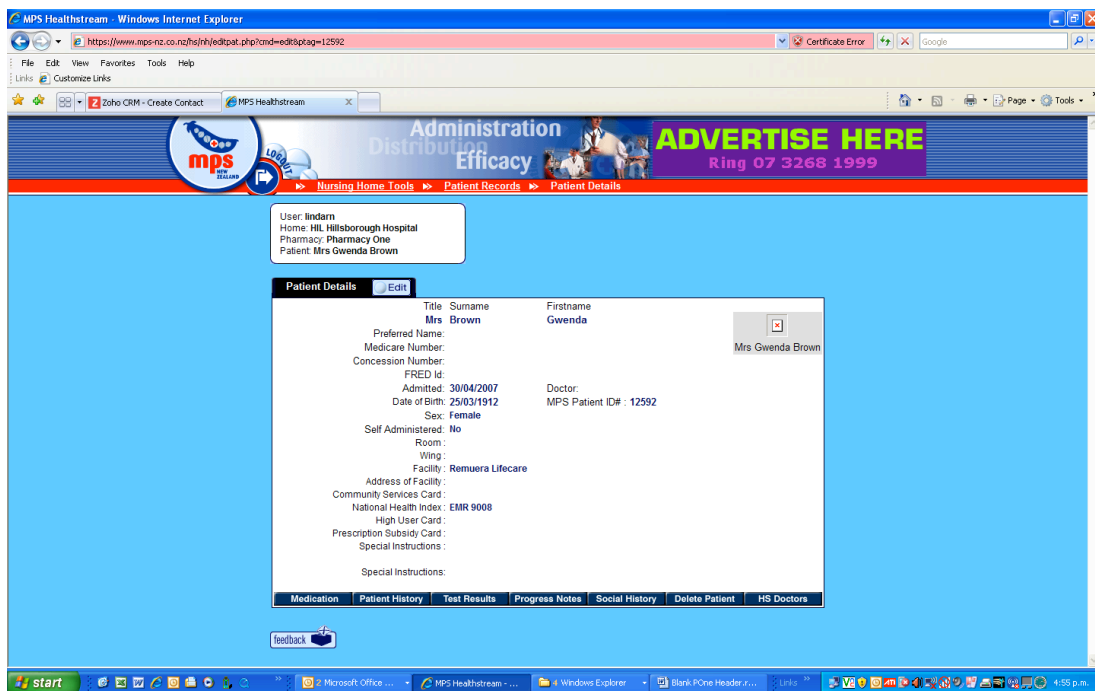


UPDATING PATIENT PHOTO'S

A step by step guide to updating your patients photos in MPS

1. Go to the MPS website: <https://www.mps-nz.co.nz>
2. Login by entering you login and password.
3. The Nursing Home Tools screen will appear. Click *"Patient Records"*
4. Select the patient you wish to edit by clicking on the patient name.

The following screen will appear:



5. Click the blue *"Edit"* button to the left of Patient details on the black tab.
6. You can edit any patient information in this screen including, doctor or allergies/intolerances.
7. To update an existing photo or upload a new photo click *"Edit"* the *"Update"* in the grey box to the right hand side of the screen. You can then select the patient photo. Please note: patient photo must be 140 x ____ pixels. (You can change the size in Microsoft picture Manager)

Changing Size of Photo: Open photo in Microsoft Picture Manager. Click *"Edit Pictures"* then *"Resize"*. Click *"Custom width x height"* then enter 140 in the first box. Click *"OK"* (TIP- do not enter anything in the second box to hold the photo's original proportions). Save the photo.