

# Manage File Attachments (HR)

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Documents can be uploaded from multiple Campus tools depending on where the administrator has [enabled the document attachment feature](#).

To view documents, click the **Attach Files** button or the file upload button .

Users with the appropriate tool rights may also complete the following tasks.

- [Attach Files](#)
- [Delete Files](#)
- [Replace Files](#)
- [Edit a File Description](#)