

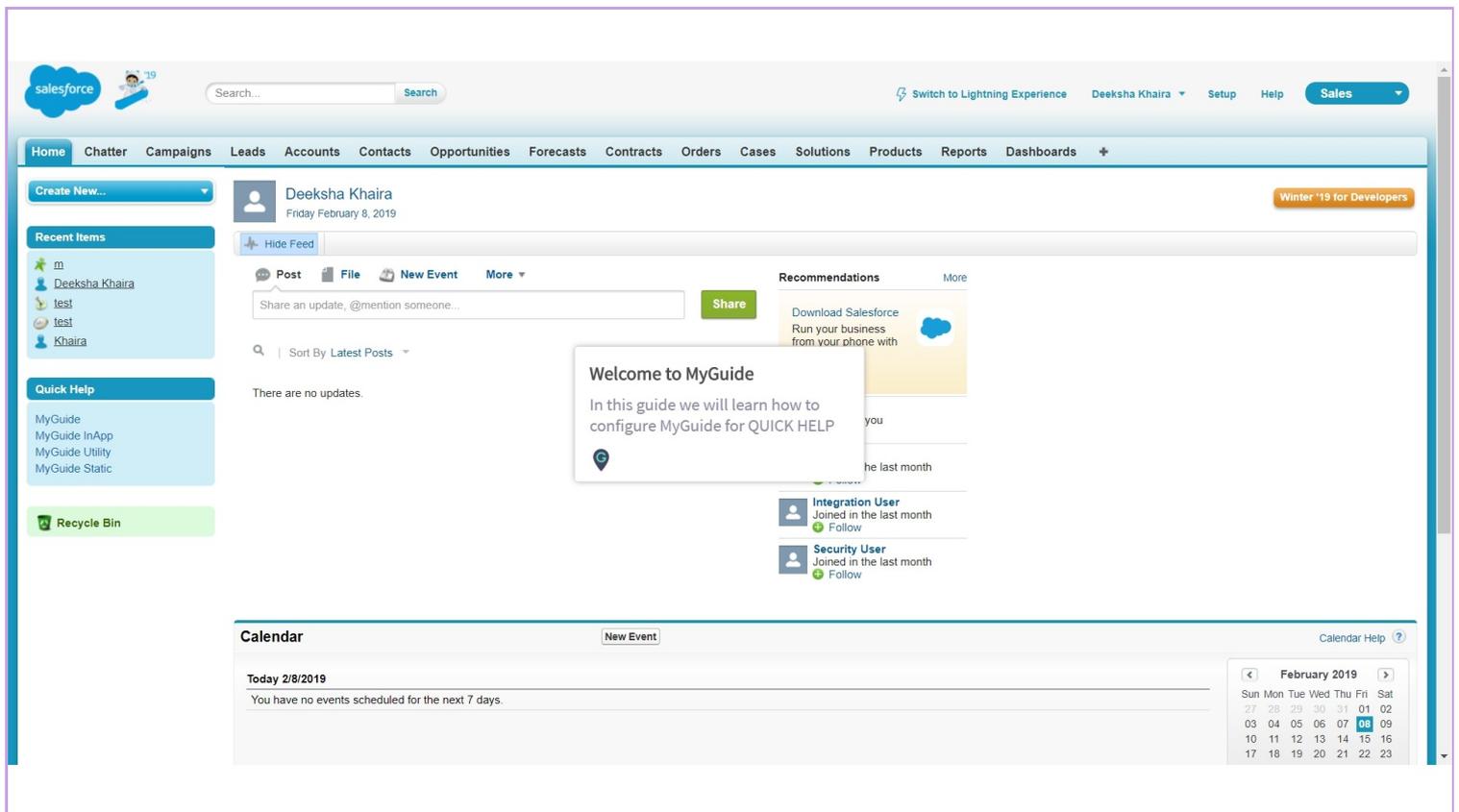


Configure MyGuide for QUICK HELP

# Step: 01

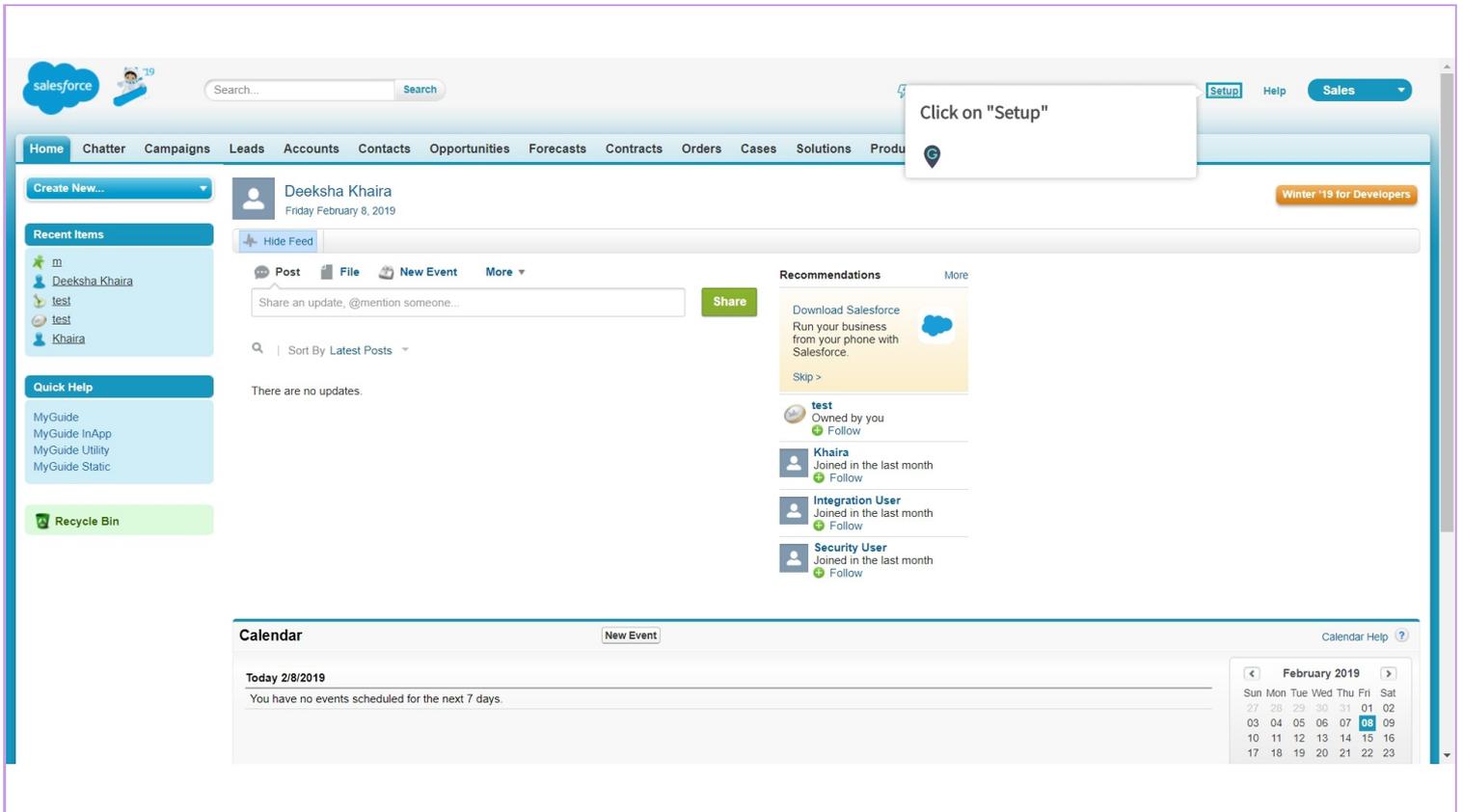
## Welcome to MyGuide

In this guide we will learn how to configure MyGuide for QUICK HELP



# Step: 02

## Click on "Setup"



# Step: 03

## Search for "Home Page Layout"

The screenshot shows the Salesforce Admin console interface. At the top, there is a search bar with the text "Search for 'Home Page Layout'". Below the search bar, there are two main cards: "Build App" and "Salesforce Lightning". The "Build App" card has a green "Add App" button. The "Salesforce Lightning" card has a green "Get Started" button. Below these cards is a "Recent Items" table with columns for Name, Type, and Object. The table lists various items such as "Lead Record Page", "EdAuth", "Opportunity Layout", and several Apex Classes. Below the table is a "Quick Links" section with three columns: Tools, Users, and App. The Tools column includes "App Quick Start" and "Schema Builder". The Users column includes "New user" and "Add multiple users". The App column includes "Manage apps" and "Manage profiles". On the right side of the console, there are several promotional banners and links, including "Trailhead" with the text "the fun way to learn Salesforce" and "VIEW FREE TUTORIALS >", "Browse Docs", "Ask Questions", and "appexchange".

Search for "Home Page Layout"

**Build App**  
Generate a basic app with just one step, and then easily extend that app with clicks or code.  
[Add App](#)

**Salesforce Lightning**  
Enable the power, speed and simplicity of the new, modern Salesforce user experience.  
[Get Started](#)

**Recent Items** beta

Name	Type	Object
Lead Record Page	Lightning Page	
EdAuth	Visualforce Page	
Opportunity Layout	Page Layout	Opportunity
Deeksha Khaira	User	
LightningSelfRegisterControllerTest	Apex Class	
LightningForgotPasswordControllerTest	Apex Class	
LightningLoginFormControllerTest	Apex Class	
LightningLoginFormController	Apex Class	
LightningForgotPasswordController	Apex Class	
LightningSelfRegisterController	Apex Class	

**Quick Links**

Tools	Users	App
<a href="#">App Quick Start</a>	<a href="#">New user</a>	<a href="#">Manage apps</a>
<a href="#">Schema Builder</a>	<a href="#">Add multiple users</a>	<a href="#">Manage profiles</a>

**Trailhead**  
the fun way to learn Salesforce  
[VIEW FREE TUTORIALS >](#)

**Browse Docs**  
Explore documentation and API reference guides.

**Ask Questions**  
Get help when you need it from Salesforce & community experts.

**appexchange**  
推奨アプリケーション 全て表示

**BuzzBoard**  
The Source on SMD...  
株式会社BuzzBoard, Inc.

# Step: 04

## Click on "Home Page Layouts"

The screenshot displays the Salesforce user interface. At the top, there is a navigation bar with the Salesforce logo, a search bar, and user information (Deeksha Khaira). Below this is a secondary navigation bar with various tabs like Home, Chatter, Campaigns, etc. The main content area is divided into sections: 'Getting Started' with 'Build App' and 'Salesforce Lightning' cards; a table of 'Home Page Layouts'; and 'Quick Links' for Tools, Users, and App. A callout box with a location pin icon points to the 'Home Page Layouts' link in the left sidebar under the 'Home' section.

Name	Type	Object
Lead Record Page	Lightning Page	
EdAuth	Visualforce Page	
Opportunity Layout	Page Layout	Opportunity
Deeksha Khaira	User	
LightningSelfRegisterControllerTest	Apex Class	
LightningForgotPasswordControllerTest	Apex Class	
LightningLoginFormControllerTest	Apex Class	
LightningLoginFormController	Apex Class	
LightningForgotPasswordController	Apex Class	
LightningSelfRegisterController	Apex Class	

Tools	Users	App
App Quick Start	New user	Manage apps
Schema Builder	Add multiple users	Manage profiles

# Step: 05

## Click on "Edit"

To edit "DE Default" layouts

The screenshot shows the Salesforce interface for managing Home Page Layouts. The page title is "Home Page Layouts" and it includes a search bar and navigation tabs. A table lists the available layouts, with the "DE Default" layout selected. A callout box points to the "Edit" button in the table.

Action	Name ↑	Created By	Last Modified By
<a href="#">Edit</a>   <a href="#">Del</a>	DE Default	Deeksha Khaira, 1/9/2019 10:48 PM	Deeksha Khaira, 1/31/2019 2:24 AM

# Step: 06

## Select "Quick Help"checkbox

The screenshot shows the Salesforce 'Edit Home Layout' interface. The page title is 'Edit Home Layout' and it indicates 'Step 1 of 2'. The main heading is 'Step 1. Select the components to show'. Below this, there is a search bar for 'Layout Name' with 'DE Default' entered. The page is divided into two sections: 'Select Wide Components to Show' and 'Select Narrow Components to Show'. In the 'Select Wide Components to Show' section, the 'Quick Help' checkbox is checked. A tooltip is visible over the 'Quick Help' checkbox with the text 'Select "Quick Help"checkbox'. The 'Select Narrow Components to Show' section has several checkboxes, including 'Create New...', 'Messages & Alerts', 'Tags', 'Recent Items', 'Custom Links', and 'Quick Help' (which is checked). The left sidebar contains navigation options like 'Home', 'Administer', and 'Salesforce Mobile Quick Start'.

# Step: 07

Click on "Next"

salesforce

Search...

Switch to Lightning Experience Deeksha Khaira Setup Help Sales

Home Chatter Campaigns Leads Accounts Contacts Opportunities Forecasts Contracts Orders Cases Solutions Products Reports Dashboards +

Quick Find / Search... Expand All | Collapse All

Lightning Experience Migration Assistant  
Switch to the modern, intelligent Salesforce.  
Get Started

Salesforce Mobile Quick Start

Home

Administer

- Manage Users
- Manage Apps
- Manage Territories
- Company Profile
- Security Controls
- Domain Management
- Communication Templates
- Translation Workbench
- Data Management
- Mobile Administration
- Desktop Administration
- Outlook Integration and Sync
- Lightning for Gmail and Svnc

### Edit Home Layout

Help for this Page

Step 1. Select the components to show Step 1 of 2

Choose the components to include on your home page layout.

Layout Name

**Select Wide Components to Show** = Required Information

Items to Approve	<input checked="" type="checkbox"/>	Calendar	<input checked="" type="checkbox"/>
Tasks	<input checked="" type="checkbox"/>	Dashboard Snapshot	<input type="checkbox"/>
Paused Flow Interviews	<input type="checkbox"/>		

**Select Narrow Components to Show**

Create New...	<input checked="" type="checkbox"/>	Recent Items	<input checked="" type="checkbox"/>
Messages & Alerts	<input type="checkbox"/>	Custom Links	<input type="checkbox"/>
Tags	<input checked="" type="checkbox"/>	Quick Help	<input type="checkbox"/>

Click on "Next"

Next Cancel

# Step: 08

## Click on "Save"

The screenshot shows the Salesforce 'Edit Home Layout' interface. The page title is 'Edit Home Layout' and it is 'Step 2 of 2'. The main area shows two columns: 'Narrow (Left) Column' and 'Wide (Right) Column'. The narrow column contains 'Create New...', 'Tags', 'Recent Items', and 'Quick Help'. The wide column contains 'Calendar', 'Tasks', and 'Items to Approve'. A callout box with a location pin icon says 'Click on "Save"'. At the bottom right, there are 'Save', 'Preview', and 'Cancel' buttons.

# Step: 09

## Go back to Home Page

The screenshot shows the Salesforce user interface. At the top, there is a navigation bar with the Salesforce logo, a search bar, and links for 'Switch to Lightning Experience', 'Aditi Shembekar', 'Setup', 'Help', and 'Content'. A tooltip with the text 'Go back to Home Page' is positioned over the 'Home' tab in the navigation bar. Below the navigation bar is a banner for 'It's Better in Lightning' with buttons for 'Tell Me More' and 'Check Readiness'. The main content area is titled 'Home Page Layouts' and includes a search bar, a description, and a table of page layout assignments. The table has columns for Action, Name, Created By, and Last Modified By. The table contains one row with the name 'DE Default' and the creator 'Aditi Shembekar'. A sidebar on the left contains navigation links for 'Lightning Experience Transition Assistant', 'Salesforce Mobile Quick Start', 'Home', and 'Administer'.

Go back to Home Page

It's Better in Lightning  
Move to Lightning Experience and give your users a productivity boost.

Quick Find / Search...  
Expand All | Collapse All

Lightning Experience Transition Assistant  
Move to the new, more productive Salesforce.  
Get Started

Salesforce Mobile Quick Start

Home

Administer

- Manage Users
- Manage Apps
- Manage Territories
- Company Profile
- Data Classification

### Home Page Layouts

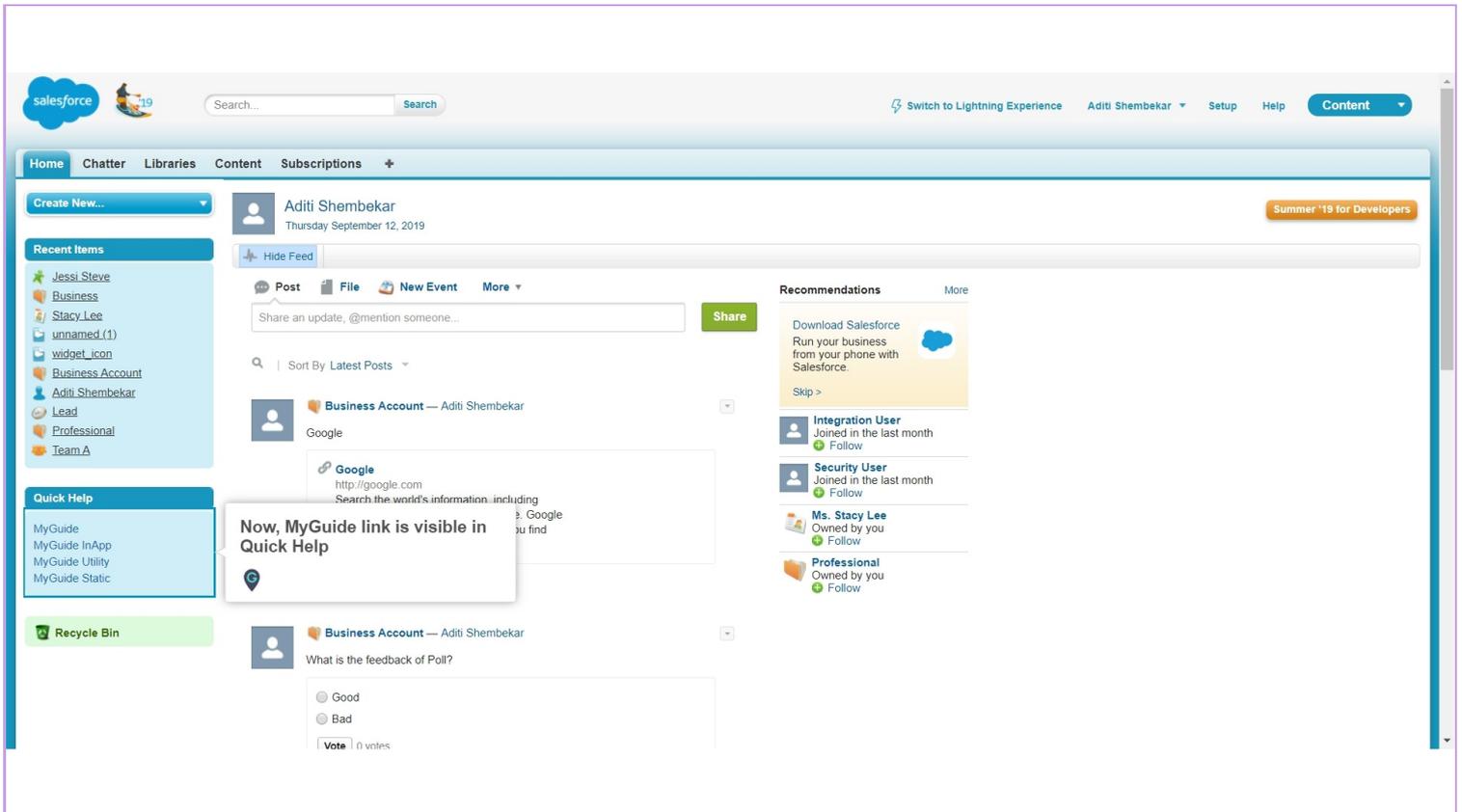
This page allows you to create different tab layouts for the Home Tab.

Page Layout Assignment New

Action	Name ↑	Created By	Last Modified By
Edit   Del	DE Default	Aditi Shembekar, 9/4/2019 4:33 AM	Aditi Shembekar, 9/12/2019 2:51 AM

# Step: 10

Now, MyGuide link is visible in Quick Help



# Thank You!

[myguide.org](https://myguide.org)