

Photo Cropping Tool

As part of our QuartzWeb upgrade we have introduced a new photo cropping tool which will enable you to:

- Rotate an image
- Move an image from left to right (within the guidance lines)
- Zoom in/out to get the best quality head shot

You are now also able to upload the photo and evidence documents under separate action tabs.

How to upload a photo

Once all individuals have been added to the batch, the photos can be uploaded.

To upload a photo:

Select the 'Actions' tab button

Individual Registrations

Click on the surname to review the individual's history

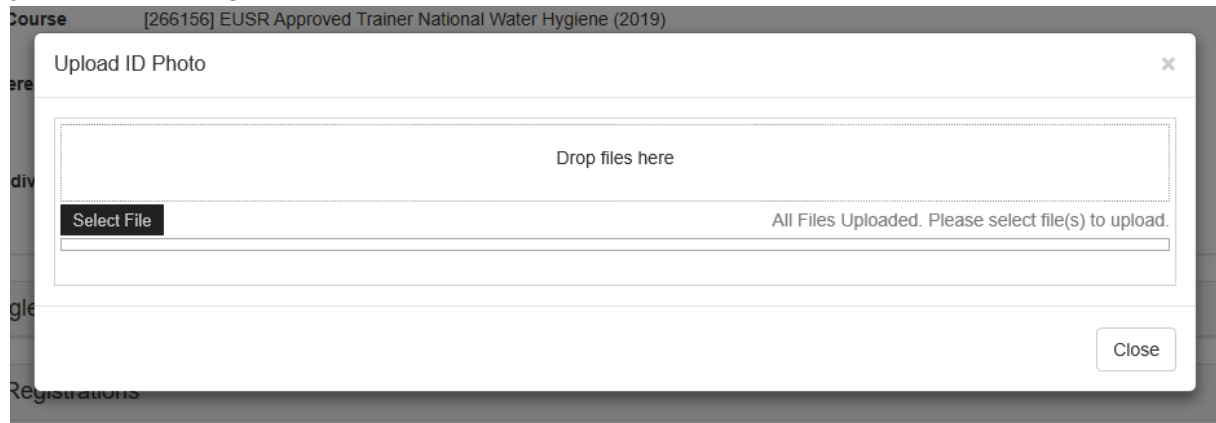
Actions	All	Individual ID	ULN	Title	Forename
Actions ▾	<input type="checkbox"/>	568255		—	Barney
Actions ▾	<input type="checkbox"/>	568256		—	Ted

Select the 'Add ID Photo' tab button

Actions	All	Individual ID	ULN	Title	Forenam
Actions ▾	<input type="checkbox"/>	568255		—	Barney
Add ID photo Upload documents Enter results/claims/assessments Check registered qualification					Ted
					Robin
					Lily
	<input type="checkbox"/>	568250			Marshall

You will then be provided with an upload function.

The photo file can be dropped into the drop box or you can search for the photo from within your folders using 'Select File' button.



Once the photo has uploaded it will open the photo cropping tool.

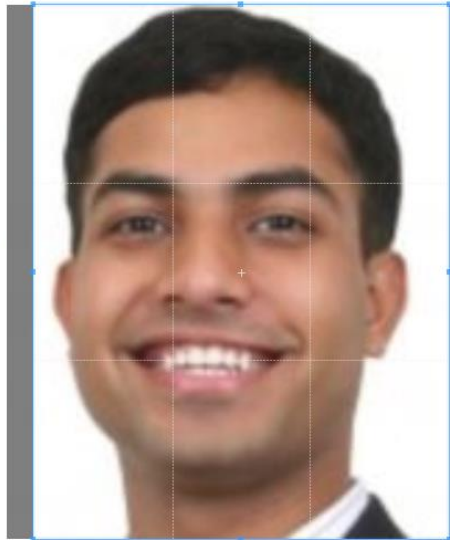
How to crop a photo

The photo can be edited to fit within the guidance lines.

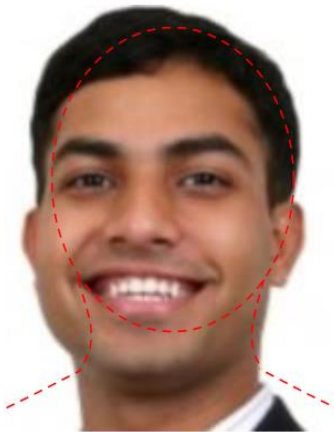



The photos can be rotated, moved, and zoomed in/out.

Your Original Image



The Image That Will Be Saved







Adjust the size and position of the blue box above to adjust the image. FIRST: move the box so that the photo is centred and the top of the face/hair is at the correct height; SECOND: use the handle in the centre-bottom to modify the size of the picture. (The dashed red lines are for guidance only; they will not be saved with the image.)

Save Close



Once the photo has been edited click 'Save' and then 'Close'.

The 'Actions' button will then show a green silhouette once the photo has uploaded successfully.

Individual Registrations				
Click on the surname to review the individua				
Actions	All	Individual ID	ULN	Title
 Actions ▾	<input type="checkbox"/>	568255		—
 Actions ▾	<input type="checkbox"/>	568256		—





How to check a photo

Once the photo has been cropped and saved you are now able to view this photo. To view the photo, select the 'Actions' tab button.

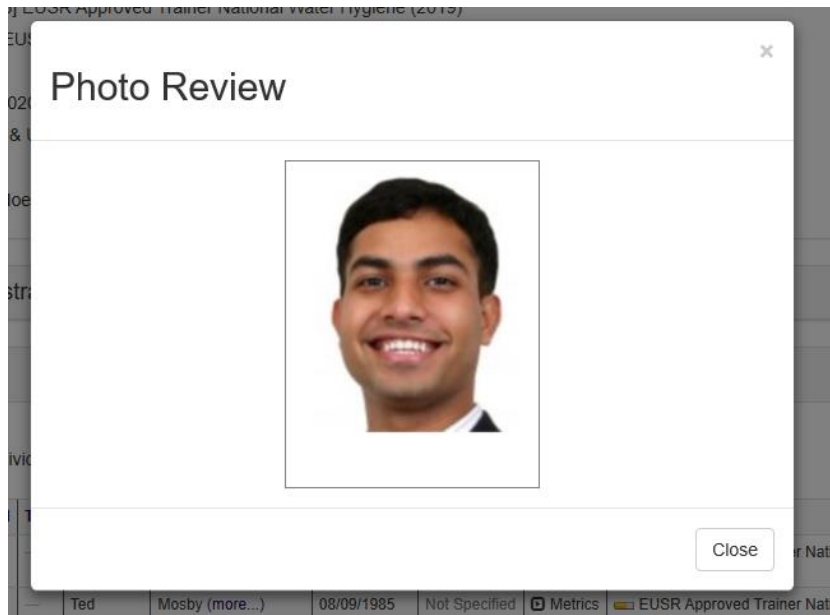
Individual Registrations				
Click on the surname to review the individual				
Actions	All	Individual ID	ULN	Title
 Actions ▾	<input type="checkbox"/>	568255		—
 Actions ▾	<input type="checkbox"/>	568256		—

A new drop down option is available: 'Show ID photo'

Select this to view your upload.

Actions	All	Individual ID	ULN	Title	F
 Actions ▾	<input type="checkbox"/>	568255		—	B
 Show ID photo					T
 Add ID photo					F
 Upload documents					

The photo will then be retrieved and will show on screen.



For further guidance or assistance please contact the EUSR Support team on: telephone: 0121 745 1310 (select option1) or by email: eusr@euskills.co.uk