

About Profile Photos

The Touch app allows you to view and change photos for a resident or patient. Photos appear in the following areas in Touch:

- Allergy Report
- People Service Report
- Snack Delivery Worksheet
- Advanced Ordering Screen
- Tableside Select Ordering Screen

Accessing the Photos Feature in Touch (right)

Under People Reports, tap People Photos.

Taking	Photo	for	Person's	Profile
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If you are using the Touch app on a mobile device then you have the ability to take a photo for the person's profile:

鯵 People Reports

Allergy Report

People Photos

People Service Report

Snack Delivery Worksheet

- 1. Search for and select the resident via the Search For Resident field.
- 2. Click the Browse button (screenshot below) and select Take Photo.
- 3. Follow the onscreen prompts to take the photo with your device and apply it to the person's profile.

Uploading Existing Photo

If you have an existing photo on file for a person, then that photo can be used for the person's profile. This can be done either from a desktop computer or mobile device:

- 1. Search for and select the resident via the Search For Resident field.
- 2. Click the Browse button (screenshot below) and select Choose From Library.
- 3. Follow the onscreen prompts to retrieve the photo from your library and apply it to the person's profile.

(1) Search For Resident		0	
2 Change Photo		ų	<u>CLEAR SEARCH</u>
	Select new file	Browse	

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