

Enable and Disable Document Attachment (HR)

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[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.

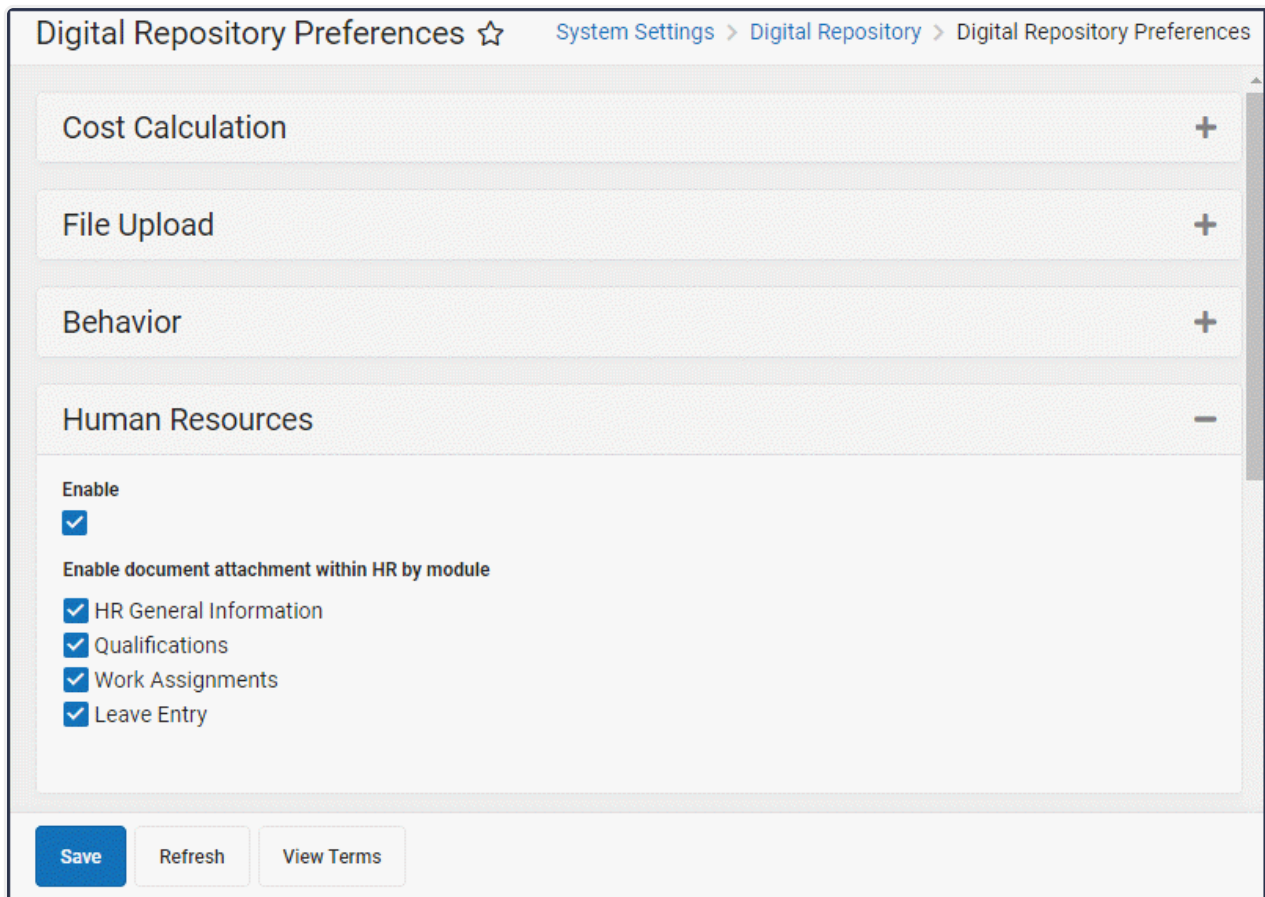


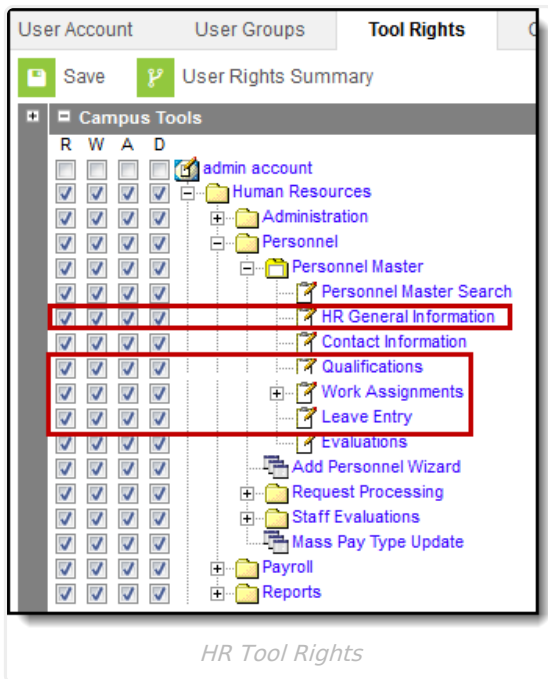
Image caption

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



Attach Files Button Examples



Sam Smith

Search Person:

Personnel #: 1015
 State Number: 987654
 Recent Hire Date: 06/15/2015
 Primary Title: Library/Media Center
 Primary Location: CCE - Campus County Elementary
 Status: FT - Active Full Time

Personnel Master

Save

Attach Files (1)

+ HR General Information

Contact Information >

Qualifications >

+ Work Assignments >

Leave Entry >

Evaluations >

HR General Information - Current Record

PersonID	*Personnel Number	State Number
53	1015	987654
*First Name	Middle Name	*Last Name
Sam		Smith
Nickname	Suffix	*Birth Date
		12/28/1975 <input type="text"/> Age: 40
*Social Security Number	*Gender	*Is the individual Hispanic/Latino?
123 - 45 - 6789	Female	N: No

Is the individual from one or more of


Attach Files Button

Personnel Master

Save

New Qualification

Filter On Qualification Category All

Qualifications Editor			
Qualification Category	Type	Start Date	End Date
Highly Qualified	NA	09/29/2013	

Upload Files Button