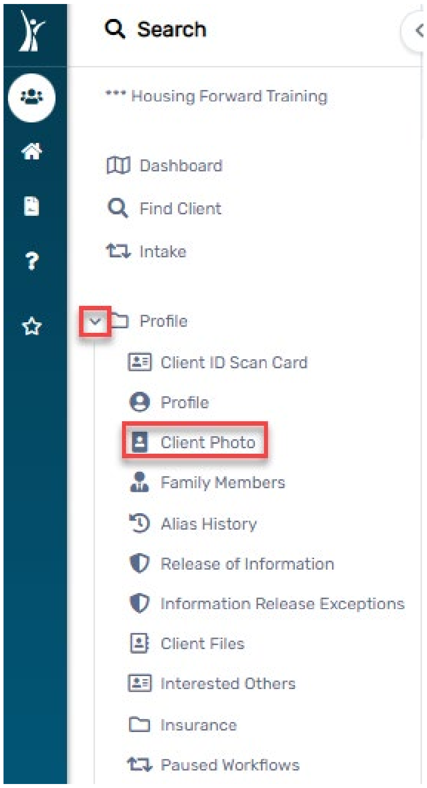
Uploading Client Photos

How to Upload Client Photos

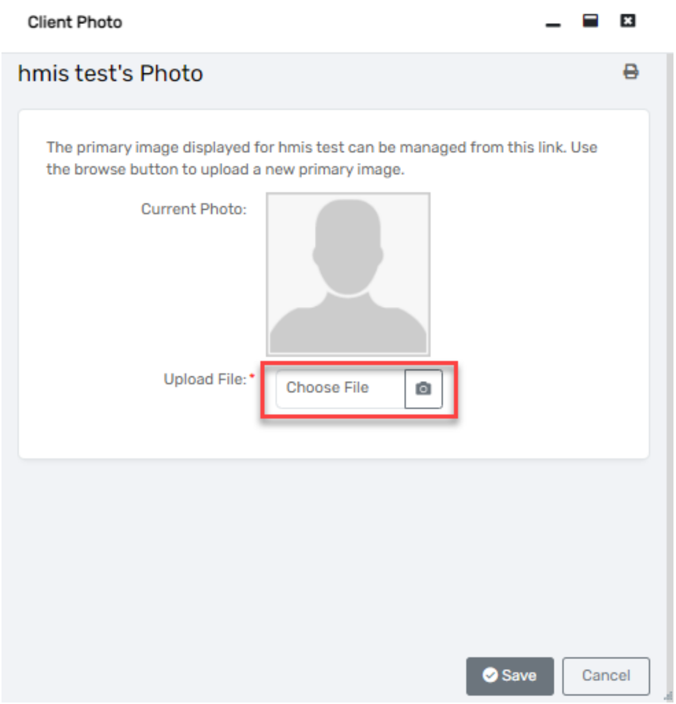
1. From the client's dashboard, navigate to the "Profile" section in the menu on the left, and click "Client Photo" .



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

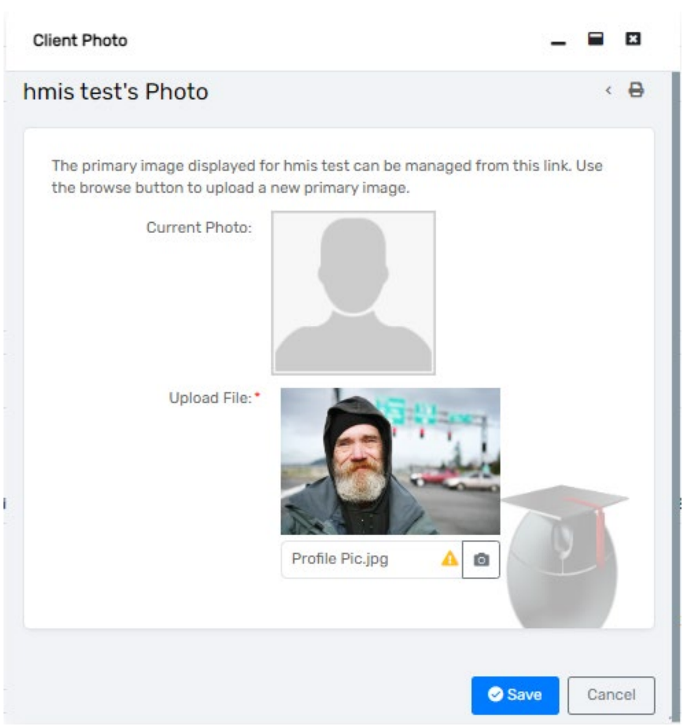
Last Updated: 8/31/2026

2. Notice that you have two options. You can either upload a photo by clicking “Choose File” or take a photo of the client by clicking on the camera icon.



Choosing “Choose File”

1. Locate the file on your computer and upload it after clicking “Choose File”.
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“.

Tips

- Once a client’s photo is saved, selecting “Client Photo” and then clicking the client’s photo gain will allow you to download it.
- Remove a photo using the “Remove Photo” button or upload a new photo using the steps listed in this cheat sheet.