

# Person Documents Usage Report

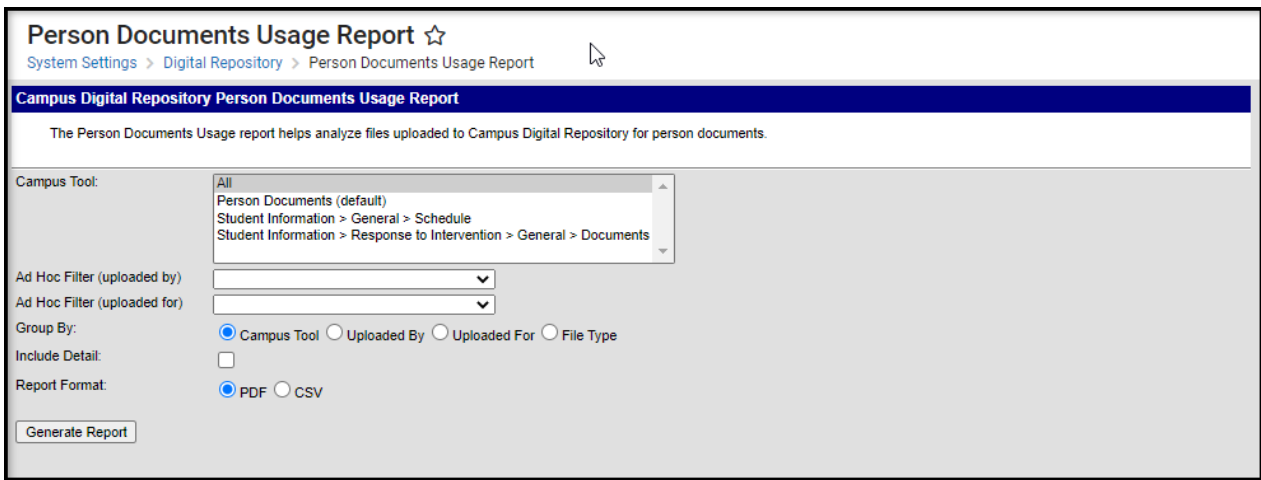
Last Modified on 03/27/2024 1:48 pm CDT

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**PATH:** *System Administration > Digital Repository > Reports > Person Documents Usage Report*

**Search Term:** *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 Editor*

## Generating the Report

**PATH:** *System Administration > Digital Repository > Reports > Person Documents Usage 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 further narrow the report results.

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.
    - **Campus Tool**
    - **Uploaded By**
    - **Uploaded For**
    - **File Type**
  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.

**Result**

The report displays in the format you selected.

## Report Examples

0347 Campus District Generated on 01/02/2014 10:34:33 AM Page 1 of 1		Person Documents Usage Report Grouped By: Campus Tool	
<b>Person Documents Usage Summary by Campus Tool</b>			
Campus Tool	File Count	File Storage (MB)	
Person Documents (default)	22	0.03	
Student Information > General > Summary	1	0.00	
Student Information > General > Fees	1	0.02	
Student Information > General > Athletics	1	1.89	
Student Information > General > Custom Tab	4	0.66	
FRAM > Eligibility	2	2.14	
<b>Total</b>	<b>31</b>	<b>4.74</b>	

*Example 1. Person Documents Usage Report Grouped by Campus Tool*

0347 Campus District Generated on 01/02/2014 10:40:55 AM Page 1 of 1		Person Documents Usage Report Grouped By: Uploaded For	
<b>Person Documents Usage Summary by Uploaded For</b>			
Uploaded For	File Count	File Storage (MB)	
Student, Amy	22	0.02	
Student, John	3	0.13	
Teacher, Joe	6	4.59	
<b>Total</b>	<b>31</b>	<b>4.74</b>	

*Example 2. Person Documents Usage Report Grouped by Uploaded For*

0347 Campus District Generated on 01/02/2014 11:25:56 AM Page 1 of 2		Person Documents Usage Report Grouped By: File Type				
<b>Person Documents Usage Summary by File Type</b>						
File Type				File Count		File Storage (MB)
csv				2		0.00
docx				1		0.02
gif				20		0.02
pdf				2		2.42
PNG				4		0.04
xlsx				1		0.12
zip				1		2.11
<b>Total</b>				<b>31</b>		<b>4.73</b>
<b>Person Documents File Detail</b>						
Campus Tool	Name	Uploaded By	Uploaded For	Upload Date	File Size (MB)	File Type
Student Information > General > Summary	Address Info	System, Administrator	Brown, Lisa	12/30/2013 10:55 AM	0.00	csv
Student Information > General > Athletics	Medical	System, Administrator	Brown, Lisa	12/30/2013 12:25 PM	1.89	csv
Student Information > General > Fees	Library Fee	System, Administrator	Brown, Lisa	12/19/2013 12:14 PM	0.53	docx
Person Documents (default)	Enrollment History	System, Administrator	Brown, Lisa	12/15/2013 12:00 AM	0.00	gif
Person Documents (default)	Behavior Notice	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.04	gif
Person Documents (default)	Enrollment History	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.12	gif
Student Information > General > Summary	Address Info	System, Administrator	Cook, Scott	12/23/2013 3:32 PM	2.11	gif

Example 3. Person Documents Usage Report Grouped by File Type with Detail