

Community Photos

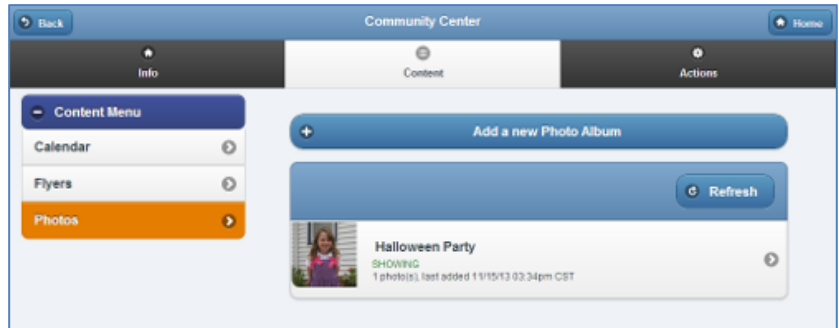
help.grandcare.com → help for professional care managers → community photos

Overview



Communities can share photos from community events with all the members of the Community.

Residents can browse the photos on their touchscreen, and see them displayed in their slide show.



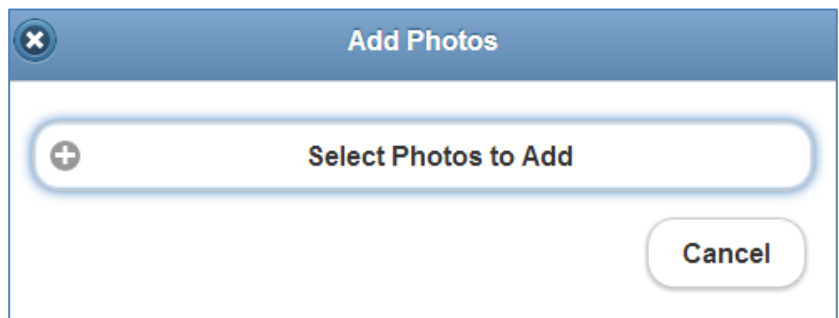
Adding Community Photos

You can add Community photos if you are a user with the role of Group Communicator, Group Caregiver or Group Admin (or above) for groups that are in the Community. The photos must be located on your computer, or on a device that is attached to your computer, such as a flash drive or camera.



To add Community Photos:

- Click the "Manage Communities" button on the Dashboard.
- Select the appropriate Community.
- Click the "Content" tab.
- Click the "Photos" button.
- All photos must be in an album. Select an album, or add a new one.
- Click the "Add a new Photo" button.
- Click the "Select Photos to Add" button, then select the photos.



Deleting a Community Photo

Community photos can be removed by any users who have the role of Group Communicator, Group Caregiver or Group Admin (or above) for groups that are in the Community.

To delete Community photos:

- Click the "Manage Communities" button on the Dashboard.
- Select the appropriate Community.
- Click the "Content" tab.
- Click the "Photos" button.
- Click the appropriate album.
- Click the photo you want to delete, then click the red "Delete" button.

To delete a Community Photo Album:

- Click on the album you want to delete.
- Click the "Actions" tab.
- Click the red "Delete this Photo Album" button.

Editing a Caption

Community photos have captions that can be seen when the Resident is browsing the photos or viewing them in the slide show. By default, the photo caption is the file name.

To change the caption:

- Click the "Manage Communities" button on the Dashboard.
- Select the appropriate Community.
- Click the "Content" tab.
- Click the "Photos" button.
- Click the appropriate album.
- Click the photo you want to edit, then type in the new caption below the photo.
- Press "Enter" to save the new caption.