iOrder: Create Map/Site images

Map and Site Image Preparation

To make updating the Map and Site images easier, it is recommened 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

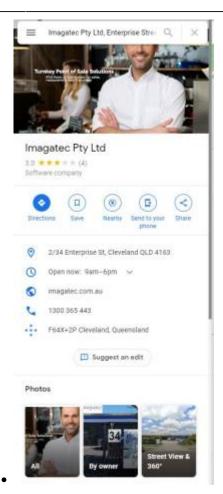
- 1. Go to https://google.com.au/maps
- 2. Enter store's physical address
- 3. Zoom the map out to "15z"
- 4. Use the Windows 'Snipping Tool' to screen capture 2:1 rectangle portion of the map (min 300px x 150px), centering the map PIN showing the store's location
- 5. Create a new folder on your computer 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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