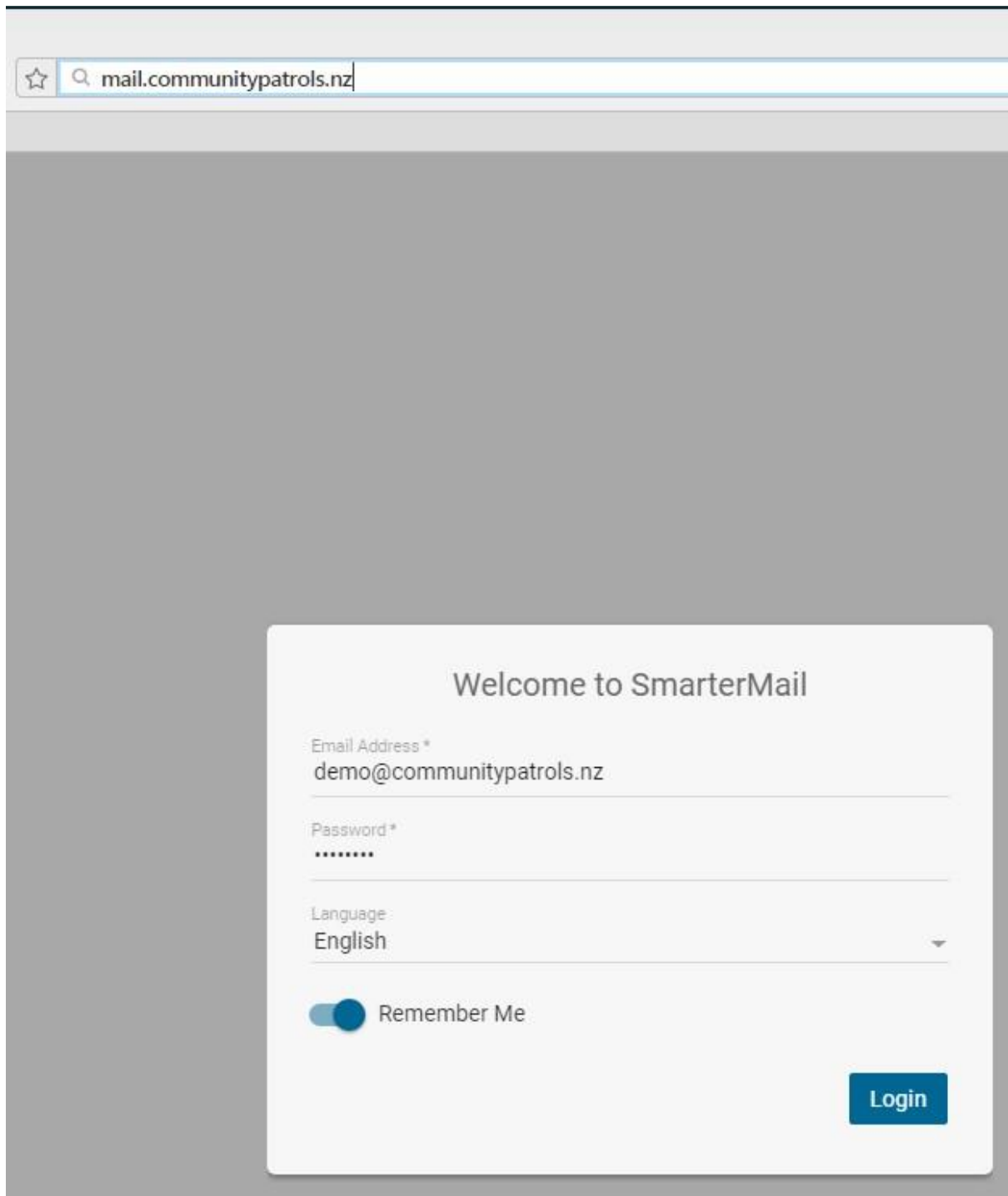


Including a file (graphic, PDF etc.) in your ERS Intel System

You may receive information that you need to include in your Intel section. If the information is contained in a file and you would prefer to directly display that information to your patrollers rather than retype or reformat it, follow this guide.

Email the file to your ERS patrol email. i.e. your-callsign@communitypatrols.nz.

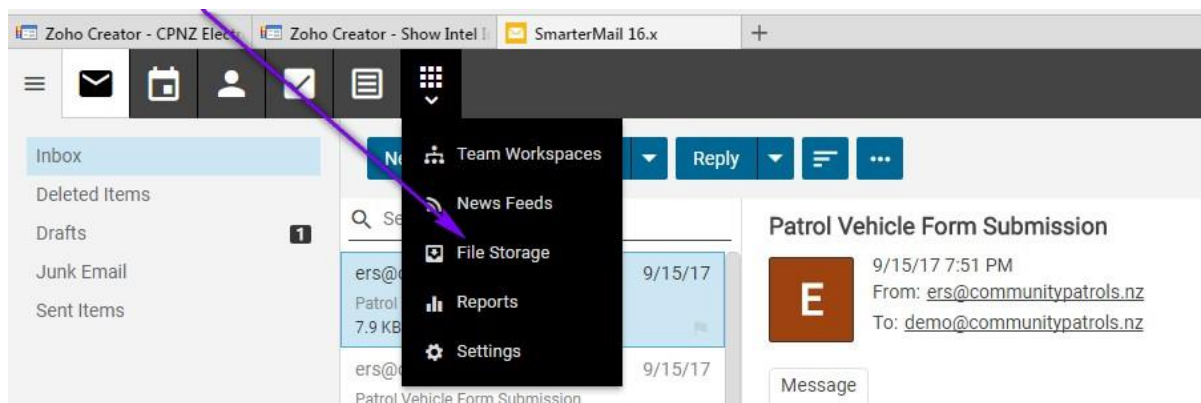
Log in to your online webmail service.



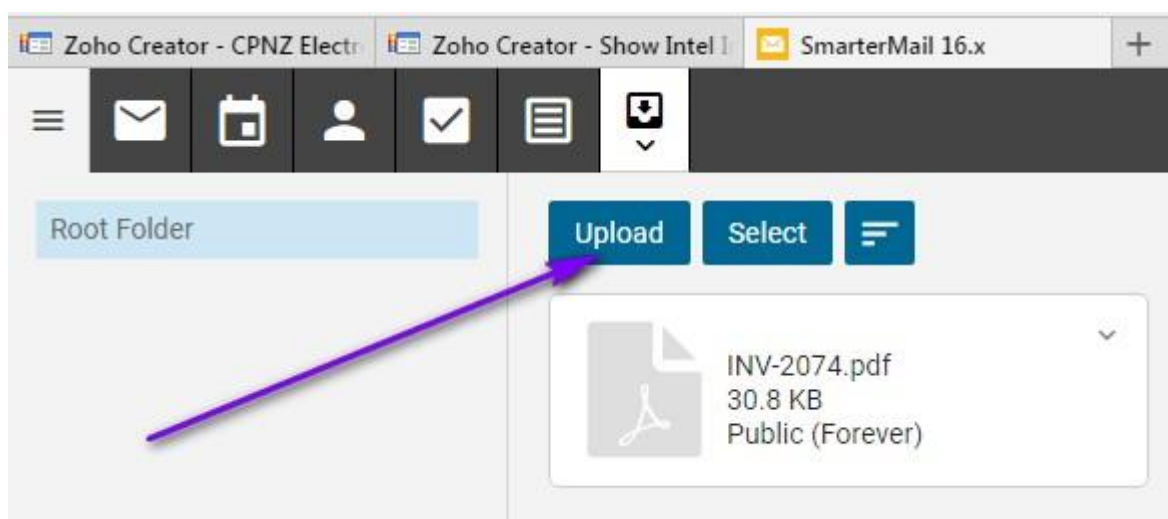
The image shows a browser window with the address bar containing "mail.communitypatrols.nz". The main content area is a login form titled "Welcome to SmarterMail". The form includes the following fields and elements:

- Email Address ***: A text input field containing "demo@communitypatrols.nz".
- Password ***: A password input field with masked characters "*****".
- Language**: A dropdown menu currently set to "English".
- Remember Me**: A toggle switch that is currently turned on (blue).
- Login**: A blue button located at the bottom right of the form.

Select [File Storage] from the options as shown below.

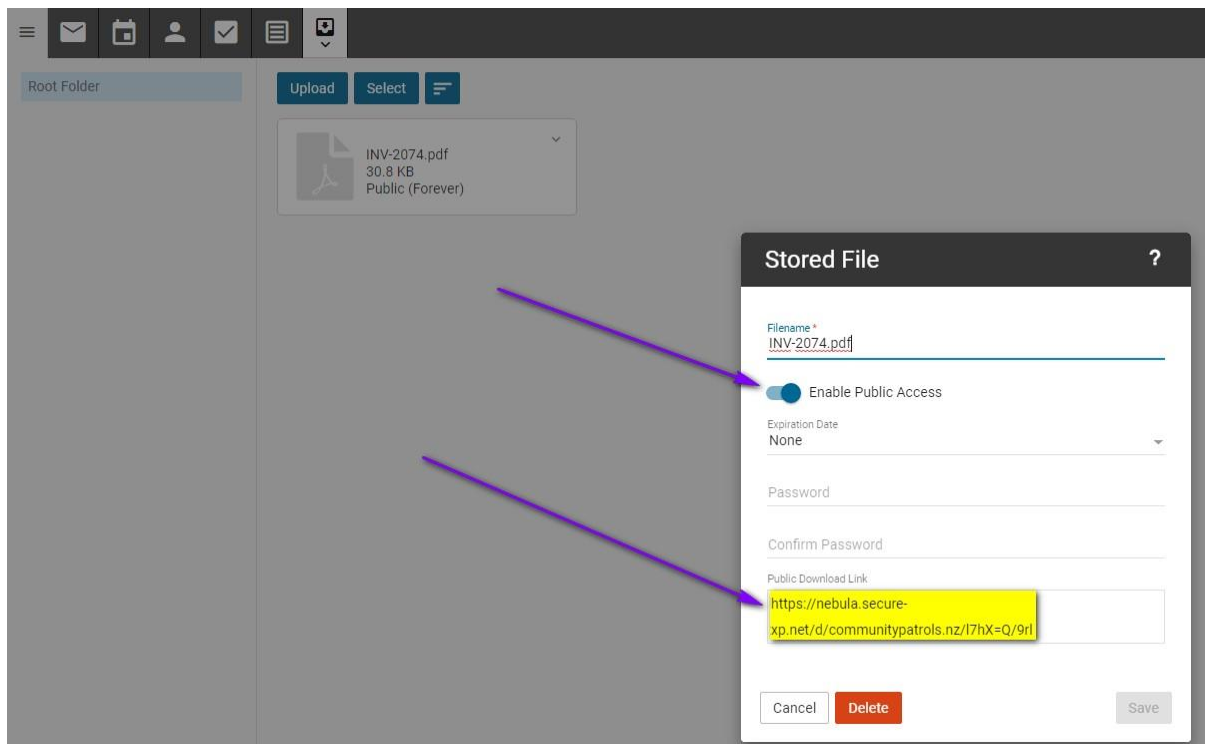


Select [Upload] and locate the file you want to include in your Intel section.

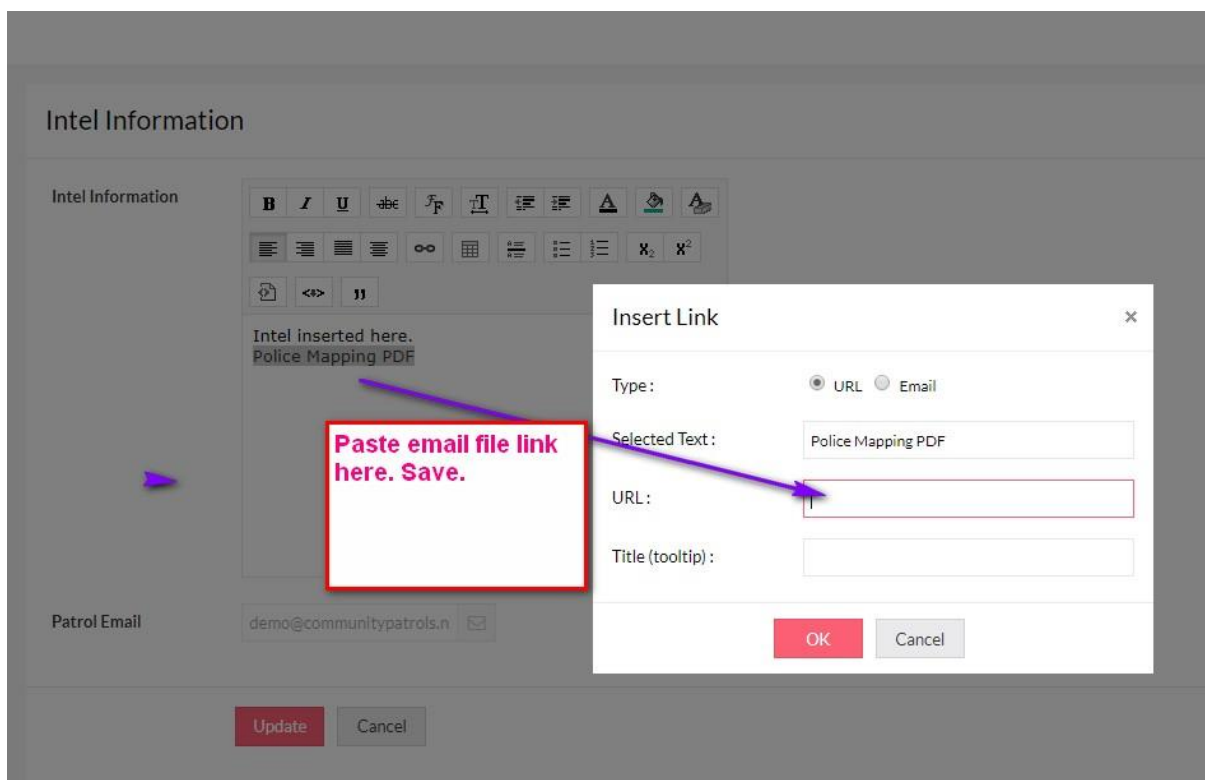


When your file has uploaded successfully, ensure you enable Public Access.

Copy the link that has been generated for you.



Now, open your ERS Intel Report editing system.



In the text area, type in a brief description of the information. For example “Map of Target Area” or “Photo of POI” or “PDF Report” etc.

Highlight those words and select the Link Icon from the options above the text area.

This will open the [Insert Link] window as indicated above.

Ensure [URL] is selected.

Ensure your wording is showing in the [Selected Text] field.

Paste the link you copied from your email service into the [URL:] field.

Select [Okay]

You will be returned to a screen like that shown below.

Select [Update]

The screenshot shows the CPNZ Electronic Reporting interface. On the left is a dark sidebar with a red header 'CPNZ Electronic Reporting' and menu items: 'Dashboard', 'Data Entry', 'End Patrol', 'Reports', and 'Quick Reports'. The main content area is titled 'Intel Information' and contains a rich text editor. The editor's toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. Below the toolbar, the text area contains 'Intel inserted here.' followed by a blue hyperlink 'Police Mapping PDF'. Below the text area is a 'Patrol Email' field with the value 'demo@communitypatrols.n' and an email icon. At the bottom of the window are two buttons: a red 'Update' button and a grey 'Cancel' button. A red arrow points from the text area down to the 'Update' button.

Your patrollers will now be able to download the file after selecting the [View Latest Intel] option.

The screenshot shows the 'Data Entry' section of the system. It features a 'Patrol Start Form' with a red button labeled 'View latest Intel'. Below the form is a 'Date - Time' field displaying '20-Sep-2017 08:26:01' and a small calendar icon.