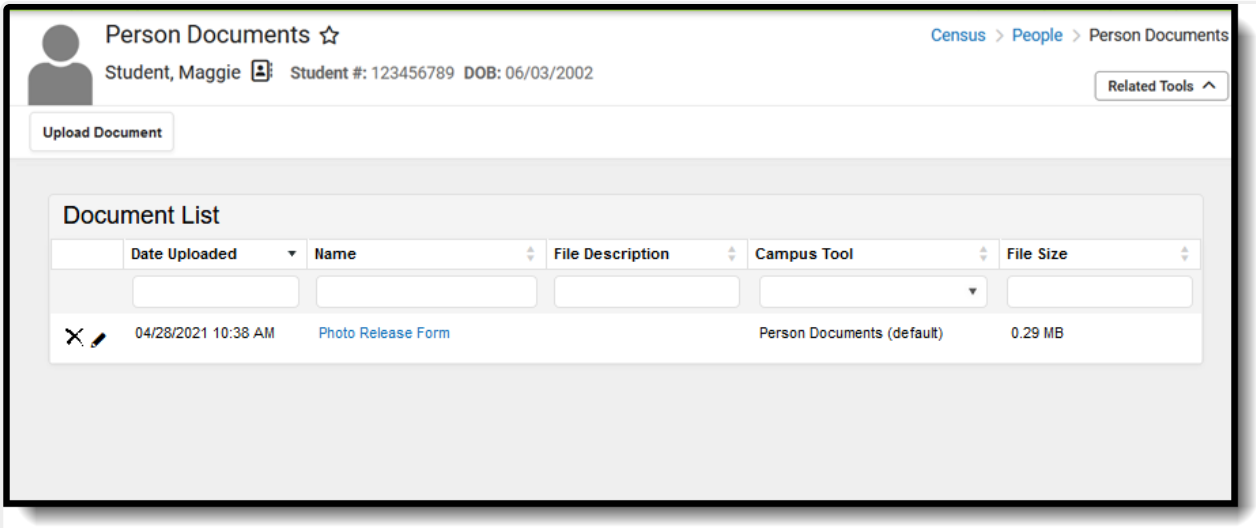
Person Documents (People)

Last Modified on 10/26/2026 2:59 pm CDT

Tool Search: 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.



Person Documents

See the Person Documents Tool Rights article for information about rights needed to use this tool.

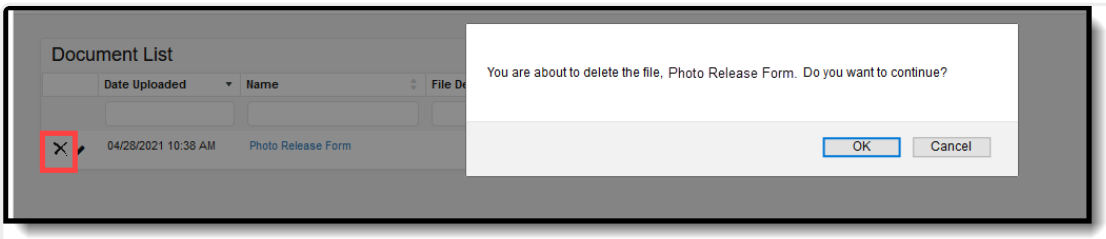
Upload a Document

1. Click the **Upload Document** button.
2. Click the **Add Files** button.
3. 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

1. Click the **Delete** button next to the attachment you want to remove. A confirmation message

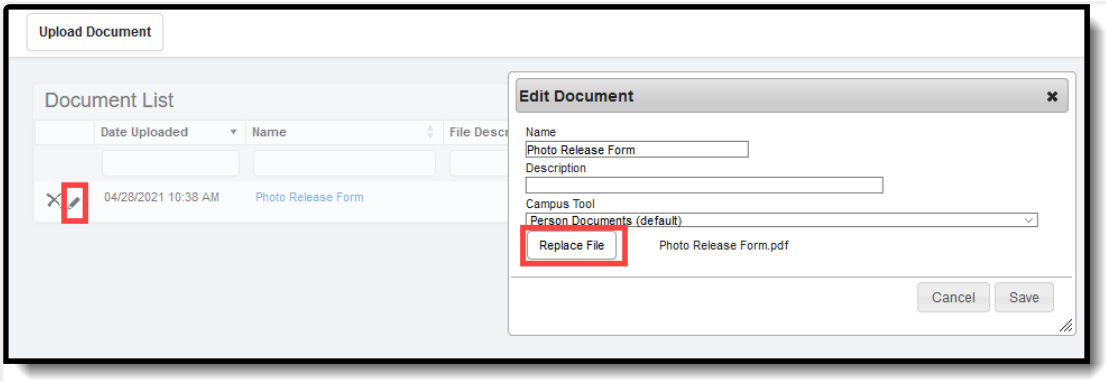
displays.
2. Click **OK**.The attachment is permanently removed.



Delete Uploaded Document

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.



Replace Uploaded Document

Edit File Information

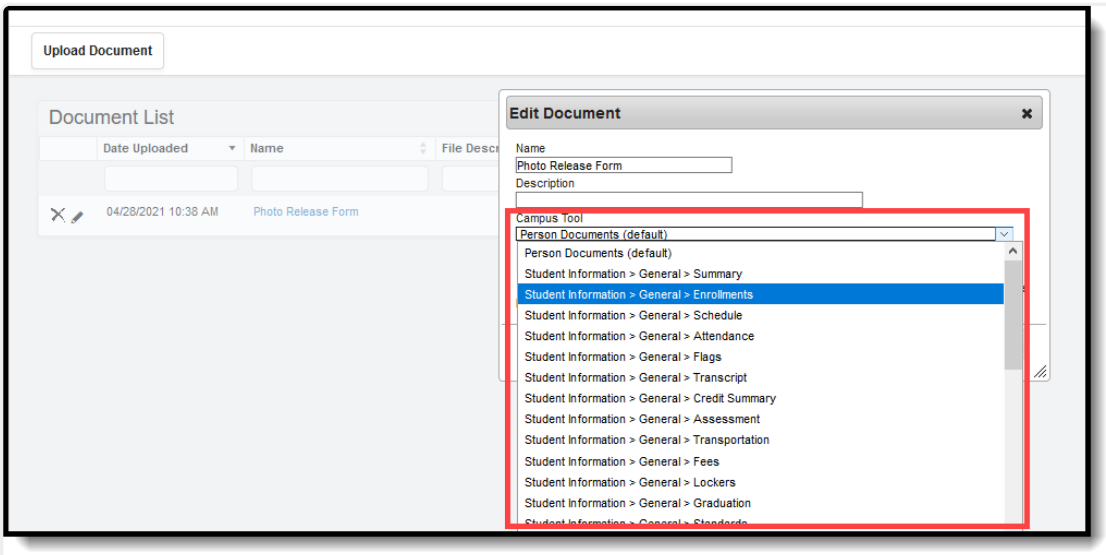
1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Change the **Name** and/or **Description**.
3. Click the **Save** button.

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.



Move Document to Another Campus Tool

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.