

Insperity® OrgPlus®RealTime - Adding Photos to Your Chart

Insperity OrgPlus RealTime can display photos of employees in the chart boxes and in the profile card so that employees can 'put a face with a name'. This document will assist you with adding photos to OrgPlus and include the following topics:

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Accepted image formats

- Images should be limited to specific file types - .jpg (.jpeg), .png, and .bmp.
- Images should have an orientation of Portrait (taller than it is wide). Images that are square, round, or landscape (wider than it is tall) may be skewed or truncated by the application in a negative way.
- Image files should be limited in size to less than 1MB.

Preparing your data

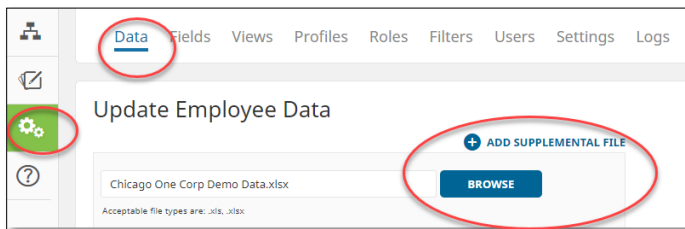
Your data source will need to store information about the photo in order to match the employee with the proper folder. You will need to add a column to your data that will include the name of the photo. The photo assigned in the photo location needs to match what is on your data sheet. File extensions must be included in photo name.

Photo	AltReport	Employee Name	Person ID	Supervisc	First Nam	Is Vacant
JohnDoe.jpg	←	John Doe	1		John	N
		James Jones	11	5	James	N

Photo information can be uploaded as a supplemental file instead of using the primary data source. When creating the supplemental file, it is necessary to include the employee's unique Identifier on the file (Employee ID, for example).

Uploading your data

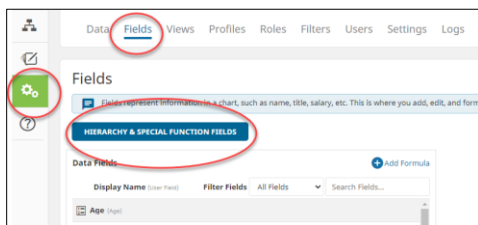
The next step is to update the data in your charts with this new field and information. To update data, go to **Administration > Data** and **Browse** to find your updated data source. If you are using a supplemental file for your photo data, click on **Add Supplemental File**.



Click **Save** and your updated data will load.

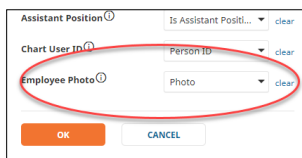
Mapping your photo field

OrgPlus will have added the new field to your data fields. The next step is to map the photo field to a special function field that will display your data as an image. Go to **Administration > Fields > Hierarchy & Special Function Fields**.



Employee Photo is an option at the bottom of the mapping screen. Select the field name being used in your data that represents the photo information for the employees.

Press **OK** when complete.



Then **Save** on the main fields screen to save your mapping.

Uploading photos

To upload the photos to OrgPlus, go to **Administration** then the **photo icon** on the top right menu bar.

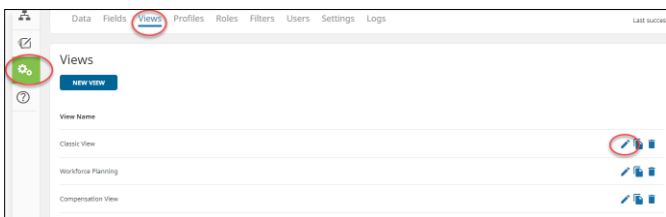


Click **Browse** to find your photos you would like to upload. Here you can multi-select photos or an individual photo if adding photos for new employees. Click **Save** when complete.

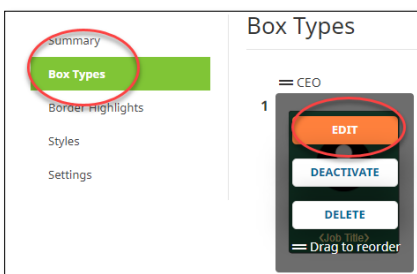
Adding photos to your chart

Adding the field to the box type

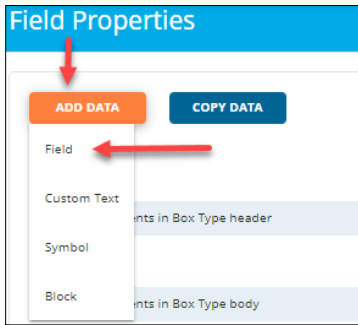
To add the photos to your chart view, go to **Administration**, then **Views**. Choose the view you would like to update by selecting the **edit icon**.



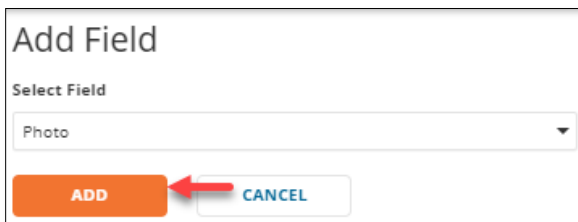
Under the view dashboard, click **Edit** in the **Box Types** area then hover over the box type you would like to modify. You will see **Edit** as an action when hovering. Select **Edit**.



Next, click **Add Data** under Field Properties and select **Field**.

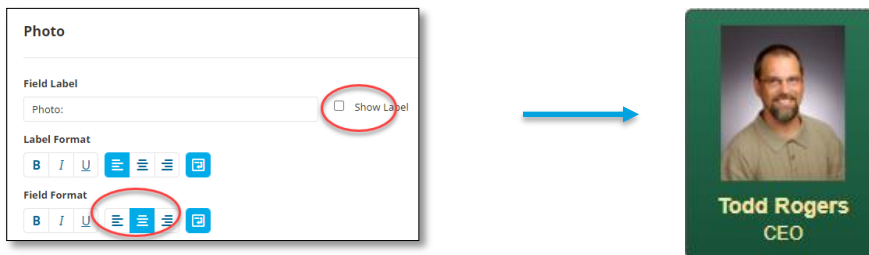


Select your new photo field from the fields list and click **Add**.



Adjusting the alignment

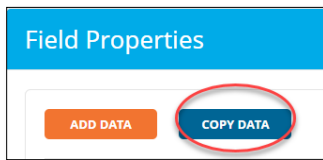
Check the photo field to display photo properties to the right. You can choose to hide the label from displaying and choose the alignment of the photo within the box.



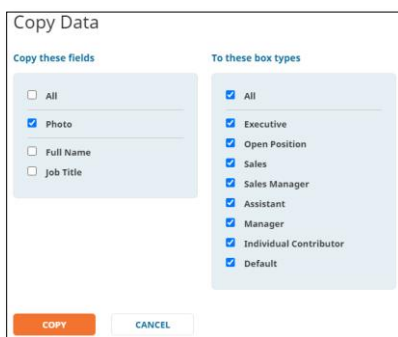
Copying photos to other box types

Once you have the alignment set on the first box type, you can quickly copy the addition of the field to the other boxes in your view.

Under **Views** > (*Edit*) > **Box Types** > *modified box* > **Field Properties** you will see the **Copy Data** button.



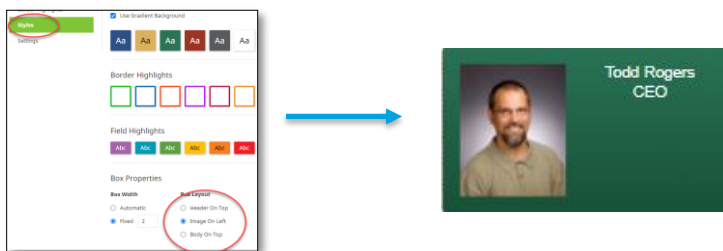
In the **Copy Data** window, select your photo field under **Copy these fields** to the left and select the box types under **To these box types** to the right. Click **Copy** when complete.



The field will now display on the selected box types.

Adjusting the orientation of the photo display

To change the orientation of the photo so it displays on the box to the left, under **Views, Styles** select **Image on Left** under **Box Layout**.



Troubleshooting

If your photos do not display immediately, re-update your data after adding the images to the system.

If some photos are missing, make sure the name in the file matches exactly with the name of the image, including the extension, that has been uploaded into OrgPlus.