


Title: Create and Document New File(s)/Image(s)

Description: Provides steps and detailed information on uploading one or many files, including video and sound files.

Keywords: Attach File(s); View File(s); Attachments; Images; Uploads

Files can be uploaded from the View File(s) tab of the Investigation and clicking +New Attachment. Upon clicking +New Attachment, the New Attachment page displays.

 You have 2 notifications. Select to view. ▼

2020-600540
Investigation · Details ▼


Open Status --- Determination ▼

Investigation - BPF Stage
Active for 4 days <

Initiating (4 D) ○ Assessing ○ Closing ○ >

General Participants & Background Checks Present Danger Assessment **View File(s)** Investigative Activities Knowledge Article ⋮

+ New Attachment ↻ Refresh ⋮

<input checked="" type="checkbox"/> Name ↑ ▼	Description ▼	Azure Blob Url ▼	Image Catego... ▼	Image Type ▼	Created On ▼
 No data available.					

The Documentation

When the New Attachment page displays, it captures the following fields and information:

- Participants, which provides the ability to associate a file to one or more people
- Image Type
- Description
- Date Obtained, which defaults to the current system date
- Attach file, which provides the ability to browse and associate a file

← Save Save & Close + New Refresh Flow ▾

Attach Files

Attachment

2020-600540
Investigation ▾

General Related

Participants

Refresh ⋮

✓ Participant ↑ ▾

Related ▾



Notification Brother (910001423)	No
Notification Child (910001421)	No
Notification Father (910001425)	No
Notification Mother (910001424)	No
Notification Sister (910001422)	No

Image Type

Description

Date Obtained

10/19/2020



There is nothing attached.

Attach file

The Documentation

In order to associate one or more people with the uploaded file, you must select Yes from the Related drop down. However, to ensure all the selected participants are associated, once you have selected Yes for the applicable participants you MUST click the miniature Save button that becomes enabled once you make a selection in the table. You are not required to associate participants to an uploaded file, but have the option to, if applicable.

The screenshot shows the 'Attach Files' interface. At the top, there is a navigation bar with buttons for 'Save', 'Save & Close', 'New', 'Refresh', and 'Flow'. Below this, the page title is 'Attach Files' with a sub-header 'Attachment'. On the right, there is a dropdown menu showing '2020-600540 Investigation'. The main content area has two tabs: 'General' (selected) and 'Related'. A table titled 'Participants' is displayed with the following data:

Participant	Related	
Notification Brother (910001423)	Yes	
Notification Child (910001421)	Yes	
Notification Father (910001425)	No	
Notification Mother (910001424)	No	
Notification Sister (910001422)	No	

The 'Related' column for the 'Notification Sister' row is highlighted with a red box, and a dropdown menu is open showing 'No', 'No', and 'Yes' options. To the right of the table, there is an 'Image Type' dropdown menu and a 'Description' text area. At the bottom of the interface, there is a status bar with 'Active' and a 'Save' button.

If applicable, once you have selected the appropriate participants, then you must select the appropriate Image Type. The Image Category does not have to be selected because it is automatically set to Child Investigation. As with current functionality, you are able to select from Evidence, Investigation Document and CPT Reports/Reports from Other Professionals.

Image Type

The image shows a dropdown menu for selecting the Image Type. The options are:

- Evidence
- Investigation Document
- CPT Reports/Reports from Other Professionals

Once you have selected the Image Type, you must enter a Description regarding the file being uploaded and ensure you document the correct Date Obtained. As mentioned previously, Date Obtained defaults to the current system date, but can be updated by simply clicking the calendar icon and selecting the applicable date.

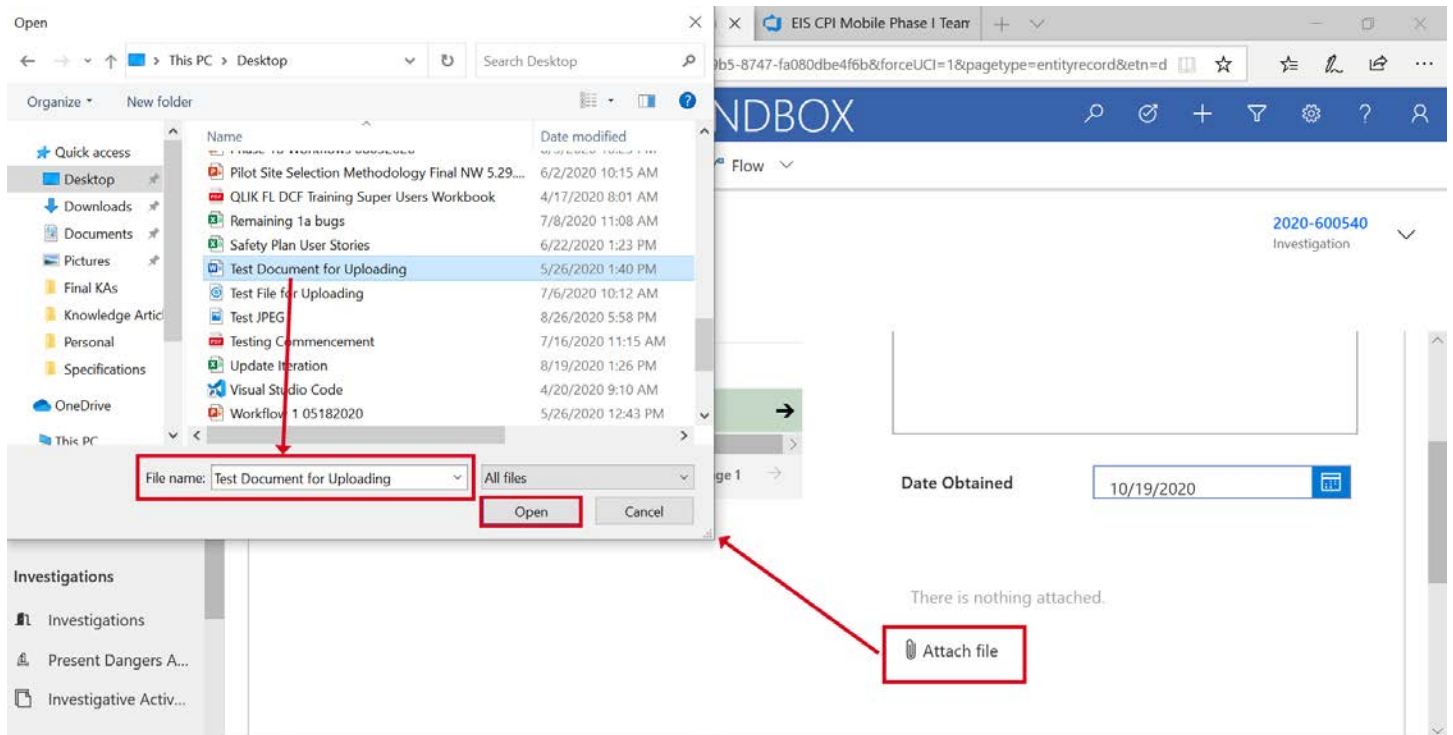
Description

Enter description regarding the file being uploaded.

Date Obtained

10/19/2020

Upon selecting the Attach File option, the standard browse and select feature displays. Search and select/click on the applicable file to upload, which populates the File name field and then click the Open button.



The Documentation

Upon clicking Open, you are returned to the New Attachment page and a message displays at the top of the screen, above the Image Type drop down, indicating "Upload Completed". At this point if you need to upload many files, you don't have to start back over. Instead, the related participants remain as selected, as does the Image Type. Only the Description and Date Obtained have to be re-documented/selected, respectively. Therefore, you are able to document another Description, select the applicable Date Obtained, update any of the participants related or Image Type, if necessary, and upload the next file. REMEMBER: if you make an update to the related participants, you MUST click the miniature Save icon in the top right of the participant table.

The screenshot shows the 'Attach Files' page for investigation 2020-600540. The 'General' tab is active. A table lists participants with columns for 'Participant', 'Related', and an action icon. The 'Notification Sister' row is highlighted in green. An 'Upload Completed' notification is displayed at the top right. The 'Image Type' dropdown is set to 'Evidence' and the 'Description' field is empty.

Participant	Related	Action
Notification Brother (910001423)	Yes	
Notification Child (910001421)	Yes	
Notification Father (910001425)	No	→
Notification Mother (910001424)	No	
Notification Sister (910001422)	Yes	→

Once you are finished click the Save and Close button in the top left to return to the View File(s) tab.


The screenshot shows the 'Attach Files' page with the 'Save & Close' button highlighted in the top navigation bar. The 'Image Type' dropdown is set to 'Investigation Document' and the 'Date Obtained' field is set to 10/19/2020. The 'Description' field is empty.

Participant	Related	Action
Notification Brother (910001423)	Yes	
Notification Child (910001421)	Yes	
Notification Father (910001425)	No	
Notification Mother (910001424)	No	
Notification Sister (910001422)	Yes	→

The Documentation

Upon returning to the View File(s) tab, for every file you uploaded, using the Attach File option, a record is displayed in the table. The table captures the following information for each file uploaded:

- File Name (selecting will launch the associated Attachment screen)
- Description documented
- Link (Azure Blob URL) to the attached file (selecting will launch the attached file)
- Image Category
- Image Type
- Created On Date and Time

 You have 2 notifications. Select to view. ▼

2020-600540
Investigation · Details ▼ Open Status | --- Determination ▼

Investigation - BPF Stage Active for 4 days < Initiating (4 D) Assessing Closing >

General | Participants & Background Checks | Present Danger Assessment | View File(s) | Investigative Activities | Knowledge Article | ...

<input checked="" type="checkbox"/>	Name ↑ ▼	Description ▼	Azure Blob Url ▼	Image Catego... ▼	Image Type ▼	Created On ▼	+ New Attachment ↻ Refresh ⋮
	2020-600540-Test Document for Uploading.docx	Enter descri...	https://fldcfgccfsi	Investigation	Evidence	10/19/2020 1:44...	
	2020-600540-Test Document for Uploading.docx	Adding a 3r...	https://fldcfgccfsi	Investigation	CPT Reports...	10/19/2020 3:54...	
	2020-600540-Test JPEG.JPG	Added a 2n...	https://fldcfgccfsi	Investigation	Investigatio...	10/19/2020 3:47...	