



## How-to Guide for Attaching Photos to Reports

1. When you receive a follow-up email from the Online Reporting System, click on the link provided to begin your modification(s).

CAUTION: This email originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

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\*\*\*DO NOT REPLY TO THIS EMAIL AS THIS IS A NON MONITORED SYSTEM GENERATED EMAIL. \*\*\*


We're sorry the following problem was found during review of your submitted report.

Please attach documents.

Using the link below you will be logged back into your online report to make the needed changes or add additional information. All of the information you originally entered will still be there. You will start at the initial page and be able to change the report type if needed or make any of the above changes requested as you go through the report process.

Feel free to call us at 813-247-8200 if you have any questions.


This link will be valid for 30 days.

 [https://urldefense.proofpoint.com/v2/url?u=https-3A\\_secure.coplogic.com\\_dors\\_changereport\\_300002283\\_24e40caa44388a7c2a25a7dea63c446c&d=DwIFaQ&c=UEBPkR7pRNssmWqfcjwGu5U5YyHFLtdY93FoQeOvpCQ&r=bpsIa0dompvJDE1-8ZgbhENMalFaeP5AZ-JkeZn7aV0&m=zn86cTANGmpkhpEbqNv9uRYX16asVRKdaeSuvgyrYryk&s=vpEImXHoPSpskc9x1r4YwCw1YAGp\\_4Cw3vYC010THUK&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_secure.coplogic.com_dors_changereport_300002283_24e40caa44388a7c2a25a7dea63c446c&d=DwIFaQ&c=UEBPkR7pRNssmWqfcjwGu5U5YyHFLtdY93FoQeOvpCQ&r=bpsIa0dompvJDE1-8ZgbhENMalFaeP5AZ-JkeZn7aV0&m=zn86cTANGmpkhpEbqNv9uRYX16asVRKdaeSuvgyrYryk&s=vpEImXHoPSpskc9x1r4YwCw1YAGp_4Cw3vYC010THUK&e=)

Thank you,

Online Citizen Reporting System  
Hillsborough County Sheriff's Office

- When you are on the update page, click on “modify” next to the Incident Information section.



**HCSO Online Citizens Reporting  
Chad Chronister, Sheriff**

**Done with Update**

**Review Report**


Please review the report. After you update the report, click button Done with Update to finish.

**General Information**

Incident Type	Lost Property <a href="#">modify</a>
Person Type	Individual

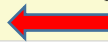
**Reporting Person Information** [modify](#)

Business Name (if filing on behalf of a business)	
Business Address (if filing on behalf of a business)	
Business Phone (if filing on behalf of a business)	
First Name	test
Middle Name	
Last Name	test
Home Address	
Home Phone	
Mobile Phone	
Email	
Race	WHITE
Ethnicity	Hispanic
Sex	Male
DOB	02/17/1996
Driver License No	
Licensing State	

**Incident Information** [modify](#) 

Incident Location	
Incident Time (start)	02/25/2021 10:45 AM
Incident Time (end)	02/25/2021 10:45 AM
Location Type	Liquor Store
What type of property is lost?	test


3. On the following screen, scroll down and click on “Attach/Detach Documents and Photographs.”

*When did you notice it was lost?	test
*Is this a license plate? If yes...what is the license plate number?	test
*What is the value of the lost property?	test
Documents/Photographs (incident related)	Click the link below to open a separate window for attaching/detaching documents and photographs. <a href="#">Attach/Detach Documents and Photographs</a> 
<b>Modify</b> <b>Cancel</b>	


4. Click on “Browse” to locate your document. Once uploaded, click “attach.”

**Attach Documents**


Click "Browse" to select a file. Make sure the overall size of all attachments is less than 75 MB (the size limit for each individual attachment is 16 MB). Supported attachments include pdf, mp4, gif, jpeg and jfif. **Regarding different browsers and uploading video: Depending on the browser, you may see a status bar during the upload, a message the system is thinking or no status bar or message (please be patient).**

File 1	<input type="text"/>	<b>Browse...</b> 
File 2	<input type="text"/>	<b>Browse...</b>
File 3	<input type="text"/>	<b>Browse...</b>
File 4	<input type="text"/>	<b>Browse...</b>
File 5	<input type="text"/>	<b>Browse...</b>
File 6	<input type="text"/>	<b>Browse...</b>

**Attach** **Cancel**



- Once you finish uploading your document(s), click on "Continue to Report Filing."



**Attach Documents**

Click "Browse" to select a file. Make sure the overall size of all attachments is less than 75 MB (the size limit for each individual attachment is 16 MB). Supported attachments include pdf, mp4, gif, jpeg and jfif. **Regarding different browsers and uploading video: Depending on the browser, you may see a status bar during the upload, a message the system is thinking or no status bar or message (please be patient).**

File 1	open_graph_logo.png <a href="#">remove</a>
File 2	<input type="text"/> <input type="button" value="Browse..."/>
File 3	<input type="text"/> <input type="button" value="Browse..."/>
File 4	<input type="text"/> <input type="button" value="Browse..."/>
File 5	<input type="text"/> <input type="button" value="Browse..."/>
File 6	<input type="text"/> <input type="button" value="Browse..."/>

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- Once you are back on the incident information screen and you see your document in the Documents/Photographs section, click on "modify" once more.

*What type of property is lost?	test
*When did you notice it was lost?	test
*Is this a license plate? If yes...what is the license plate number?	test
*What is the value of the lost property?	test
Documents/Photographs (incident related)	open_graph_logo.png <a href="#">remove</a> <a href="#">Attach/Detach Documents and Photographs</a>

→

7. Click on “Done with Update” if you have nothing else to modify.



**Done with Update**

**Review Report**

Please review the report. After you update the report, click button Done with Update to finish.

**General Information**

Incident Type Lost Property [modify](#)

Person Type Individual

**Reporting Person Information** [modify](#)

Business Name (if filing on behalf of a business)

Business Address (if filing on behalf of a business)

Business Phone (if filing on behalf of a business)

First Name test

Middle Name

Last Name test

Home Address

Home Phone

Mobile Phone