



CarePlus

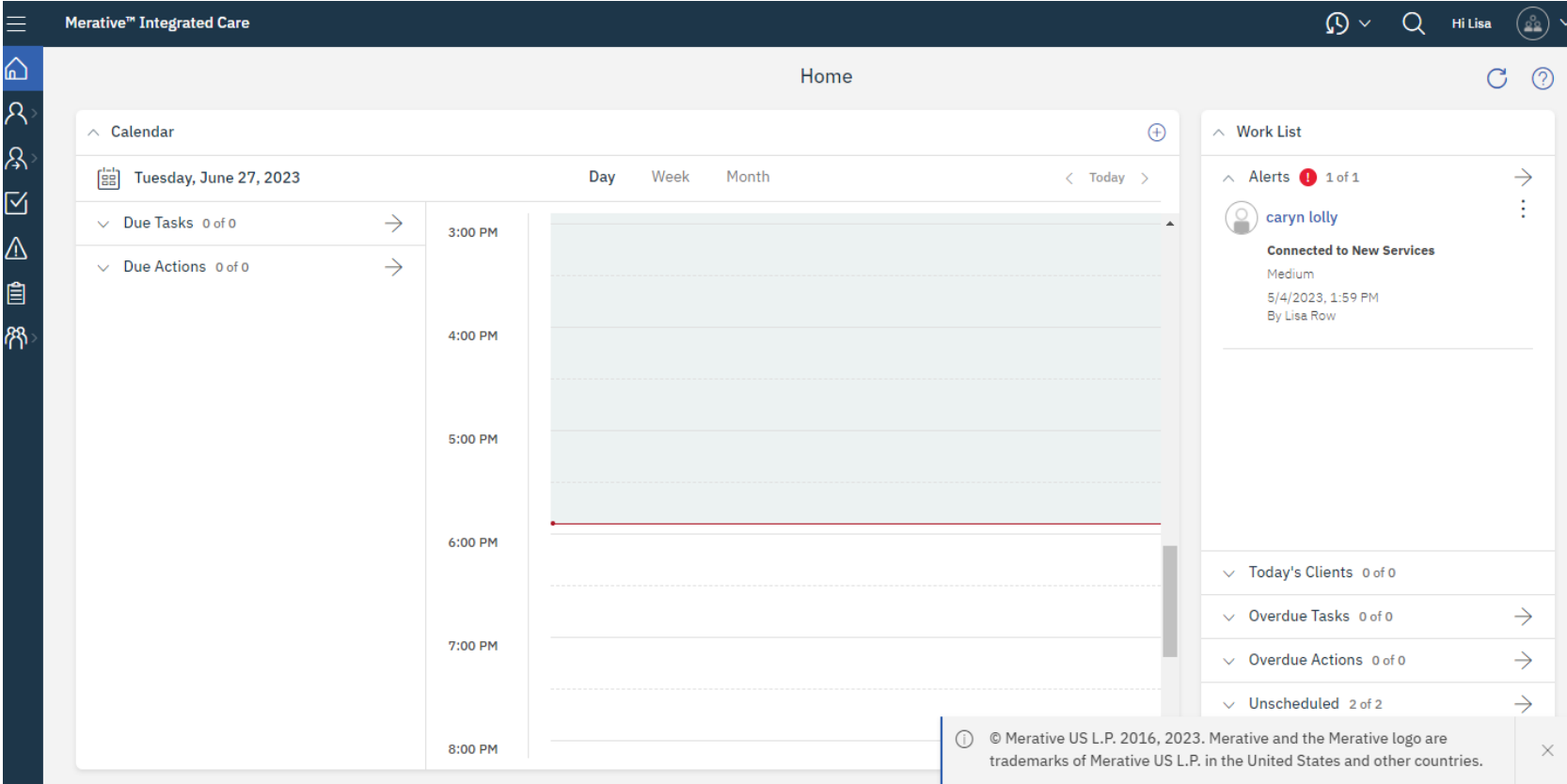
P R O G R A M

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.

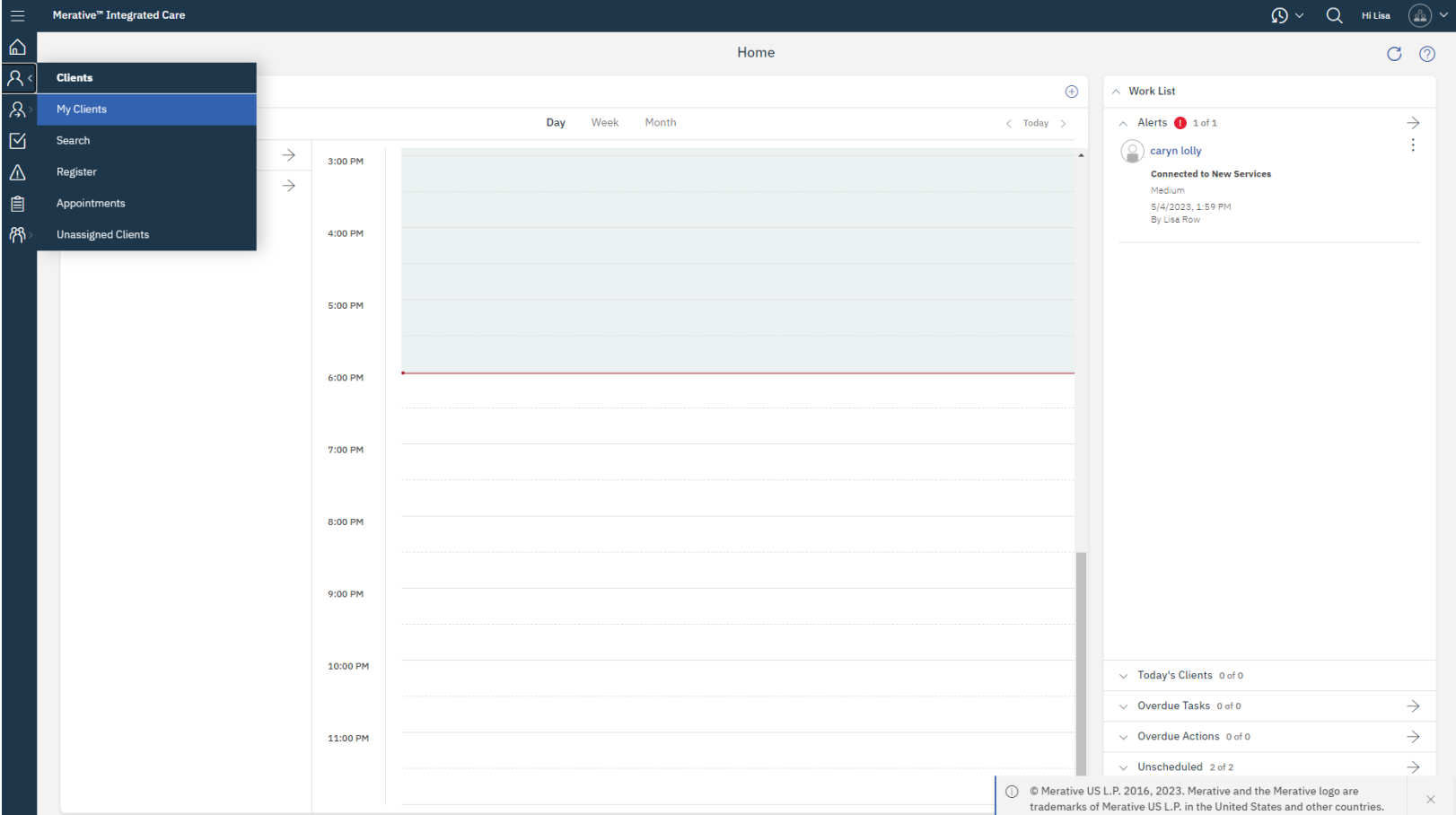
How to Upload Client Photo

- 1. Sign into Merative Integrated Care. Your home page opens.



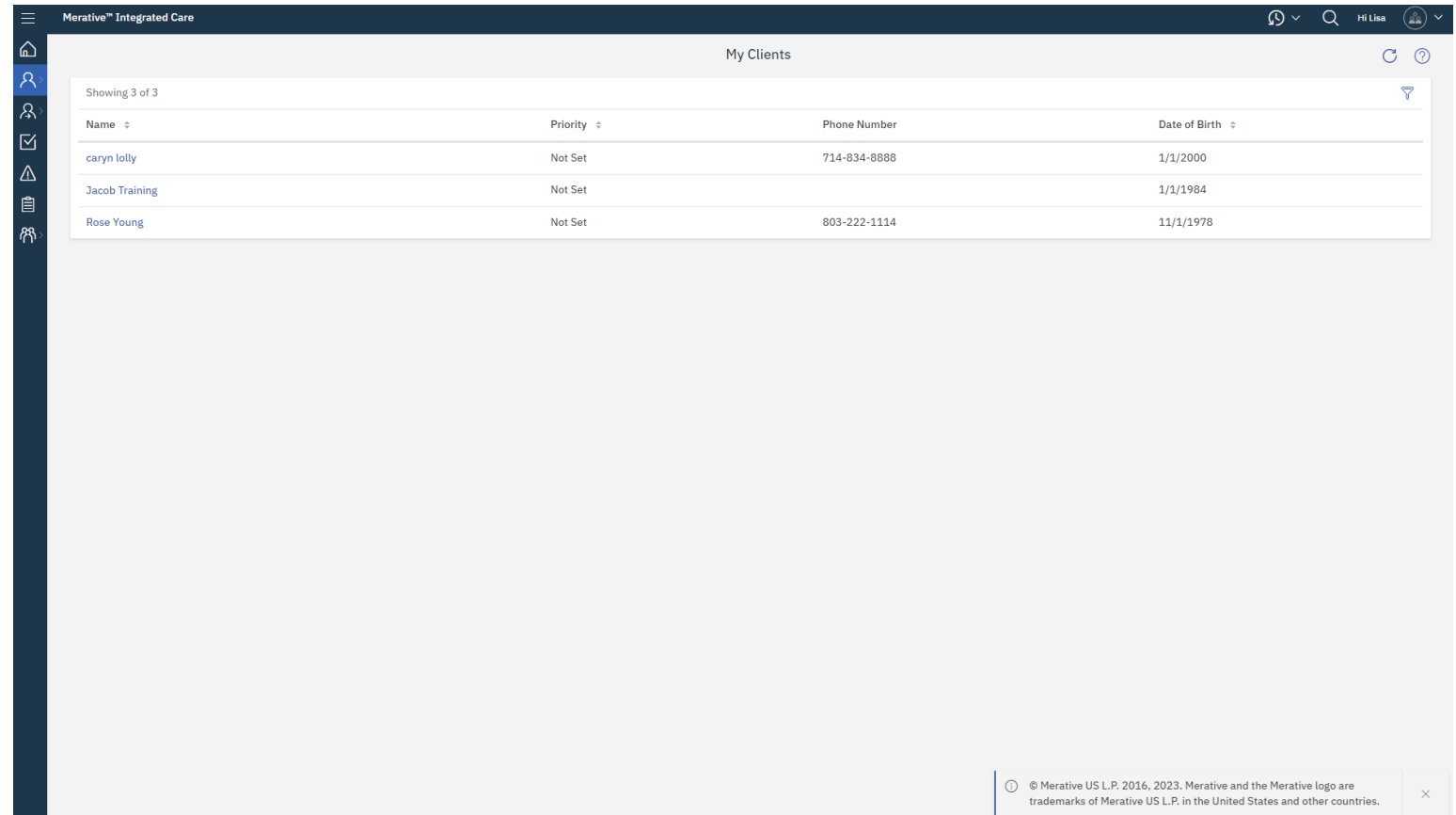
How to Upload Client Photo

2. To see your clients, from the **Side Navigation Menu**, select **Clients > My Clients**, or search for other clients.



How to Upload Client Photo

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



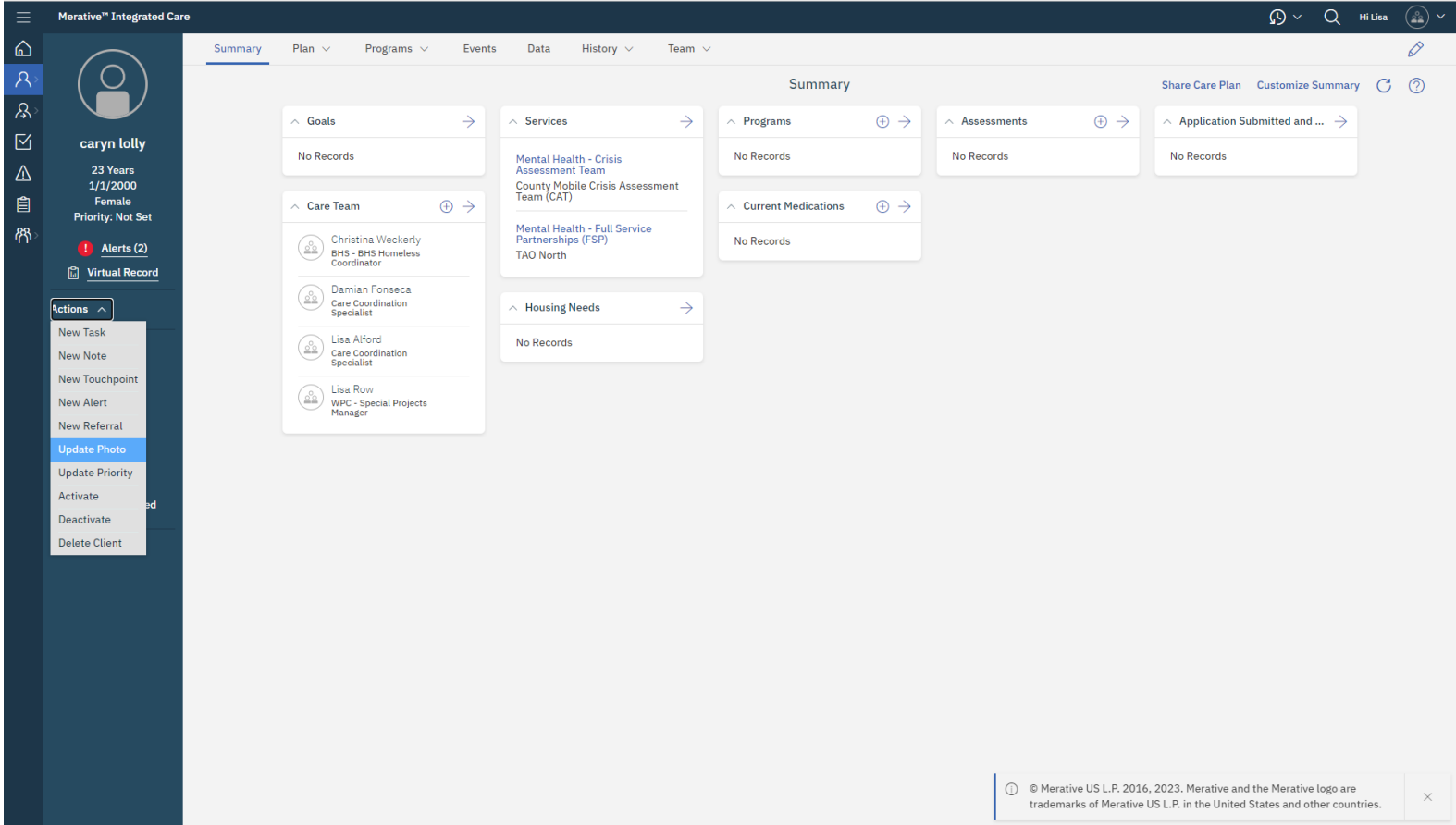
The screenshot shows the 'My Clients' page in the Merative Integrated Care system. The page displays a table with 3 clients. The table has columns for Name, Priority, Phone Number, and Date of Birth. The clients listed are Caryn Lolly, Jacob Training, and Rose Young. The page also includes a sidebar with navigation icons and a footer with copyright information.

| Name | Priority | Phone Number | Date of Birth |
|----------------|----------|--------------|---------------|
| caryn lolly | Not Set | 714-834-8888 | 1/1/2000 |
| Jacob Training | Not Set | | 1/1/1984 |
| Rose Young | Not Set | 803-222-1114 | 11/1/1978 |

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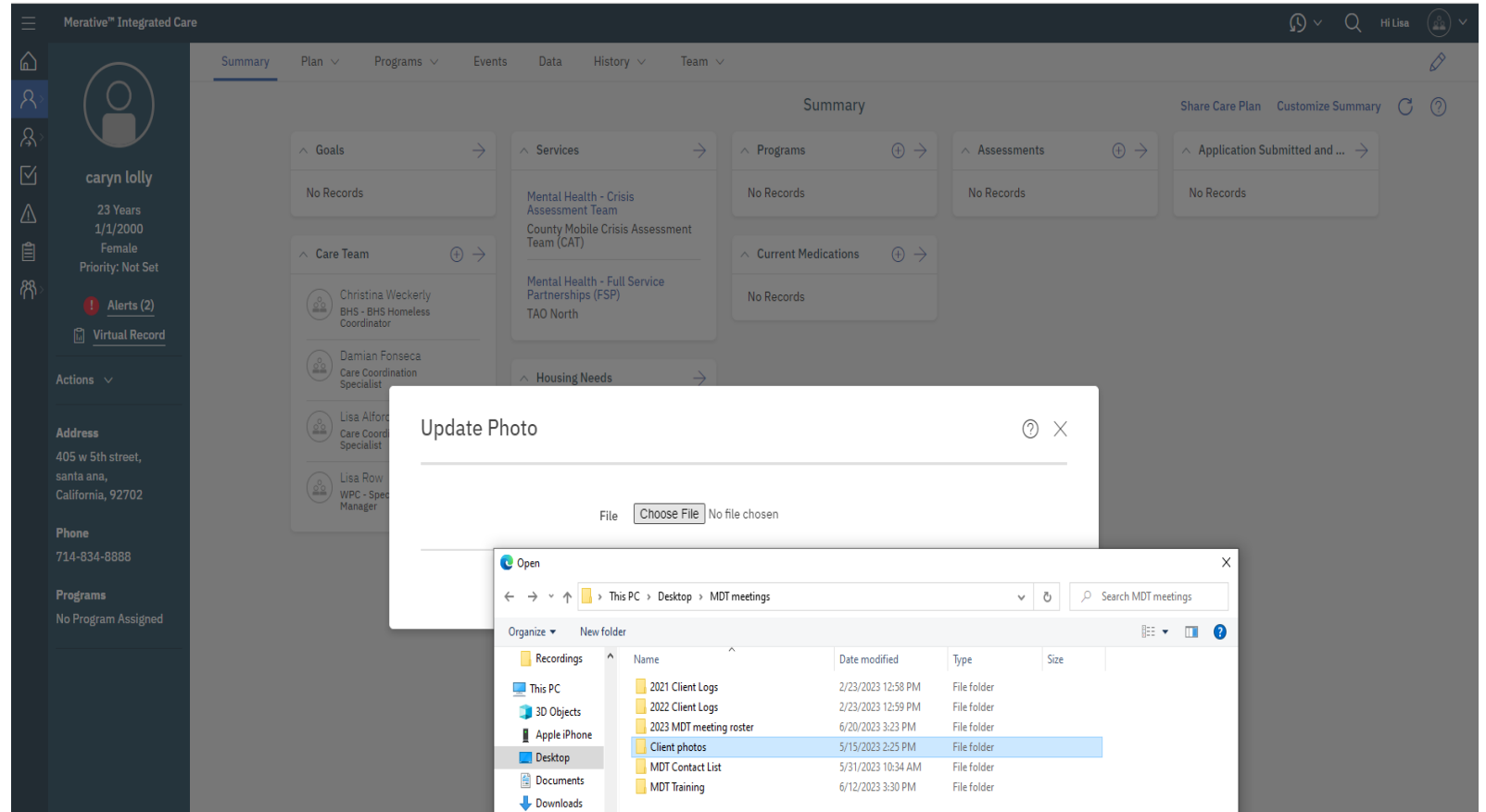
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4. From the **Actions** menu in the Context pane, select **Update Photo**. The Update Photo window opens.



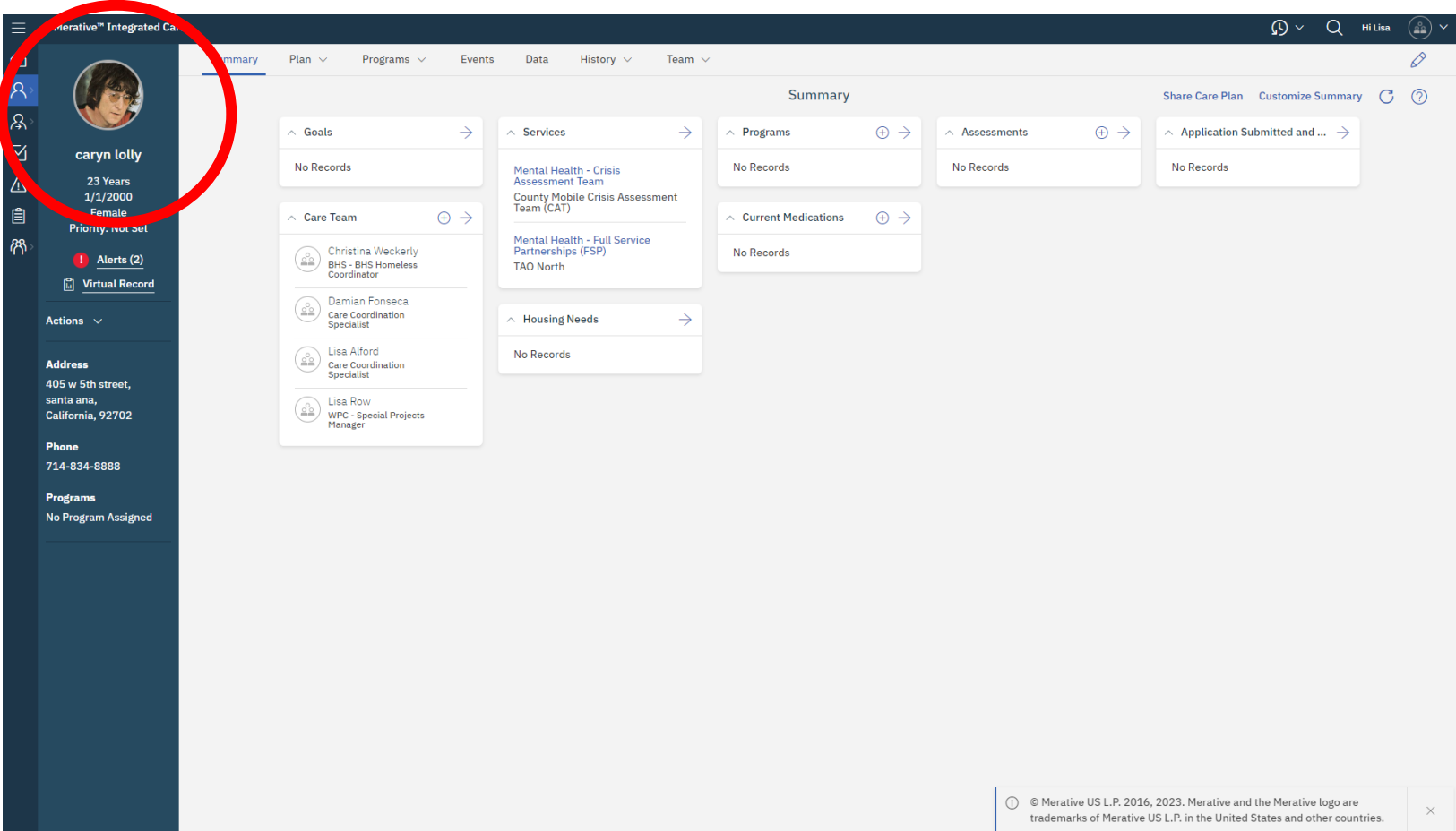
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5. Click **Browse** to open the window where you can select a file to upload and click **Save**.



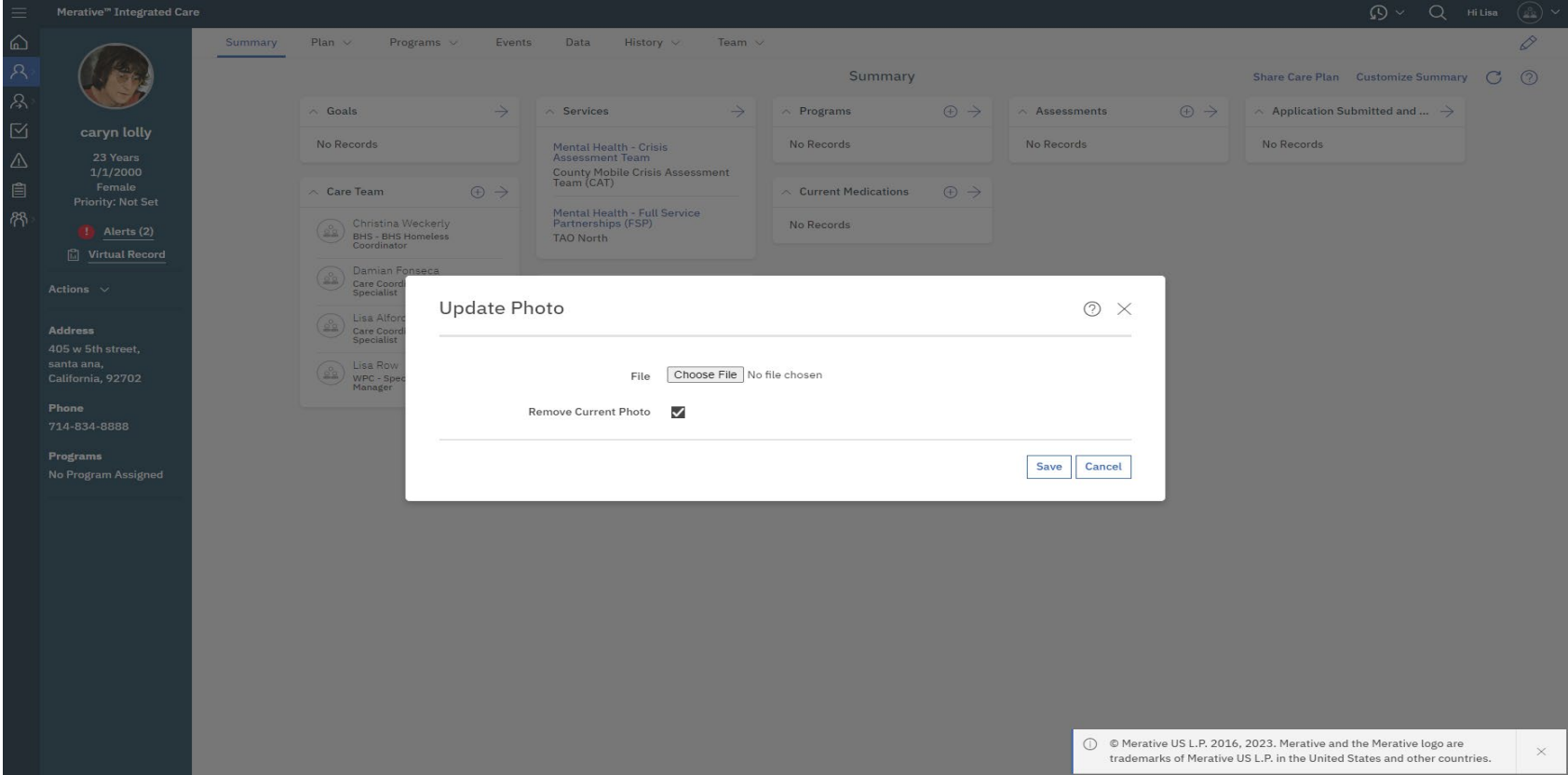
How to Upload Client Photo

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



How to Remove Client Photo

- 7. 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.

