SACRAMENTO METROPOLITAN



# **Online Services**

# Tips and Tricks

#### Fixing Display Issues

# If you can't see the Submit button or the plus/minus buttons needed to add your organization or submit a report:

- Adjust your browser's zoom
- Windows users: Press Ctrl + plus (+) to make things bigger or Ctrl + minus (-) to make things smaller or press Ctrl + 0 to reset to normal size
- Mac users: Press Command + plus (+) or Command + minus (-) to adjust the view or press Command + 0 to reset to normal size

# General Troubleshooting

Having trouble accessing our Online Services? Please try the following:

#### Step 1: Check Your Internet

#### Is your internet working?

- Open any website like Google.com
- If it loads, your internet is working
- If nothing loads, try unplugging your internet router for 30 seconds, then plug it back in

# Step 2: Try a Different Browser

#### Not working in your current browser?

- If you use Chrome, try Firefox or Edge
- If you use Safari, try Chrome or Firefox
- If you use Firefox, try Chrome or Edge
- If you use Edge, try Chrome or Firefox
- If it works in the new browser, you can use that instead!

#### Step 3: Clear Your Browser's Memory

#### Your browser might be storing outdated information

- Press these keys together: Ctrl + Shift + Delete
- Check the boxes for "Cookies" and "Cached images and files"
- Click "Clear data"
- Close your browser completely
- Open it again and try our service

# Step 4: Turn Off Browser Add-ons

#### Sometimes add-ons (extensions) can cause problems

- In Chrome: Click the three dots  $\rightarrow$  More tools  $\rightarrow$  Extensions  $\rightarrow$  Turn off all switches
- In Safari: Click Safari in the menu  $\rightarrow$  Preferences  $\rightarrow$  Extensions  $\rightarrow$  Uncheck the boxes
- In Firefox: Click the menu button  $\rightarrow$  Add-ons and themes  $\rightarrow$  Turn off all switches
- In Edge: Click the three dots  $\rightarrow$  Extensions  $\rightarrow$  Turn off all switches
- Try our service again after turning them off

# Tip 5: Solving Website Access Problems

### If the website still isn't loading properly:

- Look in your browser's security or privacy settings for any restrictions
- If using a work computer, ask your IT department for help accessing the site
- If at home, check your firewall settings and add <a href="https://airia.airquality.org">https://airia.airquality.org</a> to your allowed sites list

### Step 6: Pay Attention to Error Messages

#### If you're seeing an error message:

- Write down the error message exactly or take a screenshot.
- Search for this error message online to find possible solutions.
- Try the suggested solutions you find.
- After trying the solutions:
  - Open a new browser tab
  - Try accessing our service again

Have you completed all the above and are still having trouble? Please contact Sac Metro Air District at (279) 207-1122.