Managing Pictures

This area is used to store headshots of your patient. The current photo can be used in the Banner. This is used mainly by inpatient facilities that require photo identification of patients.

Uploading a picture

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Pictures**.

4. Click **New**.

5. Click **Image** and select a photo from a local or networked location, then click **Open**.

6. In the **Description** field, enter a brief description of the photo (optional), This photo will be added in the Pictures Tab for the patient.

7. All the Images against a patient can be seen in the Pictures Tab.

Choosing a different picture for the Banner

If you have multiple pictures uploaded, you can change which picture is used in the banner. The current picture is indicated by a dot under Current. Click the **Use** button next to the desired picture.

Editing a picture's description

You can also edit the description of the picture using the **Edit** button.