

## **Person Documents Tool Rights**

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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 <u>Person Documents (People)</u> article to learn more about this tool.



<u>Campus Digital Repository</u> must be enabled in order for documents to be uploaded in Campus.

## **Available Tool Rights**





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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.	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 <u>User Groups and Suggested Roles</u> for more information.