north carolina NCEDSS electronic disease surveillance system

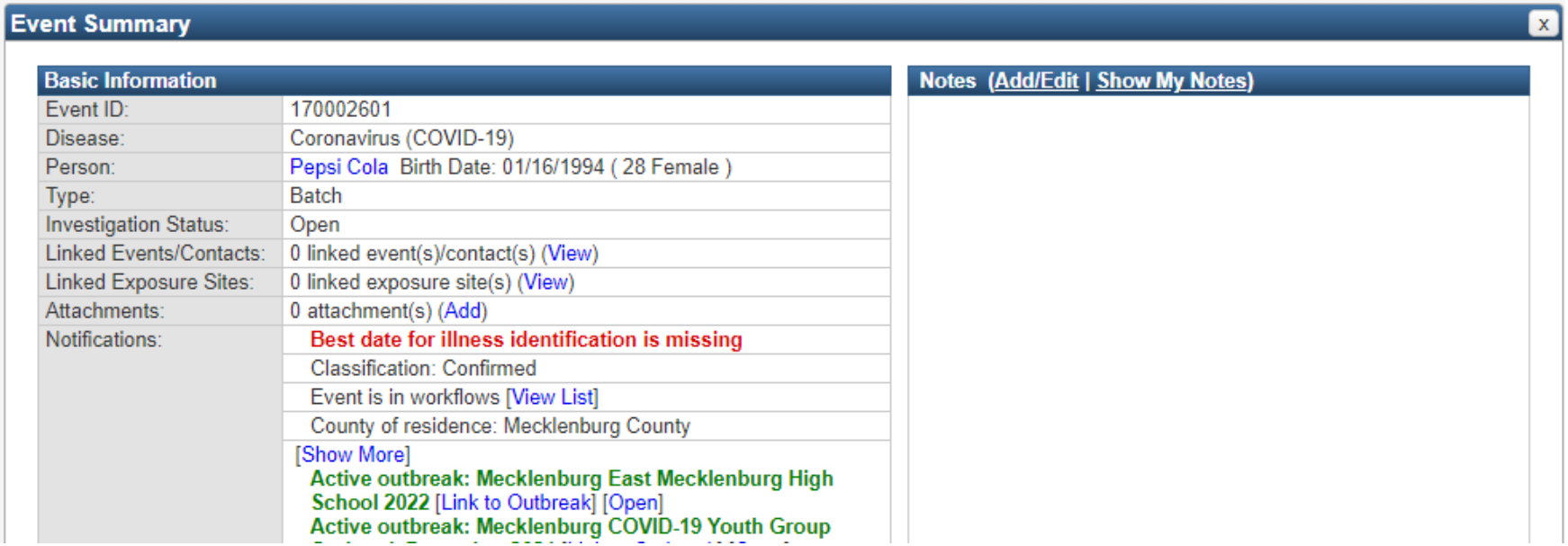
Attaching a Document to An Event

February 2022

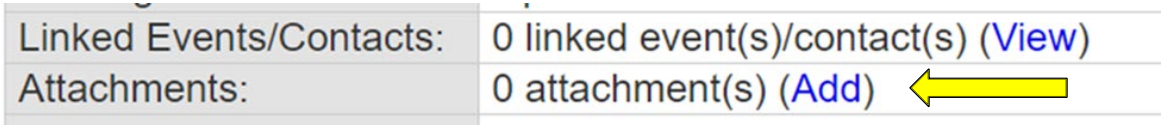
Trainings: ncedsstrainings@dhhs.nc.gov
Helpdesk: NCEDSSHelpDesk@dhhs.nc.gov

Event Summary Screen

- Open an event to the Event Summary screen

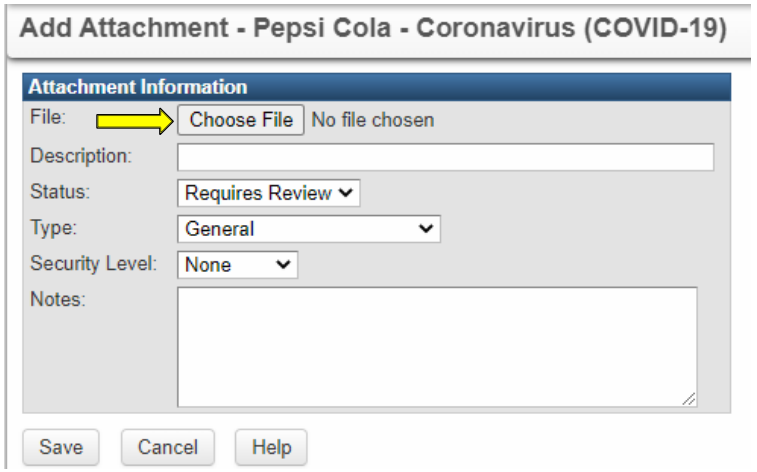


- Click the Add hyperlink in the Attachments row

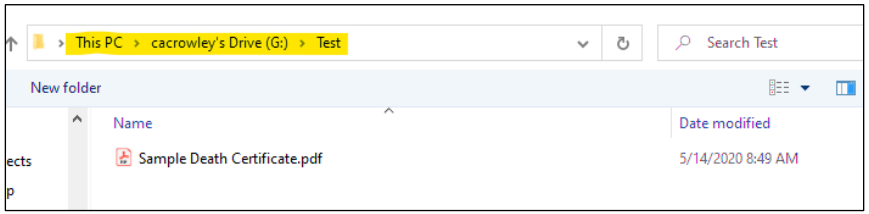


Add Attachment Screen

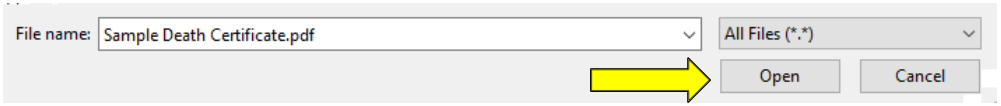
- From the Add Attachment screen, click the ‘Choose File” button to open your file explorer window



- From your file explorer window, navigate to the location of the file you need to upload

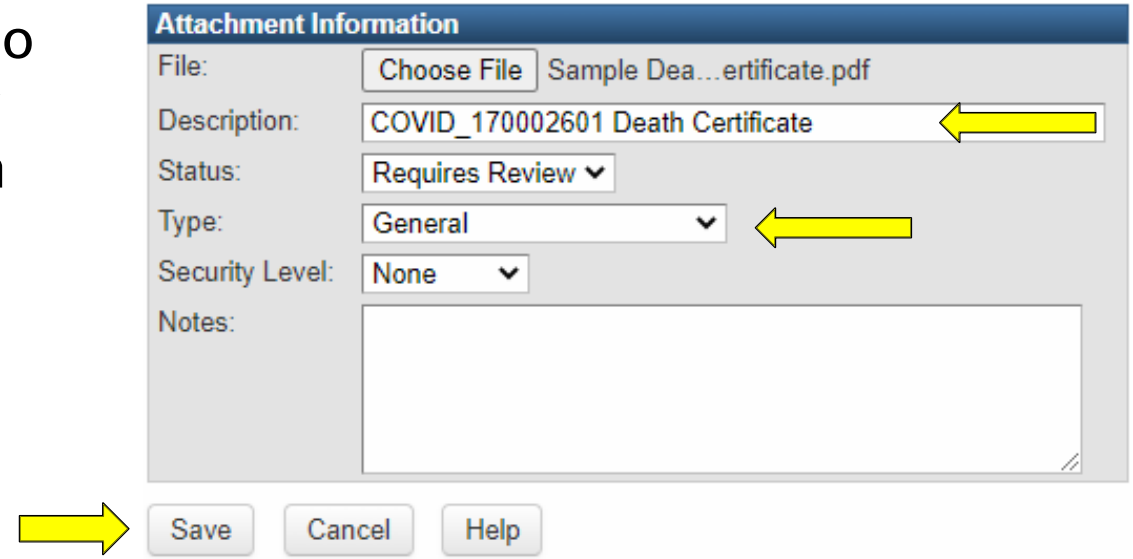


- Select the file you need to upload and click the Open button



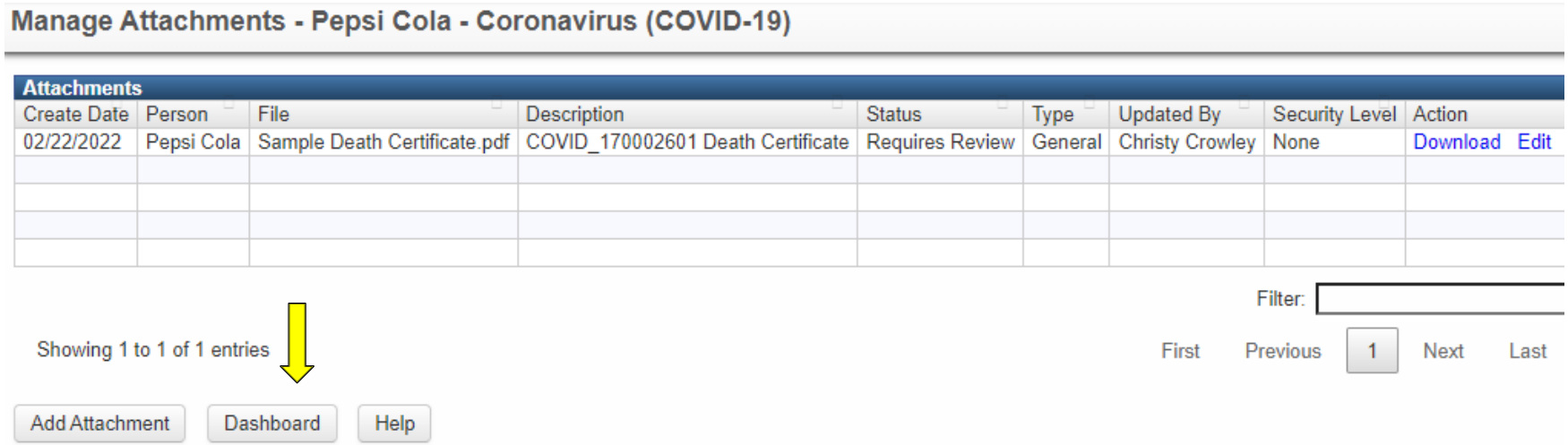
Attachment Information

- 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



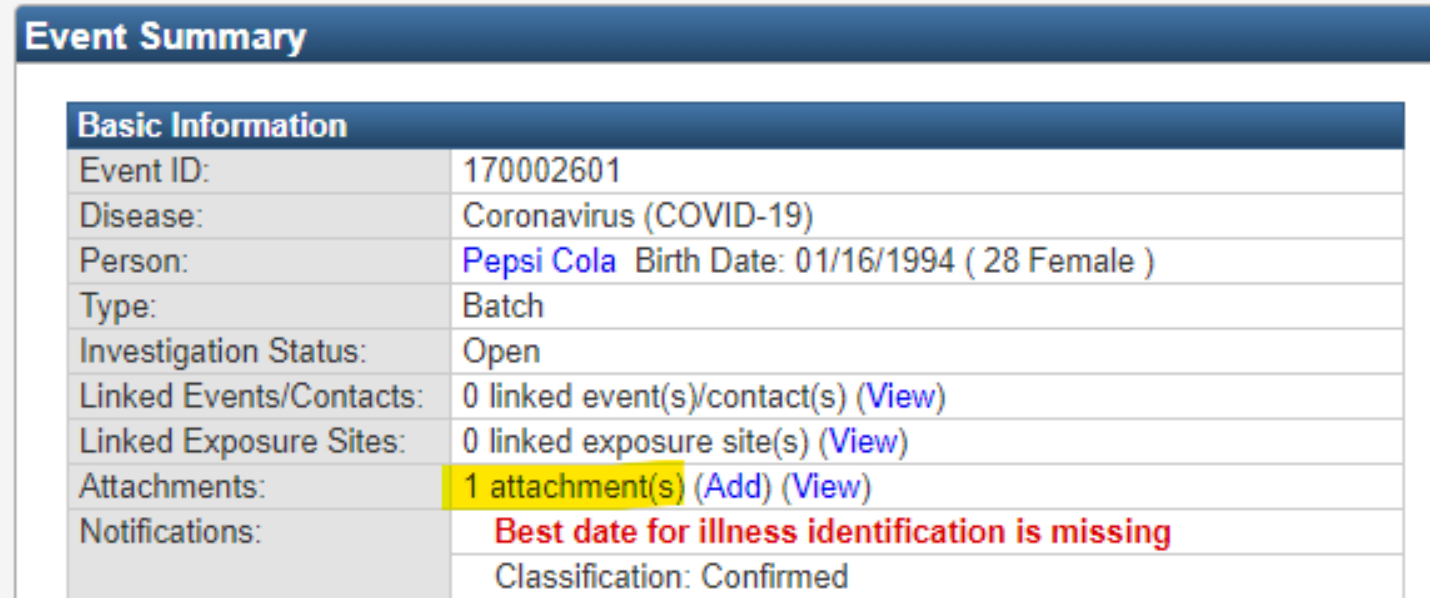
Manage Attachments

- 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



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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