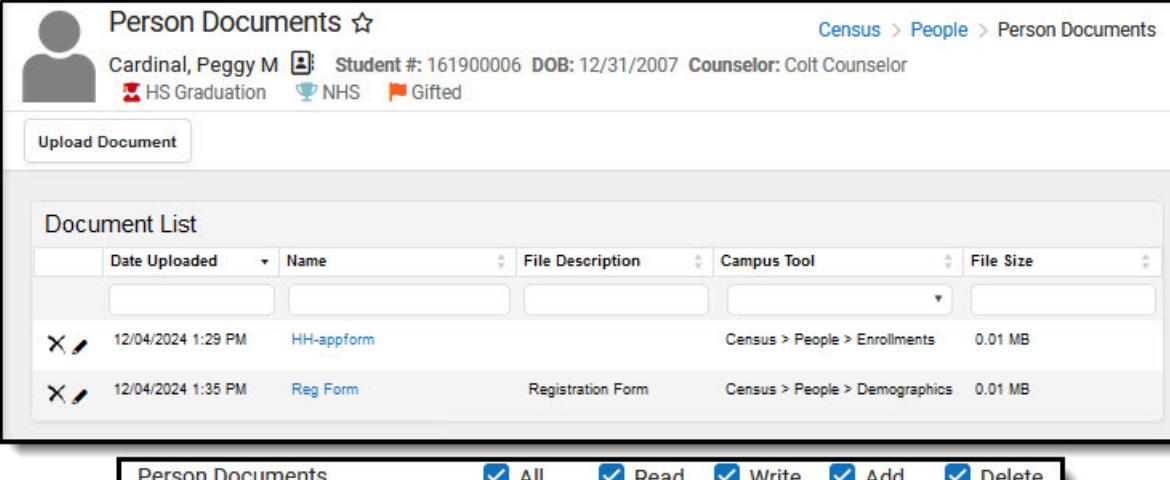


Person Documents Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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.



The screenshot shows the 'Person Documents' tool interface. At the top, there is a user profile for 'Cardinal, Peggy M' with a graduation icon, a student ID of 161900006, a DOB of 12/31/2007, and a counselor of 'Colt Counselor'. Below the profile, there is a 'Upload Document' button. The main area is a 'Document List' table with columns: Date Uploaded, Name, File Description, Campus Tool, and File Size. Two documents are listed:

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

At the bottom, there is a toolbar with buttons for 'Person Documents', 'All', 'Read', 'Write', 'Add', and 'Delete'. Below the toolbar, the breadcrumb navigation is 'Census > People > Person Documents'.

[Campus Digital Repository](#) must be enabled in order for documents to be uploaded in Campus.

Available Tool Rights

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

Suggested User Groups

- [Registrars](#)

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