



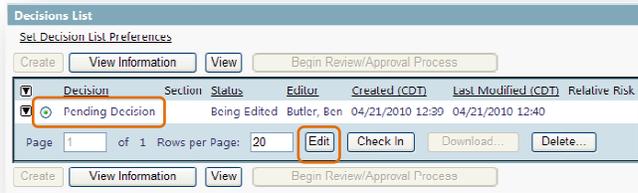
# WFDSS – Quick Reference Guide

Updated 08/30/10

## Uploading Images to the Decision Document

### Step One:

- Open the decision editor in the decision you would like to upload the image to.

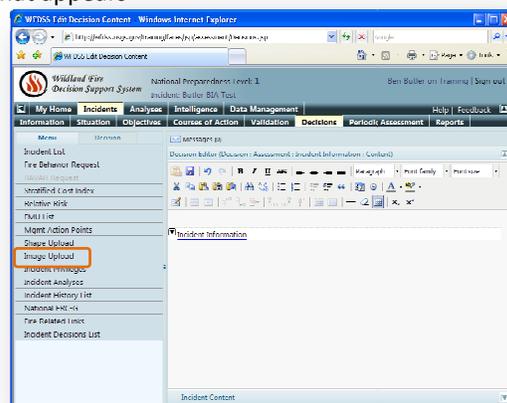
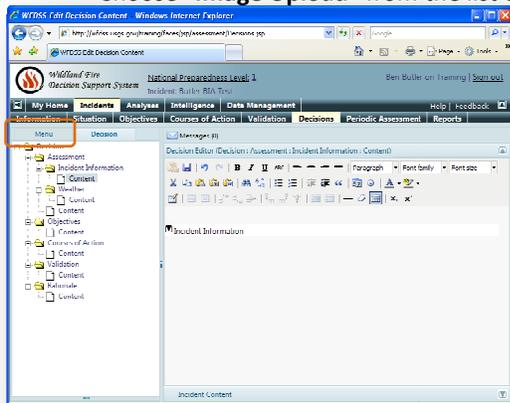


Select the decision you are working with then click the “Edit” button

- When the decision editor opens you will see all of the content that is currently associated with the decision document. In addition, you will have the ability to edit the information contained here. In this example we will cover how to upload and attach an image to the decision document

### Step Two:

- From the decision editor left-hand navigation pane click on the “Menu” tab
- Choose “Image Upload” from the list of functions that appears



- After you select the “Image Upload” function the following form will appear.

**Upload Image File**

Select an image file and press Upload to send the file

\*Image Label  
Observed Fire Behavior - South Flank - 04/18/10

Image Description  
This is a photo of the observed fire behavior on the south flank of the fire.

Image Type  
Photos

Title to Upload  
C:\Documents and Settings\bbutler\Desktop\FCCC\_10\_15\_08 (163).jpg

Upload Return

- Type in a name for the image, a description, and choose the appropriate image type from the drop-down box on the form.
- Click on the “Browse...” button and navigate to the location on your computer where you have the image saved that you want to upload. Once you have selected the file click open in that dialog then click “Upload” on the WFDSS form.
- WFDSS allows you to upload .png, .jpg, and .gif file types and attach them to the decision document (You **cannot** upload .bmp, .tif, .tiff, Microsoft Word documents or Adobe .pdf files)

***In the example above we are uploading a photo showing fire behavior taken from an active part of the line.***



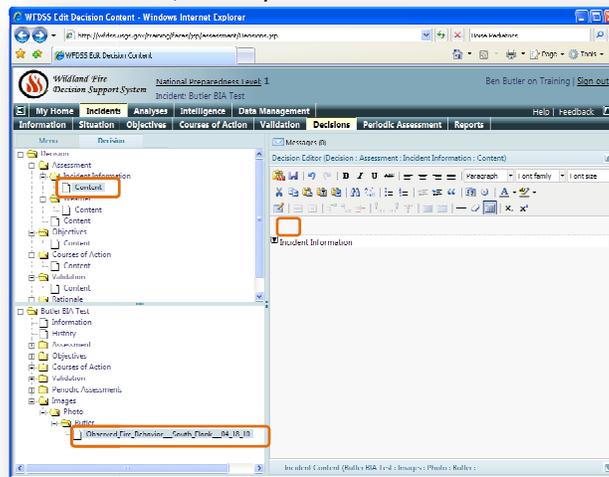
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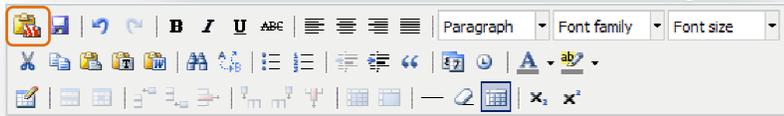
- After the image has been successfully uploaded click the **“Return”** button. This will take you back to the main decisions page. You will need to select your decision again and click the **“Edit”** button to return to the decision editor.

### Step Three:

- You can find the image(s) you uploaded in the bottom-left-hand window (the incident content tree) within the decision editor. The image will be located in the Images folder. Expand the folder, until you can see the images (in a folder with your last name).
- Select the image you would like to include in the decision document from the bottom window.
- Select the content item from the top window where you would like to place the image.
- Place your cursor in the text editor, where you would like to include the image.



- Click on the **“Insert WFDSS Content”** button from the toolbar in the right-hand window



- Your image will then be inserted in the decision document and will be included with this document when it is printed or viewed by another user.
- Finally, click the save button to save the changes you have made.

### Troubleshooting:

- If the **“Insert WFDSS Content”** button is grayed out – Try clicking on the image you would like to insert from the bottom left window again. This will often times activate the button and allow you to insert the image.
- If there is no room to insert the image – Simply place the cursor on the content window and hit enter several times to make room for the image.
- If you need to remove an image from the document – Simply click on the red circle with a negative sign in the middle  and the image will be removed from the decision document.