Replace Files (HR)

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Files can be attached from multiple Campus tools depending on where the administrator has enabled the file attachment feature.

To replace a document, complete the following steps.

1. Click the **Attach Files** button or the upload button .
   Result
   The Document Attachments window appears.
2. Click the **Choose Files** button on the Document Attachments window.
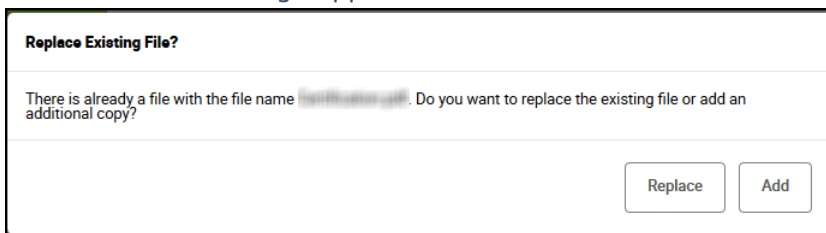   **Result**
   The File Upload window appears.

3. Locate the file(s) you want to attach and click **Open**.

   The file name must be identical to the file you are replacing.

   Result
   A confirmation message appears.

4. Click the **Replace** button.
5. Click the **Save** button.
   Result
   The new file is attached and Campus updates the date and time in the Date Attached column on the Document Attachments window.