

Personnel Pictures

Setup and Usage

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Introduction

This manual describes how to setup and use the personnel picture management module .

Requirements

Following are the hardware and software requirements for using the personnel picture module.

- All pictures must be saved in the .JPG format.
- Picture file size should not exceed 250kb. Any increase of resolution is not utilized.
- The work station that will be used for setting up the module must have access to the picture storage directory.

Setup

The following steps must be completed prior to utilizing pictures with the personnel module. These steps will be completed by Alpine personnel.

1. Create a storage directory to hold all of the picture files. The recommended directory name is:
`<Server>\RedNMX\Picture`
2. Copy all .JPG files to the storage directory named in step 1.
3. Access the Document Image System setup by selecting the Auxiliary Tab on the main menu. Now click the drop down arrow found on the Image icon and select Setup. (The Image icon is the right most icon in the Misc group of icons). The setup window opens, select the Path Tab. Enter the path using the \\ name. If your server is called, Server, enter
`\\SERVER\REDNMX\PICTURE`
as the directory.
4. Select the General Tab. Select the appropriate storage directory using the drop down arrow.

Adding Pictures

Follow these steps to attach a picture to a personnel record.

1. Go to the Personnel Module and access the record for the individual for which you want to attach a picture.
2. While viewing the record, right click over the picture area, found in the upper left corner. This will bring up the picture menu.
3. Select Attach Picture. This will bring up the directory holding all of the picture files. Select the appropriate picture of the member and press the Select File button. This function will load the picture into the database. The members picture should now be successfully attached and display in the window.

Removing Pictures

Follow these steps to remove a picture attached to personnel record.

1. Go to the Personnel Module and access the record for the individual for which you want to remove a picture.
2. While viewing the record, right click over the members picture. This will bring up the picture menu.
3. Select Delete Picture. This will delete the picture from the members record and the database. Please note this does not delete the picture from the picture storage directory.