

Person Documents Tool Rights

Last Modified on 02/14/2025 9:43 am 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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

Person Documents ☆

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

HS Graduation NHS Gifted

Census > People > Person Documents

Document List

	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

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

R	W	A	D
Person Documents			

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.