



**DAGMEC Training Manual for
Residency Management Suite (RMS)
by New Innovations**

TOPIC: Upload Photos
LOCATED: Personnel Data>Tools>Demographic Editor
IMPORTANCE: High! Required field for **all** current residents.

Photos are a required data field effective July 1, 2004 for all trainees (not for faculty or staff, but those are welcome, too!)

** All photographs should be uploaded in the JPEG (.jpg) format. This format allows for good color depth and small file size.

** New Innovations (NI) set the image to be 100 pixels high by 90 pixels wide. This size is a good compromise between screen space, visibility, and storage size.

** The file is uploaded from the location you specify (your hard drive, a CD Rom, etc.) to the NI server.

** Only a reference to this file location is stored with the individual's record.

Tips:

If your photos are distorted in RMS, more than likely you tried to squeeze a very big photo (the file size, not the physical size) in the little RMS box. You can fix this by changing your file size to the pixel size noted above before you upload. You'll probably need some kind of photo editor to do this. If you do not have any photo editing software or if you don't want to deal with this, I suggest two things: (1) ask the photographer to provide the photos to you in this size. (2) Send the CD Rom to DAGMEC, and we will re-save your photos in the appropriate format and upload them for you. And, we will return your CD in case you need the photos for something else.

If you use the evaluation component of RMS, you can make all photos appear at the top of the evaluation.