



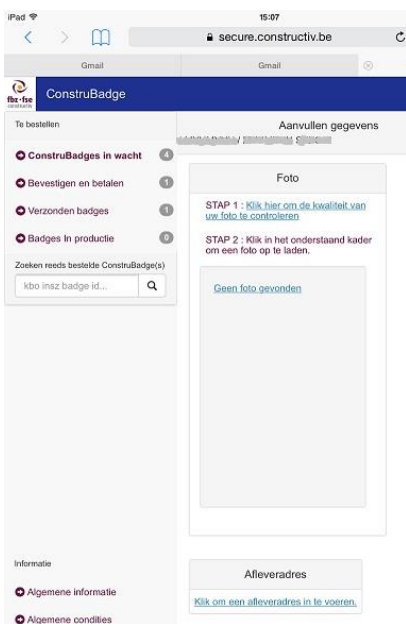
**constructiv**

## Manual: uploading an image

Below you will find the necessary steps to upload an image of one of your employees.

### Step 1: click on the name of the employee you wish to upload a picture for

Log in with your username and password on the page <https://secure.constructiv.be/construbadge/>, and click on the name of the worker whose picture you wish to edit. Click on the frame to start the “upload image”-wizard.



### Step 2: follow the guide

The first thing you will be asked to do is to select a picture stored somewhere on your computer. The picture will then be uploaded to the web application, and will appear in black-and-white. You may select the part of the picture you find most suitable, as well as change the contrast and the gamma should you find the image not clear enough. When you are done click “Crop”. The image will now appear inside the frame.

Note that however the picture appears in the frame is how it will be displayed on the Construbadge. If it appears upside-down in the frame, it will be upside down on the badge as well.

### Step 3: Confirmation or payment

After having uploaded the picture, and provided a delivery address has been indicated, you will be able to proceed to payment (for foreign companies) or to confirmation (for Belgian companies).



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Fonds voor bestaanszekerheid van de werklieden uit het bouwbedrijf (K.B. 26/10/1960)  
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