

Person Documents (People)

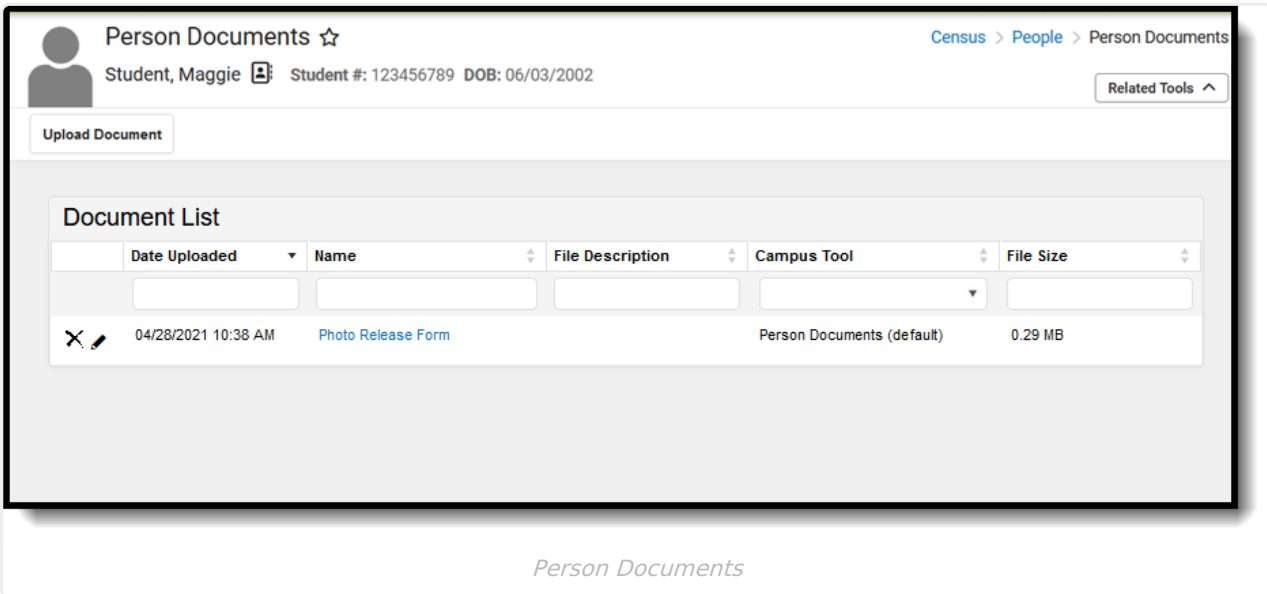
Last Modified on 10/21/2024 8:20 am CDT

[Upload a Document](#) | [Delete Documents](#) | [Replace a Document](#) | [Edit File Information](#) | [Move File to a new Campus Tool](#) | [Download a Document](#)

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.



The screenshot shows the 'Person Documents' interface for a user named Maggie Student. At the top, there is a navigation breadcrumb: 'Census > People > Person Documents'. Below this, the user's name 'Student, Maggie' is displayed along with their student ID '123456789' and date of birth '06/03/2002'. There is an 'Upload Document' button and a 'Related Tools' dropdown menu. The main area is titled 'Document List' and contains a table with the following columns: 'Date Uploaded', 'Name', 'File Description', 'Campus Tool', and 'File Size'. A single document is listed with the following details:

Date Uploaded	Name	File Description	Campus Tool	File Size
04/28/2021 10:38 AM	Photo Release Form		Person Documents (default)	0.29 MB

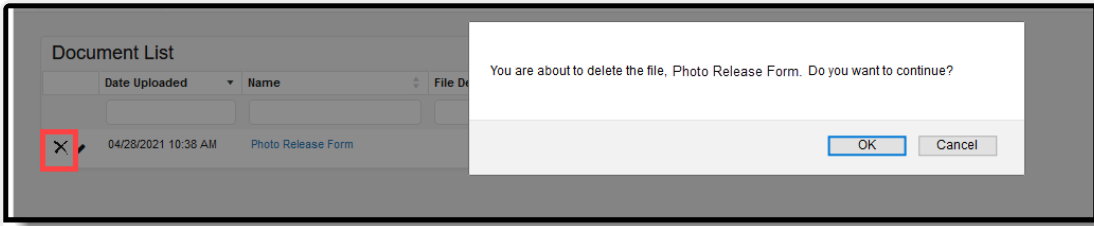
Below the screenshot, the text 'Person Documents' is written in a light gray font.

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

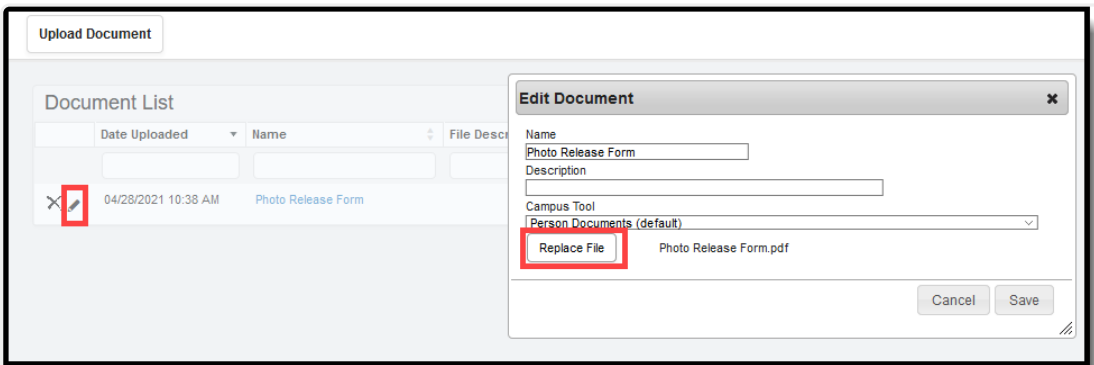
1. Click the **Delete** button next to the attachment you want to remove. A confirmation message displays.
2. Click **OK**. The attachment is permanently removed.



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.

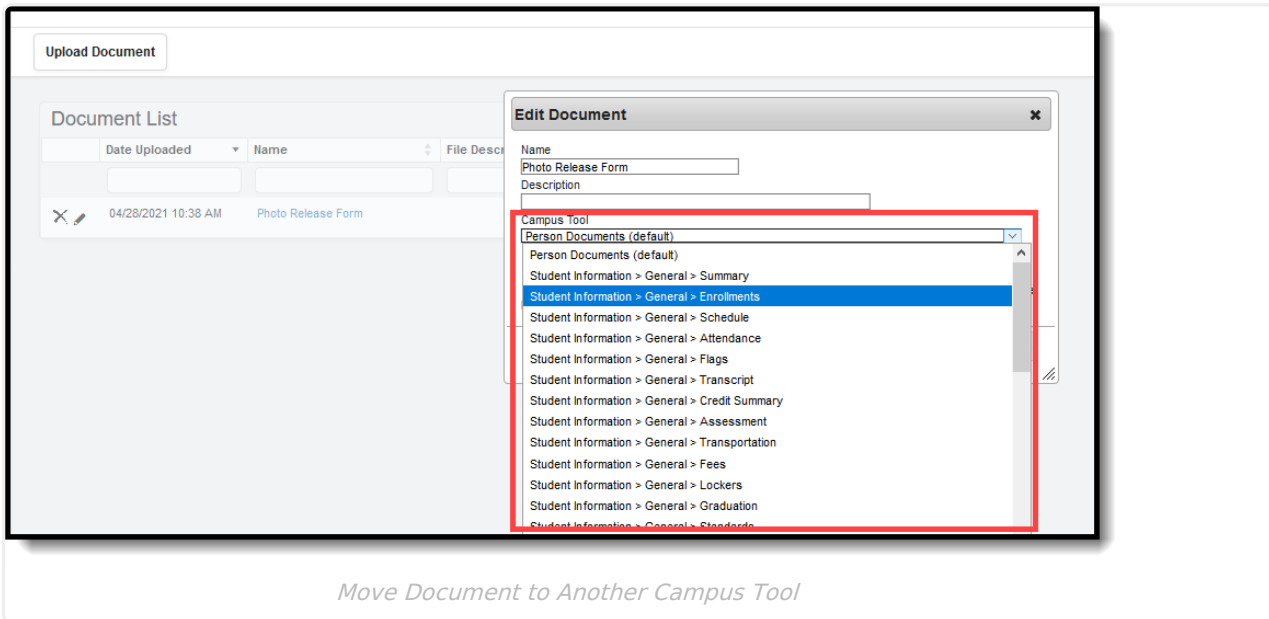
Move File to a new Campus Tool

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.



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.