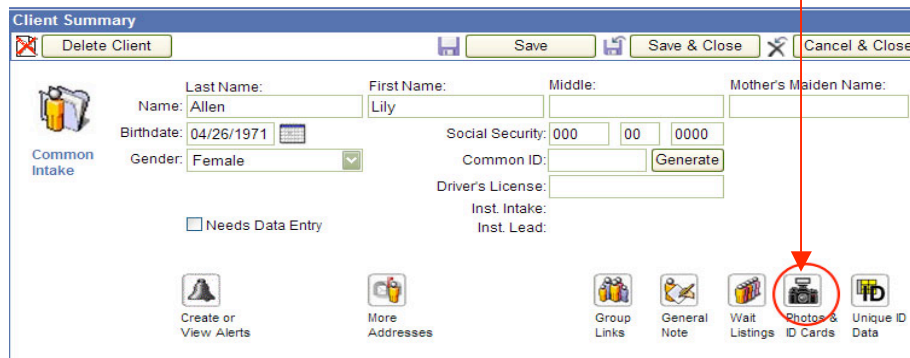


## Adding A Client Photo Using The ID And Photo Tool

The Photo and ID Tool provides an array of information and a digital photo to enable a staff user to quickly confirm the identity of a client in question.

**Note: Photos uploaded to the HMIS must not be larger than 134 pixels width x 165 pixels height. Please contact the administrator if you require assistance with resizing your images.**

1. Click the Photo & ID Cards Icon from the Client Summary screen (page 1 of the Client file).



2. To add a new photo click the New Photo Icon.



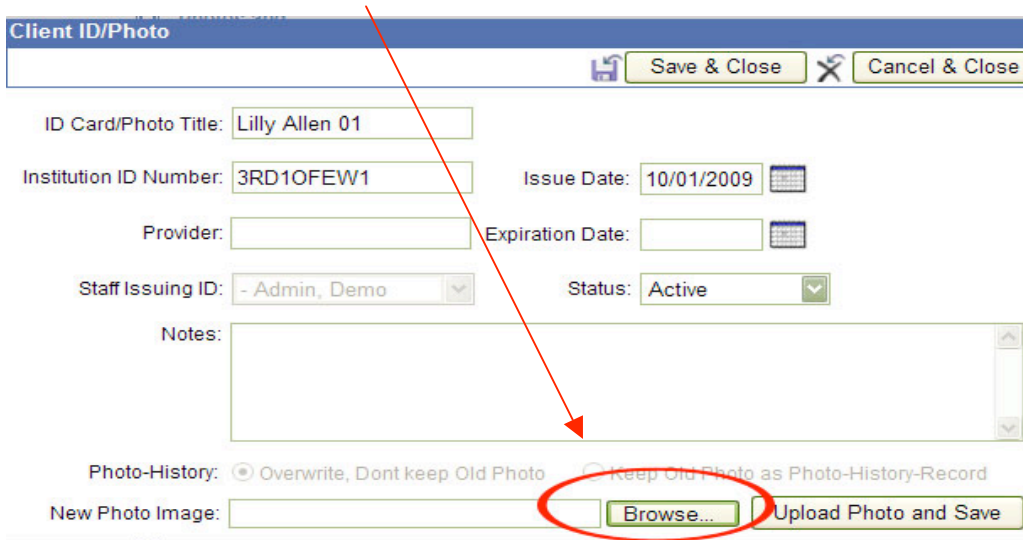
Note: A common ID number may also be generated from this screen and will be associated with the uploaded photo.

**Address:**  
9101 W. Sahara Ave #105-158  
Las Vegas, NV 89117

**telephone:** (702) 614-6690  
**fax:** (702) 966-2478

**email:** info@bitfocus.com  
**web:** www.bitfocus.com

3. Title and date the photo and set the status to Active.
4. Then click Browse to select the photo from a file on your computer.



Client ID/Photo

Save & Close Cancel & Close

ID Card/Photo Title: Lilly Allen 01

Institution ID Number: 3RD10FEW1 Issue Date: 10/01/2009

Provider: Expiration Date:

Staff Issuing ID: - Admin, Demo Status: Active

Notes:

Photo-History:  Overwrite, Dont keep Old Photo  Keep Old Photo as Photo-History-Record

New Photo Image:  **Browse...** Upload Photo and Save

5. Locate and double-click on the Client photo.



**Again, please note that the image must not be larger than 134x165 pixels.**

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6. Then click Upload Photo and Save.

New Photo Image:

You should now see the photo displayed and the ID Record listed below.  
The photo can be edited/deleted anytime by opening the ID Record file.



**Client Photos and ID Data**

Save Save & Close Cancel & Close

**Client Photos and ID Data**

**Data for Unique ID Check:**  
To prevent unwanted duplicate client records, it is recommended that the following data be entered for each client:

Last Name:  Social Security:    City or County of Birth:

First Name:  Date of Birth:  Nation of Birth:

Middle:  Gender:  Ethnicity:

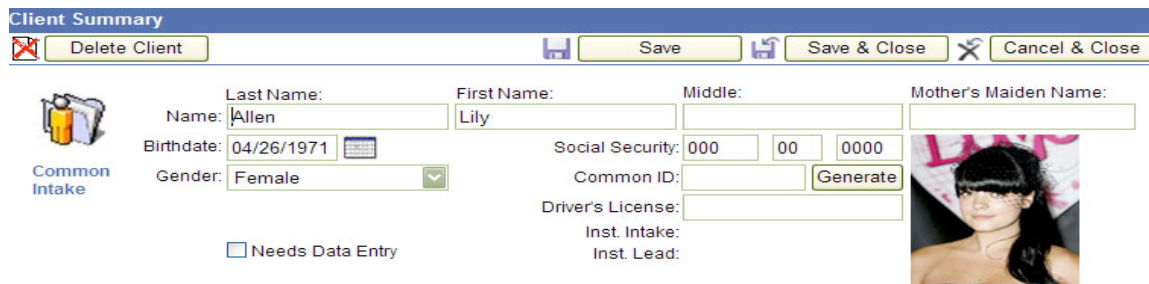
Common ID:   Mother's Maiden Name:  Eye Color:

General Note

ID Record [with Photo and Card Options] Show:  1 Records Found.

Select	Open	Photo Date	Photo Title	Photo/Card ID	Expiration Date	Provider
		10/01/2009	New Photo	3RD1PGS7G		

The Client Summary screen (page 1 of the Client file) will also now show the uploaded image each time the Client file is opened.



**Client Summary**

Delete Client Save Save & Close Cancel & Close

**Common Intake**


Name: Last Name:  First Name:  Middle:  Mother's Maiden Name:

Birthdate:  Social Security:

Gender:  Common ID:

Driver's License:  Inst. Intake:  Inst. Lead:

Needs Data Entry



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