

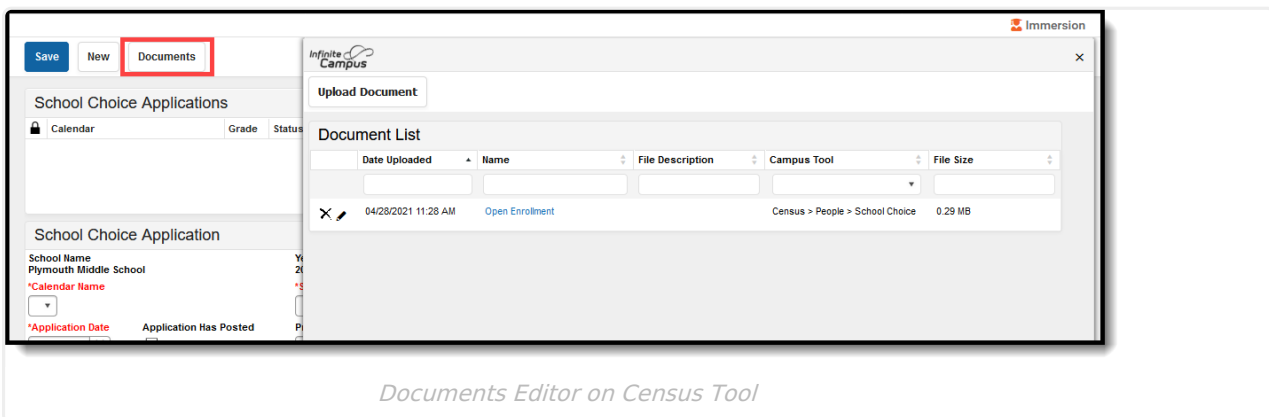
Manage Document Attachments

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Documents can be uploaded from multiple Campus tools depending on where the administrator has [enabled the document upload feature](#).

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights have the ability to upload documents, delete documents, replace documents, edit documents and download documents.



See the [Manage Documents Uploaded on Custom Tabs](#) for additional information.

Upload a Document

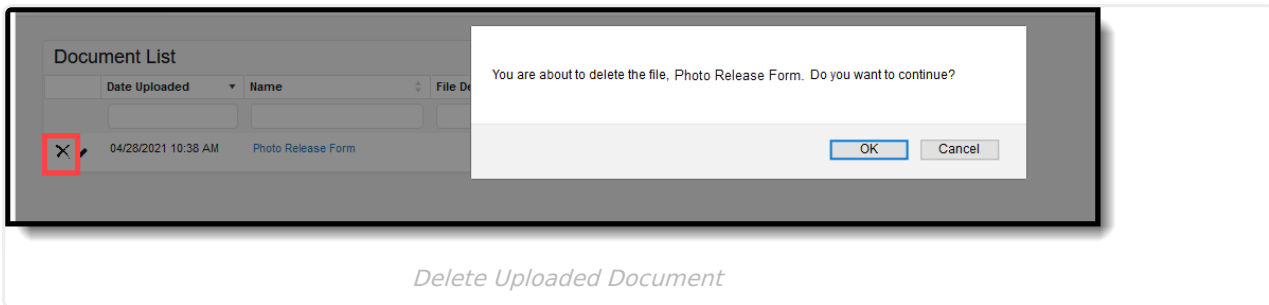
A document cannot be uploaded when the file name contains one or more of the following illegal characters:

- Pipes - |
- Periods - .
- Commas - ,
- Exclamation Points - !
- Question Marks - ?
- Semi Colons - ;
- Colons - :
- Quotation Marks - " "
- Brackets []
- Curly Brackets { }
- Parentheses ()
- Forward Slash - /
- Backward Slash - \
- Tab, LF, CR

1. Click the **Upload Document** button.
2. Click the **Add Files** button.
3. Locate the file(s) you want to attach and click **Open**. Campus adds the file(s) to the list of documents. Repeat this step until you have selected all of the files you want to attach.
4. Click the **Upload** button. The documents appear in the Document List.

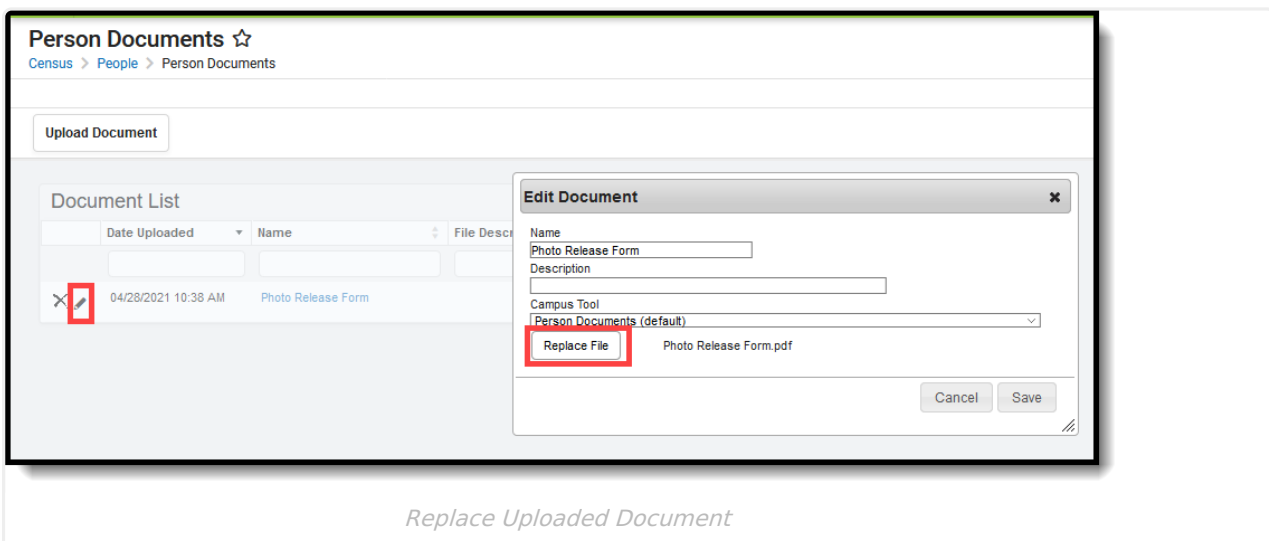
Delete a Document

1. Click the **Delete** button next to the attachment you want to remove. A confirmation message displays.
2. Click **OK**. The attachment is permanently removed.



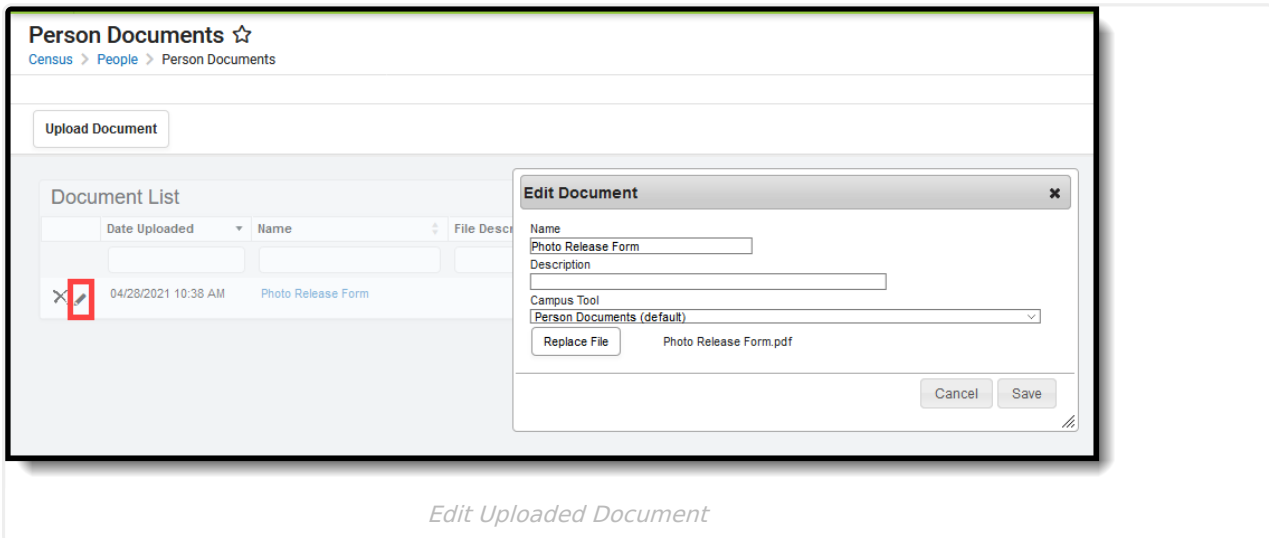
Replace a Document

1. Click the **Edit** button next to the document you want to replace. The Edit Document screen displays.
2. Click the **Replace File** button. The File Upload screen displays.
3. Locate the file(s) you want to attach and click **Open**.
4. Verify the checkbox for the **Terms and Conditions** is marked.
5. Click the **Save** button. The new file is uploaded and Campus updates the date and time in the Date Uploaded column.



Edit File Information

1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Change the **Name** and/or **Description**.
3. Click the **Save** button.



Move File to a new Campus Tool

Selecting a Campus Tool in the dropdown list makes this document visible on the Documents window for the selected tool.

1. Click the **Edit** button next to the document you want to change. The Edit Document window displays.
2. Select a different tool in the **Campus Tool** dropdown list.
3. Click the **Save** button.

The screenshot shows the 'Upload Document' interface. On the left is a 'Document List' table with columns for 'Date Uploaded', 'Name', and 'File Description'. A document named 'Photo Release Form' is listed with a date of '04/28/2021 10:38 AM'. On the right is an 'Edit Document' modal window. It contains fields for 'Name' (filled with 'Photo Release Form') and 'Description'. Below these is a 'Campus Tool' dropdown menu. The dropdown is open, showing a list of options including 'Person Documents (default)', 'Student Information > General > Summary', 'Student Information > General > Enrollments' (which is highlighted in blue), 'Student Information > General > Schedule', 'Student Information > General > Attendance', 'Student Information > General > Flags', 'Student Information > General > Transcript', 'Student Information > General > Credit Summary', 'Student Information > General > Assessment', 'Student Information > General > Transportation', 'Student Information > General > Fees', 'Student Information > General > Lockers', and 'Student Information > General > Graduation'. A red rectangular box highlights the entire dropdown menu area. Below the screenshot, the text 'Move Document to Another Campus Tool' is displayed in a light gray font.

Download a Document

1. Click the document name in the **Name** column. A window displays that allows you to save the file.
2. Click the **Save** button.