UAccess ANALYTICS

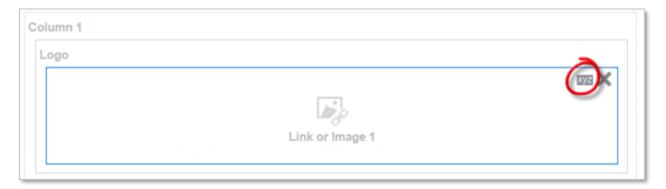


Next Steps: Adding Images to Dashboards

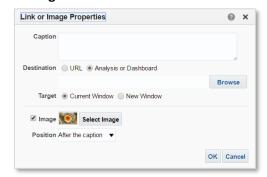
Would you like to add an image of some sort to your Analytics dashboard? You can! Simply locate and save the image in a folder on your computer. Be sure the file size is less than 50K in size.

Adding Images

- 1. Locate the desired image in a folder on your computer.
- 2. Open **Analytics** and navigate to the dashboard where you'd like to see the image; click the **Page Options** button and select **Edit Dashboard** from the menu.
- 3. From the Dashboard Objects pane in the upper-left corner of the screen, locate the **Link or Image** object and drag that object into your dashboard..



- 4. On the **Link or Image Properties** screen, click the **Select Image** button.
- 5. Click the **Upload Image** button; select the image file you wish to upload. *Please note that the image file must be less than 50K in size.*
 - The file will upload to the Analytics server and will automatically be selected from among the other uploaded files. Please be aware that your file will be visible and available to anyone else who is putting an image on their dashboard or in their analysis.



- 6. Click **OK** on the Select Image screen; click **OK** on the Link or Image Properties screen.
- 7. Save the dashboard then Run the dashboard. Your image will be visible on the dashboard page.
- 8. Repeat the steps above for each image you wish to add.