

Taking a Photo for the Child Profile on LCS

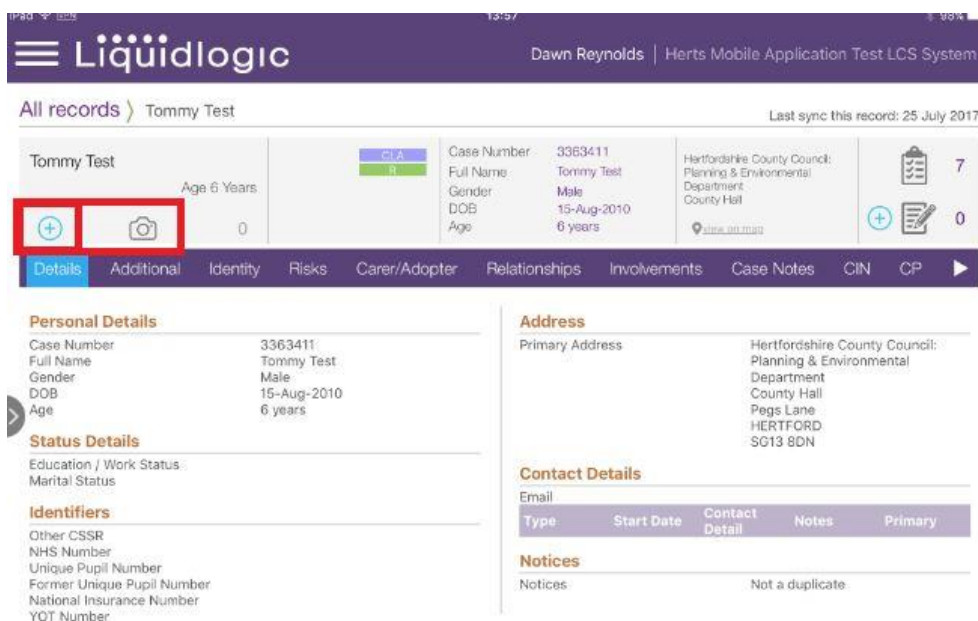
The LCS Mobile App enables you to take a photo of the child from within their record and securely send it back to the main LCS system.



On the LCS Mobile App, Click on the 'Menu' button, Click on 'People' and then find the child/young person who you need to photograph.

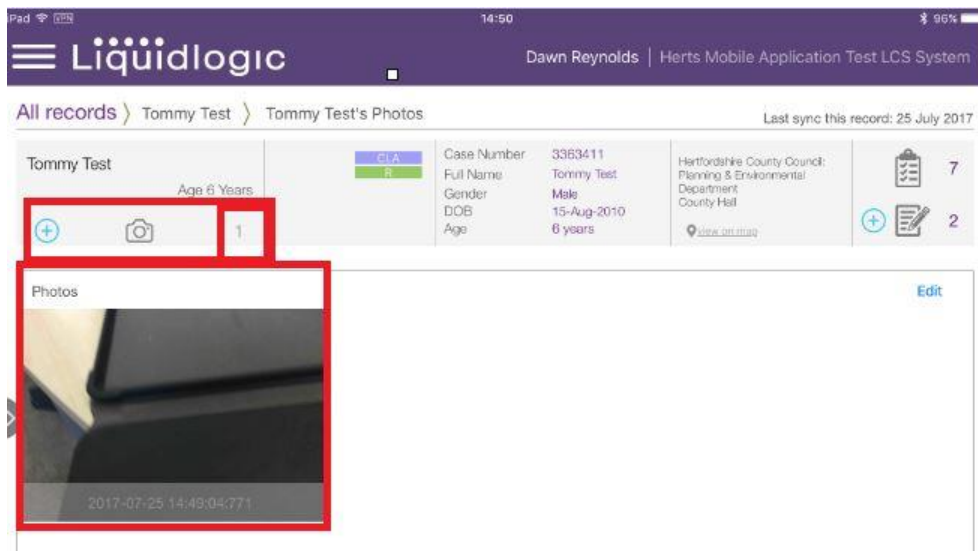


Click into the child's/young person's record on the Mobile App, and then click on the blue + on the left.



Take the photo on your iPad. You will have an option to either 'Retake' or 'Use Photo'.

Once you have selected 'Use Photo' the photo will sit on the child's/young person's record within the Mobile App.

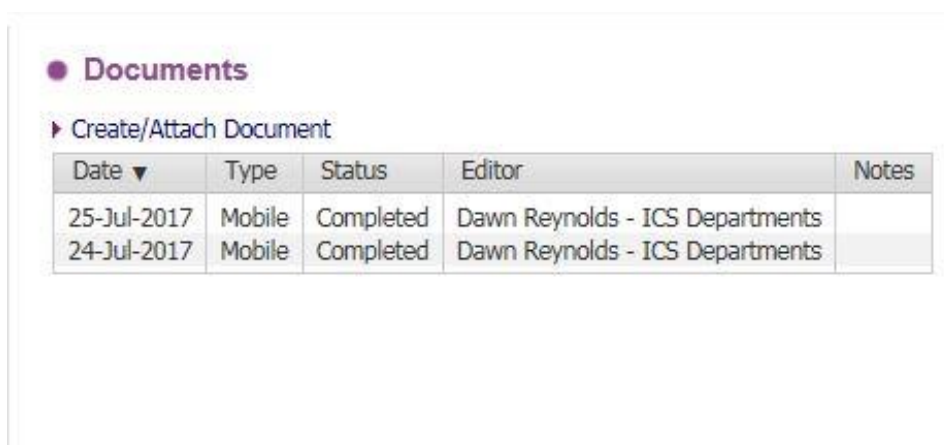


To Upload the photo to the main LCS system, click on 'Menu' and then 'Upload on the Mobile App.'



You will receive a message to say the photo has been uploaded successfully.

When the photo is uploaded to the main LCS system, it will be stored in the documents section under the forms tab.



You can then save the photo onto the child's profile using the main LCS system.