

# Person Documents Tool Rights

Last Modified on 03/28/2025 2:38 pm CDT

The Person Documents tool allows users to view a selected user's uploaded person documents regardless of which Census tool was used to upload them. Users with rights to do so can manage the document list from here, as well as upload additional documents.

See the [Person Documents \(People\)](#) article to learn more about this tool.

## Person Documents ☆

Cardinal, Peggy M Student #: 161900006 DOB: 12/31/2007 Counselor: Colt Counselor

HS Graduation NHS Gifted

[Census](#) > [People](#) > Person Documents

Upload Document

### Document List

	Date Uploaded	Name	File Description	Campus Tool	File Size
	12/04/2024 1:29 PM	<a href="#">HH-appform</a>		Census > People > Enrollments	0.01 MB
	12/04/2024 1:35 PM	<a href="#">Reg Form</a>	Registration Form	Census > People > Demographics	0.01 MB

Person Documents
 All
 Read
 Write
 Add
 Delete

*Census > People > Person Documents*

Campus Digital Repository **must be enabled in order for documents to be uploaded in Campus.**

## Available Tool Rights

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
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R	W	A	D
User can view and download copies of documents via the blue <b>Name</b> links.	User can use the <b>Edit Document</b> feature ( <b>pencil icon</b> ) to replace an existing file or change its name, description and tool location.	<b>Upload Document</b> button is active. User can upload new documents and edit existing uploads.	User can delete ( <b>X</b> ) uploaded documents.

## Suggested User Groups

- [Registrars](#)

See [User Groups](#) and [Suggested Roles](#) for more information.

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