Inserting an image in an institution-specific procedure
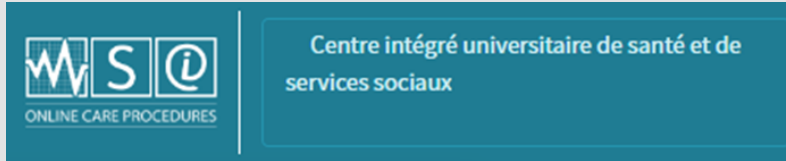
ONLINE CARE PROCEDURES

Content Manager

1 Log in using a 'Member' access

2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'
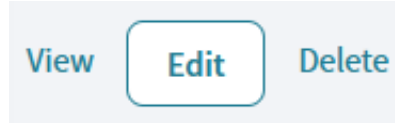

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3 Click on the "Institution's procedures" tab

Managers | Institution procedures | Installations | Custom procedures | Blocked procedures | Members

4 Search for desired procedure and click on its title

5 Click on the "Edit" button located at the top of the 'Procedure' page

View | Edit | Delete

6 Click on the tab where the image must be added, then click on the proper section (e.g.: in the General information section of the General framework)

7 Place the cursor where the image is to be inserted

8 Click on the following button in the tool bar; a window will open

9
   a. Select the image to upload from the device (e.g.: tablet, workstation)
   b. Change the title (text that will appear if there is a problem with the image)
   c. Click on the green check mark to save it
      - It is possible to change the image's location (left, center or right)

10 Click on "Save" at the bottom left of the page

Save