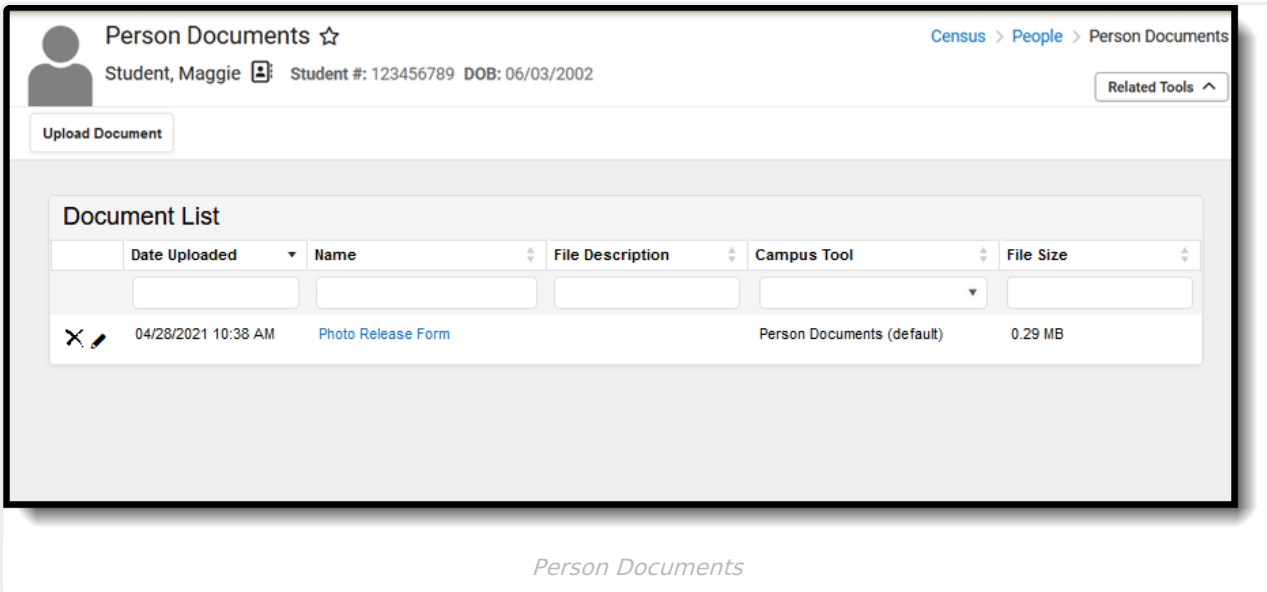# Person Documents (People)

Last Modified on 03/28/2025 2:39 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.
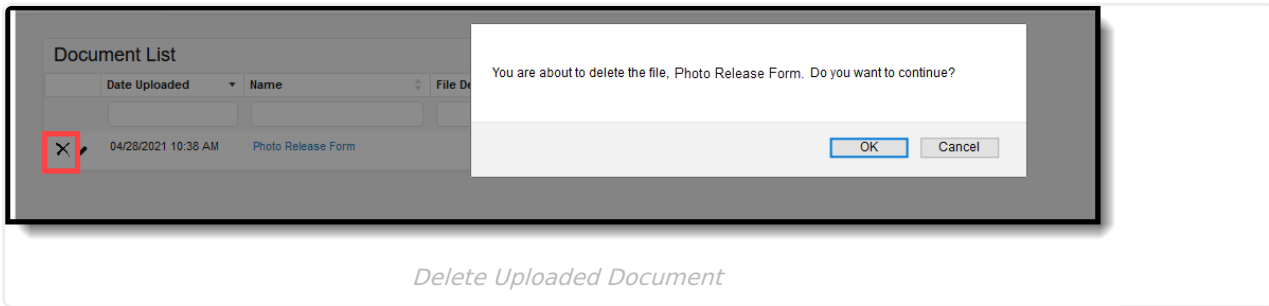
# Upload a Document

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*
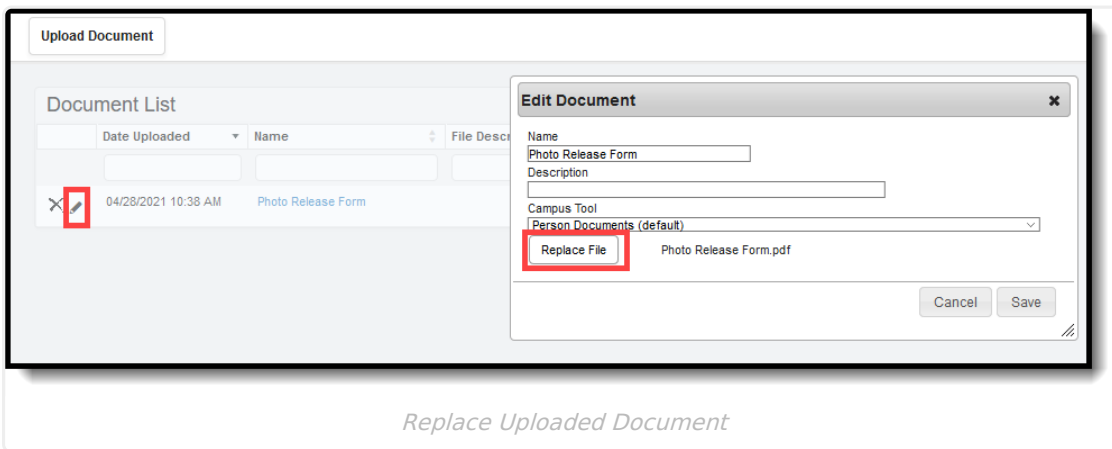
# Edit File Information

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*
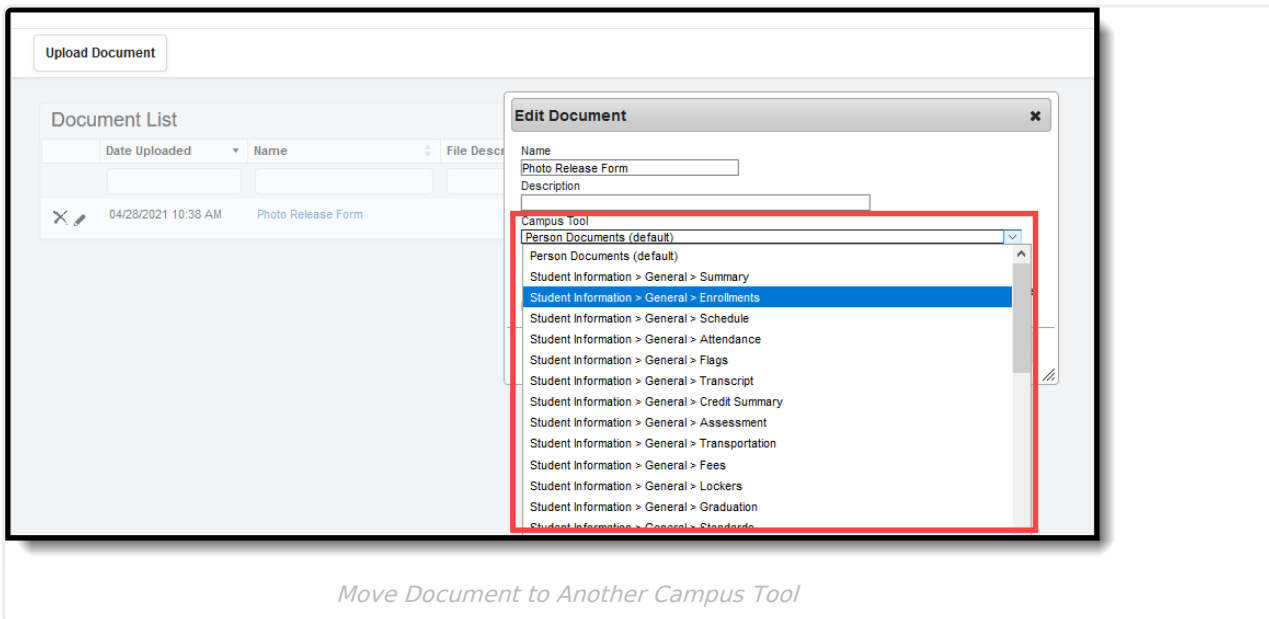
# Download a Document

1. Click the document name in the **Name** column. A window displays that allows you to save the file.
2. Click the **Save** button.