Disable Digital Repository Services

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> For the most up-to-date information on this functionality, please see the **Digital Repository Preferences** article.

Classic View: *System Administration > Digital Repository > Preferences > Digital Repository*

Search Term: *Digital Repository Preferences*

Clearing the **Enable the following services within the Campus Digital Repository** checkbox next to the following services allows you to disable the Campus Digital Repository for the tools that use that service.

> Previously uploaded documents are **NOT** removed. Turning off the service only disables the user's ability to add additional documents.

Service	Description
Discussions	Disabling this service allows you to turn off the file attachment feature in the Discussions (Campus Instruction) module.
Human Resources (HR)	Disabling this service turns off the document attachment feature in the Human Resources module.
Instruction	Disabling this service turns off the document upload feature in Campus Instruction for specific schools.
Meetings	Disabling this service allows you turn off the file attachment feature in the Meetings module.
Person	Disabling this service turns off the **Person Documents** tab within the Student Information and Census modules. Also, disabling this service turns off the document upload feature.

Service	Description
Staff Evaluations	Disabling this service turns off the document upload feature in the Staff Evaluations module. If evaluations are in progress and using the Campus Digital Repository, users may still view and download existing attachments. However, users may not add additional documents. Also, disabling this service automatically disables the **Allow File Upload** field on the Evaluations tab and sets the field to *No*.

Example of Disabled Services