

# iOrder: Create Map/Site images

## Map and Site Image Preparation

To make updating the Map and Site images easier, it is recommended that images are stored in a single folder and use suggested file naming convention for Map and Site images.

1. Create a new folder on your computer with the name 'Content'

## Map Image

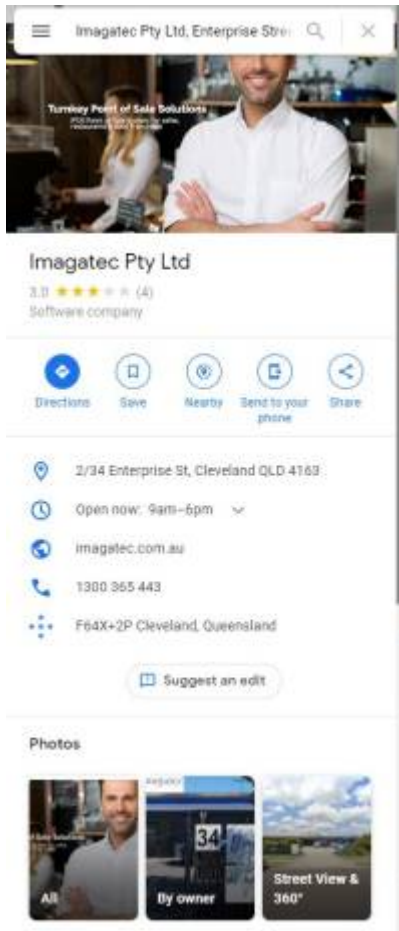
1. Go to <https://google.com.au/maps>
2. Enter store's physical address
3. Zoom the map out to "15z"
4. Use the Windows 'Snipping Tool' to screen capture 2:1 rectangle portion of the map (min 300px x 150px), centering the map PIN showing the store's location
5. Create a new folder on your computer with the name 'Content'
6. Save the MAP image to the new 'Content' folder with a file name `mapImage_StoreName_Date.png`, eg:
  - StoreName is the Company and suburb name of where the store is located (without any spaces). eg. For our Imagatec Cleveland site, it would be **ImagatecCleveland**)
  - Date is a reference to the creation date of the image in the format YYYYMMDD. eg. For the 5 November 2019 (or 5/11/2019), it would be **20191105**)
  - **mapImage\_ImagatecCleveland\_20191105.png**

## Site Image

By using a Store image, you help to improve the visual appearance of your store's iOrder service, as well as provide your iOrder customers a visual reference of your physical store. If you do not have a photo of your store, and you have already added your store to Google Maps, you may find a suitable image by looking through the photos that have been uploaded by your customers who have completed a Google review of your store.

To view images uploaded as part of a Google review:

1. Visit [Google Maps](#)
2. Search for your store by entering your store name
3. When your store loads in Google Maps, scroll down to the photos:



Once you've decided on a suitable image to use as your Site image:

1. Open the desired Store image in a photo editor on your computer
2. Ensure the image has a width:height size ratio of 2:1 (min 300px x 150px)
3. Save the MAP image to the new 'Content' folder with a file name  
siteImage\_StoreName\_Date.png, eg:
  - StoreName is the Company and suburb name of where the store is located (without any spaces). eg. For our Imagatec Cleveland site, it would be **ImagatecCleveland**)
  - Date is a reference to the creation date of the image in the format YYYYMMDD. eg. For the 5 November 2019 (or 5/11/2019), it would be **20191105**)
  - **siteImage\_ImagatecCleveland\_20191105.png**

## Using Images

1. 'ZIP' the 'Content' folder
2. Upload it to a cloud storage service (ie. Google Drive, Apple iCloud Drive, DropBox)
3. Create and copy a 'Share' link for the uploaded folder
4. Email the 'Share' link to Imagatec Helpdesk and Helpdesk will update the Map and Site images for your store

## Helpdesk iOrder Changes

Imagatec Helpdesk will:

1. Confirm the size/quality of the images are suitable for iOrder
2. Upload your files to the cloud 'Content' folder created for your Company
3. Confirm the new Map and Site images are accessible from the cloud and ready for use in iOrder
4. Update your store's Map and Site Image settings in your [Site Configuration](#):



5. Test iOrder to ensure the new Map and Site images are loading correctly
6. Email you to advise the new Map and Site images are now in place and being used in iOrder

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