Enable and Disable Document Attachment (HR)

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

Tool Rights | Attach Files Button Examples

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

Search Terms: Digital Repository

You can enable and disable the document attachment feature for specific tools in the Human Resources module.

To give users access to the document attachment feature, mark the checkbox next to the tool(s) where the **Attach Files** button should display and click **Save**.

To hide the **Attach Files** button, clear the checkbox next to the tool. HIding the **Attach Files** button only disables the user's ability to add additional documents. Previously uploaded documents are **NOT** removed.
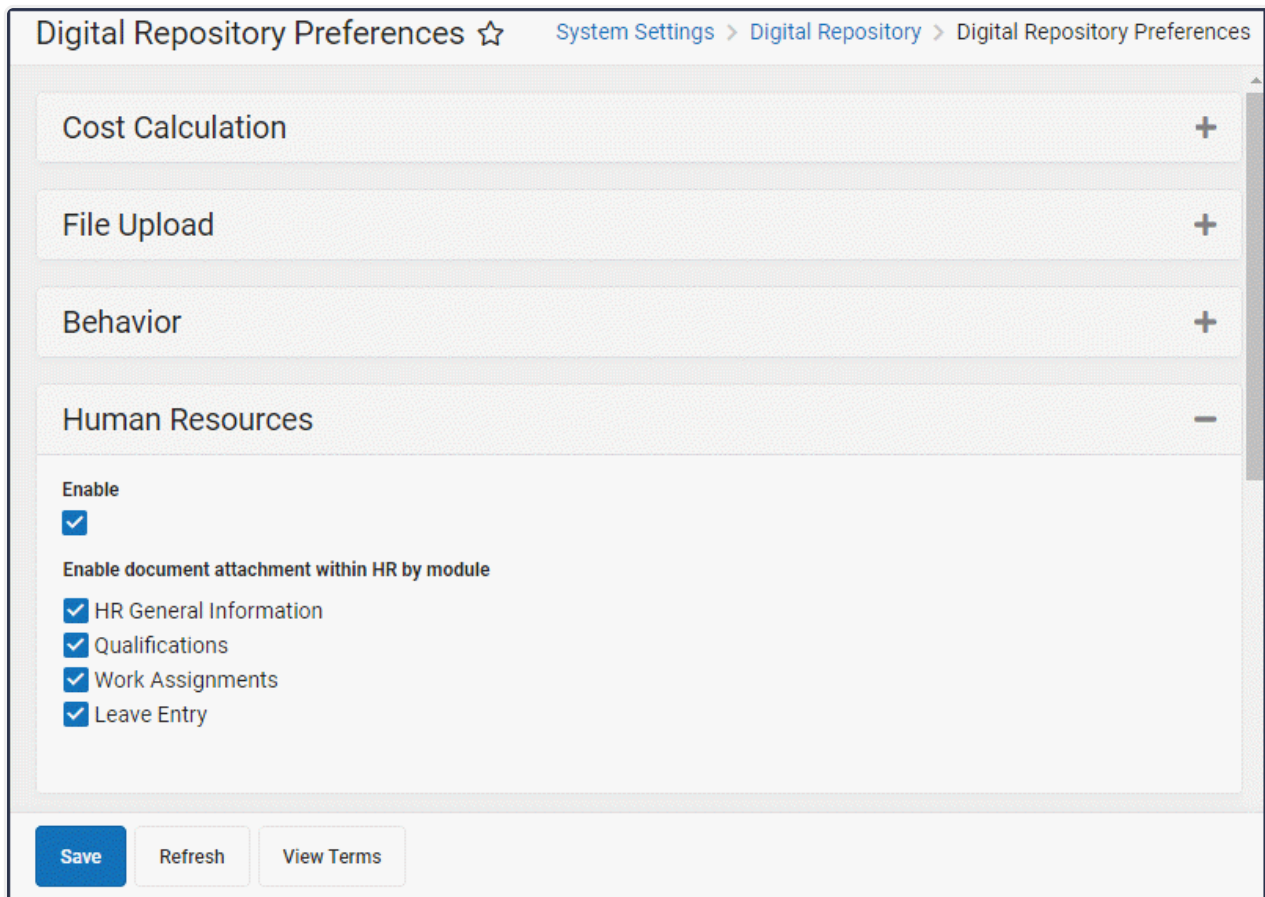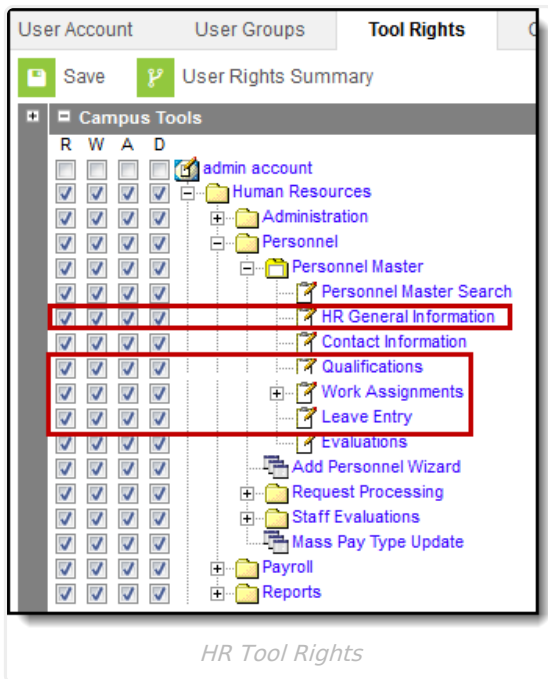

Image caption

Tool Rights

Classic View: System Administration > User Security > User > Tool Right

To use the Document feature, users must ALSO have **tool rights to the tool** on which the **Attach Files** button appears.

- **Read/Write** - Allows users to view attachments
- **Add** - Allows users to add attachments
- **Delete** - Allows users to replace and delete attachments
- **Read/Delete** - Allows users to view and delete existing attachments but they cannot add new attachments
- **Read/Write** and/or **Add** rights can view existing attachments or add attachments but they cannot delete attachments

HR Tool Rights

Attach Files Button Examples

Attach Files Button

Upload Files Button