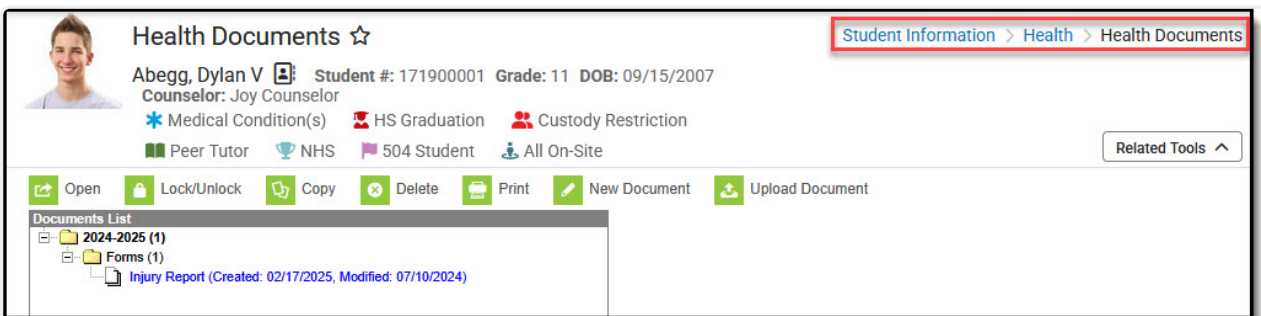


# Health Documents Tool Rights

Last Modified on 03/24/2025 1:05 pm CDT

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.**

## Available Tool Rights

Subrights in *italics*.

R	W	A	D
<b>Health Documents</b>			
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><i>Document Upload</i></b>			

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</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 a document per their assigned rights.	N/A	N/A	N/A
<b>Custom Forms</b>			
View student's existing custom form.	Edit student's existing custom form.	Add new custom form for student.	Remove 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.			

## Suggested User Groups

- Health Office

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

