

Attaching a Document to An Event

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Event Summary Screen

- Open an event to the Event Summary screen

The screenshot shows a window titled "Event Summary" with a close button (X) in the top right corner. The window is divided into two main sections: "Basic Information" and "Notes (Add/Edit | Show My Notes)".

Basic Information	
Event ID:	170002601
Disease:	Coronavirus (COVID-19)
Person:	Pepsi Cola Birth Date: 01/16/1994 (28 Female)
Type:	Batch
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Linked Exposure Sites:	0 linked exposure site(s) (View)
Attachments:	0 attachment(s) (Add)
Notifications:	Best date for illness identification is missing
	Classification: Confirmed
	Event is in workflows (View List)
	County of residence: Mecklenburg County
	[Show More]
	Active outbreak: Mecklenburg East Mecklenburg High School 2022 (Link to Outbreak) (Open)
	Active outbreak: Mecklenburg COVID-19 Youth Group

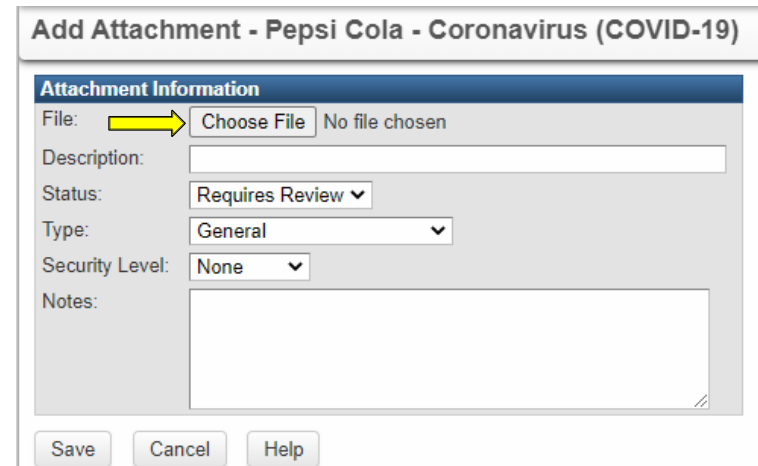
The "Notes" section is currently empty.

- Click the [Add](#) hyperlink in the Attachments row

This image is a close-up of the "Attachments" row from the screenshot above. It shows the text "0 attachment(s) ([Add](#))" with a yellow arrow pointing to the "Add" hyperlink.


Add Attachment Screen

- From the Add Attachment screen, click the ‘Choose File’ button to open your file explorer window



Add Attachment - Pepsi Cola - Coronavirus (COVID-19)

Attachment Information

File:  Choose File No file chosen

Description:

Status: Requires Review ▼

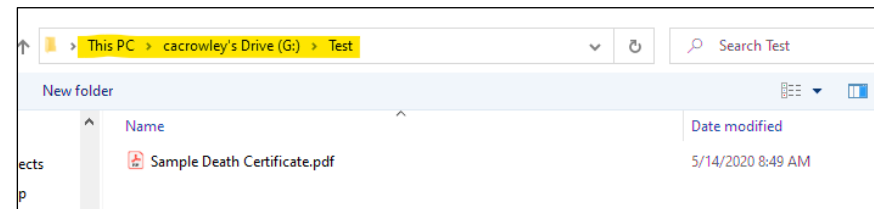
Type: General ▼

Security Level: None ▼

Notes:

Save Cancel Help

- From your file explorer window, navigate to the location of the file you need to upload
- Select the file you need to upload and click the Open button



Attachment Information

- Enter a description – do not use any Personally Identifiable Info (PII) in the name
- Select a Type, use “General” if your document type isn’t specified
- Click the Save button

The screenshot shows a dialog box titled "Attachment Information" with the following fields and controls:

- File:** A "Choose File" button followed by the text "Sample Dea...ertificate.pdf".
- Description:** A text input field containing "COVID_170002601 Death Certificate". A yellow arrow points to this field from the right.
- Status:** A dropdown menu with "Requires Review" selected.
- Type:** A dropdown menu with "General" selected. A yellow arrow points to this field from the right.
- Security Level:** A dropdown menu with "None" selected.
- Notes:** A large empty text area.
- Buttons:** "Save", "Cancel", and "Help" buttons at the bottom. A yellow arrow points to the "Save" button from the left.

Manage Attachments

- You will be taken to the Manage Attachments screen where you can see the Attachment you uploaded and any other attachments for this event
- Click the Dashboard button to return to the Event Summary screen

Manage Attachments - Pepsi Cola - Coronavirus (COVID-19)


Attachments									
Create Date	Person	File	Description	Status	Type	Updated By	Security Level	Action	
02/22/2022	Pepsi Cola	Sample Death Certificate.pdf	COVID_170002601 Death Certificate	Requires Review	General	Christy Crowley	None	Download	Edit

Showing 1 to 1 of 1 entries

Filter:

First Previous **1** Next Last

[Add Attachment](#) [Dashboard](#) [Help](#)



Event Summary Screen

- The Event will now display the attachment on the Event Summary screen

Event Summary	
Basic Information	
Event ID:	170002601
Disease:	Coronavirus (COVID-19)
Person:	Pepsi Cola Birth Date: 01/16/1994 (28 Female)
Type:	Batch
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Linked Exposure Sites:	0 linked exposure site(s) (View)
Attachments:	1 attachment(s) (Add) (View)
Notifications:	Best date for illness identification is missing
	Classification: Confirmed



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