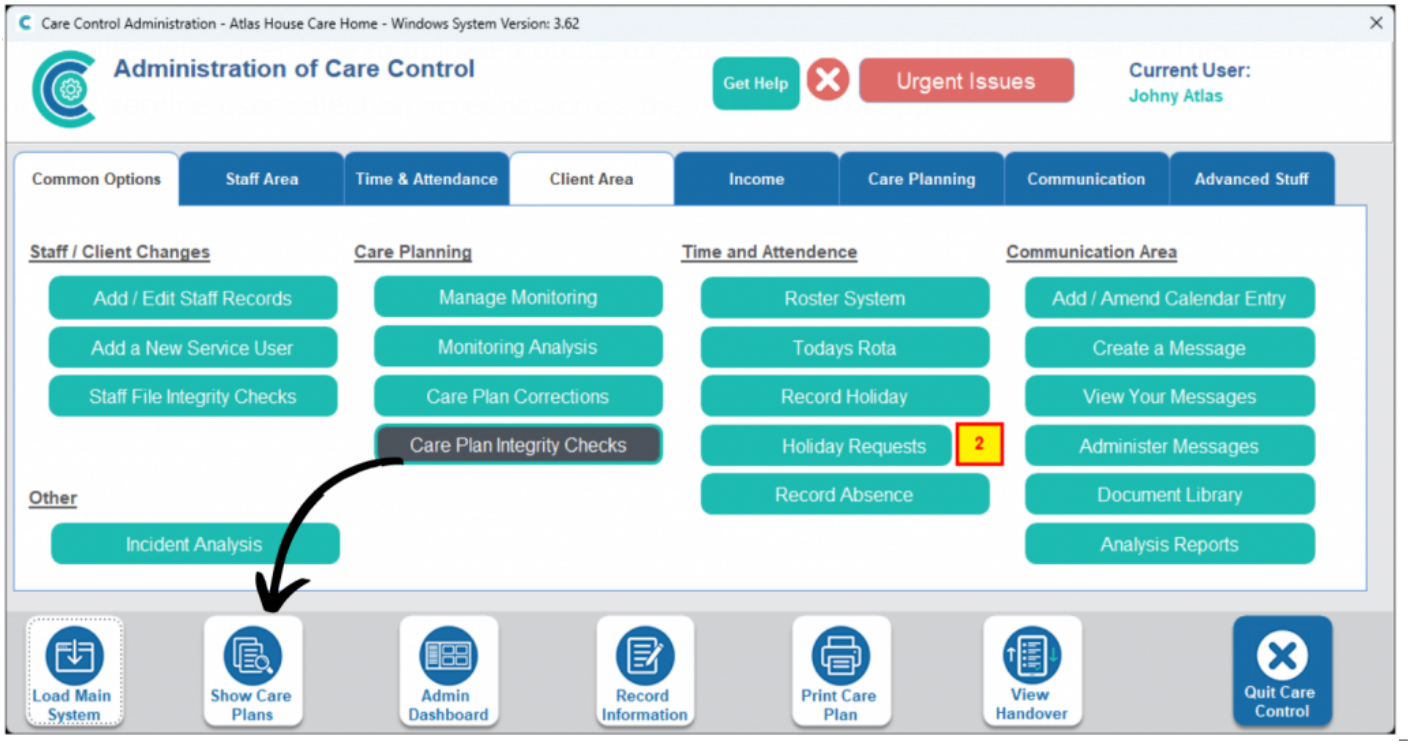
Uploading a Service User Photo

Care Plans Windows · https://cclearninghub.co.uk/docs/uploading-a-service-user-photo/



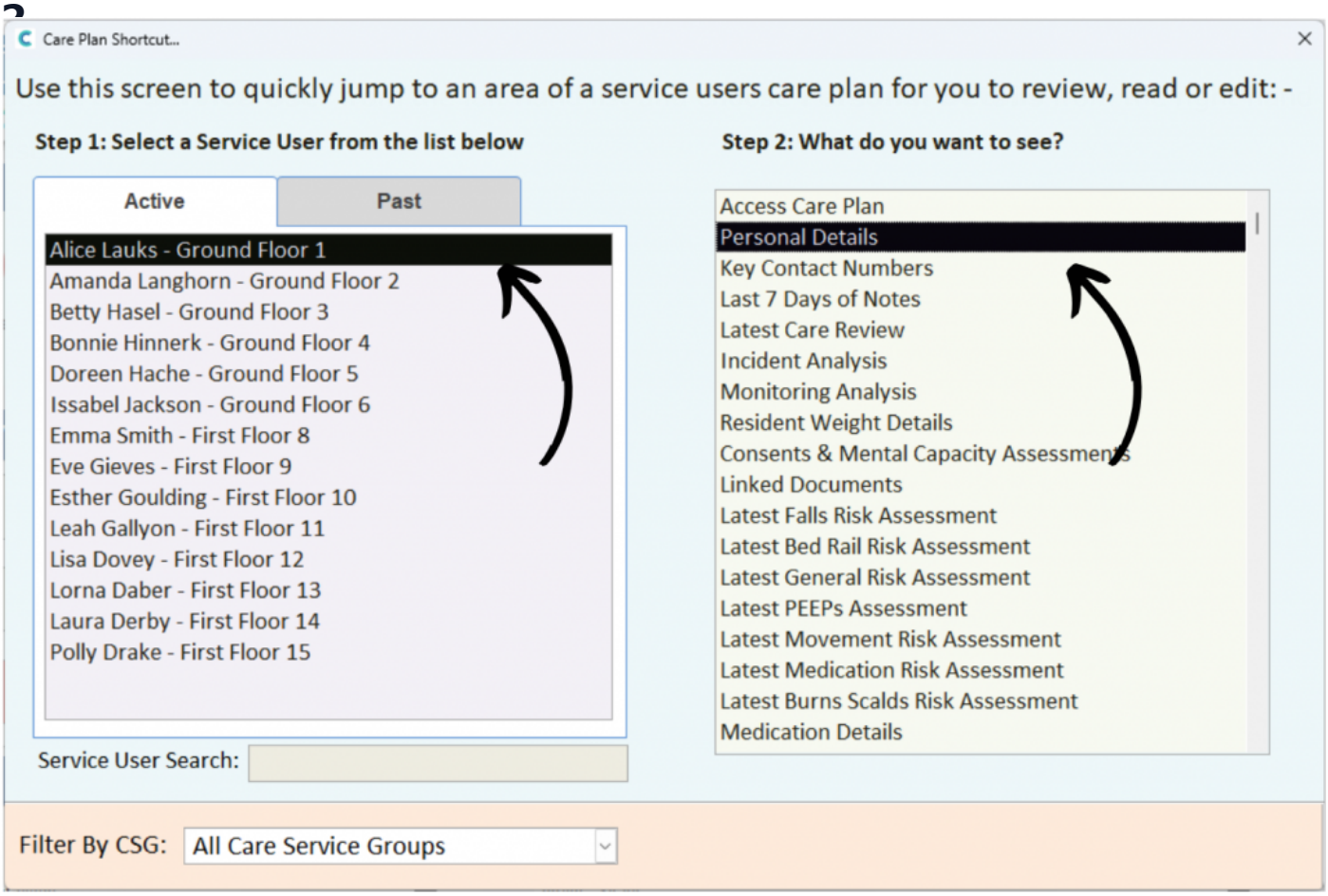
Uploading a Service User Photo

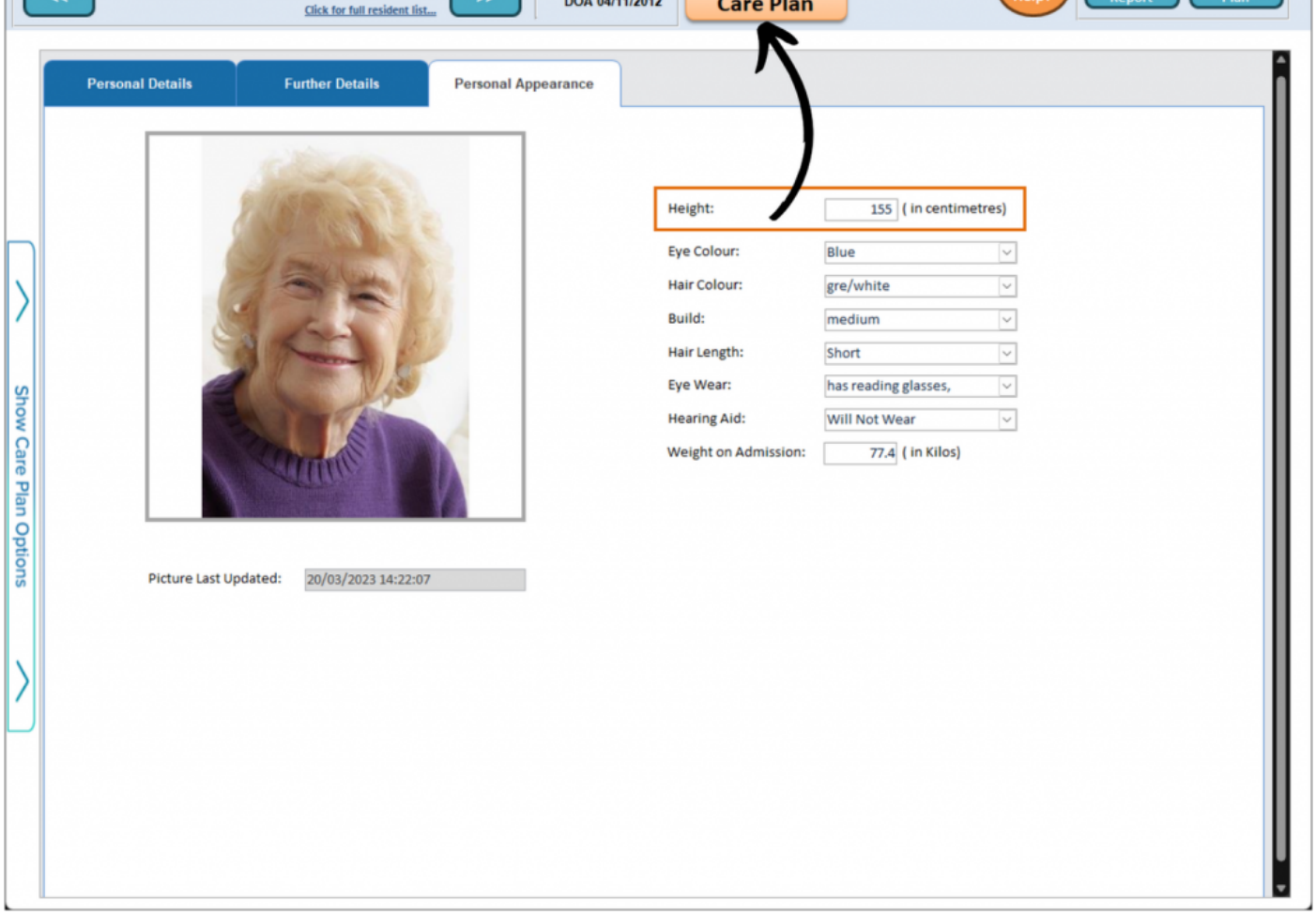


1

In the Administration of Care Control Windows, select the **Show Care Plans** tool, which can be found from the options along the bottom of the window.

2





3

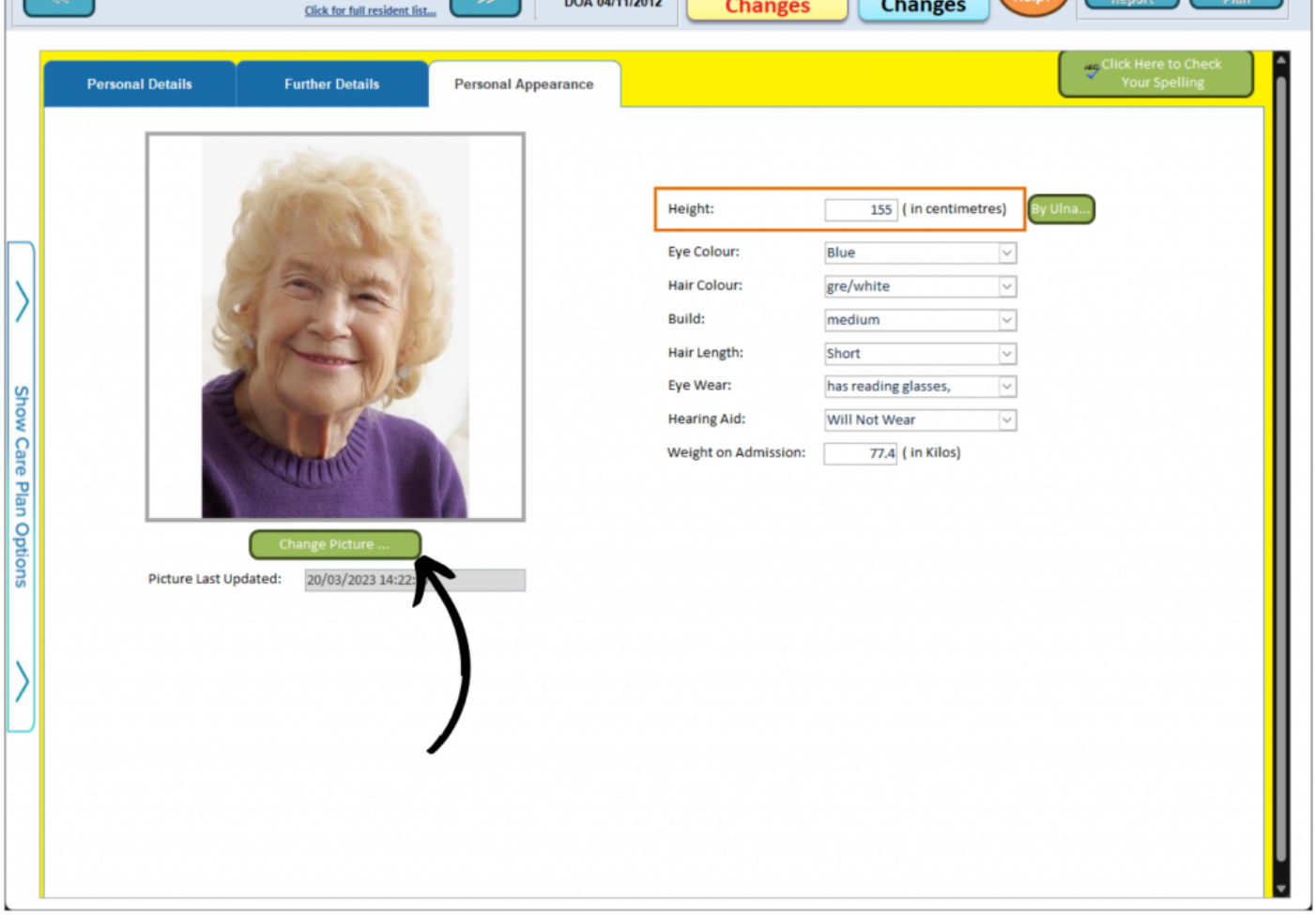
This will open the care plan on the **Personal Details** page.

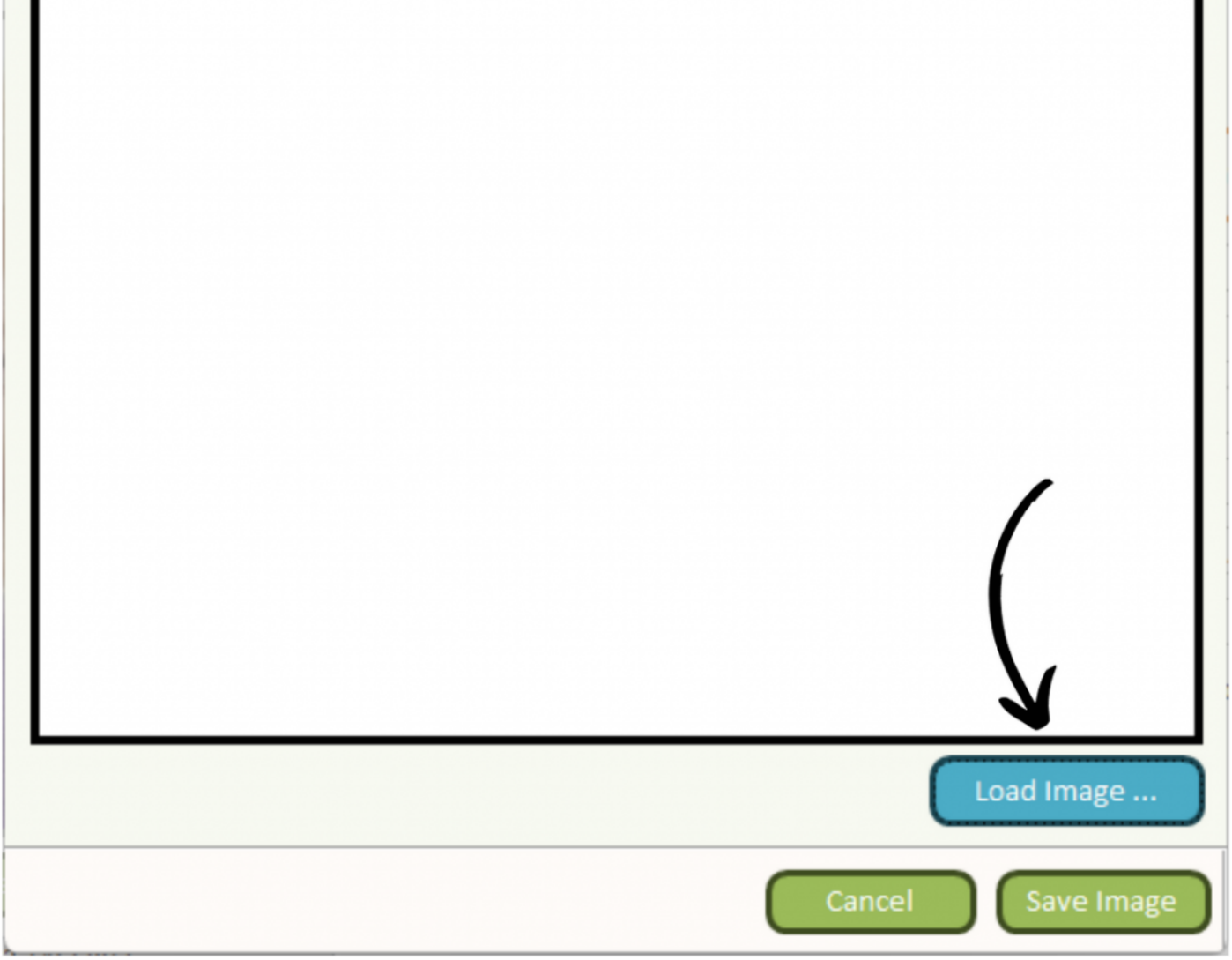
Select the **Personal Appearance** tab, then, press **Click to Edit Care Plan** at the top of the window.

4

The care plan will enter edit mode. You may have to select the Personal Appearance tab again.

A green button labelled **Change Picture** should now be visible.


Click for full resident list...
DOA 04/11/2012
Changes
Changes
Personal Details
Further Details
Personal Appearance
Click Here to Check Your Spelling
Show Care Plan Options
Change Picture ...
Picture Last Updated:
20/03/2023 14:22
Height:
155
(in centimetres)
By Ulna...
Eye Colour:
Blue
Hair Colour:
gre/white
Build:
medium
Hair Length:
Short
Eye Wear:
has reading glasses,
Hearing Aid:
Will Not Wear
Weight on Admission:
77.4
(in Kilos)



5

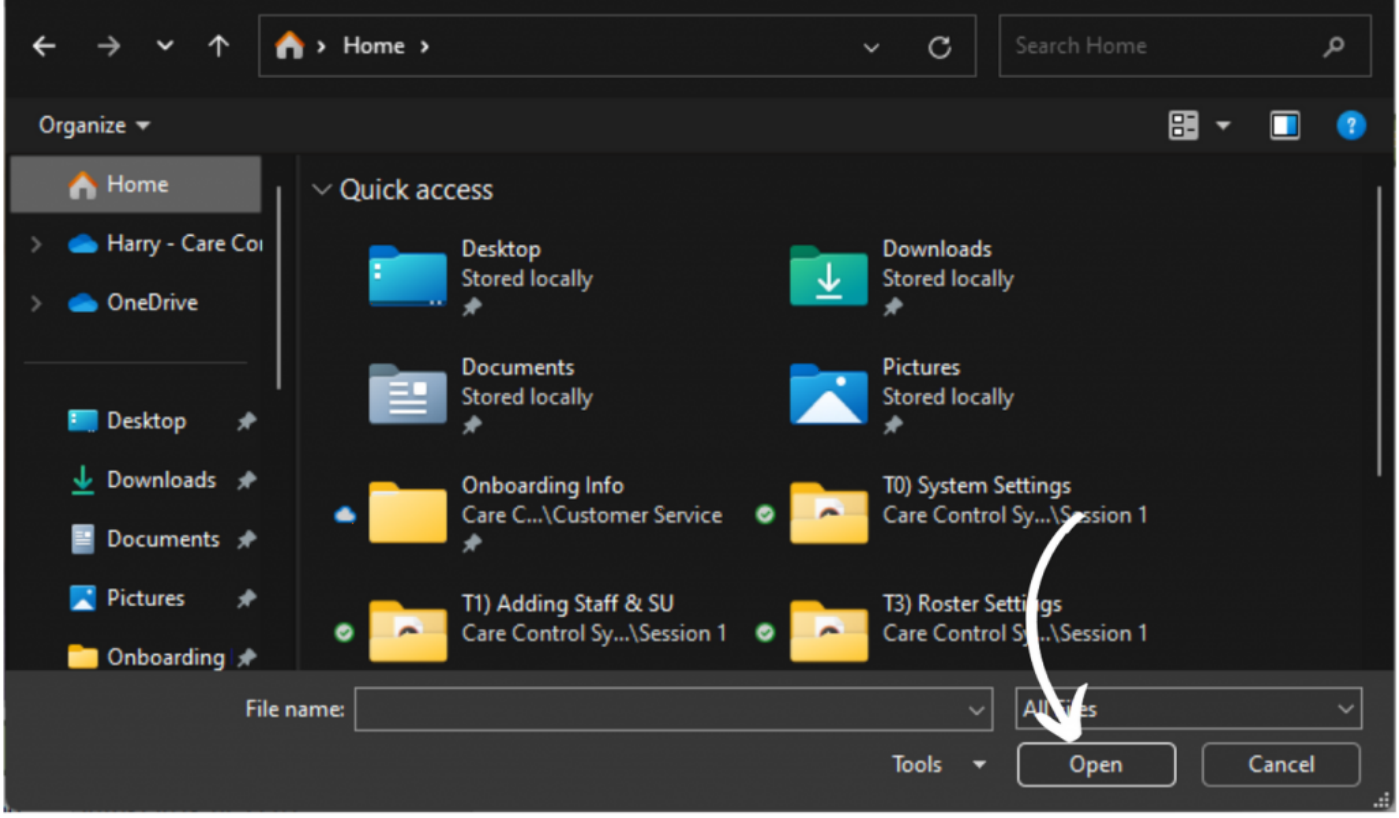
The image loader window will open.

Select **Load Image**.

6

Your file browser on your PC / Laptop will open.

Navigate to where you have the image saved. After finding it, select it and press **Open**.


Home
Search Home
Organize
Home
Harry - Care Co
OneDrive
Desktop
Downloads
Documents
Pictures
Onboarding
Quick access
Desktop
Stored locally
Downloads
Stored locally
Documents
Stored locally
Pictures
Stored locally
Onboarding Info
Care C...\Customer Service
T0) System Settings
Care Control Sy...\Session 1
T1) Adding Staff & SU
Care Control Sy...\Session 1
T3) Roster Settings
Care Control Sy...\Session 1
File name:
All Files
Tools
Open
Cancel



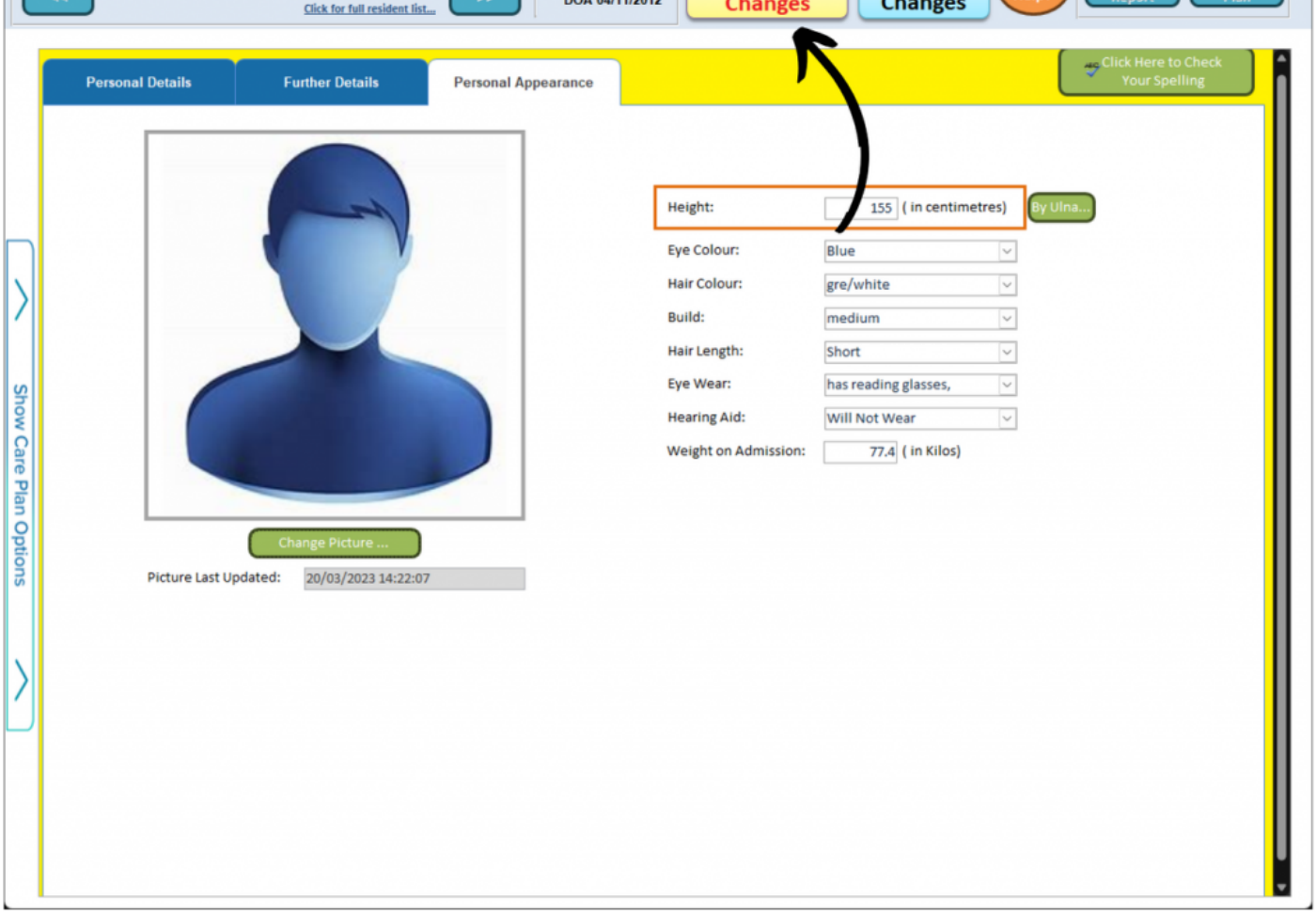
7

Your image should now display in the box.

Press **Save Image**.

8

Finally, press **Click to Save Changes** at the top of the window.


Click for full resident list...
Changes
Changes
Personal Details
Further Details
Personal Appearance
Click Here to Check Your Spelling
Height:
155
(in centimetres)
By Ulna...
Eye Colour:
Blue
Hair Colour:
gre/white
Build:
medium
Hair Length:
Short
Eye Wear:
has reading glasses,
Hearing Aid:
Will Not Wear
Weight on Admission:
77.4
(in Kilos)
Change Picture ...
Picture Last Updated:
20/03/2023 14:22:07
Show Care Plan Options