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Naming and Attaching Files in DAVE

It is sometimes necessary to attach documents to a case. If the attachment is too large, you will need to reduce the size of the document, scan the attachment and save it to your computer prior to attaching the document to the case.

Note: There is a 4MB size limitation on all attachments.

Naming the Attachment:

Please name attachments as follows. Put the case ID# or SNF # then the name of decedent and type of attachment. See examples below:

- Death Certificates: **307645 Smith DC**
- Marriage Certificates: **307645 Smith MC** (marriage intentions (MI) and marriage license (ML))
- Birth Worksheets: **307645 Smith WS**
- Acknowledgment of Parentage: **307645 AOP**
- SCOD's: **307645 Smith SCOD**
- VS-7's: **307645 Smith VS7**

Attaching the file:

1. Name the attachment using the recommended naming process, scan the document and save it to your computer. You will want to note the file location for step 8.
2. In **DAVE** locate and open the case that the attachment belongs to.
3. From the **registration menu** select **other links -> attachments**
4. The **attachments** dialog box will open.
5. Select the **new attachment** button.
6. The attachment tab will open allowing you to **add** an attachment.
7. Click on the **browse** button.
8. Clicking on the browse button will open the **choose file** to upload the attachment.
9. Click on the **file** that needs to be attached to the record.
10. The file name will show in the **upload** new attachment box.
11. Select save.
12. Once the file is saved, the attachment can be viewed or deleted. (Deleting an attachment is based on user security privileges.)
13. A **checkmark** indicator will be shown in front of the **attachments link** that the case has an attachment.