

# How To Upload An Image

## How to get there?

Click on System Administration (1), then with your cursor hover over System Administration (2) | Tools (3) | Configuration (4).

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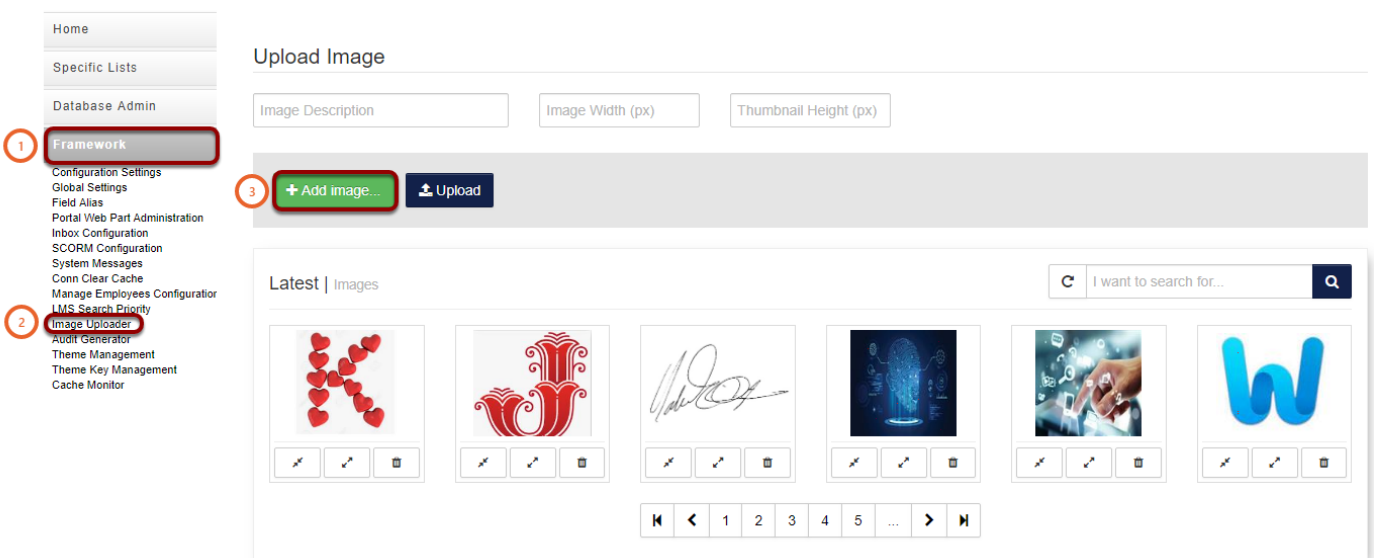


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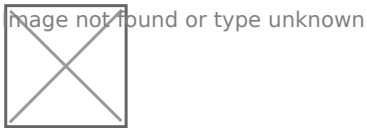
## What to do?

- Click on Framework (1).
- Then Navigate to Image Uploader (2).
- Click on the Add image... (3) button.
- A new file explorer window will open.

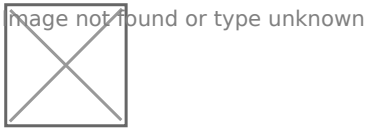


- Navigate to and select your image you would like to upload (4).

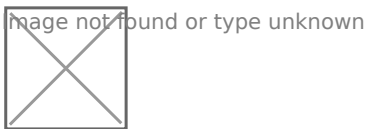
- Click on open (5).



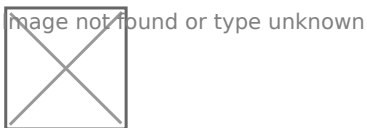
- You can now enter a name for your image (6) to make searching easier.
- Click on the Upload button (7) to upload your image.
- A new window will open.



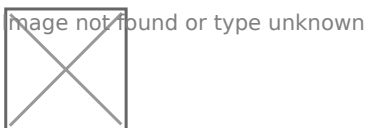
- Two links will appear (8):
  1. Image Url: (This is the original size image that you have uploaded).
  2. Thumbnail Url: (This is a smaller size image than what you have uploaded).
- Now you can click on Done (9).



- Click on the icon at (10) to open the Thumbnail in you browser.
- Click on the icon at (11) to open the original size image in your browser.
- Click on the Delete icon (12) to delete your image



You can copy any of these links at step (8) or (13) when you would like to add the image.



# Add an image to a pathway step

## How to get there

Click on System Administration (1), then with your cursor hover over Module (2) | e-Learning (3) | Learning Management (4) | Maintain Learning Pathway (5), then select the pathway you would like to edit (6).

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# What to do?

- Click on the Preview (1) tab.
- Ensure you are in Edit (2) mode.

Pathway Node Detail	Target Audience	<b>Preview</b>	Learning Store
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Ref: 494 Name: Upload an image 1

Add Node	Edit Node	Add Pathway	<b>Edit Node Detail</b>	Print	Preview as User	Maintain User Pathway	View Progress	Configure Pathway SMS Notifications
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Employee: **Captain Kurk (Captain Kurk)** 2 **View/Edit Mode: Edit**

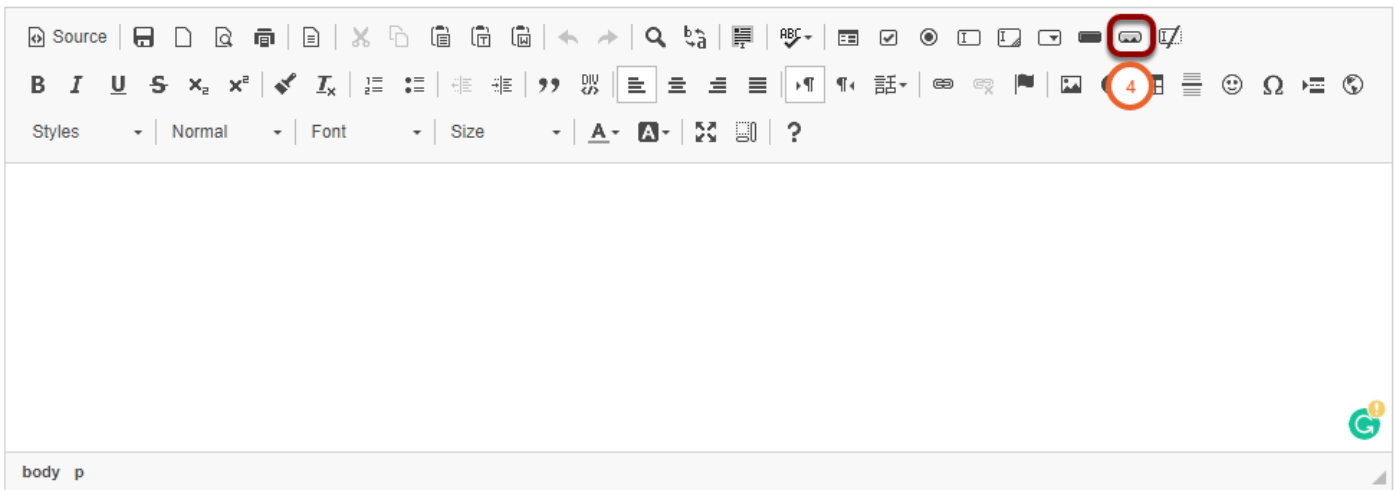
**Legend**  
✎ Edit Item ✖ Remove Item ★ Pre Requisites ➕ Add Item in position 🔄 Auto Renumber

- Click on the edit symbol (3) were you would like to insert the image.
- A new window will open.

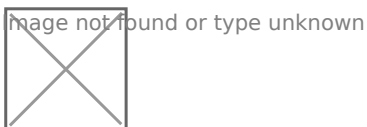
Step 3: Image upload	4   ✖ ★ ➕
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Rounda Video 3

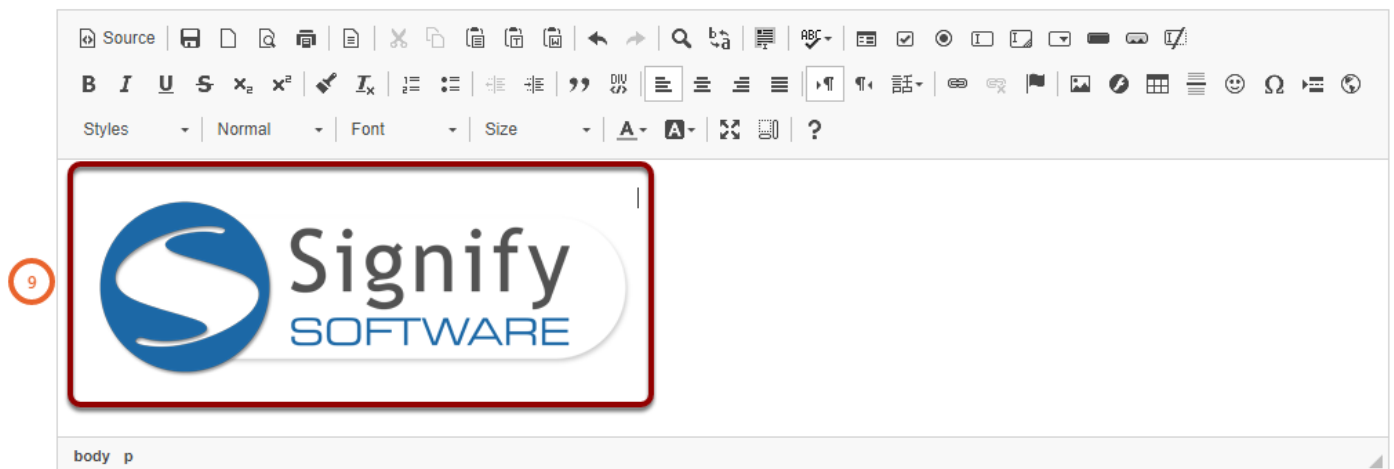
- Click on the image symbol (4).
- A new window will open.





- You can edit the dimensions of the image (6).
- Preview the image in the Preview field (7).
- Click on OK (8) when you are done.



- Ensure that the image you inserted is correct (9).
- Then click on Save (10).



Startup Page   \* Startup Page does exist. 


(Either .htm or .html extension - Browser compatible)

Local PC Path  (Location of the content on the employees local PC)

(E.G. file://C:/SimulationContent/SimulationName/)


Interactive ☐

Settings

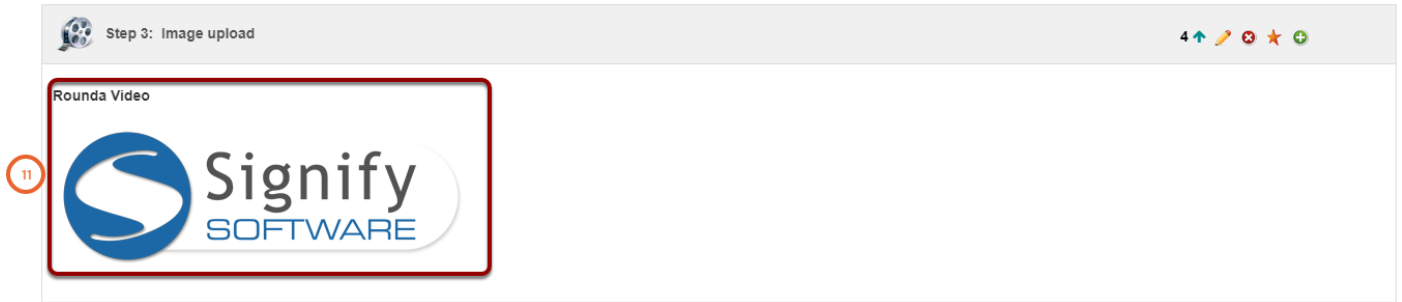
Log to Learner Record ☐  If this setting is off, no learner record will be created when a user completes this step.

Lock Pathway Step ☐

Please note that this is not for SCORM Content



- Ensure that you are happy with the image in the pathway step (11).



Revision #1

Created 28 March 2021 18:49:16 by Lizette Lotter

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