

Customer Support Guide

How to insert a photo into a tile in WX



Contents

Purpose.....	2
Rationale.....	2
Part 1: Choosing your photo and adding it as a 'Static Resource' in HCM.....	3
Part 2 – Adding your photo as an Internal Communication.....	5
Part 3 – Linking your Internal Communication to a WX Process.....	7
Related Documentation.....	9

Package	Version	Date
HCM	16.19	25/11/2016
	19.19	25/07/2017
	21.11.4	08/03/2018

Purpose

This guide explains how to insert a photo into a tile in WX using Internal Communications. For detailed information please refer to the WX Configuration Guide which can be found in;

[Sage Business Cloud People Support](#)

Rationale

To ensure a great user experience for Team Members logging into WX, Sage Business Cloud People Support gives you the ability to embed photos into WX Tiles making your WX look vibrant and inviting.

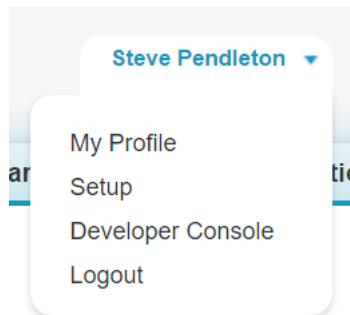
Part 1: Choosing your photo and adding it as a 'Static Resource' in HCM.


*Note: To ensure a professional look for the tile, the photo needs to be a certain size. When you have chosen the photo, you wish to be displayed, open the photo in **Windows Paint** Click 'Resize', choose the 'Pixels' option, we typically suggest Horizontal – 190 Pixels and Vertical – 185.*

When choosing the photo you wish to be displayed in the WX tile please save this onto your computer, you will need to add this a static resource in HCM.

To do this, please follow these step by step instructions;

1. Navigate to **Setup** – this can be found in a drop-down list usually underneath your name in the top right hand corner.



2. Here you will be presented with a 'quick find/search' bar. Type in 'Static Resources' and click on the hyperlink.
3. This returns the **Static Resources** page. The static resources with the  symbol next to it means it is a static resource. This comes out of the box and you are unable to delete and edit these. Click **New**.
4. This return the page where you can add the photo you have resized in **Microsoft Paint**.

Static Resource

[Help for this Page](#)

Static Resource Edit
Save Cancel

Static Resource Information
= Required Information

Name

Description

File referral.jpg

Cache Control

Save Cancel

Note: required fields are highlighted with a red bar.

Name If the name of your photo has more than one word, the words will need to be separated by underscores, otherwise you will be presented with an error message.

Description A description of the photo.

File Click on 'Choose file'. A pop up box will open allowing you to browse on your computer to find the required photo.

Cache Control This field will automatically suggest 'Private'. Please choose 'Public' therefore the image is made visible to users in WX.

Click **Save**.

5. The image has now been added as a Static Resource in HCM.

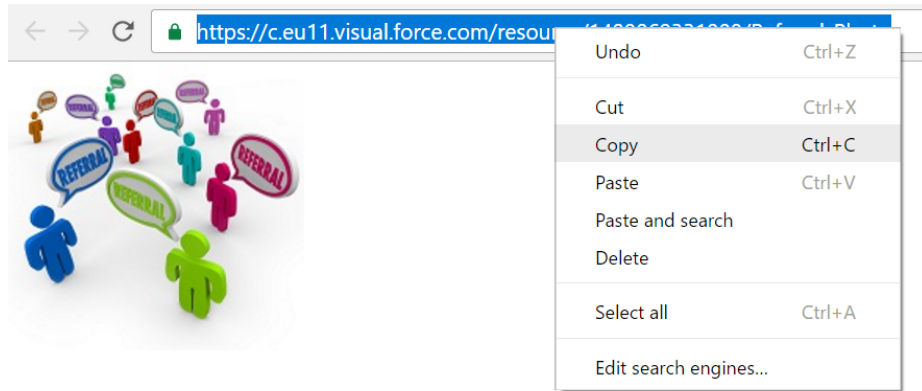
Static Resource
Referral_Photo

Static Resource Detail
Edit Delete Where is this used?

Name	Referral_Photo
Namespace Prefix	
Description	A referral photo for the WX tile
MIME Type	image/jpeg
Cache Control	Public
Size	15,236 bytes
	View file
Created By	Steve Pendleton, 25/11/2016 10:22
Last Modified By	Steve Pendleton, 25/11/2016 10:22

Edit Delete Where is this used?

Click on the 'View file' hyperlink. This opens a new tab with your photo displayed, copy the photo URL;



6. Navigate back to HCM and find the **Internal Communication** tab.

Part 2 – Adding your photo as an Internal Communication

As we have now added a photo into HCM, there are two more stages: adding the photo as an Internal Communication and then linking this to a WX Process to make this visible in WX.

To add your photo as an Internal Communication, follow these steps:

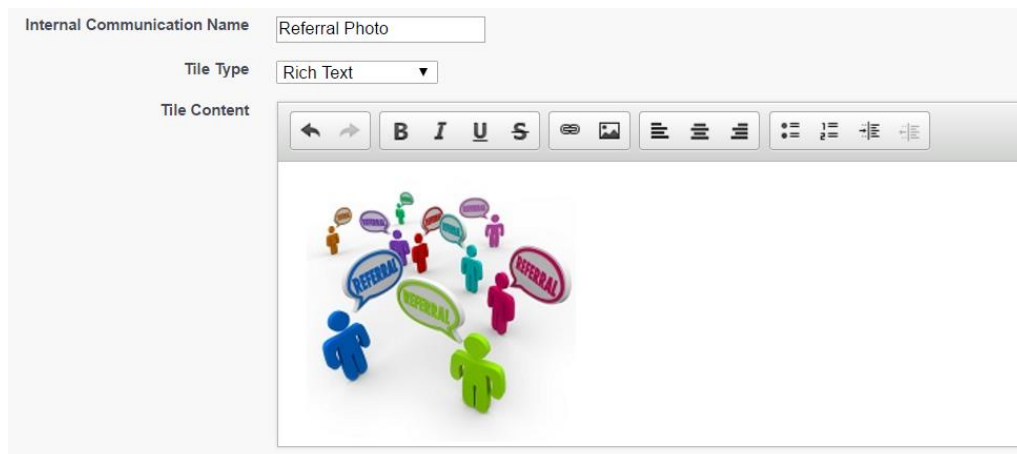
1. Click on the **Internal Communications** tab and click 'New' which will present you with a couple of options:

Internal Communication Name The name of the internal communication which will be used to link to the WX Process.

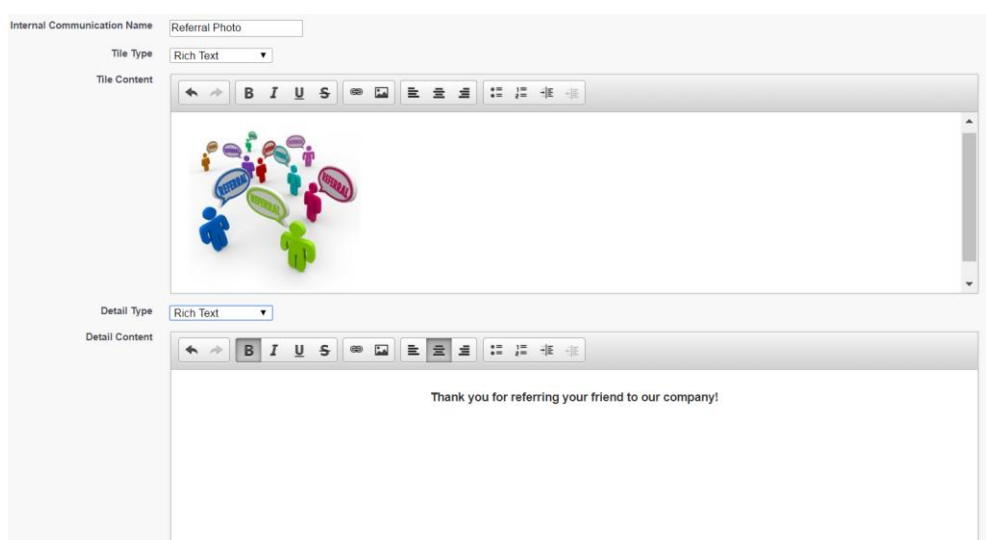
Tile Type Choose 'Rich Text'.

Tile Content What is to be shown in the 'Tile'? In this case a photo therefore, click on the **Image** button.

2. A pop up box appears, in the URL section copy and paste the photo URL and click 'Insert'.
3. The image will appear in the **Tile Content**.



4. To centralize the image, click on the image and press the 'Center' button.
5. Underneath, in the **Detail Type** and **Detail Content** Sections you can insert a range of content, such as Rich Text, External Website, Video and HTML. This appears to the Team Member when they click on the 'Tile' in WX. In this example, I have used Rich Text.



6. Click **Save**.

Part 3 – Linking your Internal Communication to a WX Process

*Note: in this example, I am going to create a tile on the **WX Home Page**.*

For an Internal Communication to appear in WX, we need to link this to a **WX Process**.

1. Navigate to the **WX Services** tab in HCM.
2. Click 'New'.
WX Service Name Home Page
Order Enter the number 10 (Needs to be in multiples of 10).
3. Click **Save**.
4. Click on 'New WX Process'

The screenshot shows the 'WX Process' configuration form. The 'Label' field is set to 'Referral Scheme'. The 'Active' checkbox is checked. The 'WX Service' is set to 'Home Page'. The 'Order' is set to '10'. The 'Start Date' and 'End Date' are both set to '25/11/2018'. The 'Preferred Number Of Columns' is set to '1'. The 'WX Process Type' is set to 'Internal Communications'. The 'WX Internal Communication' is set to 'Referral Scheme'. The 'Show In Mobile' checkbox is unchecked. The 'Show Title In Title' and 'Show Title In Detail' checkboxes are checked. The 'Additional Information' field is empty. The 'Hide When Read', 'Confirm When Read', and 'Score has Action' checkboxes are unchecked.

Label
Order

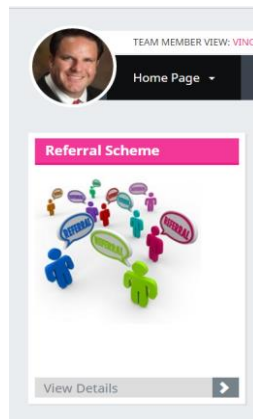
This is visible to Team Members in WX
Depending on where you want the tile to sit on the page. The lower the number the higher on the page it sits.

WX Process Type
WX Internal Communication

Internal Communication
Referral Scheme

5. Click **Save**.

You have now successfully linked an Internal Communication to a WX Process. Navigate to WX, click 'Home Page' and you will now see your photo in a tile.



Related Documentation