



Uploading a Picture

1. To upload a picture, click on the **My Account: Fire Department** tab. Then click on **File Uploads** tab.

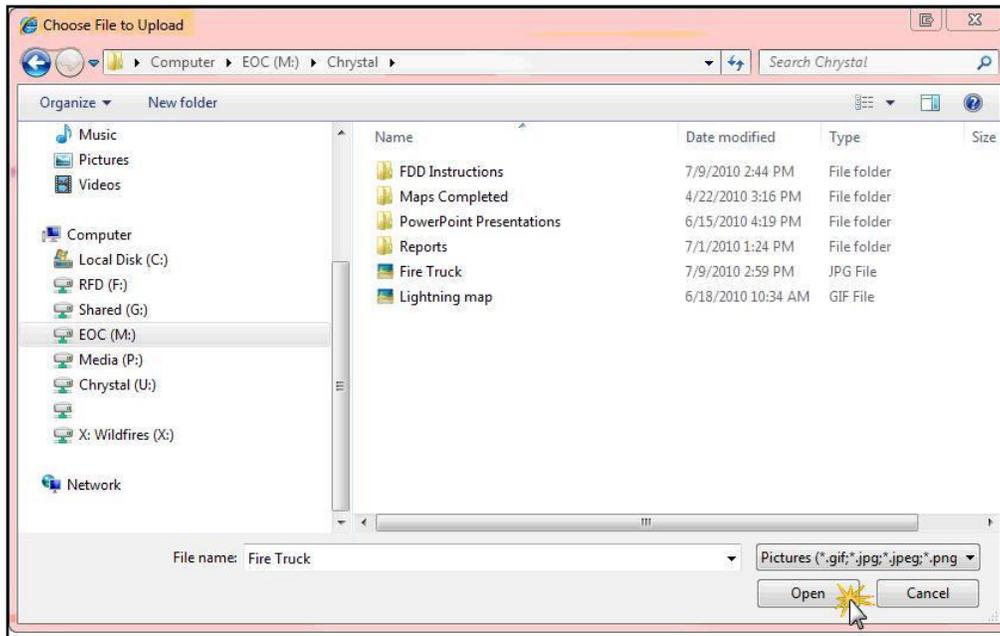
This screenshot shows the user interface for "My Account: Testing VFD". At the top, there are navigation tabs: "Home", "Directory", "My Account: Testing VFD", and "Incident Reports". The "My Account: Testing VFD" tab is selected and circled with a red circle and the number "1". Below this, there are sub-tabs: "Account Info", "Personnel (0)", "Fire Reports", "Equipment", "File Uploads", and "TFS Assistance". The "File Uploads" sub-tab is selected and circled with a red circle and the number "2". The main content area is titled "File Uploads" and contains a form with the following fields: "Upload resource:" with a "Browse..." button, "Title:" with a text input field, "Type:" with a dropdown menu set to "Choose one...", and "Description:" with a large text area. Below the form is an "Upload file" button. At the bottom, there is a section titled "Uploaded Files" which currently shows "No data".

2. To upload a file, click on the **Browse** button.

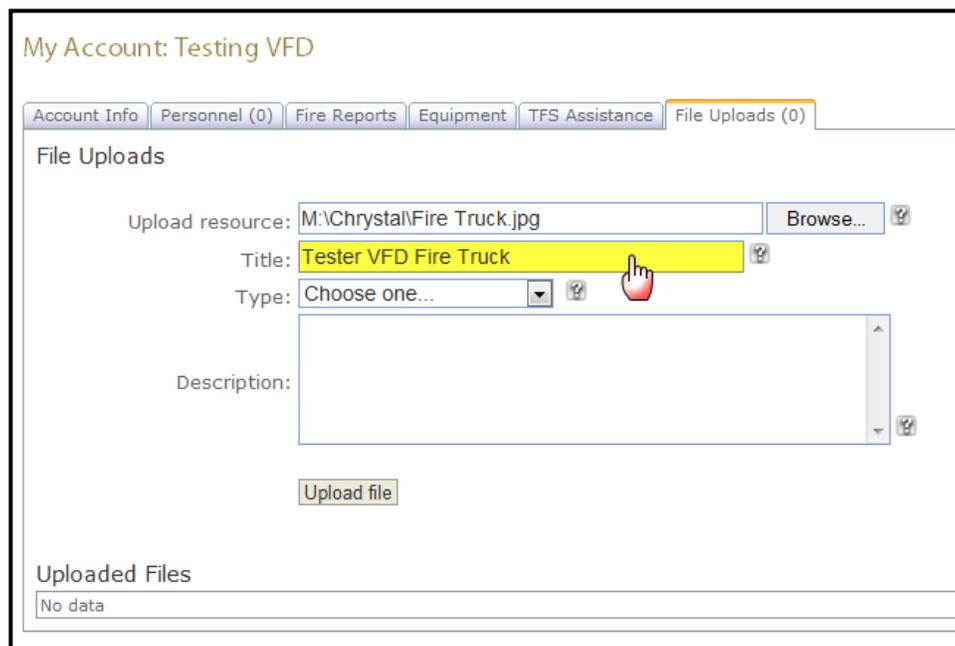
This screenshot is a closer view of the "File Uploads" form. The "File Uploads (0)" sub-tab is highlighted. The "Browse..." button next to the "Upload resource:" field is highlighted with a yellow starburst and a mouse cursor, indicating it is the next step in the process. The other form fields (Title, Type, Description) and the "Upload file" button remain visible.



3. A new window will appear – **Choose File to Upload**. Select the picture that you want to upload. Once you have selected the file, select **Open**.



4. Next, type in the **Title** for the picture.



Fire Department Directory

STATE OF OKLAHOMA



5. In the **Type**, click on the drop down box to select the **Type** for the picture. Select from **Fire Station**, **Fire Chief**, **Members (group photo)**, **Response Area**, **Equipment**, or **Other**.

The screenshot shows the 'My Account: Testing VFD' interface. At the top, there are tabs for 'Account Info', 'Personnel (0)', 'Fire Reports', 'Equipment', and 'File Uploads (0)'. The 'File Uploads' section is active. It contains a form with the following fields: 'Upload resource:' with the value 'M:\Chrystal\Fire Truck.jpg' and a 'Browse...' button; 'Title:' with the value 'Tester VFD Fire Truck'; 'Type:' with a dropdown menu open showing options: 'Choose one...', 'Fire Station', 'Fire Chief', 'Members (group photo)', 'Response Area', 'Equipment' (highlighted), and 'Other'; and 'Description:' with an empty text area. Below the form is an 'Uploaded Files' section showing 'No data'.

6. You can also add a description under the description section.

The screenshot shows the 'My Account: Testing VFD' interface. At the top, there are tabs for 'Account Info', 'Personnel (0)', 'Fire Reports', 'Equipment', and 'File Uploads (0)'. The 'File Uploads' section is active. It contains a form with the following fields: 'Upload resource:' with the value 'M:\Chrystal\Fire Truck.jpg' and a 'Browse...' button; 'Title:' with the value 'Tester VFD Fire Truck'; 'Type:' with the value 'Equipment'; and 'Description:' with a large yellow highlighted text area. Below the form is an 'Upload file' button and an 'Uploaded Files' section showing 'No data'.



- Next, click on the **Upload file** button.

My Account: Testing VFD

Account Info Personnel (0) Fire Reports Equipment **File Uploads (0)**

File Uploads

Upload resource:

Title:

Type:

Description:

Uploaded Files

No data

- Once your file has been uploaded, it will appear in the window under Uploaded Files. Once it is approved it will appear on your Fire Department Directory account.

Uploaded Files					
TITLE/DESC	DATE UPLOADED	CONTENT TYPE	FILE SIZE (KB)	APPROVED	
 Tester VFD Fire Truck Equipment	7/9/2010	image/pjpeg	198,343.00	False	Delete

- After the picture has been approved, it will appear under your Uploaded Files.

Uploaded Files					
TITLE/DESC	DATE UPLOADED	CONTENT TYPE	FILE SIZE (KB)	APPROVED	
 Tester VFD Fire Truck Equipment	7/9/2010	image/pjpeg	198,343.00	True	Delete