

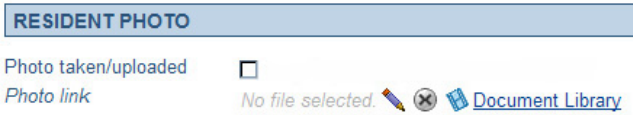



Adding Photographs to HQ Records

BlueStep offers clients the ability to store photographs of residents and staff within the system and display them on multiple screens. Not only does this provide an easy way for new staff to learn the residents, but is key in helping to prevent errors in the administration of medications and therapies, and in accurate patient charting.

Placing photos on records is an easy process that begins by acquiring the image. Whether the photo is e-mailed, scanned or directly input from a digital camera, the photo must be stored on the hard drive of your computer. Alternately, the photo may be placed on the bed of a scanner attached to your computer.

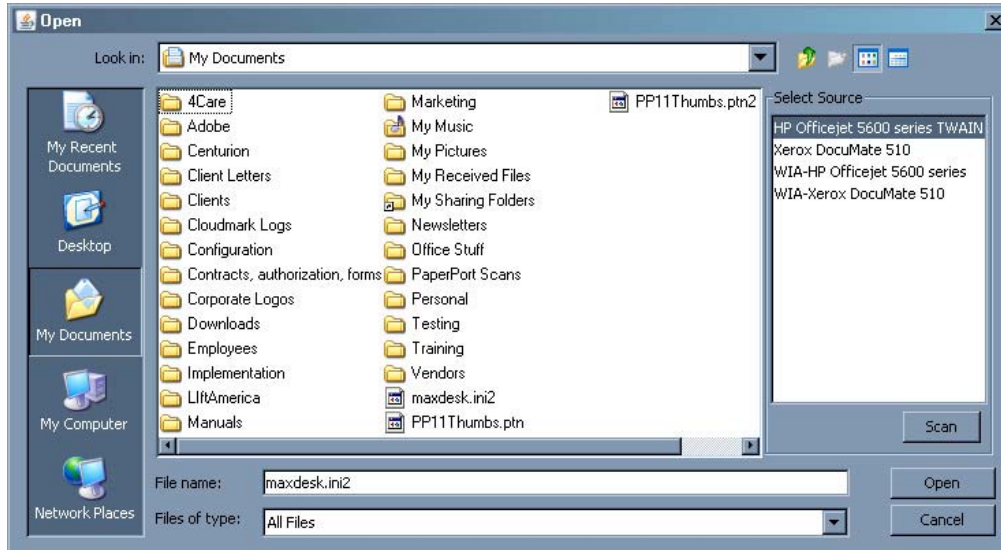
Uploading to the System

1. From the appropriate query (Select Resident, Select Staff, etc.) choose the record to which you want to upload the picture.
2. From the record navigation menu (left side), select 'Individual Worksheet' in the Admit Resident folder. (On a staff record, select the 'Personal Info' form.)
3. Locate the photo link field. On a resident or patient record, the link will appear as the example at right. Staff records will present the same field, but labeled 'Staff Photo'.
A screenshot of a web interface showing a field titled 'RESIDENT PHOTO'. Below the title, there is a checkbox labeled 'Photo taken/uploaded' which is currently unchecked. Below that is a text label 'Photo link' followed by the text 'No file selected.' and three icons: a pencil (edit), a trash can (delete), and a folder (document library). A blue link labeled 'Document Library' is also visible.

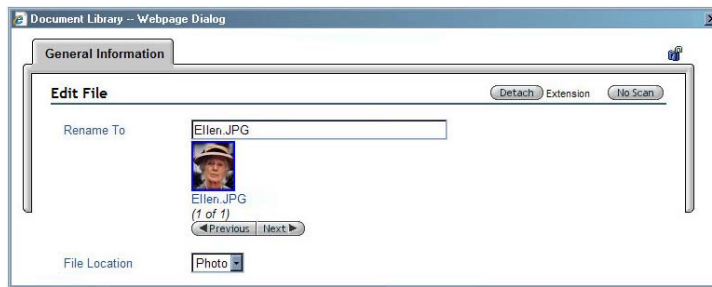
A screenshot of a 'Document Library - Webpage Dialog' window. It has two tabs: 'General Information' and 'Permissions'. The 'General Information' tab is active. The window title is 'Document Library - Webpage Dialog'. Inside, there is a 'New File' section with buttons for 'Detach', 'Extension', and 'No Scan'. Below this, there is a 'File To Upload' section with a progress indicator 'Uploaded 0 of 0' and a 'Browse/Scan' button. A 'Rename To' text input field is present. Below the input field, there is a message 'There are no slides to view.' and 'Previous' and 'Next' navigation buttons. At the bottom, there is a 'File Location' dropdown menu set to '--Root Folder--'.
4. Click the Edit Pencil icon.
5. On the resulting pop-up, example below, click the Browse/Scan button.



- A pop-up will appear (illustration below), allowing you to locate the image stored on your hard drive. Select it and then click the 'Open' button. Alternately, if the photo is on your scanner, click the 'Scan' option.



- When the image is loaded, the pop-up will show a thumbnail of the picture, as illustrated at right. Click the 'File Location' drop-down arrow and select the folder in which to store the photo. Click the Save button at the bottom of the pop-up.



- The uploaded photo will be in the Document Library, located in the file selected. Click on the underlined title of the image.

This will enter the picture into the photo field, placing a thumbnail in the field, as shown at right. (Most facilities require that the signature field also be checked at the time the image is entered.)



Your system is set to automatically display this photo in the resident header and a large number of other critical and helpful locations.