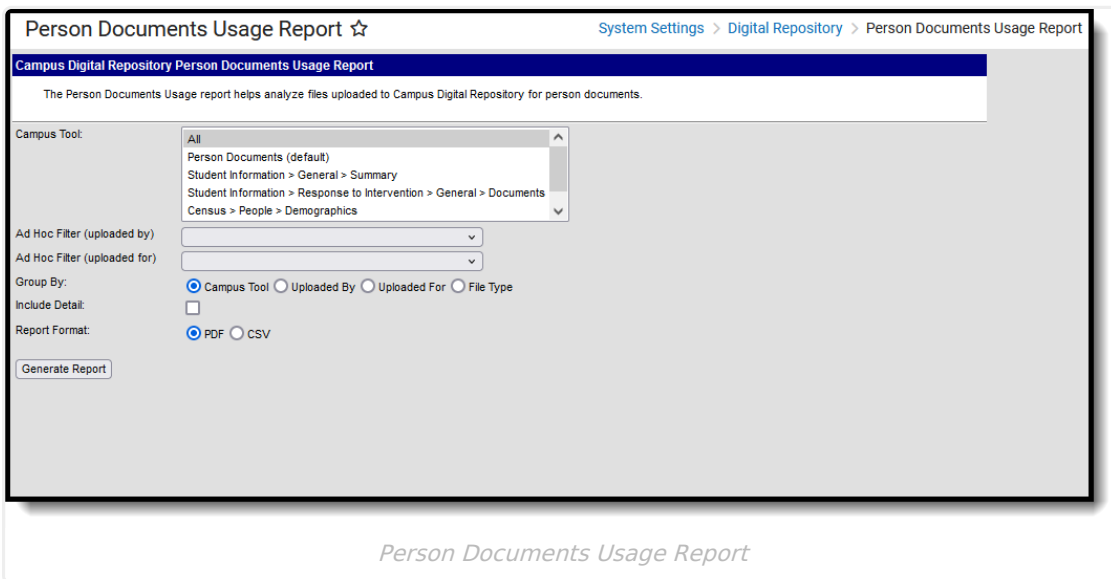# Person Documents Usage Report

Last Modified on 10/21/2024 8:19 am CDT

[Generate the Report](#)

Tool Search: Person Documents Usage Report

The Person Documents Usage Report helps you track and analyze the number and size of files stored in the Digital Repository by the Person service. The report includes a summary view of currently stored files.

Person Documents Usage Report

Generate the Report

1. Select the **Campus Tool** for which you want a report. Select **All** to retrieve information for all tools.
2. Select an Ad Hoc Filter to narrow the report results further. Ad Hoc Filters do not limit report results to specific calendars in this report.
   - **Ad Hoc Filter (uploaded by)**. This option narrows report results to the Person ID(s) in the filter who logged in and uploaded a file.
   - **Ad Hoc Filter (uploaded for)**. This option narrows report results to the Person ID(s) in the filter to whom files are attached.
3. Select one of the following **Group By** options to group reports results.
4. Mark the **Include Detail** checkbox to include information about each file like the file name, the upload date, file size and file type.
5. Select whether you want the report in **PDF** or **CSV** format.
6. Click the **Generate Report** button. The report displays in the format you selected.

Person Documents Usage Summary by Campus Tool

Campus Tool	File Count	File Storage (MB)
Person Documents (default)	20	2.98
Student Information > General > Summary	1	0.11
Student Information > Response to Intervention > General > Documents	4	1.29
Census > People > Demographics	1	0.21
Census > People > Enrollments	1	0.08
Total	**27**	**4.67**

Person Documents Usage Report - PDF Format