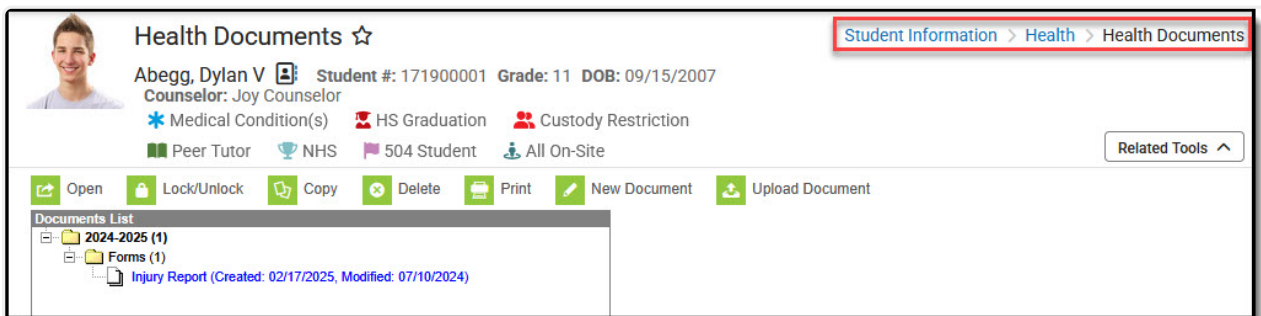


# Health Documents Tool Rights

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Health Office staff use the **Health Documents** tool to Upload health-related documents or add New Documents using Forms. For example, a school may have custom forms such as an Injury Report or Student Medication Form that can be added for individual students.

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



*Student Information > Health > Health Documents*

[Campus Digital Repository](#) must be enabled in order for documents to be uploaded in Campus. See the [Custom Forms](#) article to learn more about custom forms in Campus.

This tool displays in both **Student Information > Health** and **Health Office > Student Health**.

**Student Health Tool Rights Assignment:** When tool rights are assigned to *Student Information > Health > Health Documents*, the same tool rights are also assigned to *Health Office > Student Health > Health Documents*.

## Available Tool Rights

Subrights in *italics*.

R	W	A	D
Access and view all documents in a student's Health Documents	Edit a student's existing Health Documents.	Add new Health Documents for a student.	Remove a student's Health Documents.
<b>Custom Forms</b>			

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
View a student's existing custom form.	Edit a student's existing custom form.	Add a new custom form for the student.	Remove a student's custom form.
<b>Lock</b>			
Prevent other users from editing or removing a student's custom form.			
<b>Unlock</b>			
Allow other users to edit or remove a student's custom form per their assigned rights.			
<b>Copy</b>			
Copy an existing form.			
<b>Document Upload</b>			
N/A	N/A	Upload new documents for a student.	N/A
<b>Lock</b>			
Prevent other users from editing or removing a document.	N/A	N/A	N/A
<b>Unlock</b>			
Allow users to edit or remove documents according to their assigned rights.	N/A	N/A	N/A

## Suggested User Groups

- [Health Office](#)

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

