Manage Document Attachments

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

Upload a Document | Delete a Document | Replace a Document | Edit File Information | Move File to a new Campus Tool | Download a Document

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.

Documents Editor on Census Tool
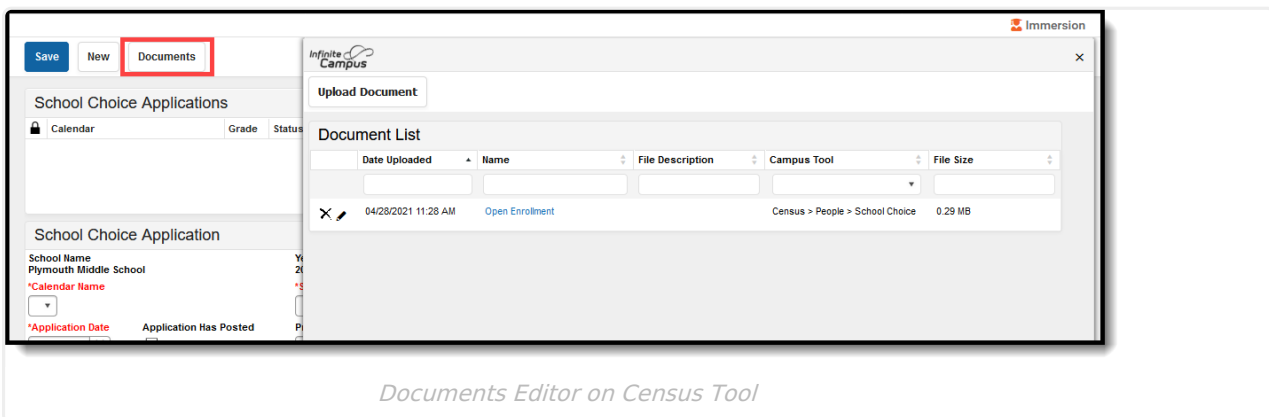
See the Manage Documents Uploaded on Custom Tabs for additional information.
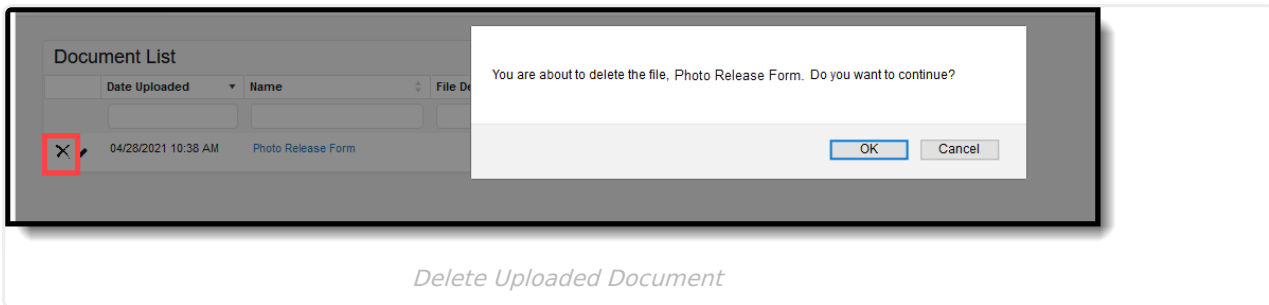
Upload a Document

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.

Delete Uploaded Document

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.

Replace Uploaded Document
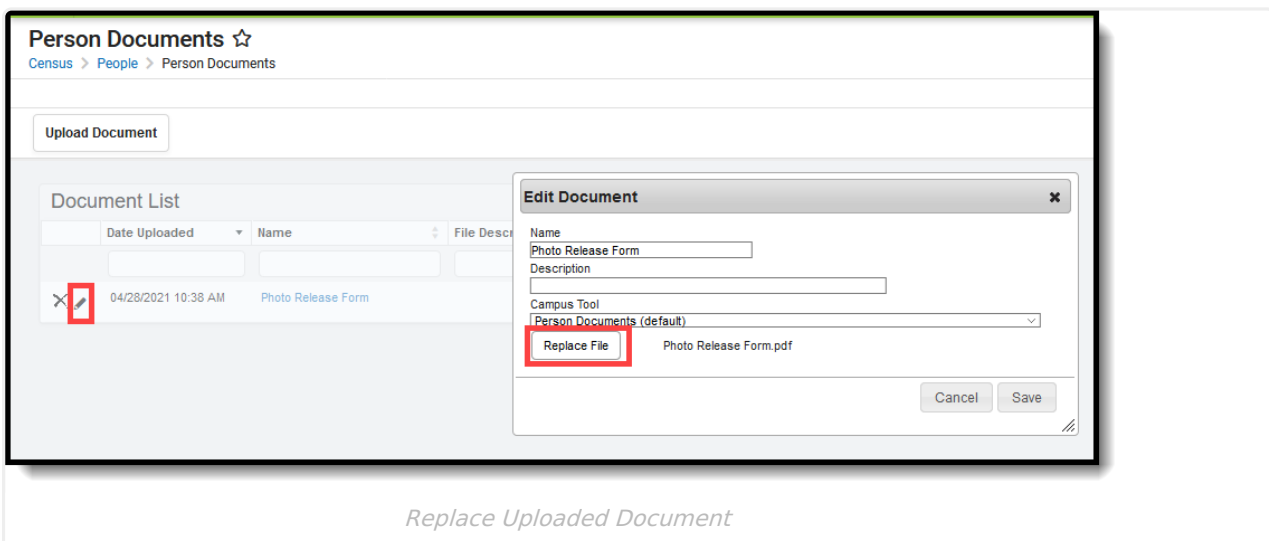
Edit File Information

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.

Edit Uploaded Document
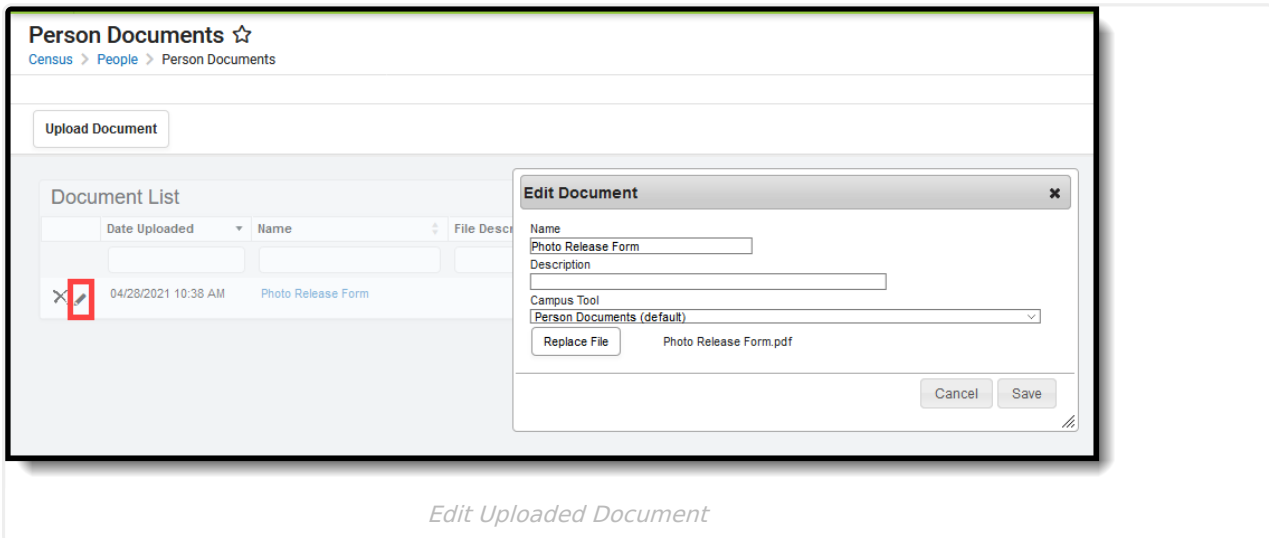
Move File to a new Campus Tool

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.

Move Document to Another Campus Tool

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.