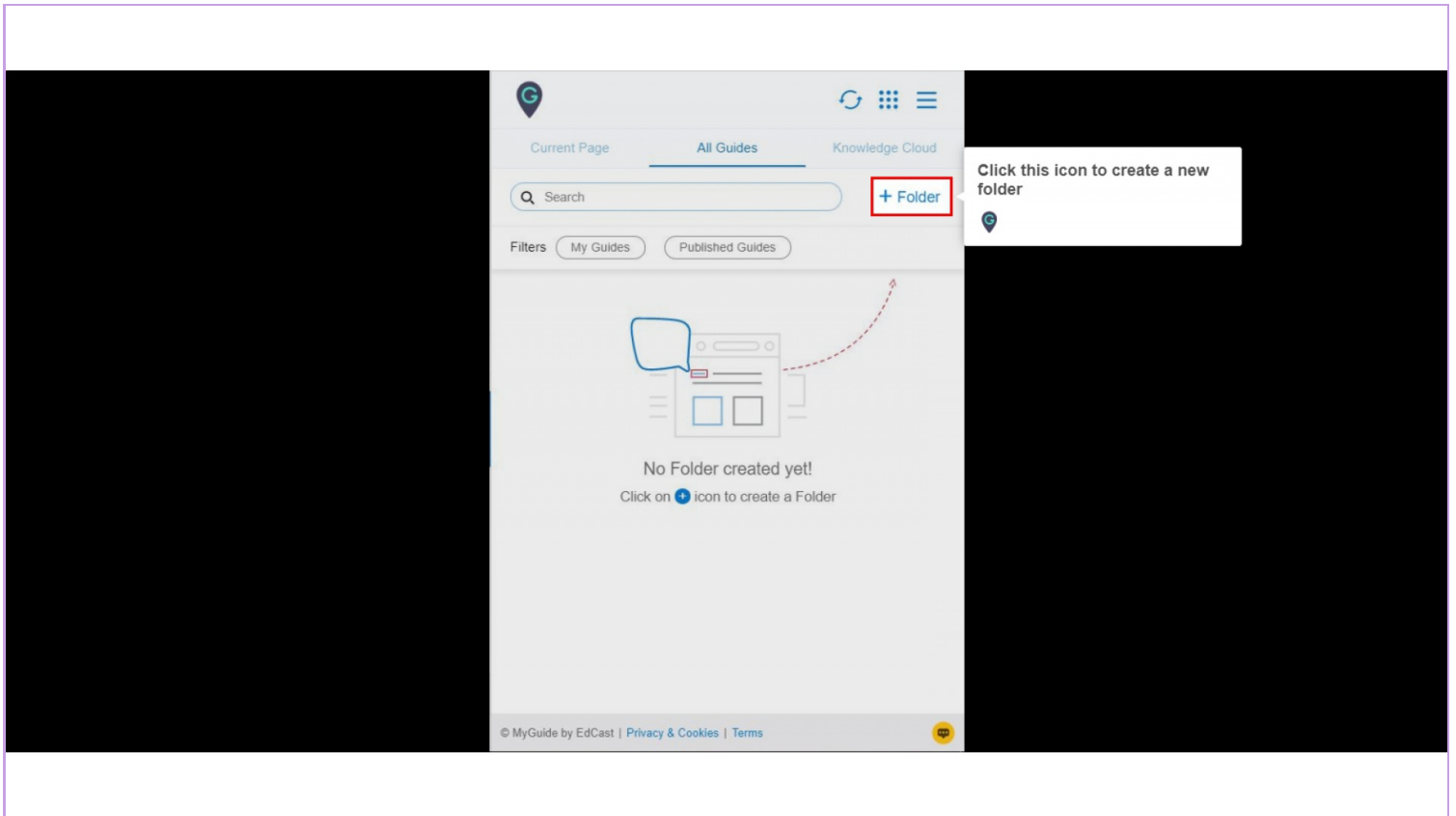




How to Organize Guides into Folders and Sub Folders

Step: 01

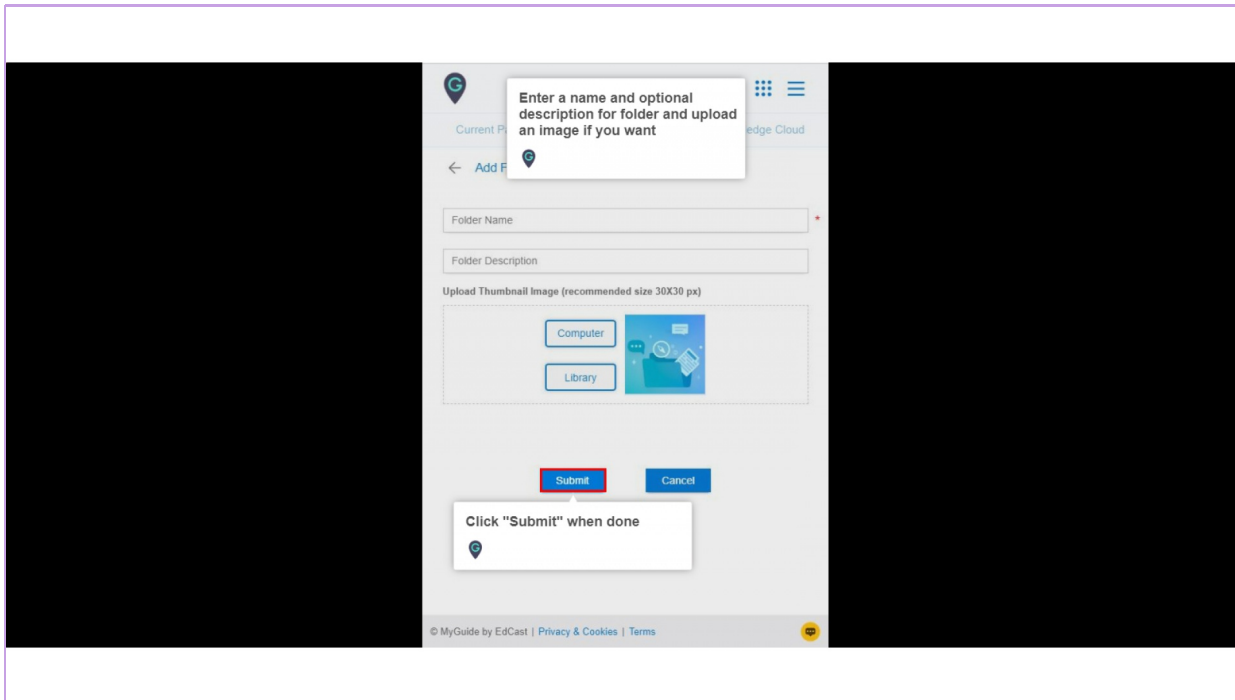
Click this icon to create a new folder



Step: 02

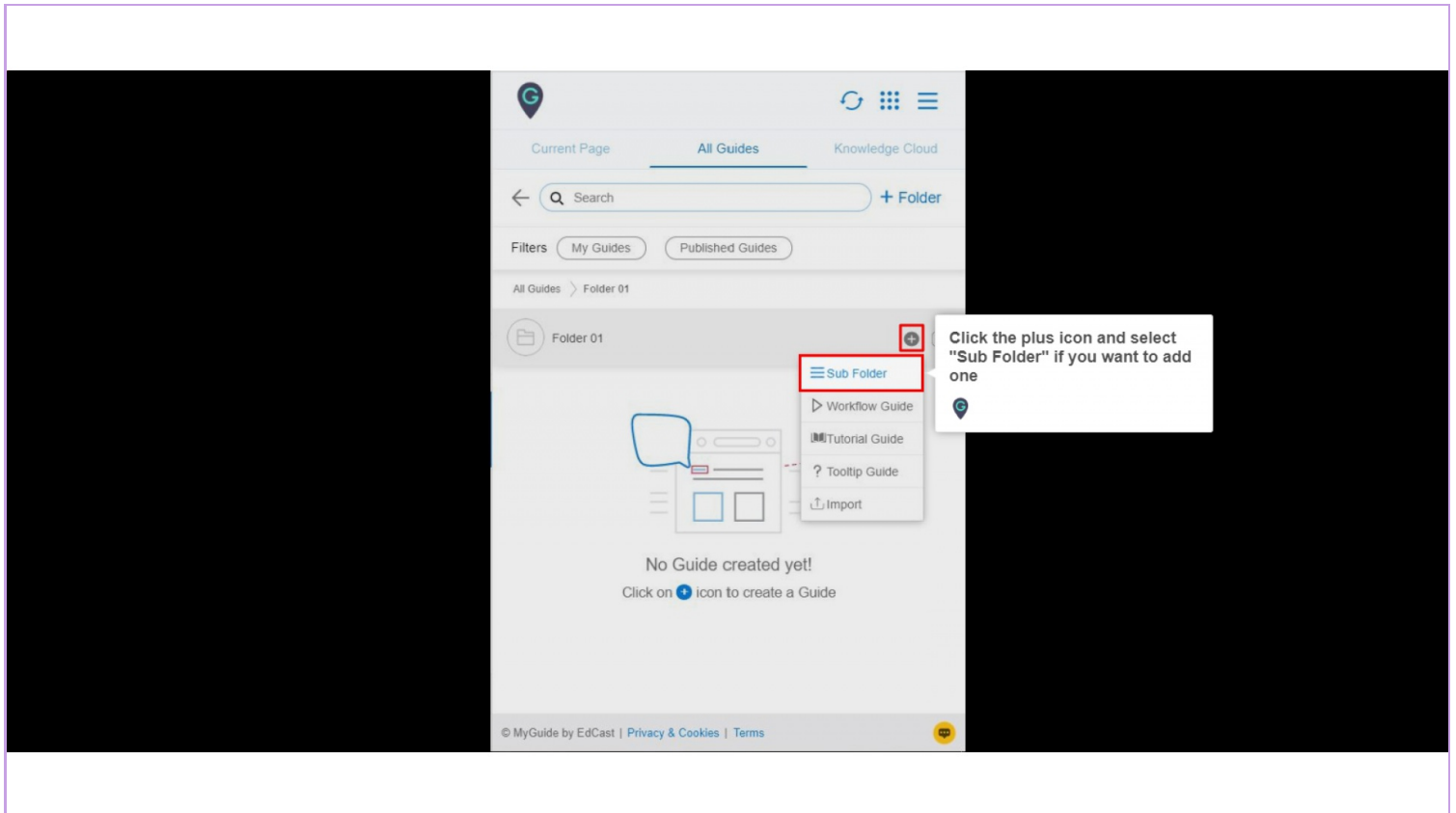
Enter a name and optional description for folder and upload an image if you want

Click "Submit" when done



Step: 03

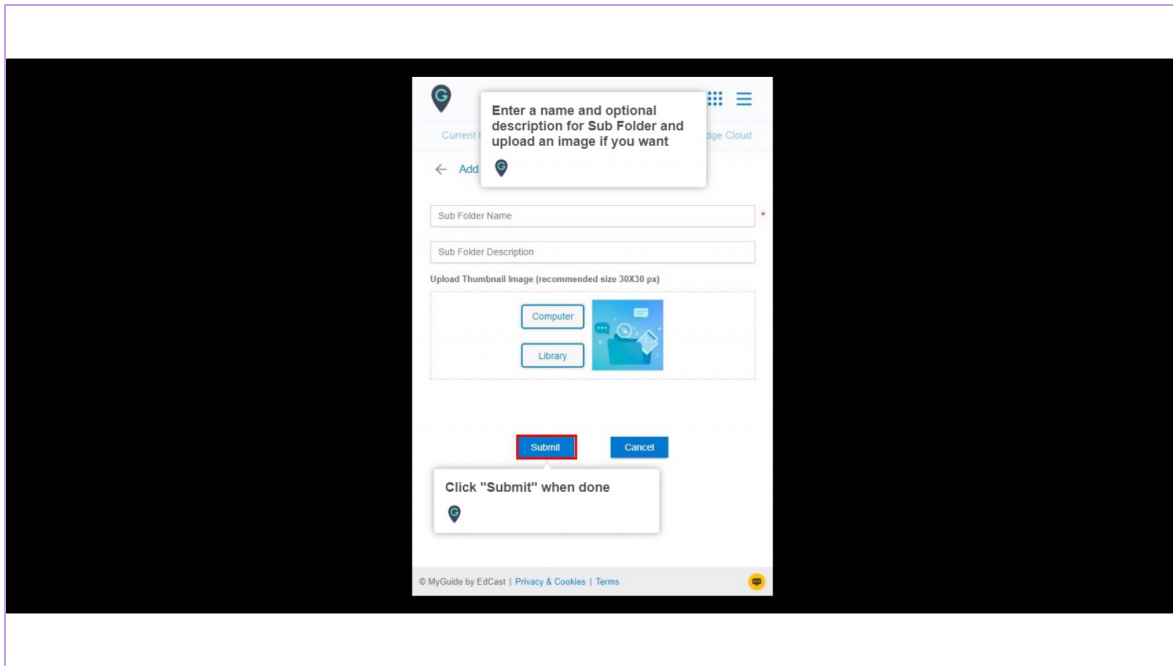
Click the plus icon and select "Sub Folder" if you want to add one



Step: 04

Enter a name and optional description for Sub Folder and upload an image if you want

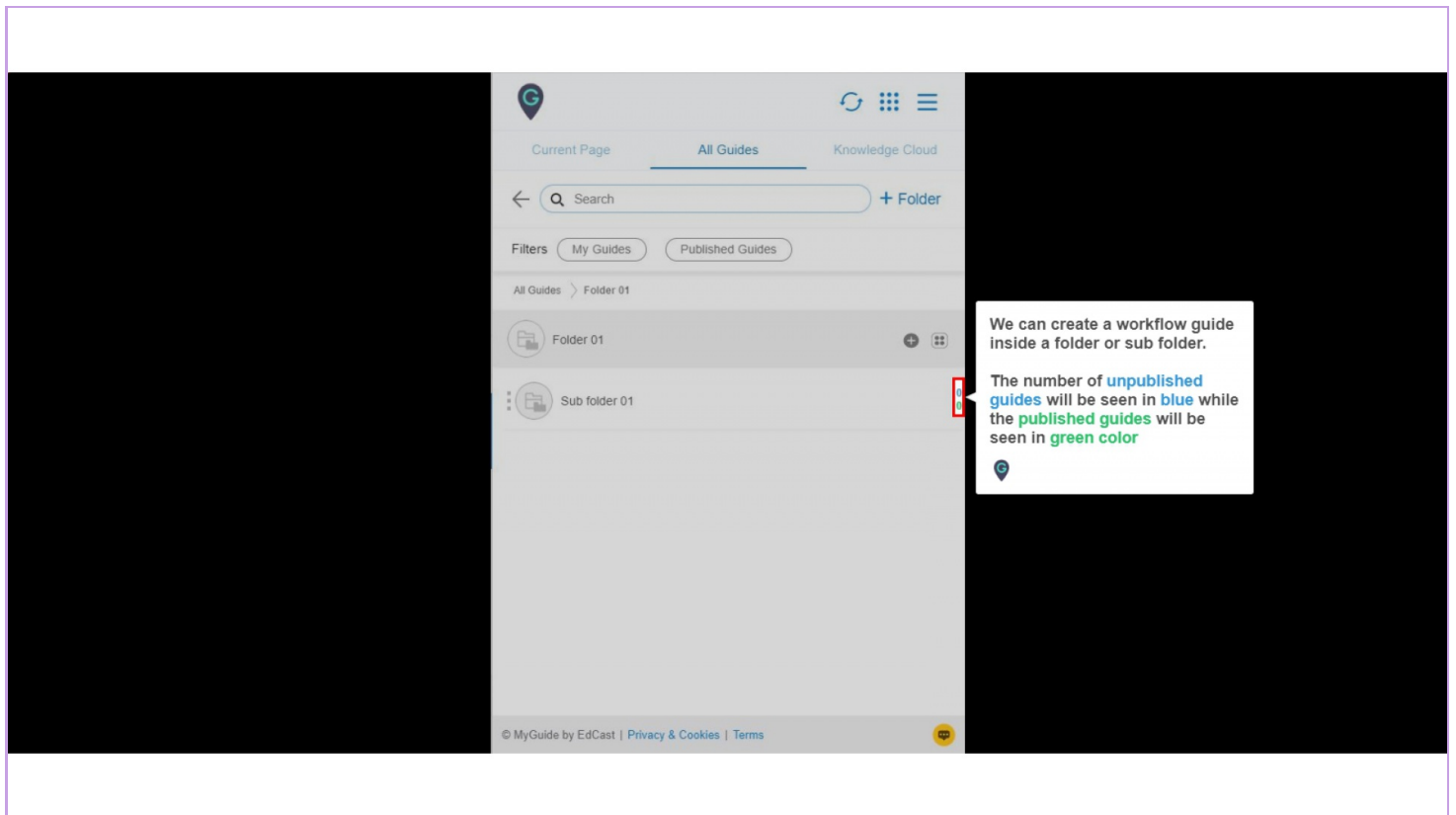
Click "Submit" when done



Step: 05

We can create a workflow guide inside a folder or sub folder.

The number of unpublished guides will be seen in blue while the published guides will be seen in green color



Thank You!

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