

FAQ – How do I add a profile picture to my contacts form?

Administrators can add an 'image' field to forms on Views, allowing users to upload profile pictures when creating new contacts. To do this:

- Hover over *My Account* and select *Administration*
- Select Flexible Fields from the sections on the left-hand side
- Choose the relevant area from the sub-menu on the left-hand side (e.g. "Participants")
- Click on the **plus** icon
- Enter a *Name* for the field (e.g. "Profile Picture")
- Under *Input Type*, select **Image**
- Choose a *Category* for the field and then click *Save*
- Select whether this field should be Compulsory, and then click Commit

The image field will now be added to the form. The next time the form is completed, the user will be able to upload an image file for this field:



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Ô	CONTACTS > PERSON > ADD									
	Add Young Person									
	Identity									^
	Participant Identifier									
	Profile Image (Max Size: 2MB) Choose file No file chosen The File type must be an image (png. jpg. jpeg)									
	First Name									
	Last Name									
	Date Of Birth 🔺	dd	/mm/yyyy							

The image will then be added to the front of the record:

