



TrainingRegister® Tutorial

Attach Photos to a Person's People Record

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Abstract: This Tutorial will help the user attach photos to a person's People record. Photos should have a 3:4 vertical shape to avoid having the image distorted when it is displayed. Photo quality or size is not critical but lower quality will conserve disk space and network resources, and will report faster.

Attached photos are displayed on the General tab of the People form, the reports tab and at the time of this tutorial, on an enrollment roster.

It will be assumed the user has worked through the Overview Tutorial, knows how to open TrainingRegister®, switch to the sample database if needed and login.

It will also be assumed the user is already logged into TrainingRegister®.

Opening the People Table:

Click the [Tables] Menu, then select [People]

Click [Find] and use the search tools provided to locate an individual's record in the People table.

On the [Tasks] Tab, click the [Select Photo *.JPG] Button.

Use the Windows tools to locate the *.JPG image file to be attached.

The file will be renamed with as person's ID and saved in the designated PhotoFiles shared LAN/WAN folder.

Replace or Update a Photo File.

Attaching a new image file (any source name) to the same person will replace the existing photo.

Attached files are not saved in the database. They are saved in a shared LAN/WAN folder and are found with a file name that matches the person's ID.