

Browser Settings, Event Attachments and Sharing Events

March 2022

Trainings: ncedsstrainings@dhhs.nc.gov

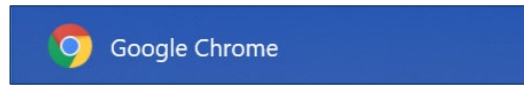
Helpdesk: NCEDSSHelpDesk@dhhs.nc.gov

Browser Settings: Deleting Browser History

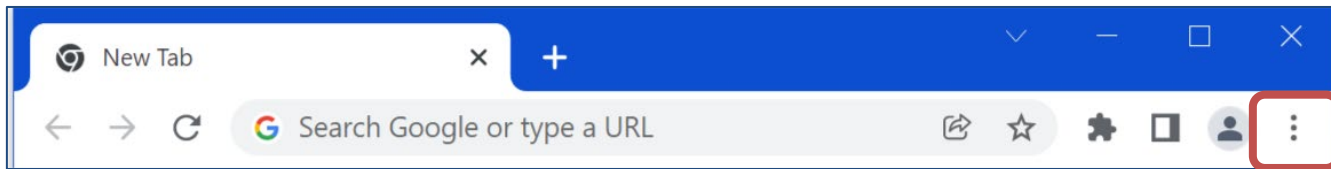
»» Chrome & Firefox

Deleting Browser History – Chrome

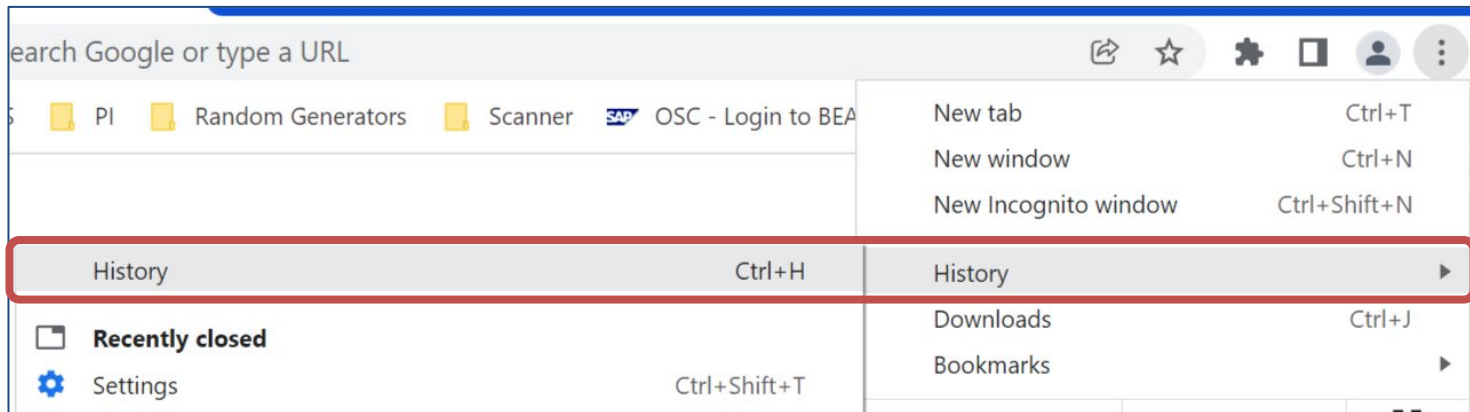
- Open Google Chrome



- At the top right, click the “Customize and control” menu

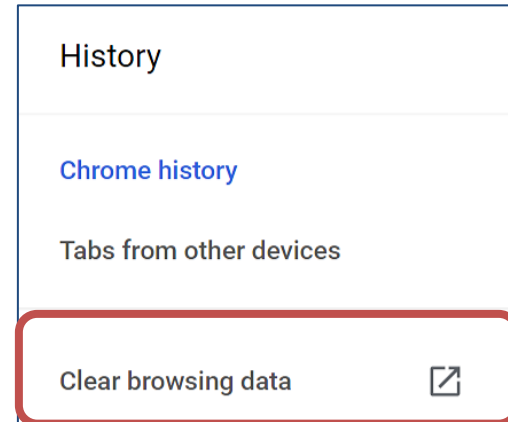
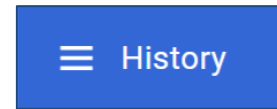


- Click History > History



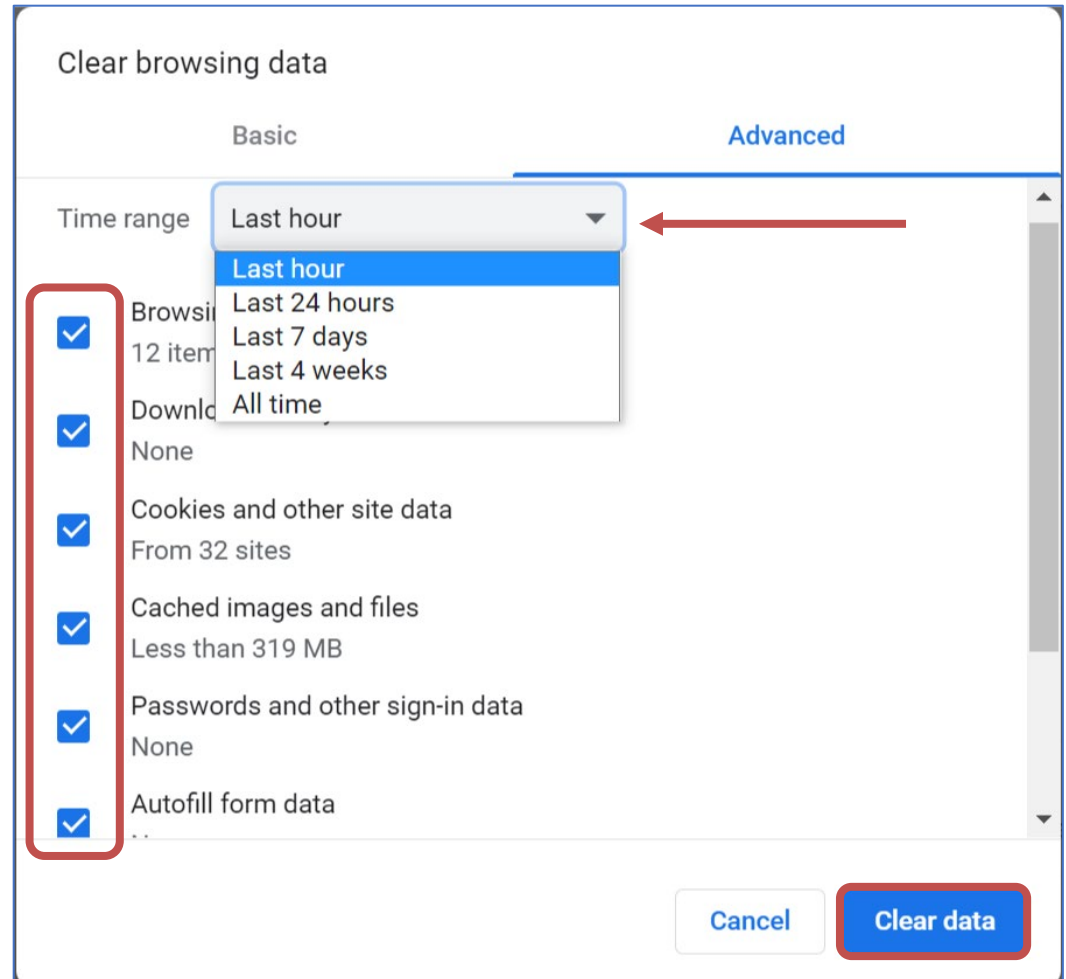
Deleting Browser History – Chrome

- Select History
- Click Clear browsing data
 - A new tab will open with the Clear browsing data window open



Deleting Browser History – Chrome

- Select how much history you want to delete from the Time range drop-down menu, (to clear everything, select All time)
- Check the boxes for the info you want Chrome to clear, including “browser history”
- Click Clear data





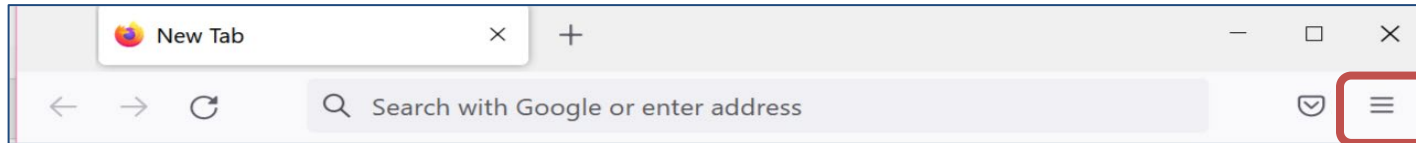
Deleting Browser History - Chrome

Deleting Browser History – Firefox

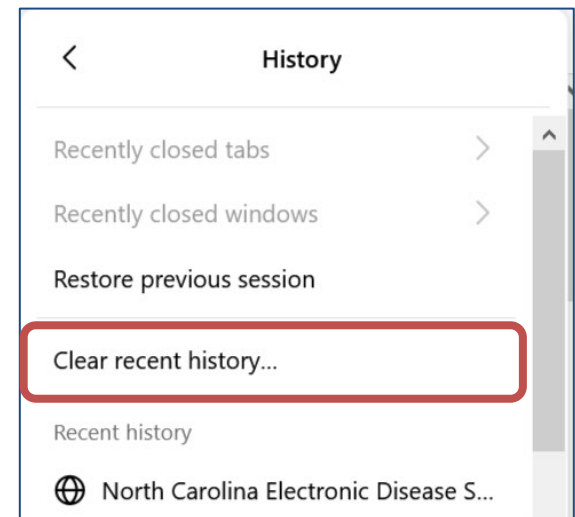
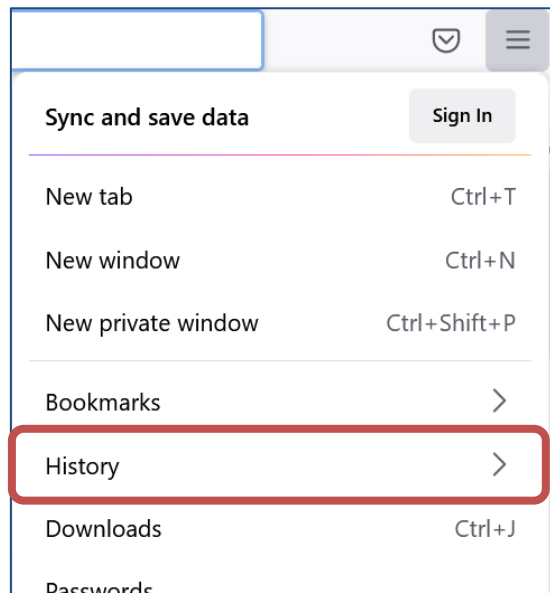
- Open Firefox



- Click on the Open Application Menu at the top right

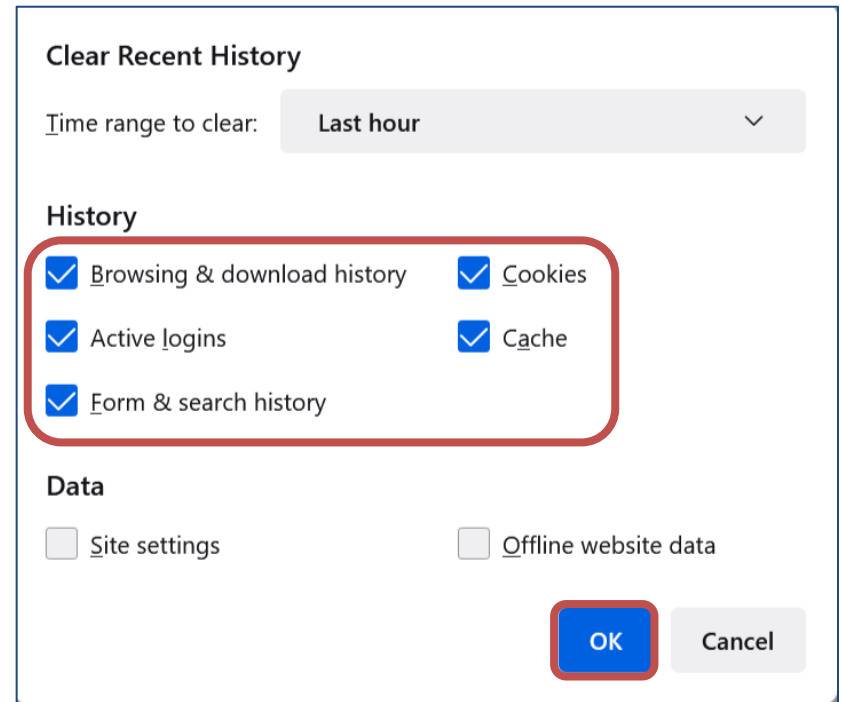
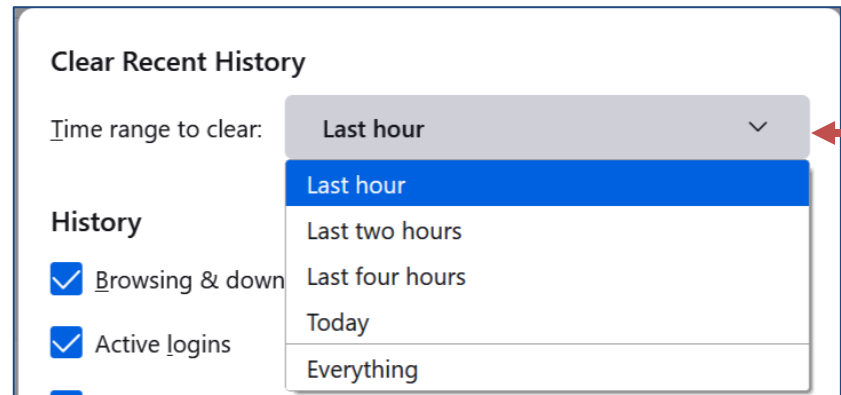


- Select History
 - Select Clear recent history



Deleting Browser History – Firefox

- Select how much history you want to delete from the Time range to clear drop-down menu (to clear everything, select Everything)
- Check the boxes for the data you want Firefox to clear, including “Browsing & download history”
- Click OK





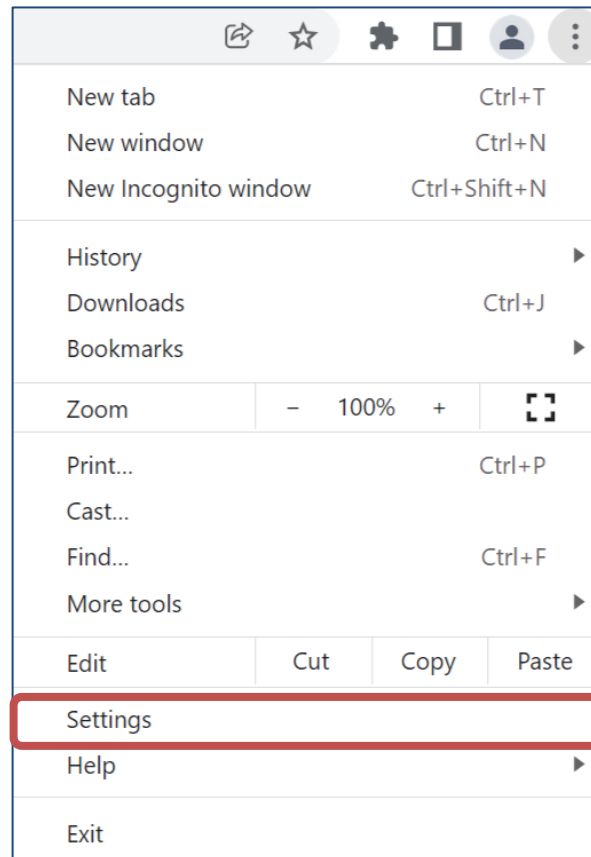
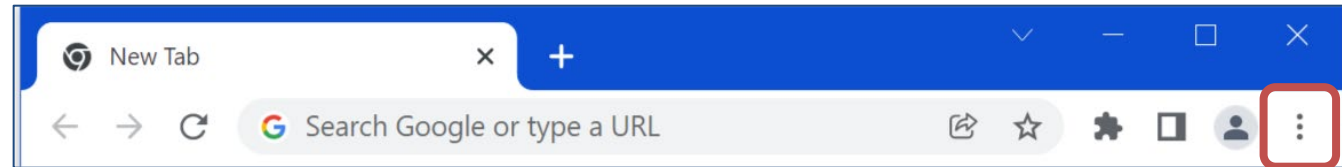
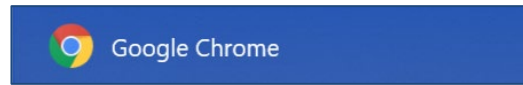
Deleting Browser History – Firefox

Disabling Autofill

»» Chrome & Firefox

Disabling Autofill – Chrome

- Open Google Chrome
- Click the “Customize and control” menu
- Select Settings

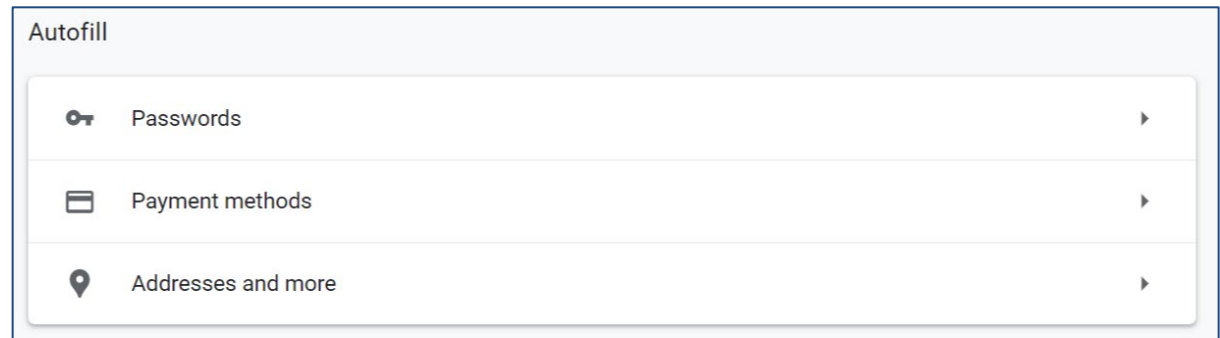
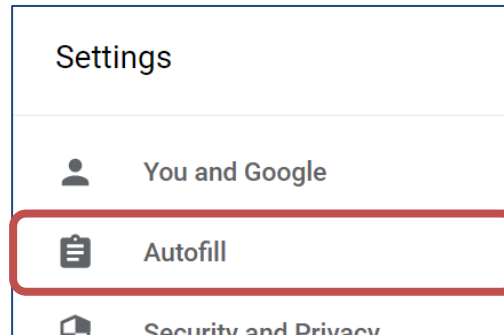


Disabling Autofill – Chrome

- Select Settings on the top left

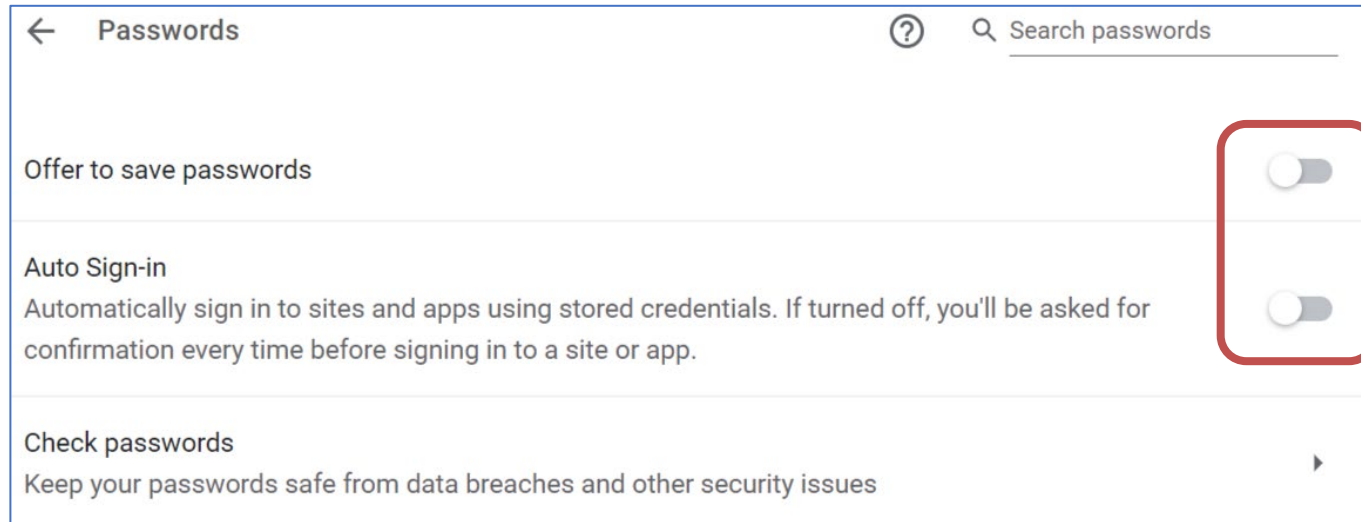


- Select Autofill

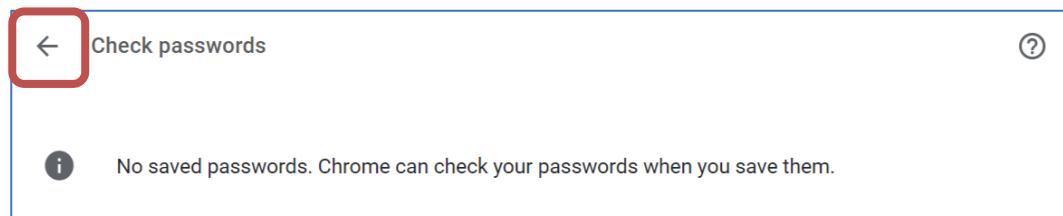


Disabling Autofill – Chrome

- Click on Passwords and toggle off all options



- Click on Check passwords to ensure there are no saved passwords

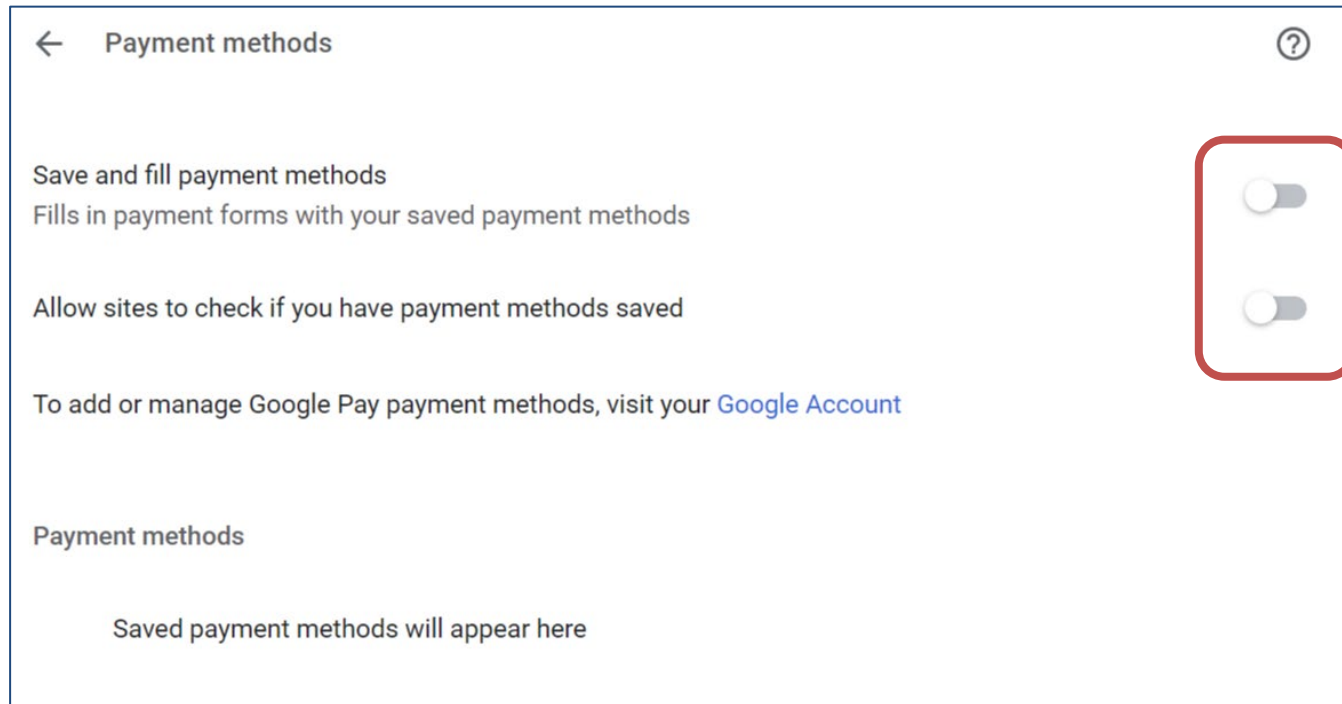


- Click the arrow to the left of Passwords to return to the previous menu

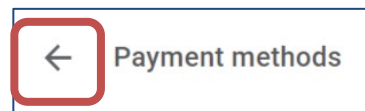


Disabling Autofill – Chrome

- Click on Payment Methods and toggle off all options

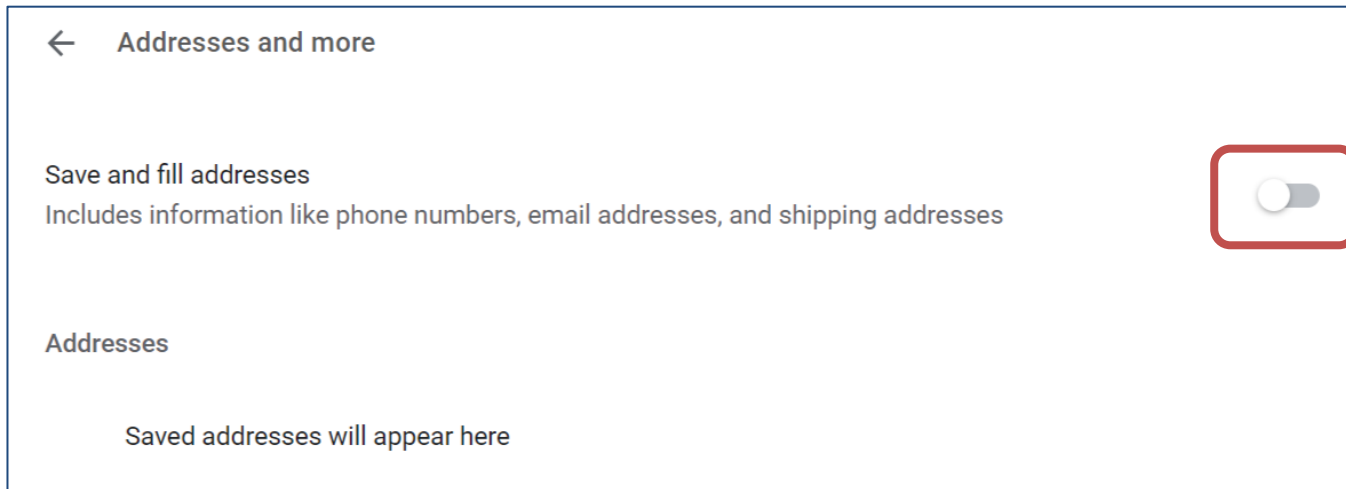


- Click the arrow to the left of Payment methods to return to the previous menu



Disabling Autofill – Chrome

- Click on Addresses and more and toggle off all options



- Click the arrow to the left of Addresses and more to return to the previous menu





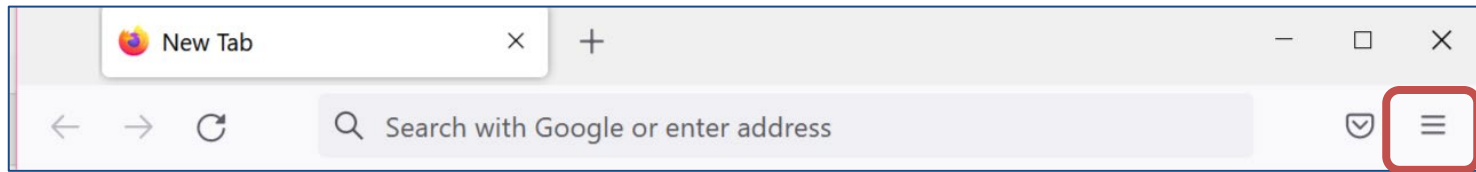
Disabling Autofill - Chrome

Disabling Autofill – Firefox

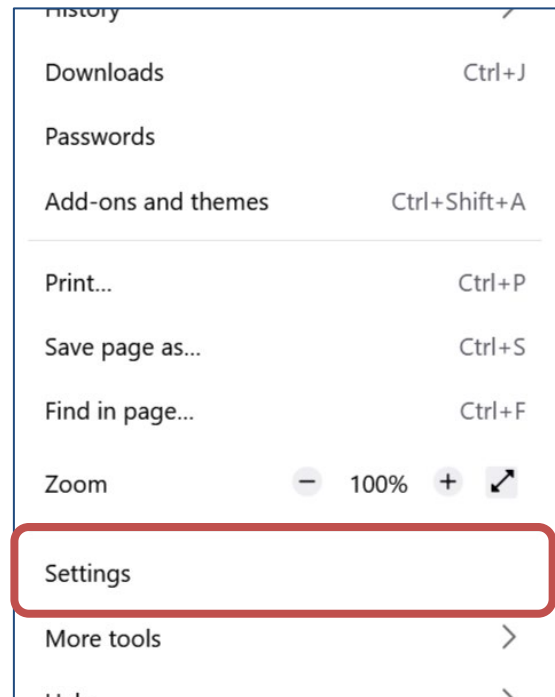
- Open Firefox



- Click the Open Application Menu at the top right



- Select Settings



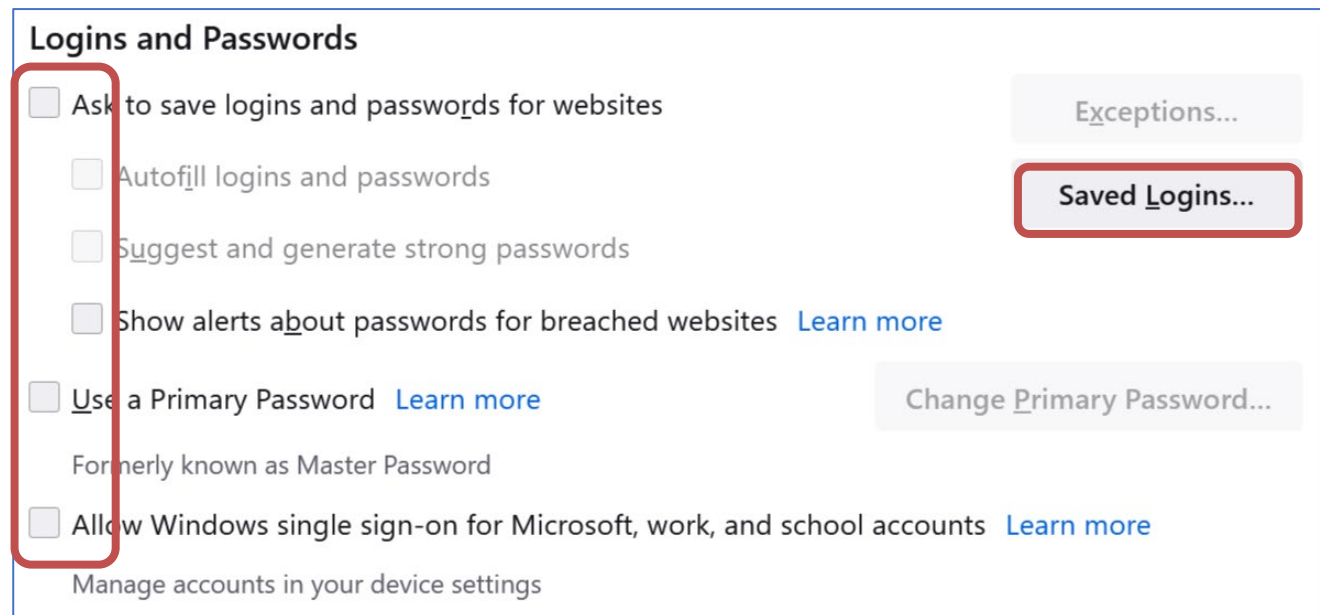
Disabling Autofill – Firefox

- Click on Privacy & Security on the left



- Logins and Passwords

- Unselect the check boxes
- Click on the Saved Logins and delete all, if any exist



Disabling Autofill – Firefox

- Forms and Autofill
 - Unselect all check boxes

Forms and Autofill

Autofill addresses [Learn more](#) Saved Addresses...

Autofill credit cards [Learn more](#) Saved Credit Cards...

Require Windows authentication to autofill, view, or edit stored credit cards. [Learn more](#)



Disabling Autofill – Firefox

Attachments



Adding an Attachment to a NC COVID Event

Event Summary Screen

- Open an event to the Event Summary screen
- Click the [Add](#) hyperlink in the Attachments row in the Basic Information section

Event Summary

Basic Information	
Event ID:	170002622
Disease:	Coronavirus (COVID-19)
Person:	Grape Sprite Birth Date: 01/23/1984 (38 Female) Phone: (555) 229-6600
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Attachments:	0 attachment(s) (Add)
Notifications:	Classification: Unspecified
	County of residence: Wake County
	Earliest COVID-19 Diagnosis Date: 03/10/2022
	[Show More]
	Active outbreak: Mecklenburg East Mecklenburg High School 2022 [Link to Outbreak] [Open] Active outbreak: Mecklenburg COVID-19 Youth Group Outbreak December 2021 [Link to Outbreak] [Open] Active outbreak: Mecklenburg Covid-19 Some Kind of School Cluster November 2021 [Link to Outbreak] [Open] Active outbreak: Wake County Elementary School Random Outbreak [Link to Outbreak] [Open] Active outbreak: Mecklenburg COVID-19 Small LTCF Outbreak November 2021 [Link to Outbreak] [Open]

[Edit Event Properties](#)

Add Attachment Screen

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

Add Attachment - Grape Sprite - Coronavirus (COVID-19)

Attachment Information

File: Death Certif...xample.docx

Description:

Status: ▾

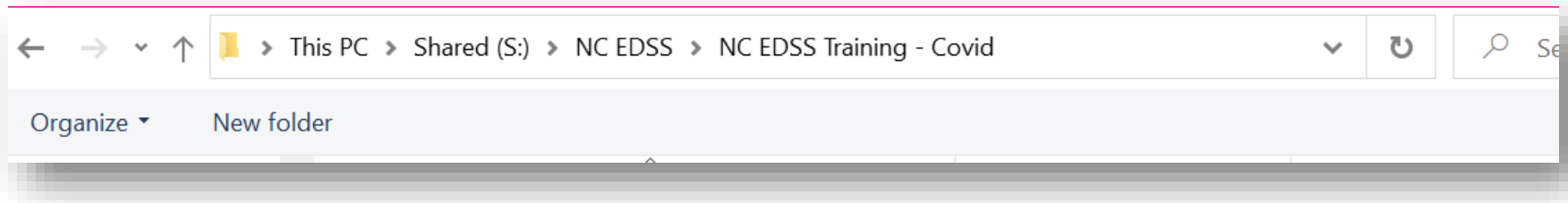
Type: ▾

Security Level: ▾

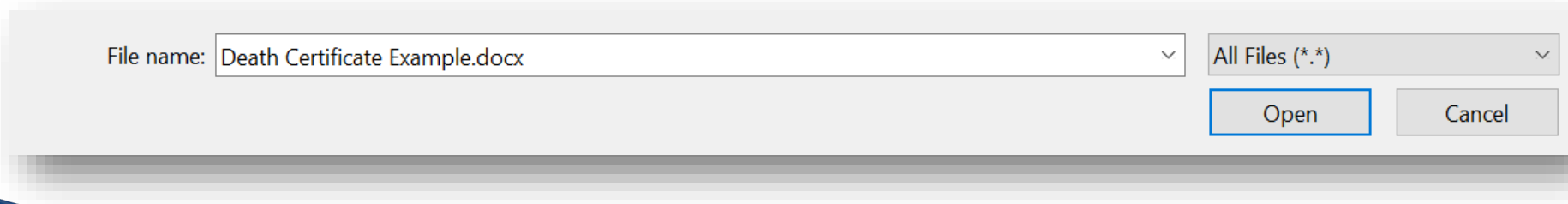
Notes:

Add Attachment Screen

- From your file window, navigate to the location for 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

Add Attachment - Grape Sprite - Coronavirus (COVID-19)

Attachment Information

File: Death Certificate Example.docx

Description: ←

Status: ▾

Type: ▾ ←

Security Level: ▾

Notes:

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 - Grape Sprite - Coronavirus (COVID-19)

Attachments								
Create Date	Person	File	Description	Status	Type	Updated By	Security Level	Action
03/17/2022	Grape Sprite	Death Certificate Example.docx	Death Certificate	Requires Review	General	Alicia Shedd	None	Download Edit

Filter:

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

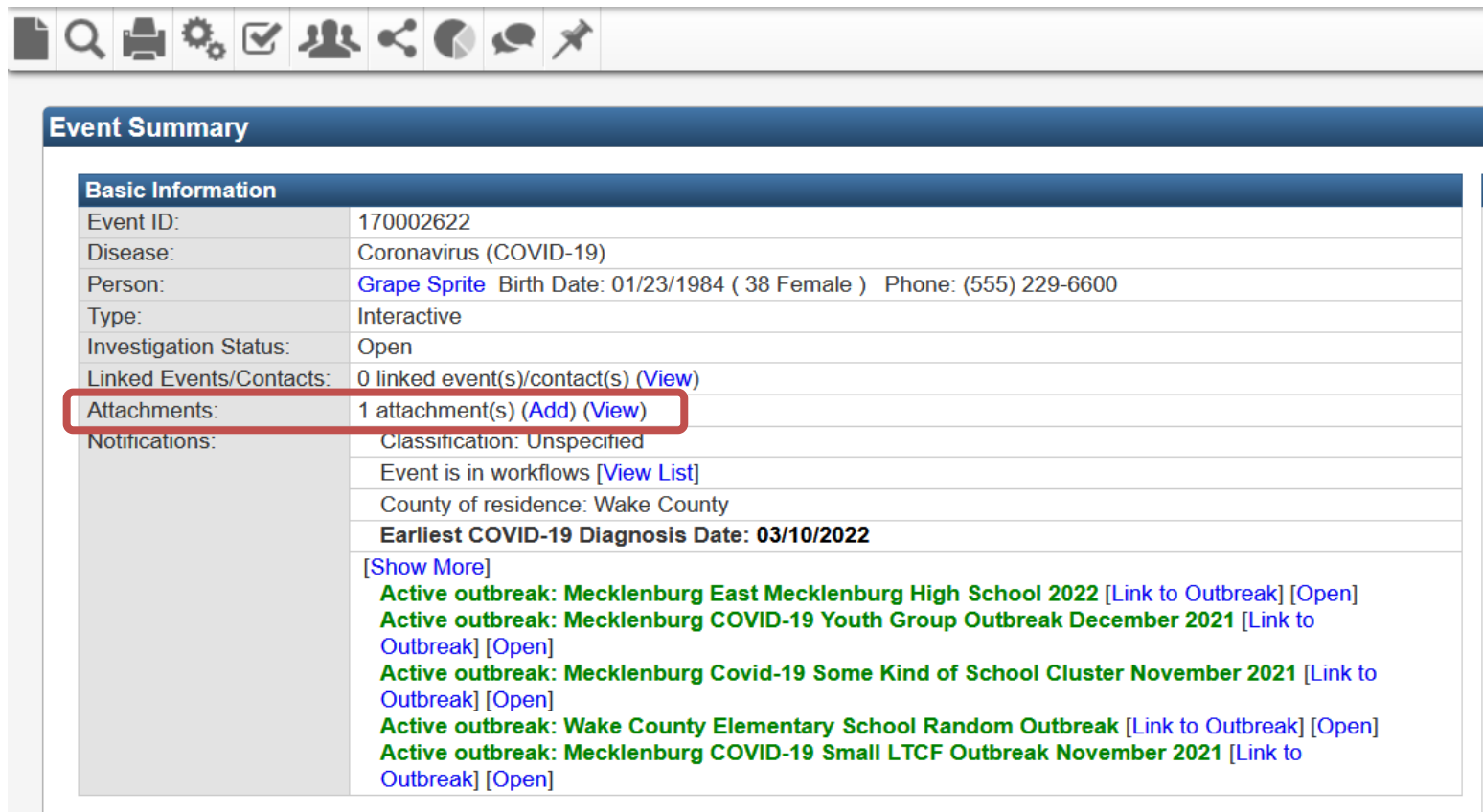
Add Attachment

Dashboard

Help

Event Summary Screen

- On the Event Summary screen under the 'Attachments' row it will show the number of attachments that have been attached to this event



The screenshot displays the 'Event Summary' interface. At the top, there is a toolbar with icons for file, search, print, settings, checkmark, people, share, pie chart, speech bubble, and pin. Below the toolbar is a blue header bar labeled 'Event Summary'. The main content area is a table with the following data:

Basic Information	
Event ID:	170002622
Disease:	Coronavirus (COVID-19)
Person:	Grape Sprite Birth Date: 01/23/1984 (38 Female) Phone: (555) 229-6600
Type:	Interactive
Investigation Status:	Open
Linked Events/Contacts:	0 linked event(s)/contact(s) (View)
Attachments:	1 attachment(s) (Add) (View)
Notifications:	Classification: Unspecified
	Event is in workflows (View List)
	County of residence: Wake County
	Earliest COVID-19 Diagnosis Date: 03/10/2022
	[Show More]
	Active outbreak: Mecklenburg East Mecklenburg High School 2022 [Link to Outbreak] [Open]
	Active outbreak: Mecklenburg COVID-19 Youth Group Outbreak December 2021 [Link to Outbreak] [Open]
	Active outbreak: Mecklenburg Covid-19 Some Kind of School Cluster November 2021 [Link to Outbreak] [Open]
	Active outbreak: Wake County Elementary School Random Outbreak [Link to Outbreak] [Open]
	Active outbreak: Mecklenburg COVID-19 Small LTCF Outbreak November 2021 [Link to Outbreak] [Open]



Adding An Attachment

Sharing an Event

»» Sharing with Users or Groups

Sharing an Event

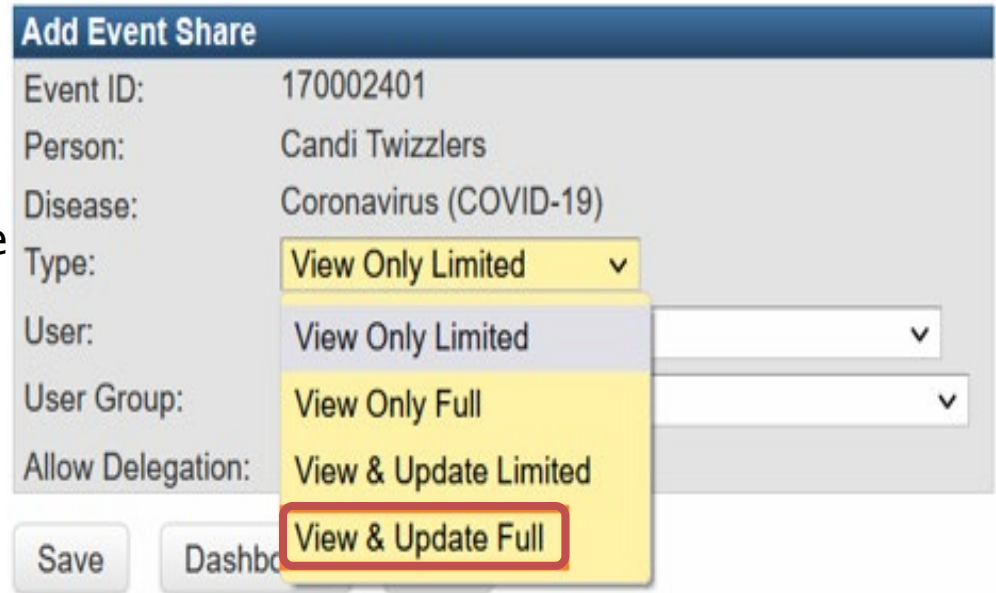
- In certain circumstances it is necessary for another county to see an event even though they are not the county of residence
 - One of the more common reasons would be if a person was linked to an Outbreak that was outside of their county of residence
 - If the LHD deems necessary, they will Share the event with another county(s)
LHD

Sharing an Event

- Click on the Share Event icon



- The Share Event screen opens
- In the Add Event Share section
 - Select the Type of access to share
 - View Only Limited
 - View Only Full
 - View & Update Limited
 - View & Update Full

A screenshot of a web form titled 'Add Event Share'. The form contains several fields: 'Event ID' (170002401), 'Person' (Candi Twizzlers), 'Disease' (Coronavirus (COVID-19)), 'Type' (a dropdown menu with 'View Only Limited' selected), 'User' (a dropdown menu with 'View Only Limited' selected), 'User Group' (a dropdown menu with 'View Only Full' selected), and 'Allow Delegation' (a dropdown menu with 'View & Update Limited' selected). At the bottom of the form, there are two buttons: 'Save' and 'Dashboard'. The 'View & Update Full' option in the 'Allow Delegation' dropdown is highlighted with a red rectangular box.

- View & Update Full is recommended to allow the event to be worked properly

Sharing an Event

- User: Used to share with a specific user (assigning to a group is recommended)
- User Group: The county LHD group the case is being shared with
- Allow Delegation: Select the checkbox to allow the event to be further shared by the newly assigned group
- Click the Save button once complete

The screenshot shows a form titled "Add Event Share" with the following fields and values:

Event ID:	170002340
Person:	Star Sugartooth
Disease:	Coronavirus (COVID-19)
Type:	View & Update Full
User:	
User Group:	Mecklenburg CD
Allow Delegation:	<input checked="" type="checkbox"/>

At the bottom of the form, there are three buttons: "Save", "Dashboard", and "Help".

Sharing an Event

- Once saved, the event will now appear in the Currently Shared table

Currently Shared										
Event	Person	Status	Disease	Type	Shared Date	Shared By	User	User Group	Allow Delegation	Action
170002340	Star Sugartooth	Open	Coronavirus (COVID-19)	View & Update Full	07/20/2021	Elizabeth Holsomback [eholsombackcovid]		Mecklenburg CD	Yes	Unshare

- Should the share no longer be necessary, it can be unshared by clicking the “Unshare” link in the Currently Shared table.

Sharing an Event

- Events that you have shared can be found in the Workflow Shared Events – Events shared by me
- Events shared with you or any group you are assigned to will appear in the Workflow Shared Events – Events shared with me or my group(s).



- Note: Your workflow view may differ based on your role/group permissions.



Sharing an Event



Thank you for joining today!

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