

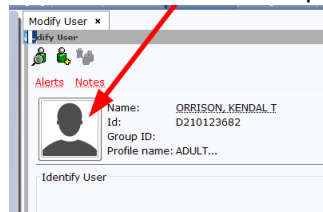
Patron Photos in WorkFlows Cheat Sheet

Revised November 2017

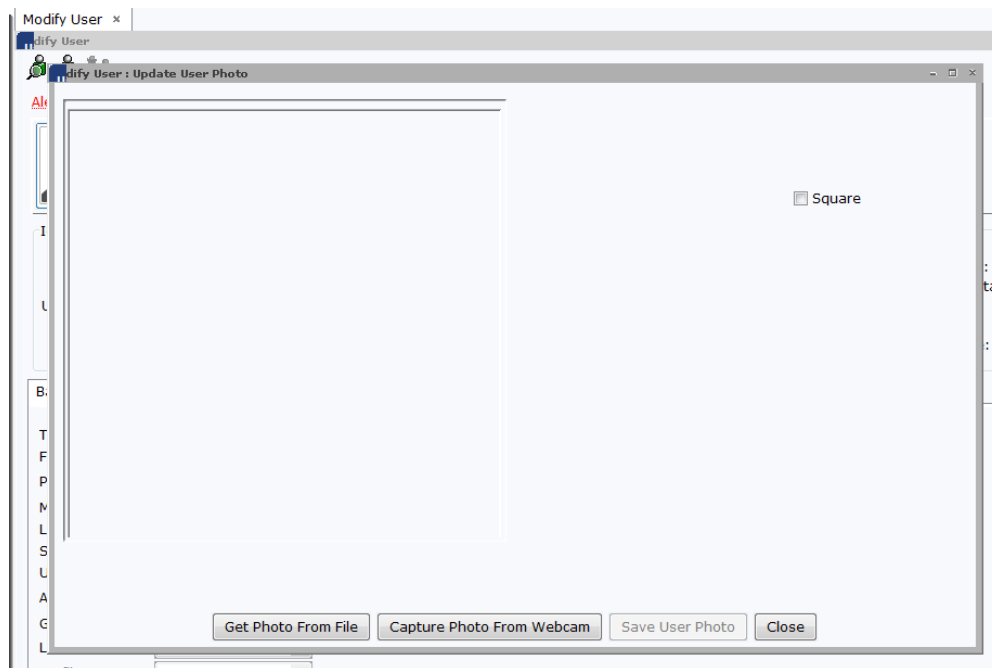
A patron photo can be added during registration using the **User Registration** wizard or after registration using the **MODIFY USER** wizard. The Display User wizard will not allow you to edit the photos, it only displays them.

Adding, Modifying or Deleting a Patron Photo:

1. In the Modify User wizard, pull up the patron you wish to add/change/delete the photo for. Then click on the patron's photo or the silhouette in the photo location.



2. Clicking the patron's photo opens the Update User Photo helper window.



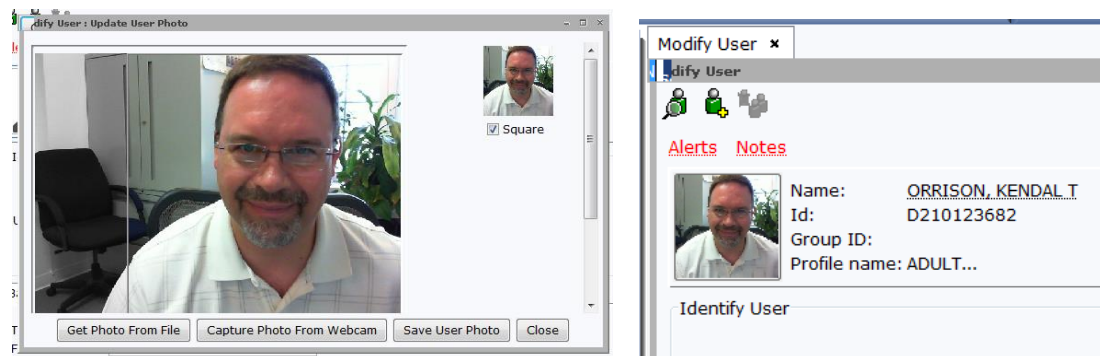
3. If you have an existing photo of the patron or wish to use a picture file on your computer, click the "Get Photo From File" button. This will open a file dialog on your screen allowing you to navigate to the file you wish to use. Once you find and click the file name, click the open button to pull up that image. Once you click OK on the file selection window it shows the photo in the Update User Photo window.



Next, click the checkbox next to the word Square in the upper right. This will crop the photo to a square. Now drag the colored part of the main photo to select which part of the image you want to show in Workflows. Since Workflows show a square image, you should always check the square box and adjust the crop. When finished, click the “Save User Photo” to exit the helper and save the image to the patron’s record.

4. If you would like to use your webcam to capture the user’s face, click the “Capture Photo From Webcam” button. This will launch your webcam (added to a desktop or built into your laptop) and show the live image on the screen. Arrange the patron to capture a head and shoulders shot and press the Capture button in the live preview window.

Again, you will want to check the checkbox next to the word Square beneath the small preview window. Then adjust the colored portion of the main picture window to show the area you want to see in Workflows. In this example, I removed the chair to the left of the screenshot. When finished click the “Save User Photo” button to save the captured image to the patron’s record.



Questions??

Contact the RSA help desk at rsahelp@railslibraries.info or RSA staff at 866-940-4083