

People Pictures

Keeping updated pictures of staff, volunteers, and students is an important part of maintaining the security of your facility.

Take Pictures

There are a few places you can take pictures in KeepnTrack.



You must have a built-in camera or [KeepnTrack HD Camera](#) set up to take pictures. To get your camera to work with KeepnTrack, you'll need to adjust a few settings in [Workstation Management](#).

- Go to **Scanners & Camera** and turn on **Look for Camera**.
- From **Station > Camera and Printer Settings**, set the dropdown to **Camera**, and make sure **Show Camera** is set for the appropriate classifications. This is also where you can choose whether or not to require pictures.

Attended or Self-Service Kiosk

When someone signs into the Attended or Self-Service Kiosks, there will be the option to take or retake their picture.

If they don't have a picture, the Capture Picture screen will come up automatically after scanning or entering their information.



If they already have a picture, clicking the **Retake** button on the screen after entering or scanning their information will open the Capture Picture screen.



Once you click the camera icon to take the picture and hit **Continue**, it will be saved to their person record.

People Management

1. Locate the person record, and unlock it.
2. Select **Take Picture** from the Actions menu, which will activate the camera.
3. Click on the camera icon to take the picture.
4. Choose whether to **Save** or **Retake** the picture.

Add Pictures

Image files must be in the JPEG, GIF, PNG, or BMP format with a file extension of .jpg or .gif, .png, or .bmp. It's recommended that they be 186 pixels wide by 240 pixels high.

People Management

There are two ways to add pictures individually in People Management.

Actions Menu

1. Locate the person record, and  unlock it.
2. Select **Add Picture** from the  Actions menu, which will let you browse your computer for a picture.
3. Select a picture from your computer.
4. Click **Save**.

Drag and Drop

Or, simply drag and drop the image file to the picture area on a person record. Remember to click **Save** afterward.

Import

Add pictures for multiple people at once with an [import](#).

Remove Pictures

People Management

Remove pictures individually in People Management.

1. Locate the person record, and  unlock it.
2. Select **Remove Picture** from the  Actions menu.
3. Click **Save**.

Utility

Remove pictures for multiple people at once using the [Remove Person Pictures utility](#).