

Uploading Resident Photos

You can upload resident photos to Achieve Matrix from digital photos stored on your desktop. The photo appears in the upper right hand corner of the **View Resident** page (face sheet).

To view a resident's photo, select **Face Sheet** from the **Resident** menu. (If you do not have a selected resident, the **Search Residents** page appears so you can select a resident.) From the resident's face sheet, you can:

- **Add a photo:** See **To upload a Resident photo** below.
- **Update a photo:** Click the **Update** link to select another photo for the resident.
- **Delete a photo:** Click the **Delete** link. The photo is removed from the page.

To upload a resident photo

1. From the **Resident** menu, select **Face Sheet**. If you do not have a resident selected, the [Search Residents](#) page appears.

The resident's face sheet appears.

2. Click the **Upload photo** link in the upper right corner.

The **Upload Image** page appears.

3. Click **Browse** to search for the photo on your PC or network.
4. Select the file.

Note: Only .jpg and .jpeg are valid photo types.

5. Click **Save** to save the file.

The photo appears on the resident's face sheet.

Note: The photo appears only on the computer screen and does not print on the Resident Face Sheet report.