

Person Documents (People)

Last Modified on 10/22/2022 9:44 am CDT

Upload a Document | Delete Documents | Replace a Document | Edit File Information | Move File to a new Campus Tool | Download a Document

Classic View: Census > People > Person Documents

Search Terms: Person Documents

The **Person Documents** tool allows you to view all documents associated with a specific person regardless of the tool on which they were first uploaded.

To filter the list of documents, enter or select a value below the column header. Only documents containing that value are shown.

Infinite Campus		
Person Documents රා ensus > People > Person Documents		
Upload Document		
Document List		
Date Uploaded • Name		File Size
× 04/28/2021 10:38 AM Photo Release Form	Person Documents (default)	0.29 MB
	Person Documents	

Upload a Document

- 1. Click the **Upload Document** button.
- 2. Click the **Add Files** button.
- Locate the file(s) to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until you have selected all of the files you want to attach.
- 4. Click the **Upload** button. The documents appear in the Document List.

Delete Documents

- Click the **Delete** button next to the attachment you want to remove. A confirmation message displays.
- 2. Click **OK**. The attachment is permanently removed.

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Date	te Uploaded 🔹	Name	\$ File De	You are about to delete the file, Photo Release Form. Do you want to continue?
< 04/	1/28/2021 10:38 AM	Photo Release Form		OK Cancel

Replace a Document

- 1. Click the **Edit** button next to the document you want to replace. The Edit Document screen displays.
- 2. Click the **Replace File** button. The File Upload screen displays.
- 3. Locate the file(s) you want to attach and click **Open**.
- 4. Verify the checkbox for the Terms and Conditions is marked.
- 5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.

Person Documents A ensus > People > Person Documents Upload Document		
Document List Date Uploaded Name File Desc O4/28/2021 10:38 AM Photo Release Form	Edit Document Name Photo Release Form Description Campus Tool Person Documents (default) Replace File Photo Release Form.pdf	× Cancel Save
Replace U	ploaded Document	

Edit File Information

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Change the Name and/or Description.
- 3. Click the **Save** button.

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04/28/2021 10:38 AM Photo Release Form		iments (default)		
	Replace Fil	e Photo Release Form.pdf	Cancel Save	-

Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list makes this document visible on the Documents window for the selected tool.

- 1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
- 2. Select a different tool in the **Campus Tool** dropdown list.
- 3. Click the **Save** button.

ocument List	Edit Document	×
Date Uploaded Name Name Automatical States Form Photo Release Form	File Descr Name Photo Release Form Description	
O4/28/2021 10:38 AM Photo Release Form	Campus Tool Person Documents (default) Person Documents (default) Student Information > General > Summary Student Information > General > Summary Student Information > General > Schedule Student Information > General > Attendance Student Information > General > Flags Student Information > General > Flags Student Information > General > Transcript Student Information > General > Credit Summary Student Information > General > Attendance Student Information > General > Flags Student Information > General > Transcript Student Information > General > Assessment Student Information > General > Assessment Student Information > General > Flags Student Information > General > Lockers	

Download a Document

1. Click the document name in the Name column. A window displays that allows you to save the



file.

2. Click the **Save** button.