

Enable and Disable Document Upload (Person Tab)

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

For the most up-to-date information on this functionality, please see the [Digital Repository Preferences](#) article.

Classic View: *System Administration > Digital Repository > Preferences > Person*

Search Term: *Digital Repository Preferences*

You can enable and disable the Document upload button for specific tools, including [Custom Tabs](#), within Campus.

To give users access to the document upload feature, mark the checkbox next to the tool(s) where the **Documents** button should appear and click **Save**.

To use the Document feature, users must have **tool rights to the tool** on which the Documents button appears. Read/Write (RW) rights allow the user to view the document, edit details (description and file name) and replace a file. Add (A) rights allows the user to upload a new document and Delete (D) allows the user to delete a document.

Clearing the checkbox next to the tool disables the users ability to upload documents and hides the Documents button.

Previously uploaded documents are **NOT** removed. Disabling the Documents button only disables the user's ability to add additional documents.

Person ☆

System Settings > Digital Repository > Person

Save

Campus Tool Preferences

Enable Document Upload in the following locations

Select All

- Student Information
 - General
 - Academic Planning
 - Program Participation
 - Medicaid
 - Response to Intervention
- Census
 - People
 - Program Participation
- FRAM
 - Eligibility

Person Tab

Classic Campus

Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript | Credit Summary | Asses

Person Summary Report
 Person Summary Report w/ Picture
 Print Mailing Label
 Print Envelope
 Documents

Person Information

PersonID	79183		
Name	SMITH, JENNIFER		
Nickname			
Gender	Race Ethnicity		

New Look and Feel of Campus

Classic Campus

Summary ★

[Student](#) > [General](#) > [Summary](#)

Person Information



Full Name	Grade	Birth Date	Age	Student Number
Person, Test	11	1/1/01	19	848582

[Show More](#)

Households

Household PRIMARY

Household Address



Self
Person, Test

ENROLLMENT

2018-19 Robbinsdale
Cooper Hig

Grade
11

Reports

Documents

Example of Documents Button on Summary Tool