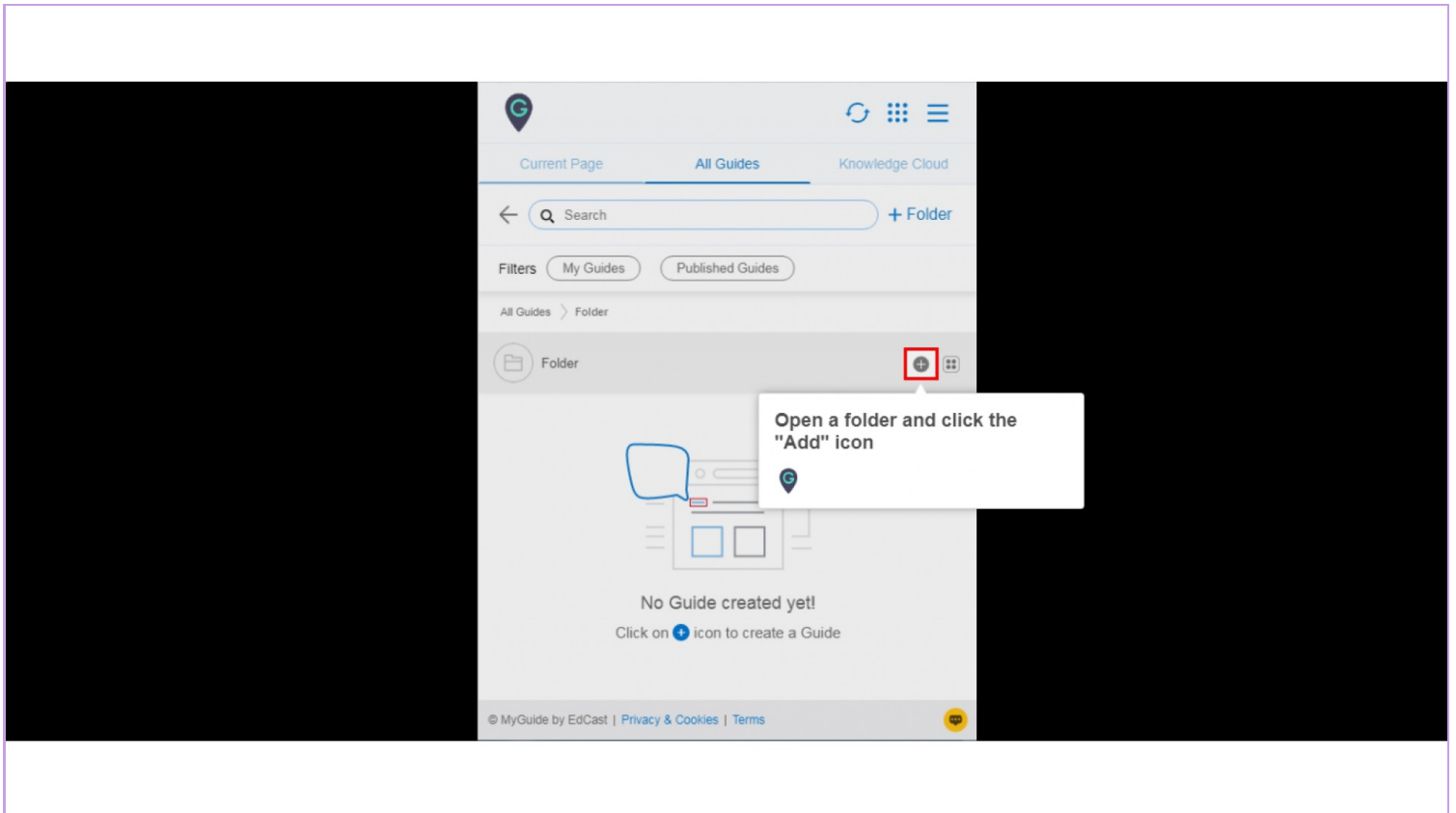




How to Add a Workflow Guide

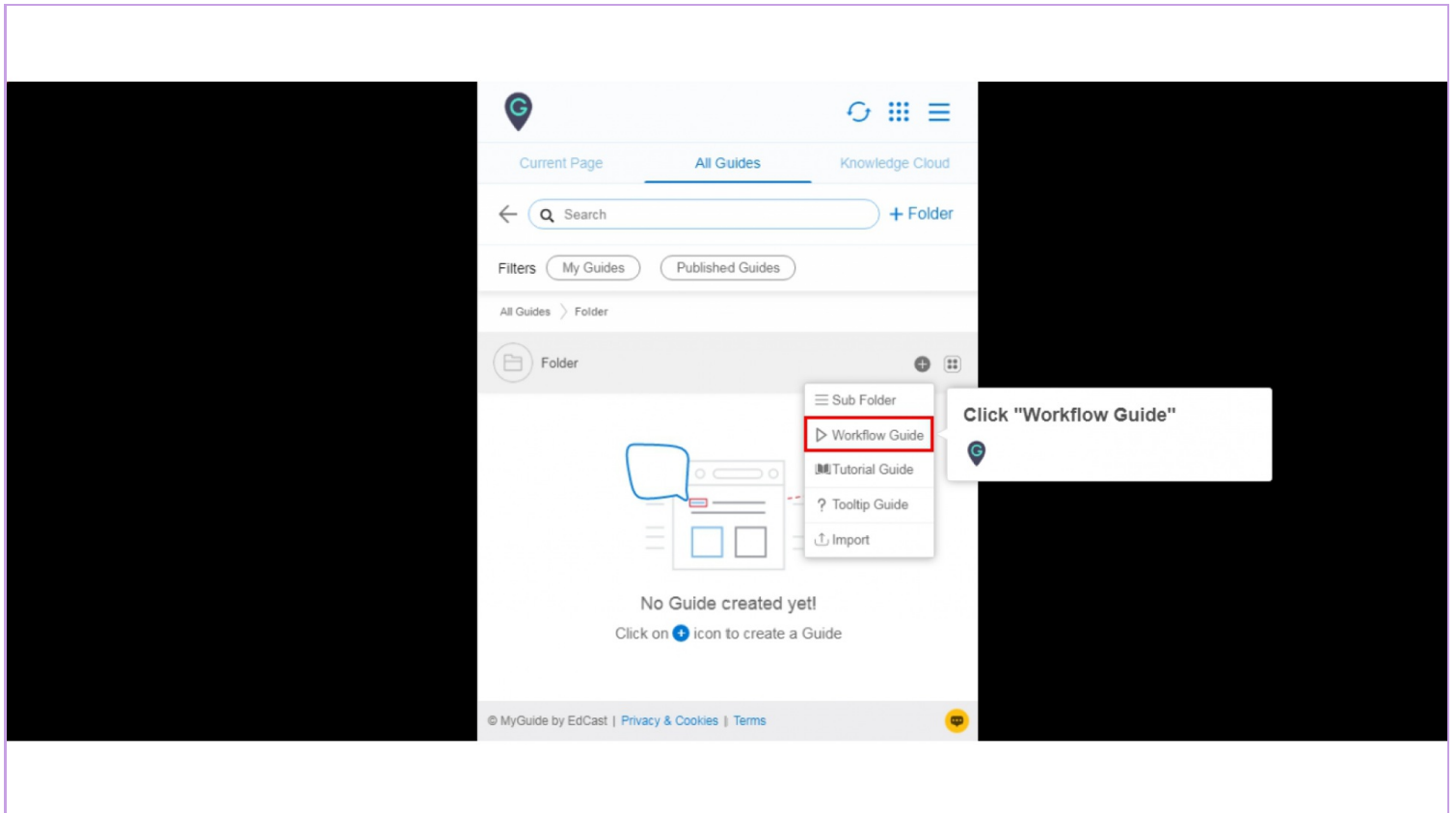
Step: 01

Open a folder and click the "Add" icon



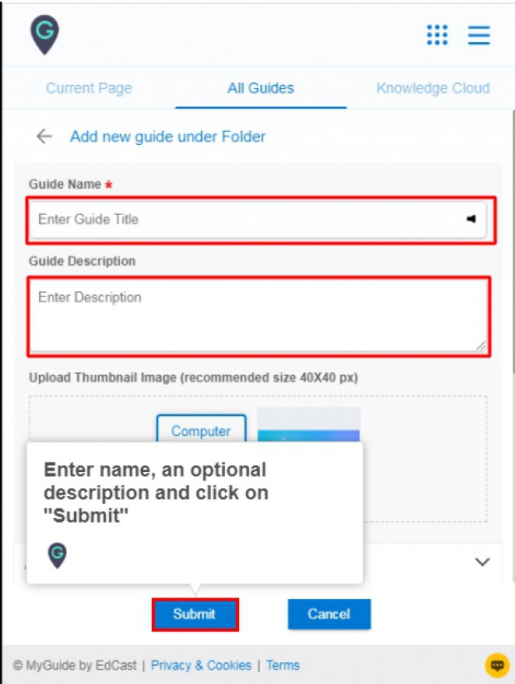
Step: 02

Click "Workflow Guide"



Step: 03

Enter name, an optional description and click on "Submit"



The screenshot displays the 'Add new guide under Folder' interface in the MyGuide application. The form contains the following elements:

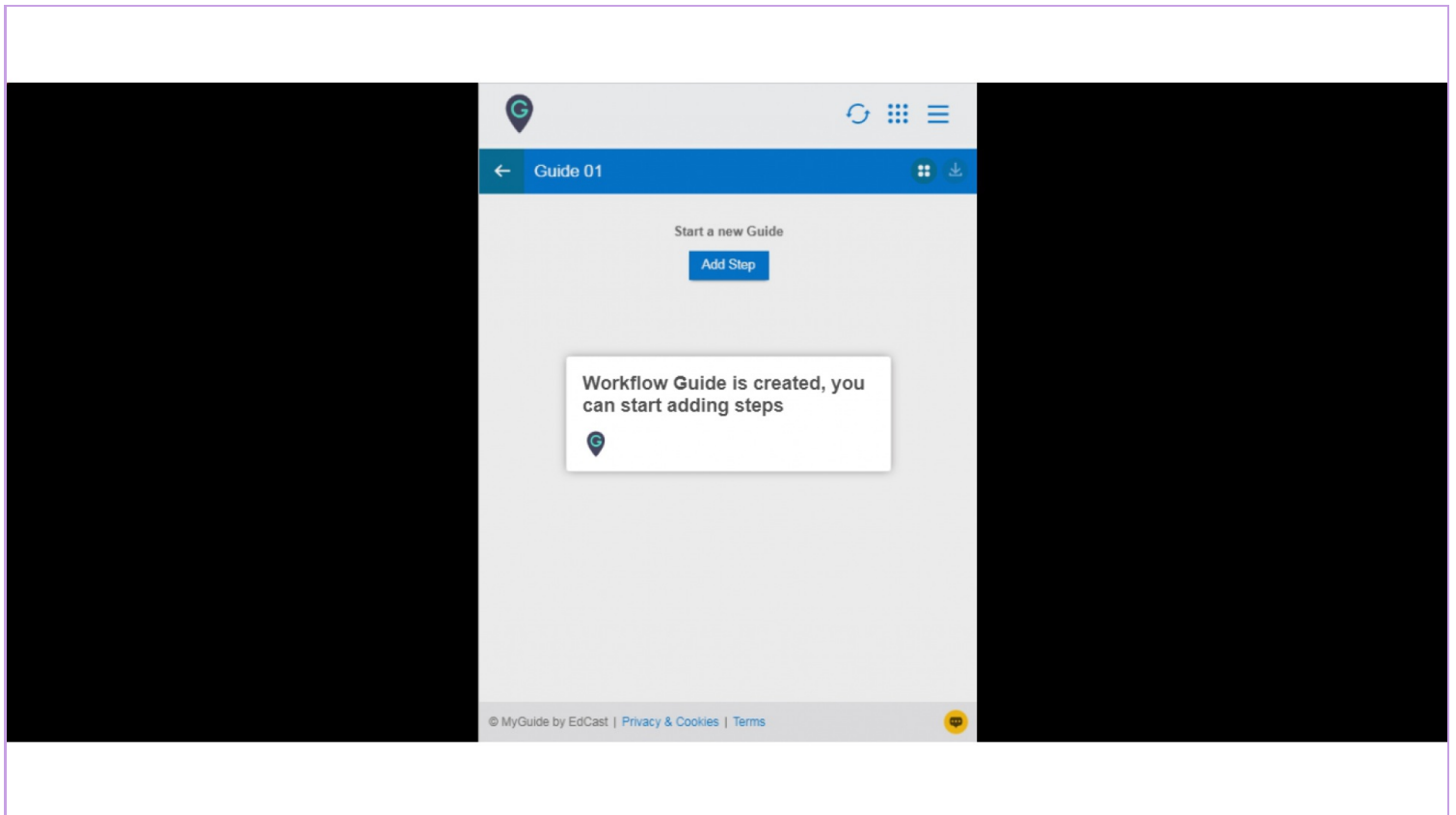
- Guide Name ***: A text input field with the placeholder text 'Enter Guide Title', highlighted with a red border.
- Guide Description**: A text input field with the placeholder text 'Enter Description', highlighted with a red border.
- Upload Thumbnail Image (recommended size 40X40 px)**: A section for uploading an image, currently showing a 'Computer' button.
- Submit**: A blue button at the bottom of the form, highlighted with a red border.
- Cancel**: A blue button next to the Submit button.

A callout box is overlaid on the form, containing the text: "Enter name, an optional description and click on 'Submit'".

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Step: 04

Workflow Guide is created, you can start adding steps



Thank You!

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