

How to Add or Update Find a Doctor Images

1. Save the files to S:\OFP\PLAN_MKT\Web\Find-a-Doc\Images and rename all the image files to Firstname Lastname
2. Go to the provider's record in Sitecore/Content/Shared/Henry Ford/physician-directory
3. Unlock the record for editing
4. Go to the Photo field and select browse, this will open the media library
 - a. Go to the alpha folder for the provider's first name
 - b. If the image has already been uploaded select that image
 - c. If the image has not been uploaded, select upload
 - d. Select the image from FAD/images
 - e. This will bring up the image within in the Media Libarry, Publish the image. Once the image has been published, close the Medial Library window using the X in the top right
5. You will now see the image in the Photo field
 - a. Save, submit, approve and publish the record
6. You should now be able to see the image within Find a Doctor