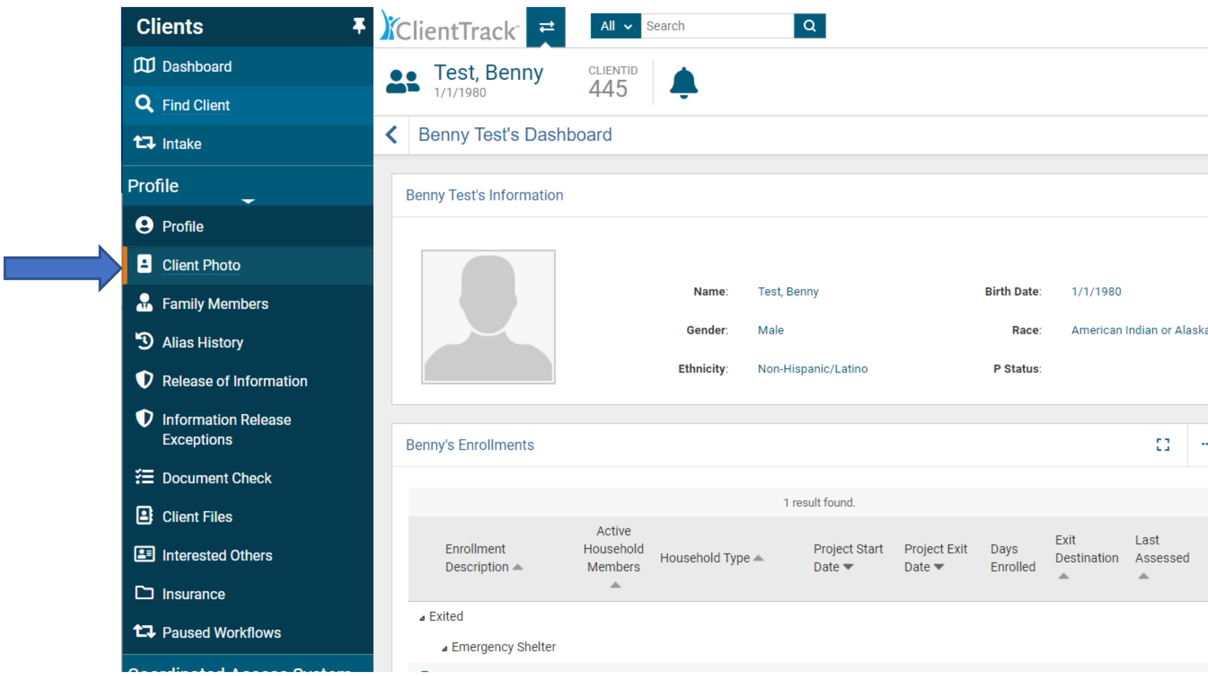
Uploading Client Photos to HMIS

[YouTube Video Tutorial]

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

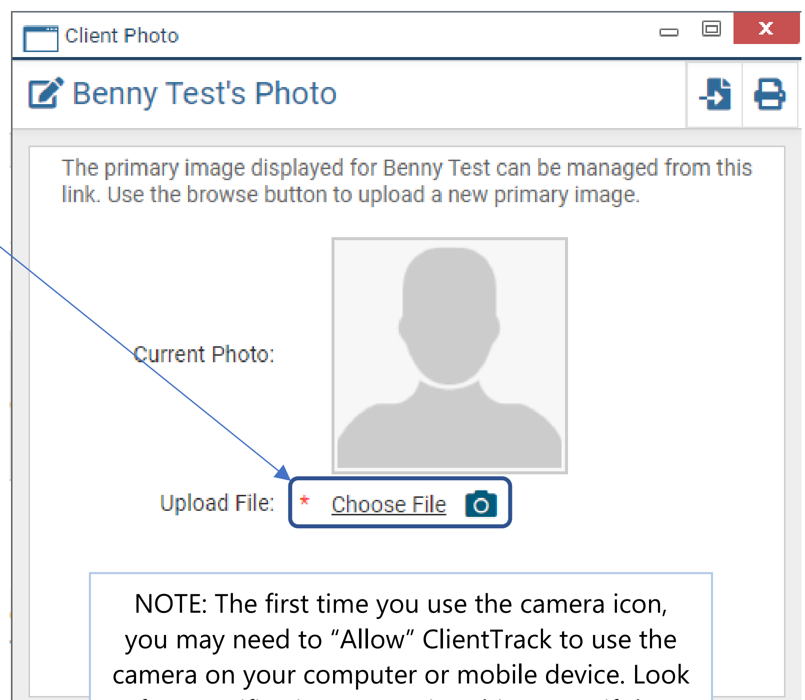


2. Notice that you have two options. You can…

   1. Upload a photo by clicking "Choose File".

   OR…

   2. Take a photo of the client by clicking the camera icon.

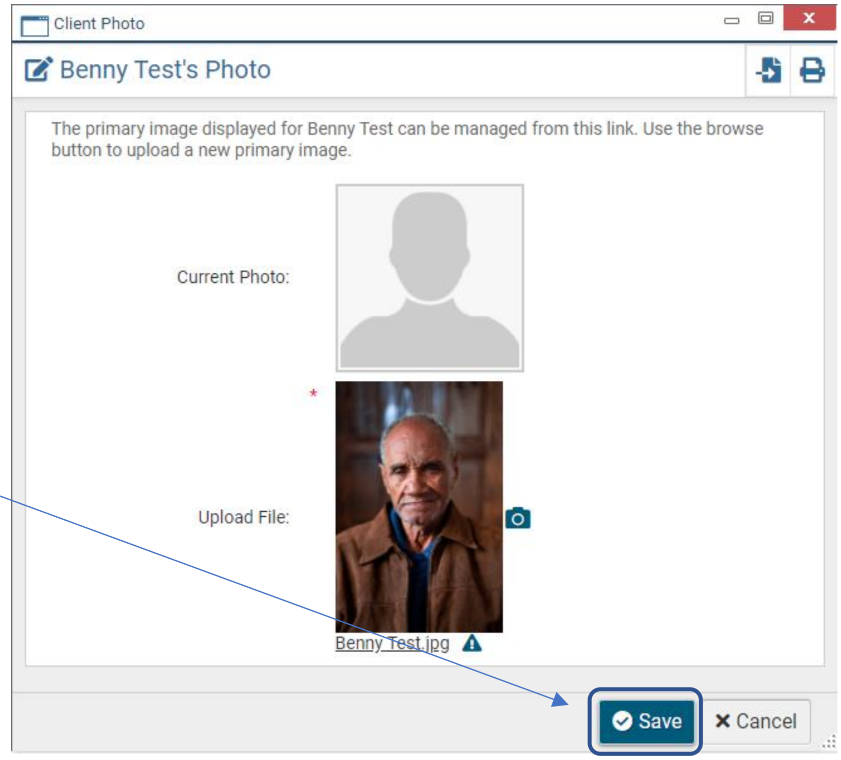


NOTE: The first time you use the camera icon, you may need to "Allow" ClientTrack to use the camera on your computer or mobile device. Look for a notification requesting this access if the camera does not load within several seconds.

Uploading a Photo using “Choose File”

1. Locate the file on your computer. You will see a preview of the file in ClientTrack.

2. Click “Save”.



Taking a Photo with the Camera Icon

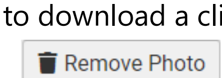
1. Allow ClientTrack to access your device’s camera if you have not already done so.

2. Click the gray camera icon  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.

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