Type of Policy:	**REGION 5 EMRESOURCE POLICY GUIDELINE**	Category:	**EMERGENCY RESPONSE**

Title: *Attachments within EMResource*	Policy #:	**#2**
	Replaces #:	
Page: 1 of 5	Developed By:	CFDMC Staff
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Revision Dates:		

When creating an event in EMResource, to provide more detail, click **Show more Settings**. Additional fields appear. Always select show more settings! Additional fields such as attachments only appear when you select **Show more Settings**.

Attached File:
Attaching a file to the event makes it available to associated users. The following file types can be attached: PDF (.pdf), text (.txt), and web page (.html).
Click Choose File. Your browser explore window opens.
Locate and click the file.
Click Open. The Create Event page shows the path and filename for the attachment.
Attach Only .txt and .pdf files are allowed. Maximum file size is 5 megabytes (MB). Attach pictures if available for missing person or BOLOs, MSDS sheets for Haz-mat!

Open An Attachment

To open an attachment, select the event in the Banner.

Select Download Attachment.

After that it is dependent upon the type of browser you are using. See below for common browser steps for downloads.

Google Chrome:

Download a file

To save a file or image on your computer or device, download it. The file will be saved in your default download location.

On your computer, open Chrome.

Go to the site where you want to download the file.

Save the file:

Most files: Click the download link. Or, right-click on the file and choose **Save as**.

Images: Right-click on the image and choose **Save Image As**.

Videos: Point to the video. Click Download ⬇. If you can't do this action, the video's owner or hosting site has prevented downloads.

PDFs: Right-click on the file and choose **Save Link As**.

Webpages: At the top right, click More ⋮ › **More Tools** › **Save Page As**.

If asked, choose where you want to save the file, then click **Save**.

Executable files (.exe, .dll, .bat): If you trust the file, click **Save**. If you're not sure about the contents of the download, click **Discard**.

When the download finishes, you can find it at the bottom of your Chrome window. To open it, click the filename.

To find a file on your computer, next to the filename, click the Down arrow ▾ › **Show in folder** or More ⋯ › **Show in Finder**.

Find a list of files that you've downloaded

On your computer, open Chrome.

At the top right, click More ⋮ › Downloads.

To open a file, click its name. It will open in your computer's default application for the file type.

To remove a download from your history, to the right of the file, click Remove ✕. The file will be removed from your Downloads page on Chrome, not from your computer.

Microsoft Edge:

There are several types of files you can download from the web—documents, pictures, videos, apps, extensions and toolbars for your browser, among others. When you select a file to download, Internet Explorer will ask what you want to do with the file. Here are some things you can do, depending on the type of file you're downloading:

- **Open** the file to view it, but don't save it to your PC.
- **Save** the file on your PC in the default download location. After Internet Explorer runs a security scan and finishes downloading the file, you can choose to open the file, the folder it's stored in, or view it in Download Manager.
- **Save** as a different file name, type, or download location on your PC.

- **Run** the app, extension, or other file type. After Internet Explorer runs a security scan, the file will open and run on your PC.
- **Cancel** the download and go back to browsing the web.

You can also save smaller files—like single pictures—to your PC. Right-select the picture, link, or file you want to save, and then choose **Save picture** or **Save target as**.

Find files you've downloaded on your PC

Download Manager keeps track of pictures, documents, and other files you download from the web. Files you've downloaded are automatically saved in the Downloads folder. This folder is usually located on the drive where Windows is installed (for example, C:\users\your name\downloads). You can always move downloads from the Downloads folder to other places on your PC.

To view files you've downloaded while using Internet Explorer, open Internet Explorer, select the **Tools** button, and then select **View downloads**. You'll be able to see what you've downloaded from the web, where these items are stored on your PC, and choose actions to take on your downloads.

Change the default download folder on your PC

1. Open Internet Explorer, select the **Tools** button, and then select **View downloads**.
2. In the **View Downloads** dialog box, select **Options** in the lower-left.
3. Choose a different default download location by selecting **Browse** and then selecting **OK** when you're done.

Safari:

Download an item

In the Safari app on your Mac, click anything identified as a download link, or Control-click an image or other object on the webpage.

Choose Download Linked File. (Some webpage items can't be downloaded.)

Safari decompresses files such as .zip files after it downloads them.

Note: If you download an item that you previously downloaded, Safari removes the older duplicate so it doesn't take up space on your Mac. See Optimize storage space.

If you have trouble downloading, try any of the following:

If Safari is still downloading the item, wait for it to finish. You can't open an item while it's being downloaded.

If the download is paused, resume it. Show the downloads list by clicking the Show Downloads button , then click the Resume button for the paused download.

Sometimes a download is incomplete because the file was damaged. Try downloading it again. Make sure you have the app needed to open the file. If you do, the file may have been corrupted during the download. Delete it, then try downloading it again.

See items you downloaded

In the Safari app on your Mac, click the Show Downloads button near the top-right corner of the Safari window.

The button isn't shown if the downloads list is empty.
Do any of the following:

Pause a download: Click the Stop button ⊗ to the right of the filename in the downloads

list. To resume, click the Resume button ⟳ .

Find a downloaded item on your Mac: Click the magnifying glass 🔍 next to the filename in the downloads list. If you move a file or change the download location after downloading it, Safari can't find the file.

Tip: To change where downloaded items are saved on your Mac, choose Safari > Settings, click General, then click the "File download location" pop-up menu and choose a location.

Clear the downloads list: In the downloads list, click Clear. To remove one item, Control-click it, then choose Remove From List.

By default, Safari automatically removes an item after one day. To change when items are automatically removed, choose Safari > Settings, click General, then click the "Remove download list items" pop-up menu and choose an option.