

# UPLOADING A CHILD'S PHOTO

You can upload a photo of a child within their record. This image can be used on the tile within e-Signatures.

The tipsheet will walk you through:

- [Adding/Changing an Image](#)
- [Removing an Image](#)
- [Troubleshooting](#)

## Summary

### Add/Change an Image

1. Click on Child Care menu
2. Select Children
3. Search for child and click Edit
4. Click Change under silhouette
5. Select Image from browser
6. Click Finish

### Remove an Image

1. Click on Child Care menu
2. Select Children
3. Search for child and click Edit
4. Click Remove under silhouette
5. Confirm you want to remove the image by clicking OK

# UPLOADING A CHILD'S PHOTO

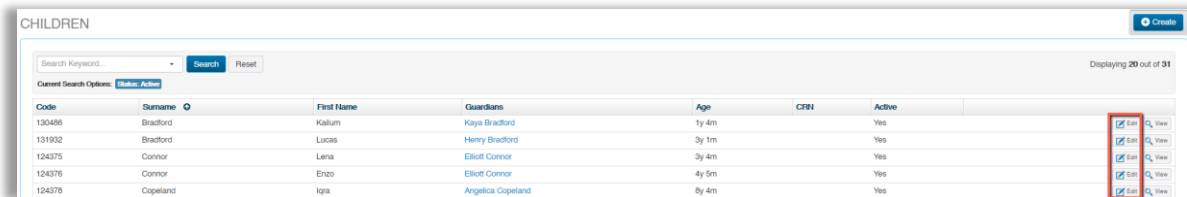
## Detailed

### Adding/Changing an Image

Click on the Child Care then Children.



Use the search options to find the child, then click Edit:



CHILDREN

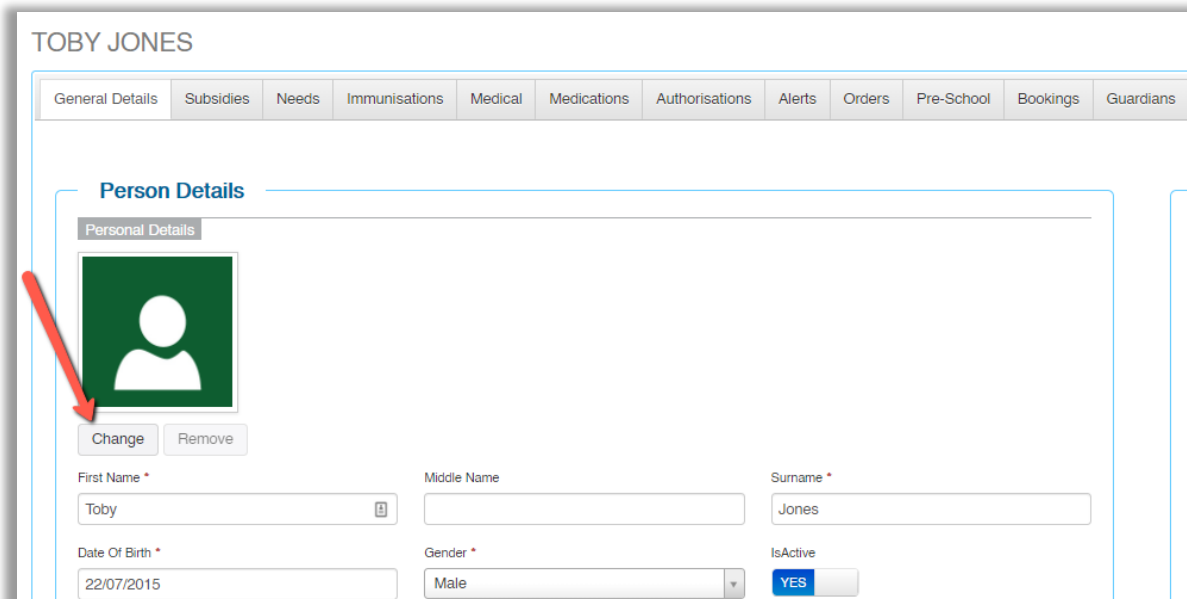
Search Keyword: Search Reset

Current Search Options: **Submit** **Active**

Code	Surname	First Name	Guardians	Age	CFRI	Active	
130486	Bradford	Kallum	Kaysi Bradford	1y 4m		Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
131932	Bradford	Lucas	Henry Bradford	3y 1m		Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
124375	Connor	Lena	Elliott Connor	3y 4m		Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
124376	Connor	Enzo	Elliott Connor	4y 5m		Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View
124378	Copeland	Igra	Angelica Copeland	8y 4m		Yes	<input type="checkbox"/> Edit <input type="checkbox"/> View

Displaying 20 out of 31

When the child's record open, underneath the silhouette, click the Change button.




TOBY JONES

General Details Subsidies Needs Immunisations Medical Medications Authorisations Alerts Orders Pre-School Bookings Guardians

**Person Details**

Personal Details

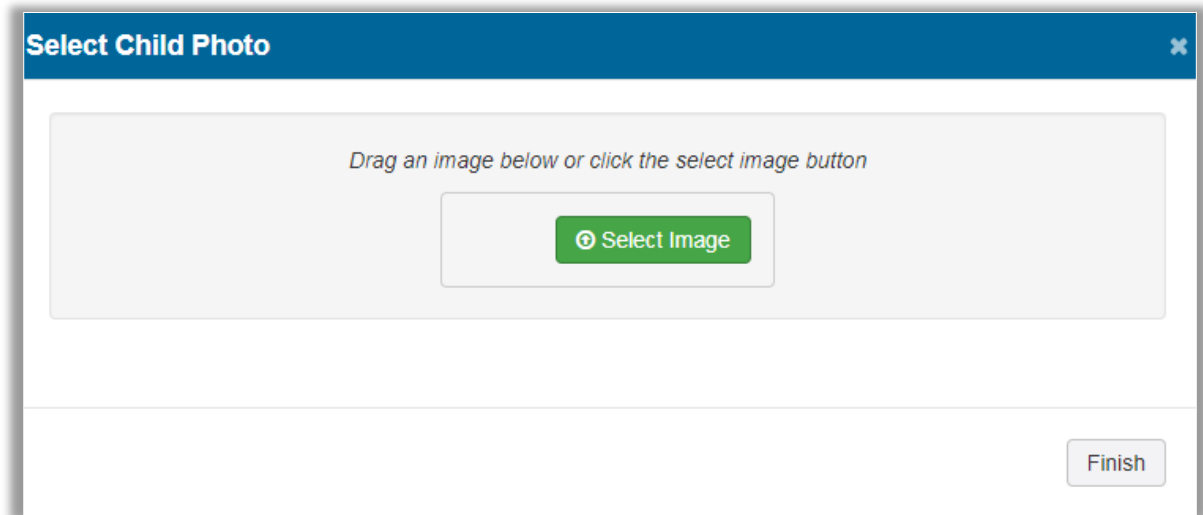


First Name \* Toby Middle Name Surname \* Jones

Date Of Birth \* 22/07/2015 Gender \* Male IsActive YES

## Detailed cont.

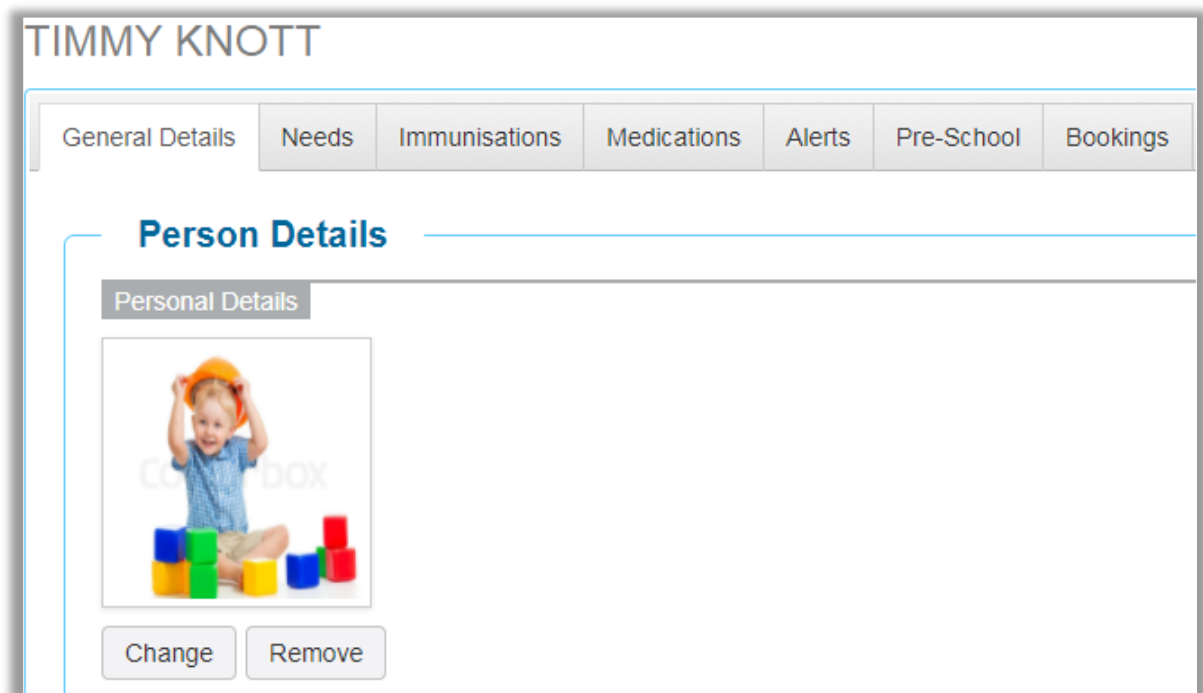
This will open a new window:



Click the **Select Image** button. This will open another window which will allow you to browse your computer files to find the image, once you find the image click **open**.

This will then upload the image. Once uploaded, click **Finish**.

This will then display the photo instead of the silhouette.



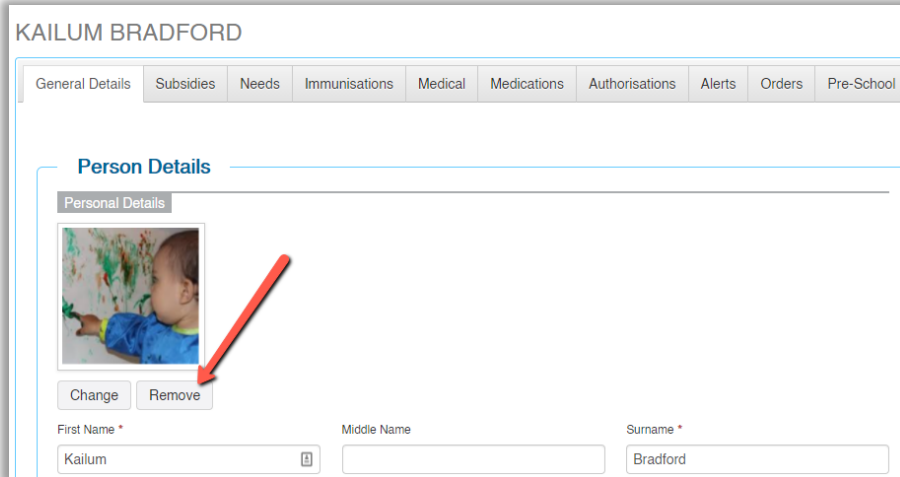
# Detailed cont.

## Removing an Image

Navigate to the child's record as you did before.

1. Click on Child Care menu
2. Select Children
3. Search for child and click Edit

When the child's record opens, underneath the silhouette, click the **Remove** button:




KAILUM BRADFORD

General Details Subsidies Needs Immunisations Medical Medications Authorisations Alerts Orders Pre-School

**Person Details**

Personal Details

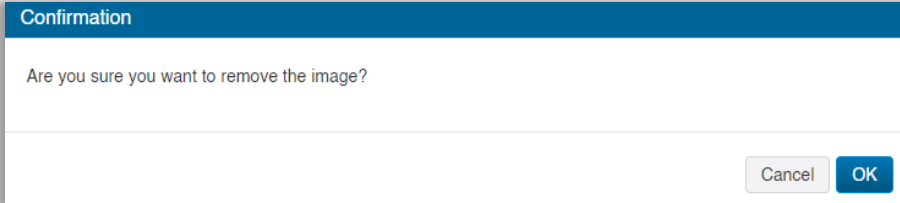


Change Remove

First Name \* Middle Name Surname \*

Kailum Bradford

You will be asked to confirm this change. Click OK.

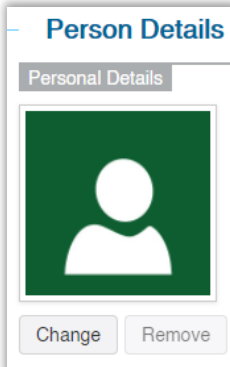


**Confirmation**

Are you sure you want to remove the image?


Cancel OK

The image will then be removed and the silhouette will display:



**Person Details**

Personal Details

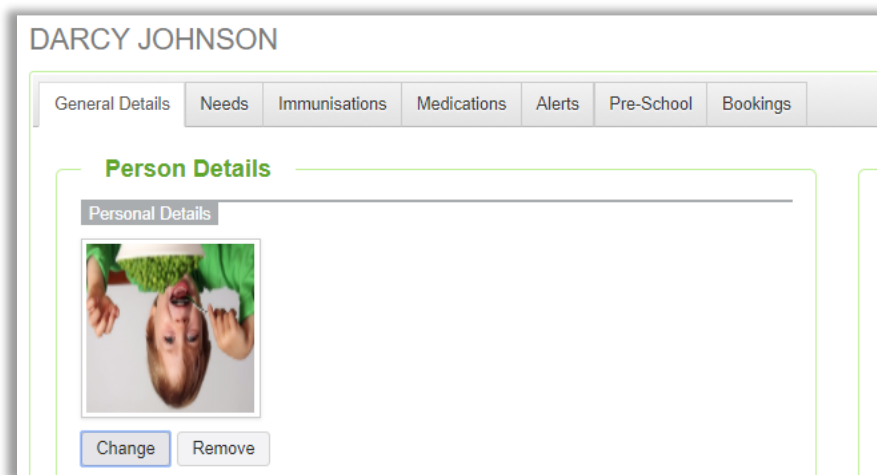


Change Remove

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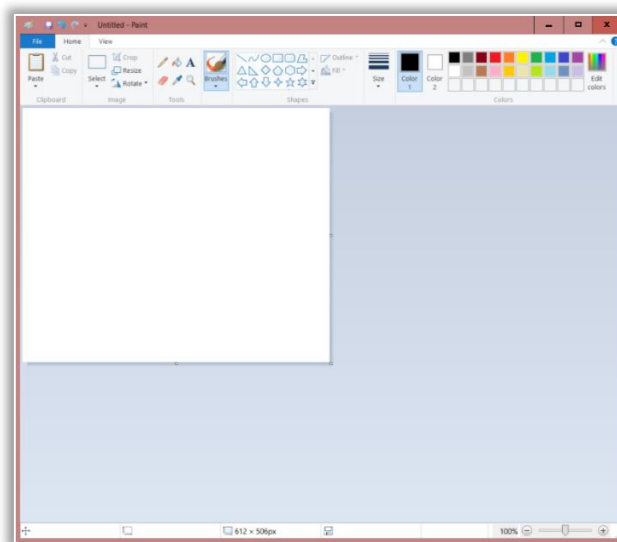
## Troubleshooting

**Issue:** In some cases, you may find that the image displays upside down or sideways:



**Why?** This is not an issue with the system, but with the file itself.

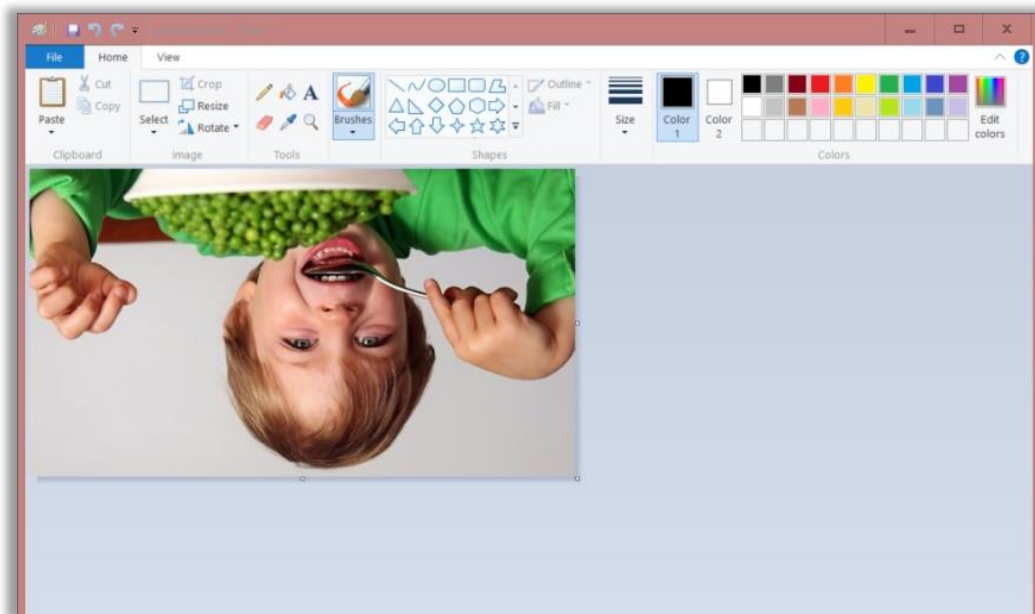
**Resolution:** You can easily edit images on your computer with programs such as 'Paint' to rotate the image to the correct view. To edit the file using Paint, open a new Paint project:



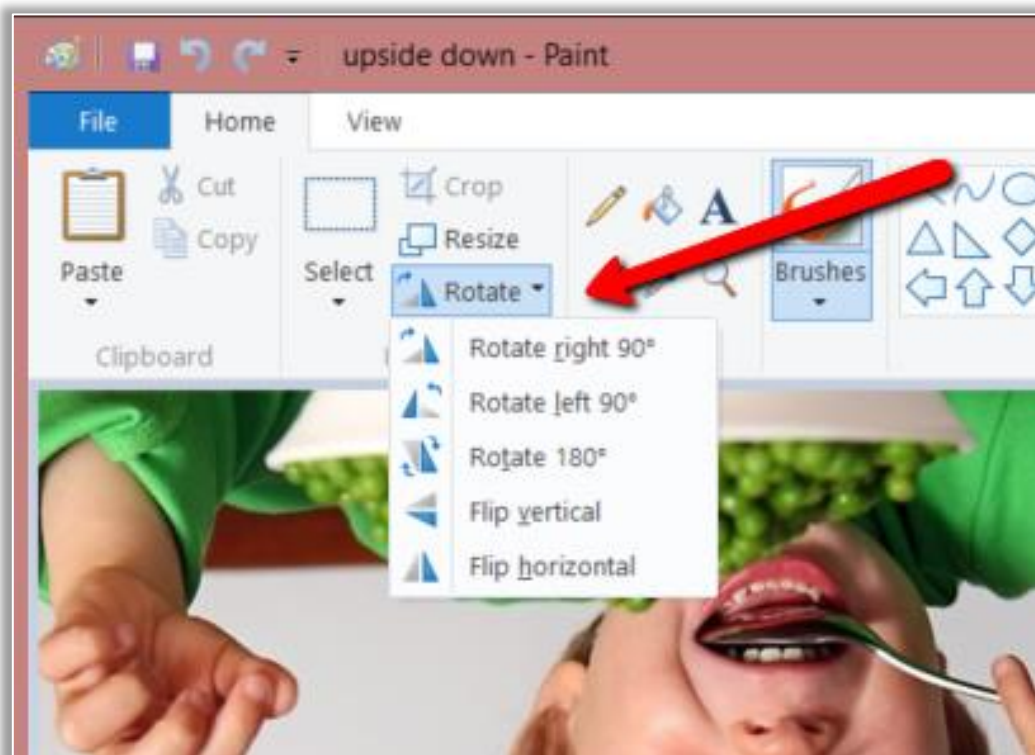
## Troubleshooting cont.

In the top left hand corner of the window, select File and Open. Browse your files for the image, select and click Open.

The file will appear in the Paint window:

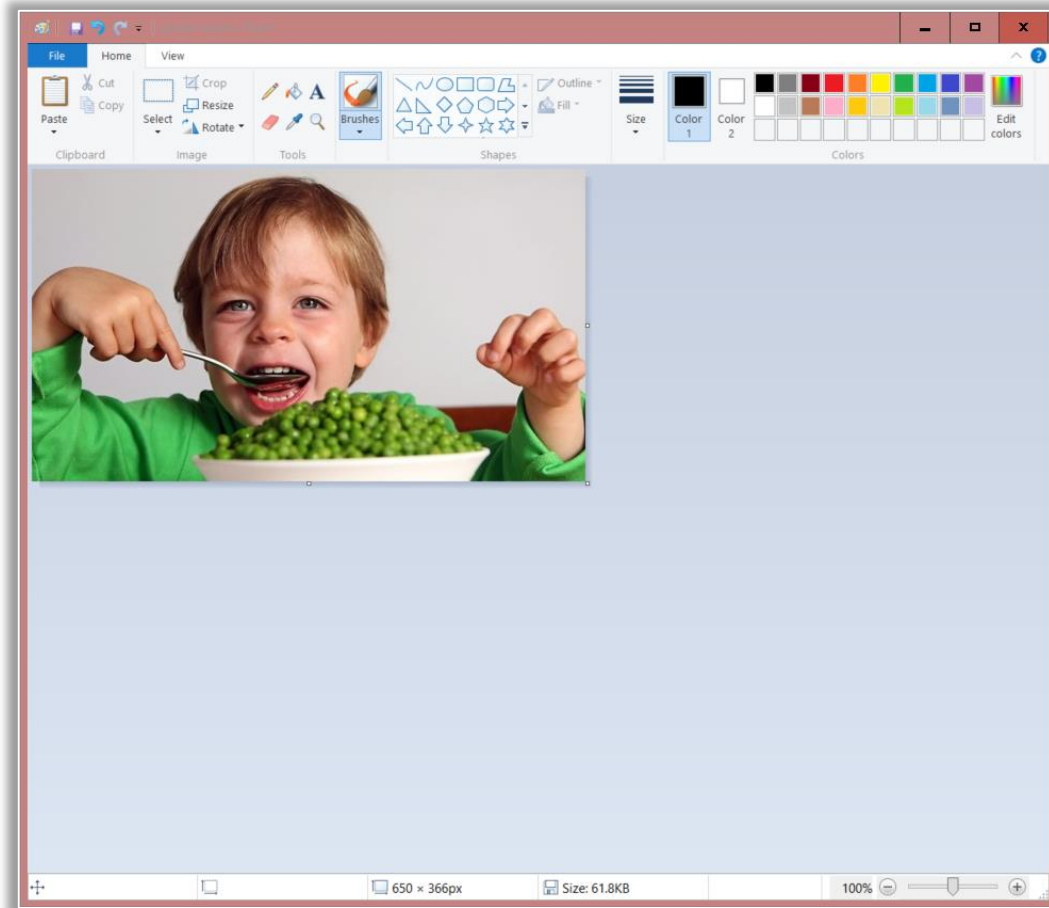


Click the Rotate button:



# Troubleshooting cont.

Rotate the image until it is displaying correctly:



Save your image by clicking **File** and **Save/Save As**.

You may then upload the new image to the child's record.

**Issue:** I'm getting an error saying upload failed.

**Resolution:** There are some limitations on the size and file type which is why your upload is failing.

- **Size:** Provide a photo with a minimum size of 350x350.
- **File Type:** Valid extension(s): png, jpg, jpeg, gif, tif.