UPLOADING PATRON PHOTOS INTO POLARIS

These instructions assume that you have a local copy of the patron pictures on your local machine, or on a drive that is accessible through a drive letter on your local machine. Currently, support for a webcam on your staff computer is not supported. All photos must be uploaded directly into the patron’s account one at a time.

Procedure:

Step 1: Open Polaris and use the Patron Search (F7) to find the patron record you wish to modify. Double-click the record to bring up the Patron Registration work form.

Step 2: Using the bottom button on the left, choose the “Patron Photo” icon.

Step 3: Click the button at the bottom of the work form for “Launch Picture Edit”.

Step 4: Click the “Load Picture button”.

Step 5: Using the drive letters on the left side, navigate to the location of the pictures on your computer. (In this example the ‘D on TROY-THINK8’ is my local CDROM drive.

Step 6: Double-click the picture files desired. It must be a .jpg file.

At this point you’ll see a preview of the picture you selected. Polaris automatically stretches the picture to fill the square. So, for best results your original pictures should be square to avoid distortion.

Step 7: Once you have the picture you desire, close all the open windows.

To verify the picture uploaded correctly open a check-out window for that patron. If this is the first time your library has used patron photos, IHLS staff may need to enable it for your library.