

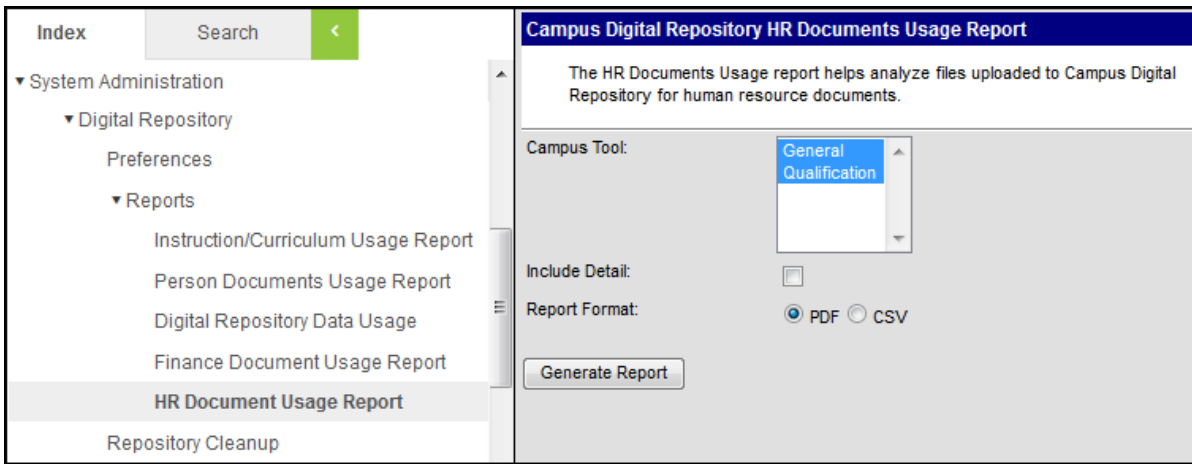
HR Document Usage Report

Last Modified on 10/22/2022 10:07 am CDT

[Generating the Report](#) | [Report Examples](#)

PATH: *System Administration > Digital Repository > Reports > HR Document Usage Report*

The HR Documents Usage report helps you track and analyze current and historical information regarding the number and size of Human Resource files stored in the Campus Digital Repository (CDR). This information is also available on the [Digital Repository Data Usage Report](#); however, the HR Document Usage Report allows you to further narrow your results by selecting the specific Campus tool.



Example HR Document Usage Report Editor

Generating the Report

1. Select whether you want to generate the report for the **General Information** tool, the **Qualification** tool, or both tools.
2. Select the **Include Detail** checkbox if you want to include file names, employee names, upload dates and other details for each document.
3. Select the Report Format: **PDF** or **CSV**.
4. Click the **Generate Report** button.

Result

The report displays in the format you selected.

Report Examples

4321 Campus County School District District Generated on 03/17/2016 01:46:35 PM Page 1 of 1		HR Documents Current Usage Report Grouped By: HR tool	
HR Documents Usage Summary by Campus Tool			
Service/Campus Tool	File Count	File Storage (MB)	
General	1	0.02	
Qualification	5	0.12	
Total	6	0.13	

Summary Document Usage Report Example

4321 Campus County School District District Generated on 03/17/2016 01:45:40 PM Page 1 of 1		HR Documents Current Usage Report Grouped By: HR tool			
HR Documents Usage Summary by Campus Tool					
Service/Campus Tool			File Count		File Storage (MB)
General			1		0.02
Qualification			5		0.12
Total			6		0.13
General File Detail					
File Name	Employee Name		Upload Date	Uploaded By	File Size (MB) File Type
contract.pdf	Torres, Suzanne		03/09/2016	Administrator, System	0.02 pdf
Qualification File Detail					
File Name	Employee Name	Qualification Category	Upload Date	Uploaded By	File Size (MB) File Type
Certification.pdf	Smith, Sam	HQ:Highly Qualified	03/17/2016	Administrator, System	0.04 pdf
transcript.pdf	Anderson, Anne-Marie	ED:Education	03/09/2016	Administrator, System	0.02 pdf
transcript.pdf	Carson, Richard	ED:Education	03/09/2016	Administrator, System	0.02 pdf
transcript.pdf	Gilchrist, Ryan	ED:Education	03/09/2016	Administrator, System	0.02 pdf
transcript.pdf	Rink, Christina	ED:Education	03/09/2016	Administrator, System	0.02 pdf

Detailed Document Usage Report Example