

Attaching a Document to an Event

July 2024

Event Summary Screen

- Open an event to the Event Summary screen

The screenshot shows a web application window titled "Event Summary". It is divided into two main sections: "Basic Information" and "Notifications".

Basic Information:

Case ID:	COVID_121281646
Disease:	Coronavirus (COVID-19)
Name:	Pepsi Cola
Birth Date:	01/16/1994
Age:	29
Gender:	Male
Type:	Interactive
Investigation Status:	Open (Change to Closed)
Linked Events/Contacts:	0 (View)
Attachments:	0 (Add)

Notifications:

- Concerns 2**
 - Race has not been selected for this person
 - Best date for illness identification is missing
- Disease Classification 1**
 - Classification: Confirmed
- General Notifications 1**
 - County of residence: Polk County
- General Notifications 1**
 - Earliest COVID-19 Diagnosis Date: 12/20/2022
- Outbreaks 378** [Show More](#)
 - Active outbreak: **Blah blah blah** [Link to Outbreak] [Open]
 - Active outbreak: **Test for LHD 2** [Link to Outbreak] [Open]

Notes: No data available for this section

- 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 "Attachments: 0 attachment(s) (Add)". A yellow arrow points to the "Add" hyperlink.

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

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

Attachment Information

File: Choose File No file chosen

Description:

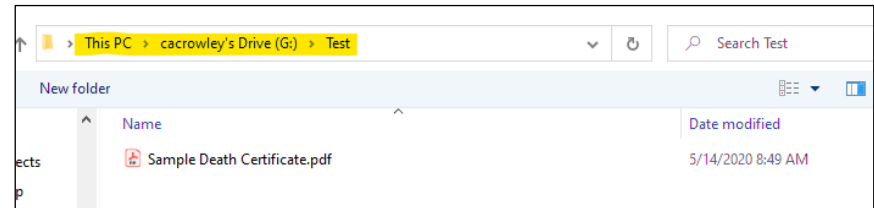
Status: Requires Review ▼

Type: General ▼

Security Level: None ▼

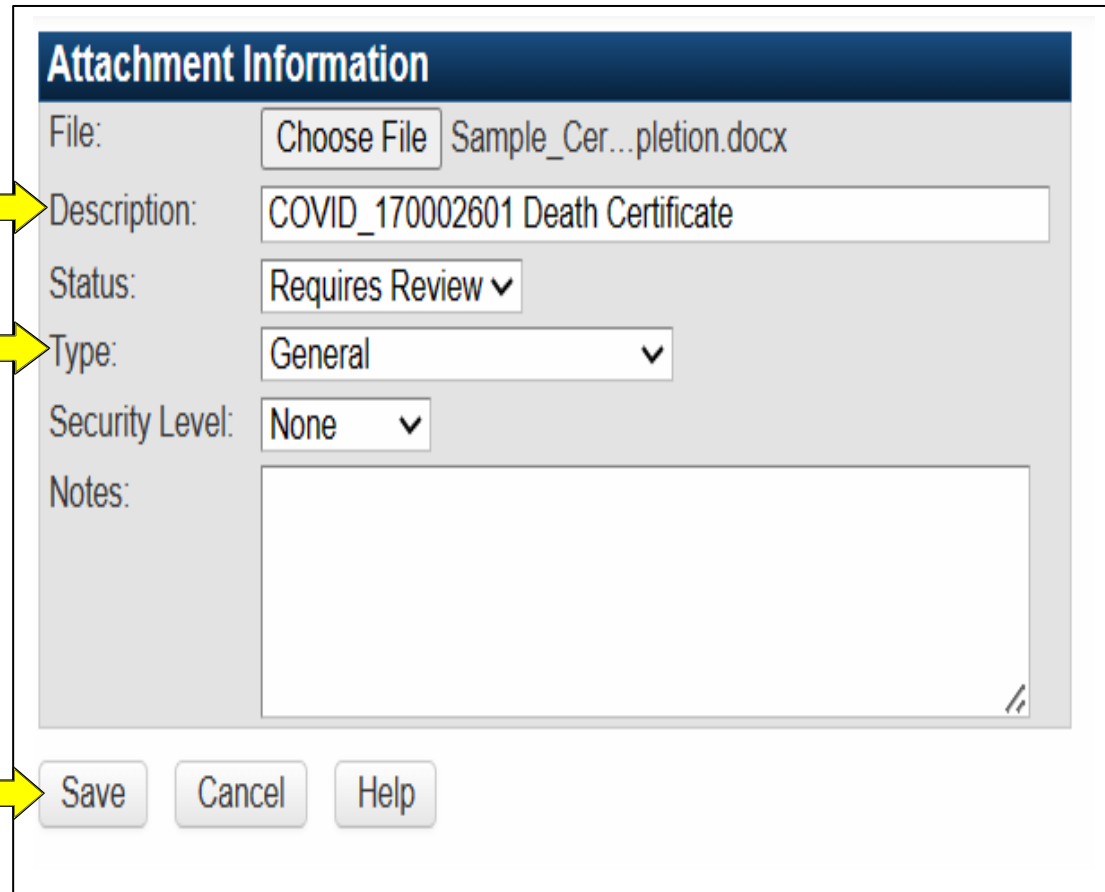
Notes:

Save Cancel Help



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 form titled "Attachment Information" with the following fields and controls:

- File:** A button labeled "Choose File" followed by the text "Sample_Cer...pletion.docx".
- Description:** A text input field containing "COVID_170002601 Death Certificate". A yellow arrow points to this field.
- Status:** A dropdown menu showing "Requires Review".
- Type:** A dropdown menu showing "General". A yellow arrow points to this field.
- Security Level:** A dropdown menu showing "None".
- Notes:** A large empty text area.
- Buttons:** At the bottom, there are three buttons: "Save", "Cancel", and "Help". A yellow arrow points to 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

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

Basic Information	
Case ID:	COVID_121281646
Disease:	Coronavirus (COVID-19)
Name:	Pepsi Cola
Birth Date:	01/16/1994
Age:	29
Gender:	Male
Type:	Interactive
Investigation Status:	Open (Change to Closed)
Linked Events/Contacts:	0 (View)
Attachments:	1 (Add) (View)

Notifications	
Concerns	2



Thank you for joining today!

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