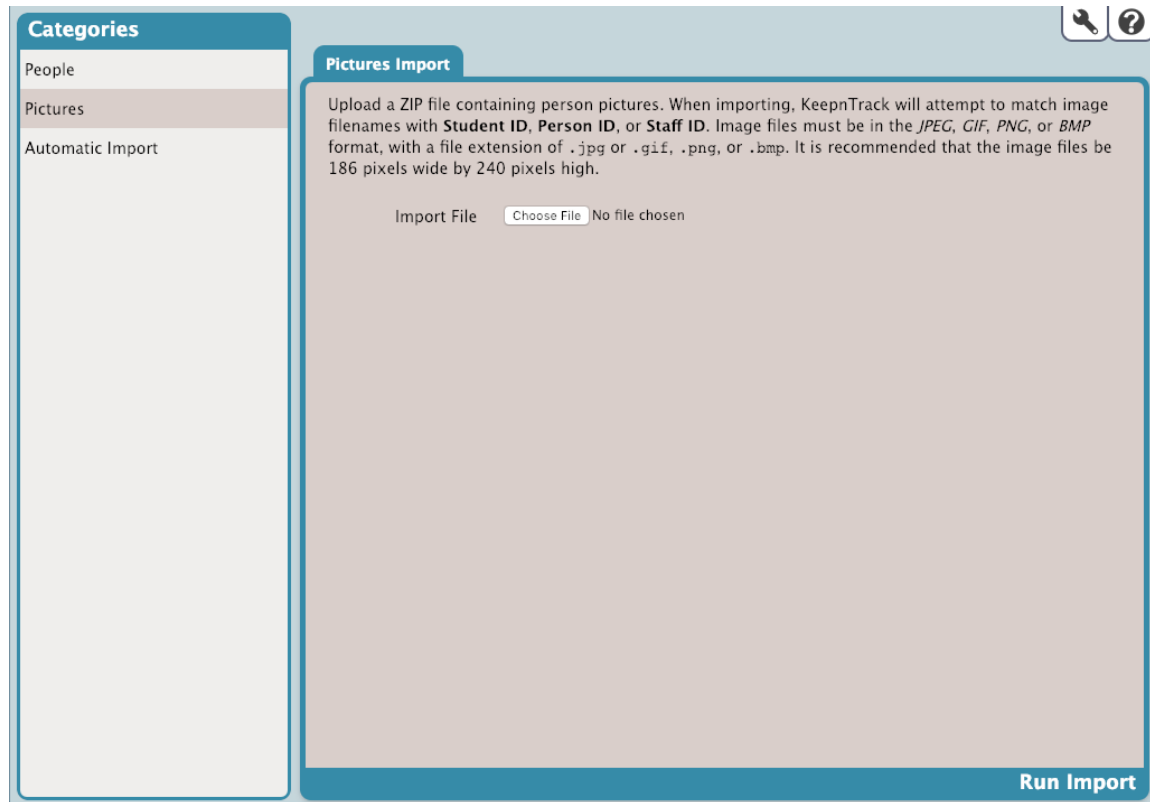


Pictures Import

Upload a ZIP file containing person pictures. When importing, KeepnTrack will attempt to match image filenames with **Student ID**, **Person ID**, or **Staff ID**. Image files must be in the *JPEG*, *GIF*, *PNG*, or *BMP* format, with a file extension of *.jpg* or *.gif*, *.png*, or *.bmp*. It is recommended that the image files be 186 pixels wide by 240 pixels high.



The screenshot shows the 'Pictures Import' interface. On the left is a 'Categories' sidebar with three items: 'People', 'Pictures', and 'Automatic Import'. The 'Pictures' category is selected. The main area has a 'Pictures Import' tab. Below the tab, there is a text box with the same instructions as the one above. Below the text box is an 'Import File' label followed by a 'Choose File' button and the text 'No file chosen'. At the bottom right of the main area is a 'Run Import' button. In the top right corner of the interface, there are two icons: a wrench and a question mark.

Select **Choose File** to browse your computer using a standard operating system explorer/finder window. After directing KeepnTrack to the directory containing the compressed file to import, select it and click **Open**. Once the proper file is selected, click **Run Import** to schedule the import in the [Operations](#) queue.

After completion, new pictures for matched people should appear in the picture fields of the People > Overview tab.