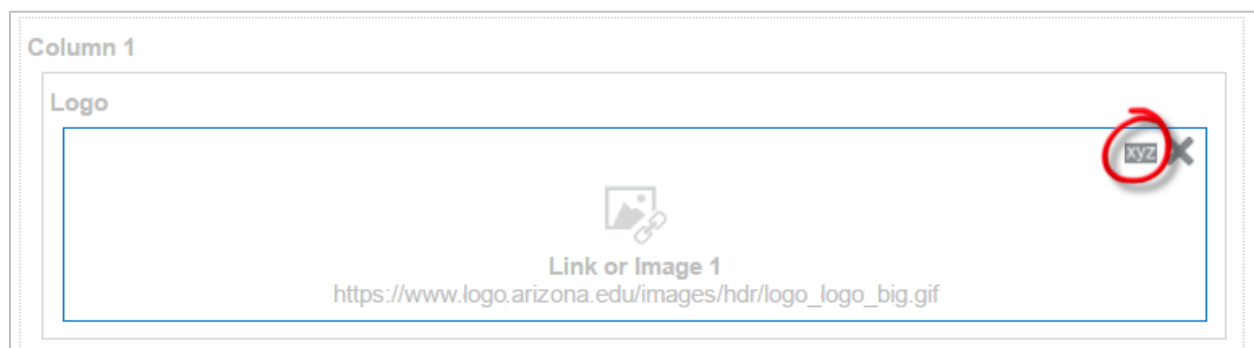


## Upgrade: Uploading Images

When the UAccess Analytics system was upgraded, all existing images that colleges or departments – or individual users – had on their dashboards disappeared and were replaced by the little “missing image” icon. Those images are no longer available because there’s a new security precaution in place. That security precaution prevents loading of linked images, which is how those images were typically shared.

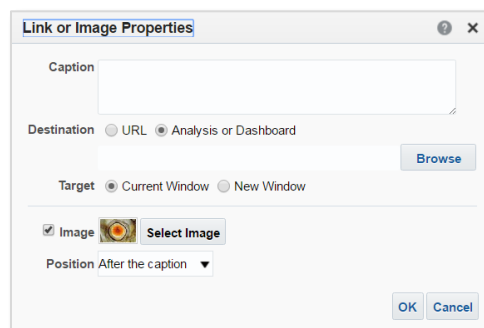
If you have a blank space on your dashboard where you used to have your college logo, you’ll have to upload that logo into the new Analytics system. Fortunately, it’s an easy process.

1. **Download** to or otherwise locate the desired image in a folder on your computer.
2. Open **Analytics** and navigate to the dashboard with the missing image; click the **Page Options** button and select **Edit Dashboard** from the menu.
3. Locate the **Link or Image** object that previously contained that image; click the **Properties** (gray XYZ) button.



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 restored image will be visible on the dashboard page.
8. **Repeat** the steps above for each image you need to restore.