool, or both tools.
2. Select the **Include Detail** checkbox if you want to include file names, employee names, upload dates and other details for each document.
3. Select the Report Format: **PDF** or **CSV**.
4. Click the **Generate Report** button.

Result

The report displays in the format you selected.

Report Examples



Service/Campus Tool	File Count	File Storage (MB)
General Qualification	1 5	0.02 0.12
Total	6	0.13

Summary Document Usage Report Example

4321 Campus County School District District		HR Documents Current Usage Report							
Generated on 03/17/2016 01:45:40 PM Page 1 of 1		Grouped By: HR tool							
HR Documents Usage Summary by Campus Tool									
Service/Campus Tool									
General Qualification			File Count	File Storage (MB)					
			1	0.02					
			5	0.12					
Total			6	0.13					
General File Detail									
File Name	Employee Name		Upload Date	Uploaded By	File Size (MB) File Type				
contract.pdf	Torres, Suzanne		03/09/2016	Administrator, System	0.02 pdf				
Qualification File Detail									
File Name	Employee Name	Qualification Category	Upload Date	Uploaded By	File Size (MB) File Type				
Certification.pdf	Smith, Sam	HQ:Highly Qualified	03/17/2016	Administrator, System	0.04 pdf				
transcript.pdf	Anderson, Anne-Marie	ED:Education	03/09/2016	Administrator, System	0.02 pdf				
transcript.pdf	Carson, Richard	ED:Education	03/09/2016	Administrator, System	0.02 pdf				
transcript.pdf	Gilchrist, Ryan	ED:Education	03/09/2016	Administrator, System	0.02 pdf				
transcript.pdf	Rink, Christina	ED:Education	03/09/2016	Administrator, System	0.02 pdf				

Detailed Document Usage Report Example