Person Documents Usage Report

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

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PATH: *System Administration > Digital Repository > Reports > Person Documents Usage Report*

Search Term: *Person Documents Usage Report*

The Person Documents Usage Report helps you track and analyze the number and size of files stored in the Digital Repository by the Person service. The report includes a summary view of currently stored files.

Person Documents Usage Report Editor

Generating the Report

PATH: *System Administration > Digital Repository > Reports > Person Documents Usage Report*

1. Select the **Campus Tool** for which you want a report.

> Select **All** to retrieve information for all tools.

2. Select an Ad Hoc Filter to further narrow the report results.

> Ad Hoc Filters do not limit report results to specific calendars in this report.

- **Ad Hoc Filter (uploaded by)**. This option narrows report results to the Person ID(s) in the filter who logged in and uploaded a file.

- **Ad Hoc Filter (uploaded for)**. This option narrows report results to the Person ID(s) in the filter to whom files are attached.
3. Select one of the following **Group By** options to group reports results.
   - **Campus Tool**
   - **Uploaded By**
   - **Uploaded For**
   - **File Type**

4. Mark the **Include Detail** checkbox to include information about each file like the file name, the upload date, file size and file type.

5. Select whether you want the report in **PDF** or **CSV** format.
6. Click the **Generate Report** button.
   Result
   The report displays in the format you selected.

Report Examples

0347 Campus District Generated on 01/02/2014 10:34:33 AM Page 1 of 1	Person Documents Usage Report Grouped By: Campus Tool	

Person Documents Usage Summary by Campus Tool

Campus Tool	File Count	File Storage (MB)
Person Documents (default)	22	0.03
Student Information > General > Summary	1	0.00
Student Information > General > Fees	1	0.02
Student Information > General > Athletics	1	1.89
Student Information > General > Custom Tab	4	0.66
FRAM > Eligibility	2	2.14
Total	**31**	**4.74**

Example 1. Person Documents Usage Report Grouped by Campus Tool

0347 Campus District Generated on 01/02/2014 10:40:55 AM Page 1 of 1	Person Documents Usage Report Grouped By: Uploaded For	

Person Documents Usage Summary by Uploaded For

Uploaded For	File Count	File Storage (MB)
Student, Amy	22	0.02
Student, John	3	0.13
Teacher, Joe	6	4.59
Total	**31**	**4.74**

Example 2. Person Documents Usage Report Grouped by Uploaded For

Person Documents Usage Summary by File Type

File Type	File Count	File Storage (MB)
csv	2	0.00
docx	1	0.02
gif	20	0.02
pdf	2	2.42
PNG	4	0.04
xlsx	1	0.12
zip	1	2.11
Total	**31**	**4.73**

Person Documents File Detail

Campus Tool	Name	Uploaded By	Uploaded For	Upload Date	File Size (MB)	File Type
Student Information > General > Summary	Address Info	System, Administrator	Brown, Lisa	12/30/2013 10:55 AM	0.00	csv
Student Information > General > Athletics	Medical	System, Administrator	Brown, Lisa	12/30/2013 12:25 PM	1.89	csv
Student Information > General > Fees	Library Fee	System, Administrator	Brown, Lisa	12/19/2013 12:14 PM	0.53	docx
Person Documents (default)	Enrollment History	System, Administrator	Brown, Lisa	12/15/2013 12:00 AM	0.00	gif
Person Documents (default)	Behavior Notice	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.04	gif
Person Documents (default)	Enrollment History	System, Administrator	Cook, Scott	12/15/2013 12:00 AM	0.12	gif
Student Information > General > Summary	Address Info	System, Administrator	Cook, Scott	12/23/2013 3:32 PM	2.11	gif

Example 3. Person Documents Usage Report Grouped by File Type with Detail