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Digital Picture Taking for Members, Contacts and Staff

The Member Tracking System can store pictures for your Members and Staff for use on ID Cards and Quick Entry scanning.

Taking the Pictures:

1. Use a Digital Camera to take your pictures.
2. Turn the quality settings on your camera to LOW. The size of each picture should be no larger than 100kb.
3. Use a white or plain colored background for your pictures.
4. Take the pictures very close to the person. You ONLY want their head and face.
5. Take about 10 pictures at a time and carry a note pad to list who is number 1, 2, 3 and so on.
6. Plug the camera into your computer via USB port or take the disk from the camera and insert it into the computer.
7. Open Member Tracking System and go to the Members or Staff screen and find the first person on your list.
8. Click on the Photo tab.
9. Click on the New From File or Digital Camera button below the stick figure.
10. In the Choose a Picture window, browse to your camera or flash drive.
11. Find the first picture and double click on it.
12. The person's picture will appear in place of the stick figure.
13. Find the next person on your list and repeat steps 9 through 12.
14. After you have selected all of the pictures, they can then be removed from your camera.
15. To apply the pictures to your ID Cards – go to the ID Cards screen from Members or Staff and click on the Edit Card Layout button.
16. Open Object List and select "Person's Picture". Add to the layout.
17. Click on the stick figure in the top left corner and move it with the Arrow keys and size it with the Shift and Arrow keys on your keyboard.
18. Close the Card Layout Editor screen and Preview your ID Cards.
19. If they don't appear the way you like then click on the Edit Card Layout button again and adjust the layout of the card.

NOTE: There is also a **BLUE ?** button on the Photo tab that will provide instructions.