

How Do I... Add Photos to My Contacts?

Problem

We have collected photos of many of our contacts, but we don't have a good way of viewing the photos.

Solution

TCM 8.2 and higher allows you to store photos in the application and view them within TCM or even add them to your own reports.

Process

Storing the Photos

When first setting up photos with TCM, a location needs to be identified to store the images. Depending on how TCM is installed, this can be a local or network connection.

1. In Windows Explorer, create a folder to store the photos.
 - a. On a Single User TCM Installation
 - i. Create a folder on your C (or other) drive.
 - b. On a Multi-User TCM Installation
 - i. Create a folder on a shared drive that everyone with TCM can access.
 - c. The folder can be a local location like a server or a special application folder like Dropbox or Box.
2. When saving, the photo should have a distinctive name. The simplest approach is to use the TCM Contact ID# for the name of the photo.

Ex: 12345.jpg

Adding a Photo to a Contact

Now that the photos are saved in the proper folder, TCM contacts can be updated with the photo location.

1. Open the contact to be updated.
2. Click on the **Update Photo** button [RED].
3. Browse to the folder storing contact photos (the location created above) and select the photo. Click **OK**.
4. At this point, the image may not update the contact. **Save** and **Refresh** the contact and the contact will have the new image.

