

How to Add Images to Your Space

By Zu Wei | Published Mar 19, 2026 | General | 2 min read

What Is This?

Images bring your space to life on the customer portal. You can upload a featured image, a preview video or photo, and a gallery of up to 100 images. These visuals help customers recognise your outlet and feel connected to your brand.

Real-Life Example

Encik Rafi runs **Surf & Turf Grill** in Bangsar. He uploads photos of his signature dishes, the restaurant interior, and the outdoor dining area. When customers open the portal, they see an appetising gallery that makes them want to visit again.

How to Add Images

Step 1: Open Your Space Settings

From the Admin Panel sidebar, go to **General** → **Spaces**. Click on the space you want to add images to, then click **Edit**.

Step 2: Go to the Media Tab

Switch to the **Media** tab.

Step 3: Upload Your Images

The Media tab has four image areas:

Field	Purpose	Ratio	Limit
Preview	Main hero image or video on the landing page	16:9	1 file, max 10 MB
Featured Image	Primary display image on the portal	16:9	1 file, max 10 MB
Gallery	Scrollable photo gallery	16:9	Up to 100 images
Logo	Business logo (see "How to Add Your Business Logo")	1:1	1 file, max 5 MB

For the Gallery:

1. Click the upload area or drag and drop multiple images
2. Rearrange images by dragging them into your preferred order
3. Use the built-in image editor to crop or adjust if needed

Media

Preview

Drag & drop your file or browse

Aspect ratio: 16:9. Max 10 MB. Supports image or video.

Featured Image

Drag & drop your file or browse

Aspect ratio: 16:9. Max 10 MB.

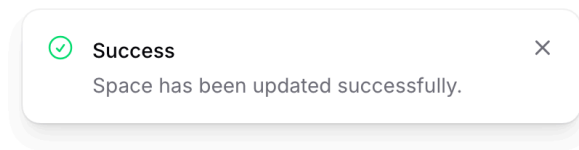
Gallery

Drag & drop your file or browse

Aspect ratio: 16:9. Up to 100 images. Drag to reorder.

Step 4: Save

Click **Save** to apply. Images are immediately visible on your customer portal.



Good to Know

- **16:9 aspect ratio** — Most image fields use landscape (16:9) orientation, which displays best on mobile phones.
- **Reorderable gallery** — Drag and drop gallery images to control the display order. Put your best photos first.
- **Image editor** — Each upload field includes a built-in editor for cropping and adjustments.
- **Video support** — The Preview field supports both images and videos (mp4), perfect for showcasing your space in motion.
- **Quality matters** — Use well-lit, high-resolution photos. They represent your brand on the portal.