

# **Client Photos**

- You can upload a photo of a client so that you and others can recognize the client in the Context pane. You can replace an existing photo directly, by uploading a new photo. You can remove a client's photo at any time so that it does not display.
- **Restriction:** You can upload only .JPEG, or .JPG files that do not exceed 500MB. The photo must be square, and the image resolution must be a minimum of 216 x 216 pixels or greater. The photo should be a full front close-up of the client's face. Although you can upload a photo greater than 216 x 216 pixels, it shouldn't exceed these dimensions by too much to ensure the client's profile is properly aligned in the center of the viewing area.

 Sign into Merative Integrated Care. Your home page opens.

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		) © Merative US L.P. 2016, 2023	. Merative and the Merative logo are	
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 To see your clients, from the Side Navigation Menu, select Clients > My Clients, or search for other clients.

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 Click a client name. The Client's Summary View page opens.

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_&> ⊑∕	Name \$	Priority \$	Phone Number	Date of Birth 💠	
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自	Jacob Training	Not Set		1/1/1984	
<u>ጽ</u> >	Rose Young	Not Set	803-222-1114	11/1/1978	

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 From the Actions menu in the Context pane, select Update
 Photo. The Update
 Photo window
 opens.



5. Click **Browse** to open the window where you can select a file to upload and click **Save.** 



 The client's photo is displayed in the Context pane.



## How to Remove Client Photo

Remove an existing client photo by selecting Remove Current Photo, click
 Save.



## How to Remove Client Photo

8. The client's photo is removed from the Context pane.

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caryn lolly	No Records	Mental Health - Crisis	No Records		No Records		No Records	
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Alerts (2)	Christina Weckerly BHS - BHS Homeless Coordinator	Partnerships (FSP) TAO North	No Records					
Actions V	Damian Fonseca Care Coordination Specialist	$\wedge$ Housing Needs $\rightarrow$						
Address	Lisa Alford Care Coordination	No Records						
105 w 5th street, anta ana, California, 92702	Lisa Row WPC - Special Projects							
hone	Manager							
714-834-8888								
Programs No Program Assigned								