

Photos: What to display if there is a living person shown with deceased

WHY

Yes it takes a few minutes for each one. But it is going to present more images for the public because it releases the image to the deceased persons profile. This is because with no "living initialled profile names" we are adhering to our mandate for privacy. The website will not display a photo which has a mixture of people who are living as well as people who have died unless the living people are not linked. So we need to unlink any living people, but still keep their ID handy so that they can be linked if they give their consent of after they have died. This way the person still living are not identified except by initials and profile number which is retained for future admin use (from our cut n paste to the description box) thereby retaining privacy. Yay!

PROCEDURE

1. Log on
2. Go to Admin
3. Go to Media
4. Open next image using the TESTING (green tick) button on the left of profile.

One of two things will occur:-

- the image will begin loading - if so ignore, load the next image, or
- the screen will present with empty box and the word "Living" in top left corner - if so, click **EDIT IMAGE** and scroll down and if any living members they will have initials/profile number only. Those deceased will appear in full name.

If there are no deceased persons you **ignore** this image (if you delete all the profiles there will be nothing to attach; so there must be at least one deceased person for the image to be visible on the database).

5. Copy the initials and their profile number.
6. Paste the initials and profile number into the DESCRIPTION box. (You can type it in but copy and paste is most reliable). Then type in the words 'Name hidden for of living person' before the initials and profile number (see any I have previously done in numbers 1-100).
7. When you are satisfied that you have done these entries for each living person in that photo, click the **DELETE** (red cross) buttons for boxes of those profiles until there are no more initialled profiles left (but there must be a minimum of one deceased!)
8. SAVE by clicking ALT S - this is short for saving the profile/screen.
9. Next photo: You can move straight to the media TAB at the top of your screen (if you're not familiar - the website opens up a new tab for every image you open) as the save will continue on another tab behind the action. When you click on the MEDIA TAB you will be able to go to the next image.

HINTS

- You will find that many don't need to be done because many photos contain ALL living people – these will need to be left alone and not altered.
- Do not be tempted to refresh the computer (F5)-you won't lose your work, but it takes you back to media image number one. Then you have to remember which number you were working on and get to it.
- When you move off a screen after clicking ALT S to do its own thing? After a short while there is a build up of them. Just click/close them around 4-5 at a time to make room to work.

Any questions? phone Lorna 0407637995; happy to guide you and assist our team.

Warm regards Lorna