

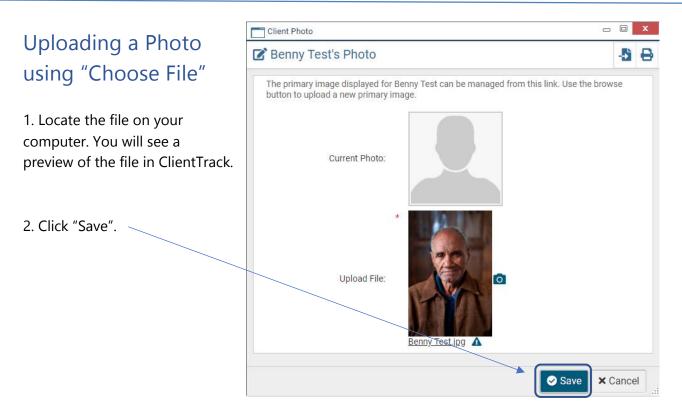
Uploading Client Photos to HMIS

YouTube Video Tutorial

1. From the client's Dashboard, navigate to the "Profile" section in the menu on the left, and click "Client Photo"

	Clients 	ClientTrack ≓ ^{All} ✓ ^{Search} Q	
	Dashboard		
	Q Find Client		
	🔁 Intake	Benny Test's Dashboard	
	Profile	Benny Test's Information	
	e Profile		
	Client Photo		
	🔐 Family Members	Name: Test, Benny Birth Date: 1/1/1980	
	3 Alias History	Gender: Male Race: American Indian or Alaska	
	Release of Information	Ethnicity: Non-Hispanic/Latino P Status:	
	Information Release Exceptions	Benny's Enrollments	
	🔁 Document Check	1 result found.	
	Client Files	Active Evit Last	
	Interested Others	Enrollment Household Type Project Start Project Exit Days Description Members Date Date Enrolled	
	🗅 Insurance	▲ Exited	
	Paused Workflows	⊿ Emergency Shelter	
	otice that you have two op ou can	otions. 📝 Benny Test's Photo	e
	Upload a photo by cking "Choose File".	The primary image displayed for Benny Test can be managed from the link. Use the browse button to upload a new primary image.	S
OF	۹	Current Photo:	
	Take a photo of the client clicking the camera icon.	Upload File: * <u>Choose File</u>	
		NOTE: The first time you use the camera icon, you may need to "Allow" ClientTrack to use the camera on your computer or mobile device. Look for a notification requesting this access if the camera does not load within several seconds.	





Taking a Photo with the Camera Icon

1. Allow ClientTrack to access your device's camera if you have not already done so.

2. Click the gray camera icon **O** under the photo viewer to take a photo of your client.

3. You will have the options to "Use this image" or "Retake". When you have a photo that you would like to use, click "Use this image".

4. Click Save. (location shown above)

Tips

Once a client's photo is saved, selecting Client Photo again will allow you to download a client's photo by clicking on it, remove a photo using the Remote Photo button or upload a new photo using the steps listed in this cheat sheet.