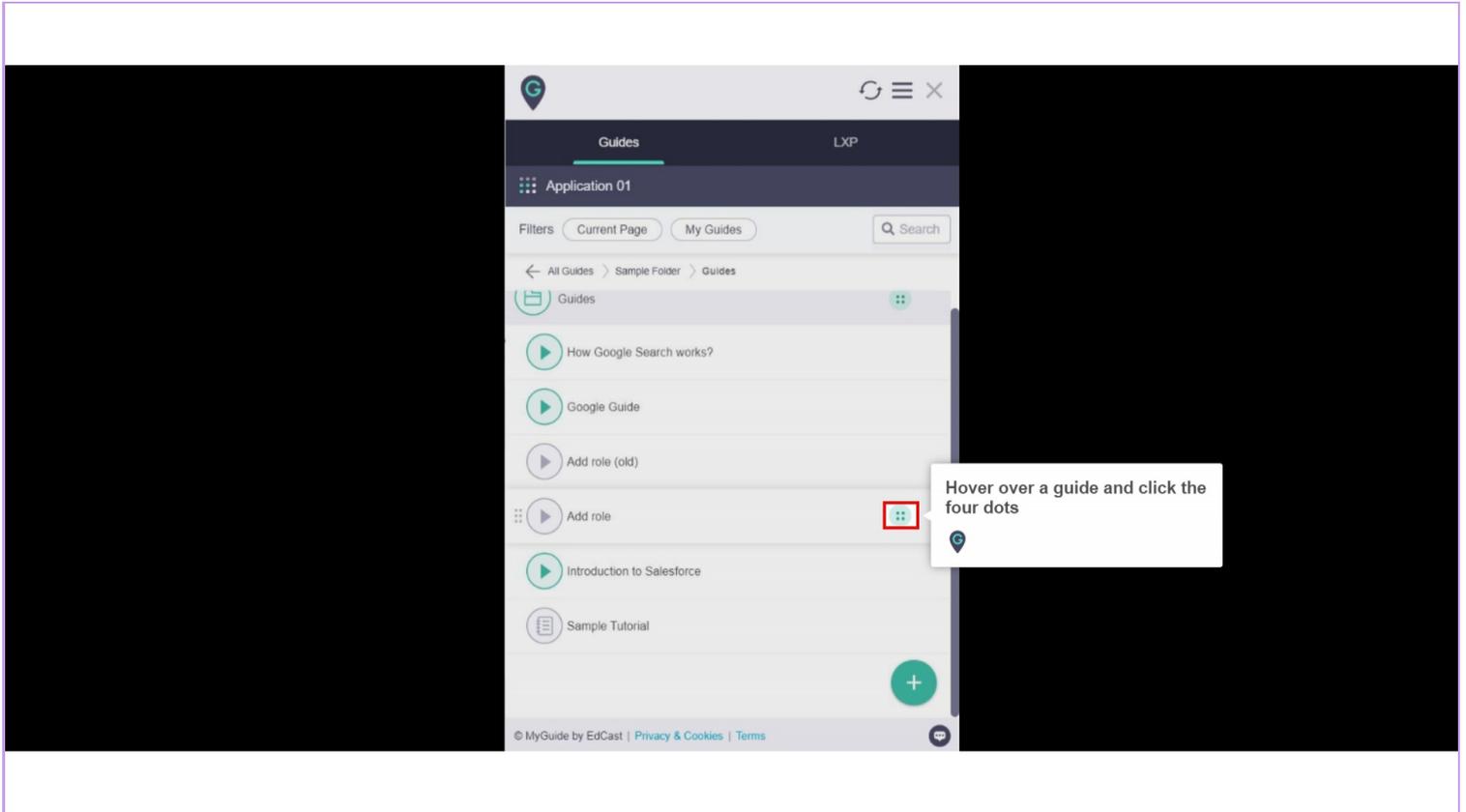




## Basic Operations of a Guide

## Step: 01

Hover over a guide and click the four dots

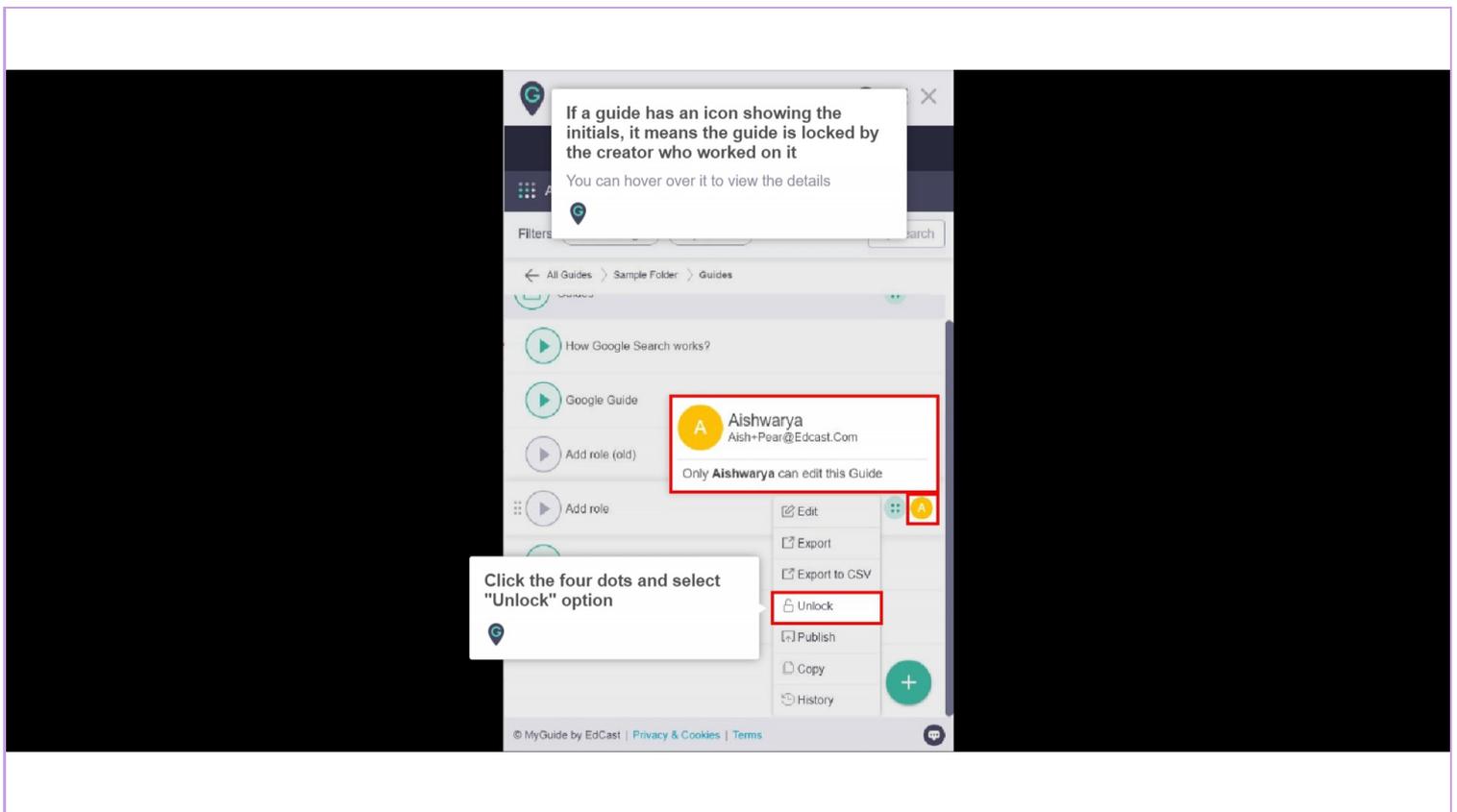


## Step: 02

If a guide has an icon showing the initials, it means the guide is locked by the creator who worked on it

You can hover over it to view the details

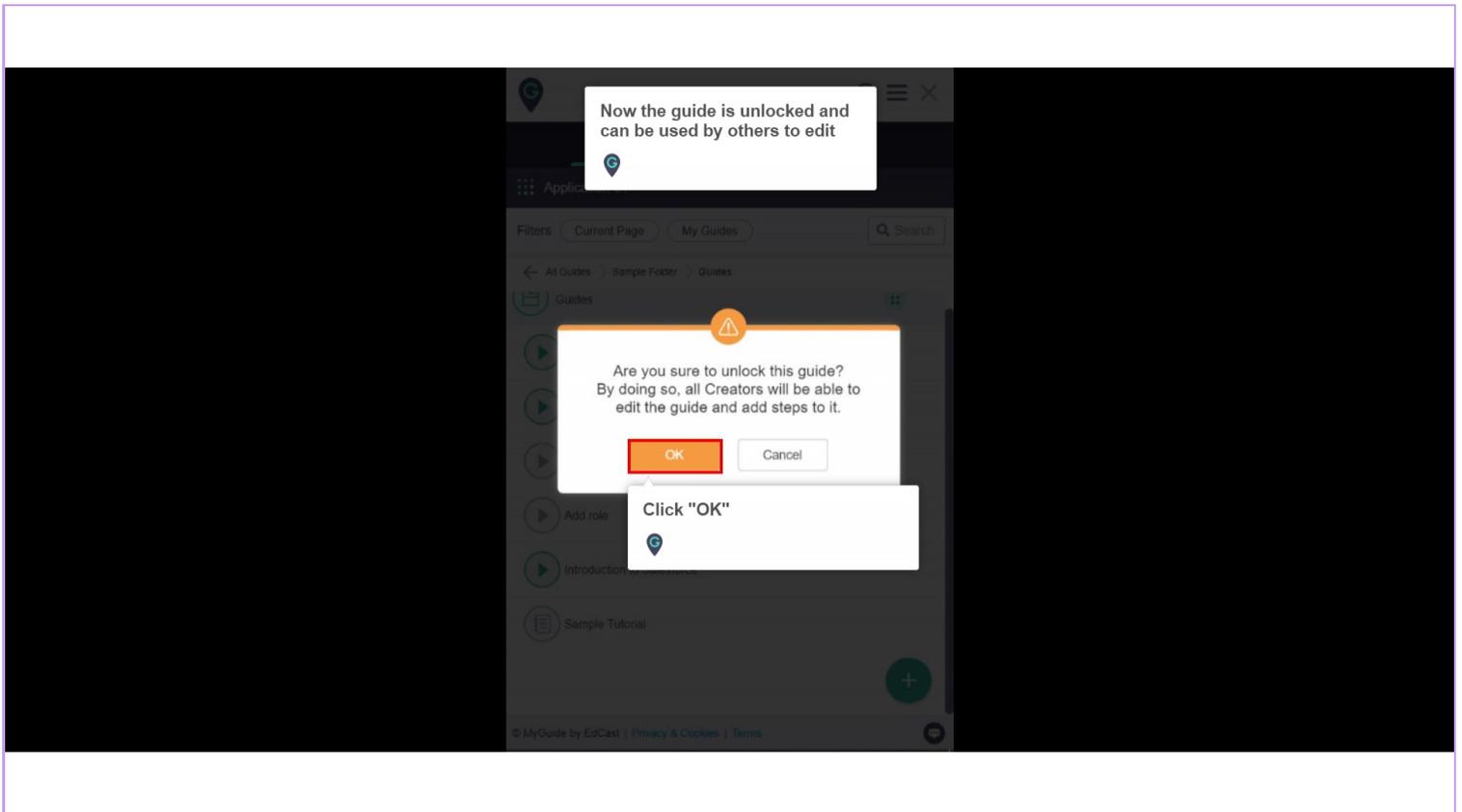
Click the four dots and select "Unlock" option



## Step: 03

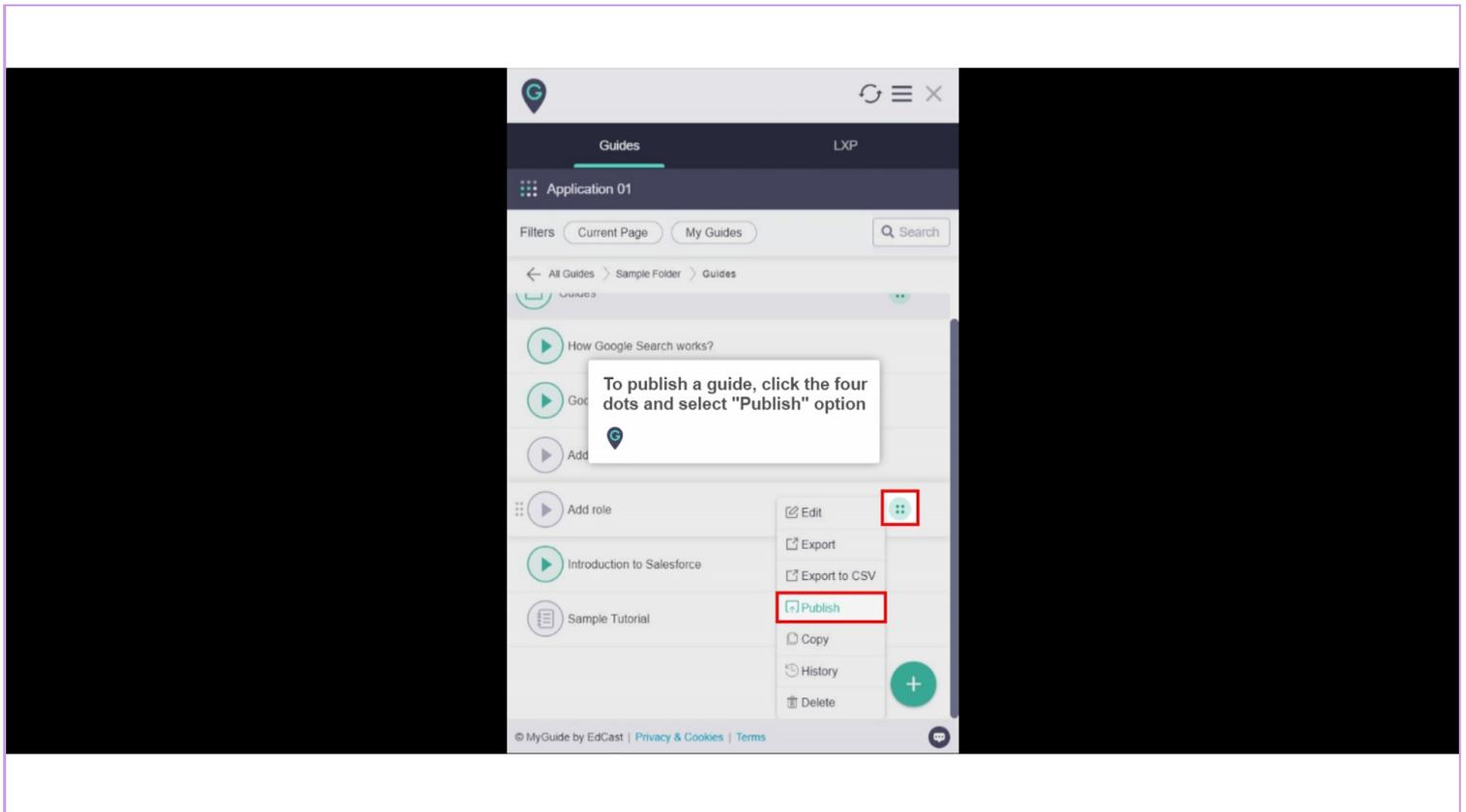
Now the guide is unlocked and can be used by others to edit

Click "OK"



## Step: 04

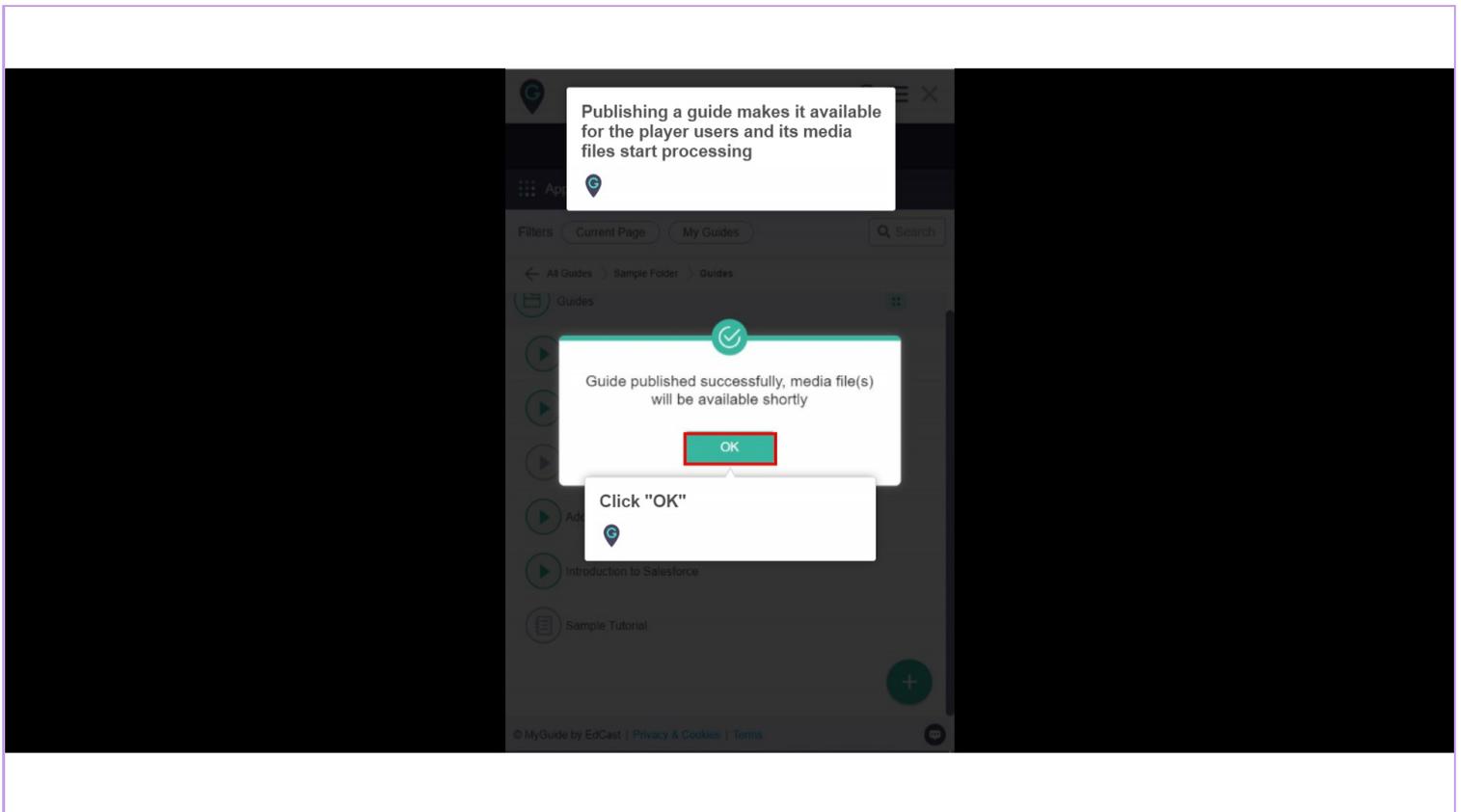
To publish a guide, click the four dots and select "Publish" option



## Step: 05

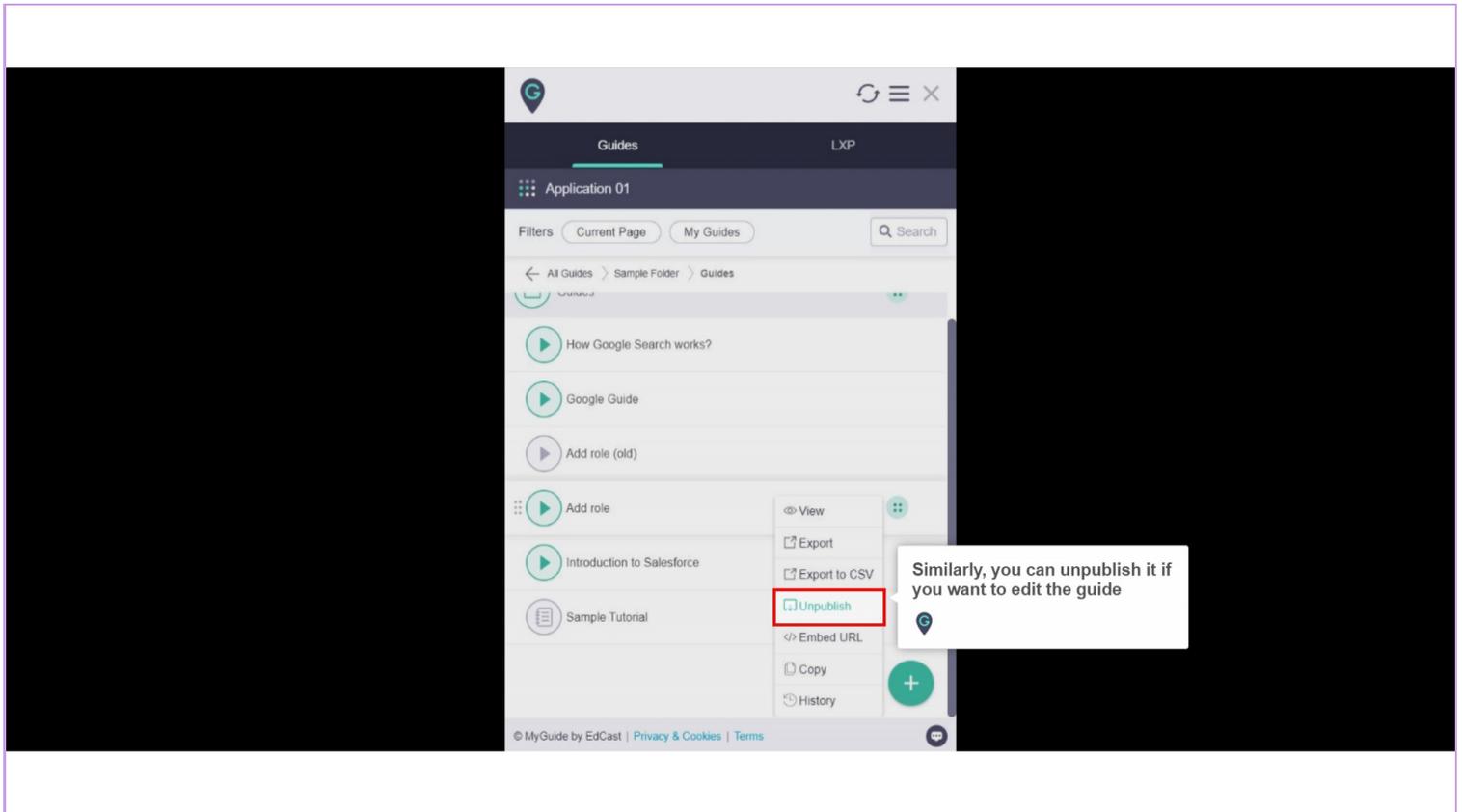
Publishing a guide makes it available for the player users and its media files start processing

Click "OK"



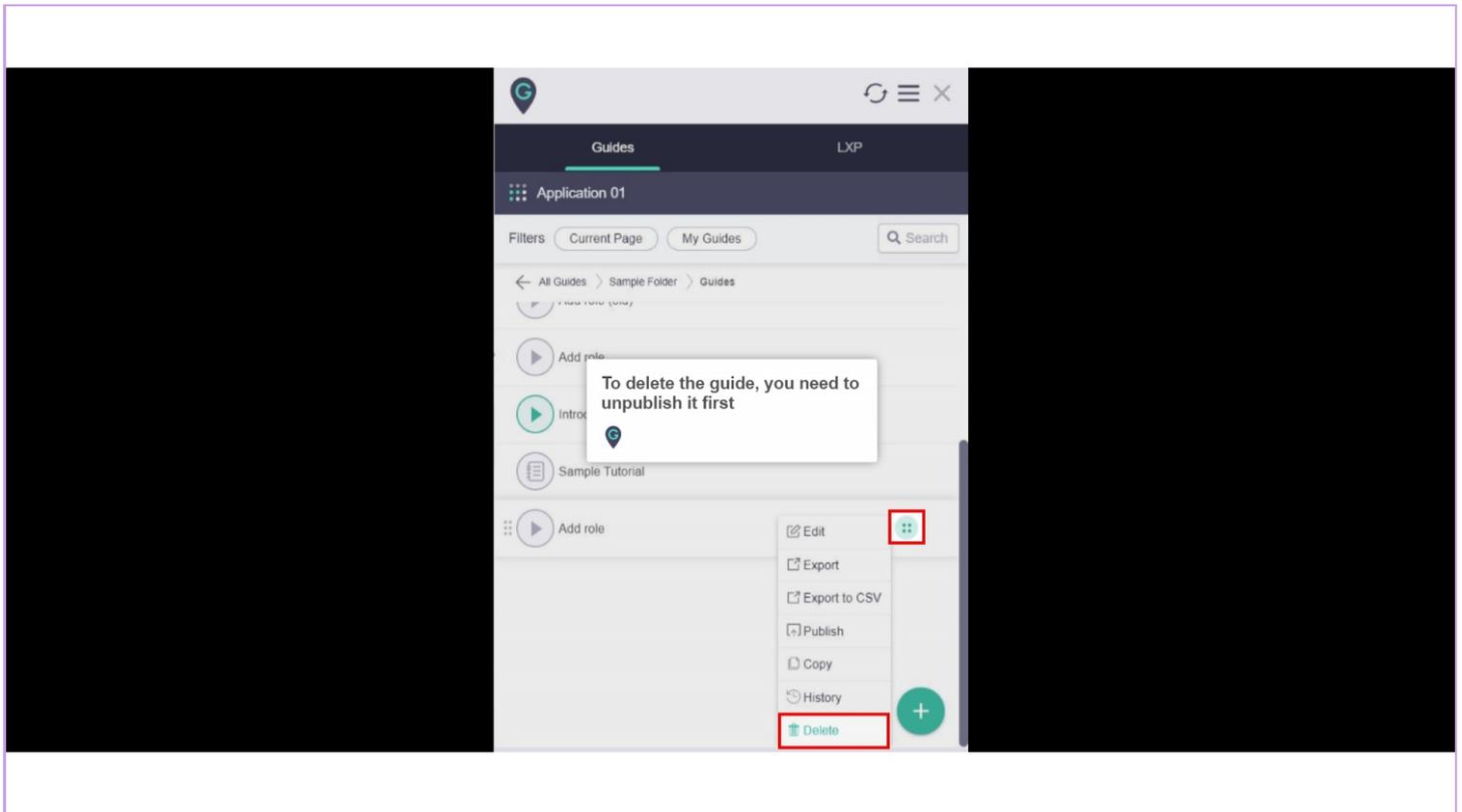
## Step: 06

Similarly, you can unpublish it if you want to edit the guide



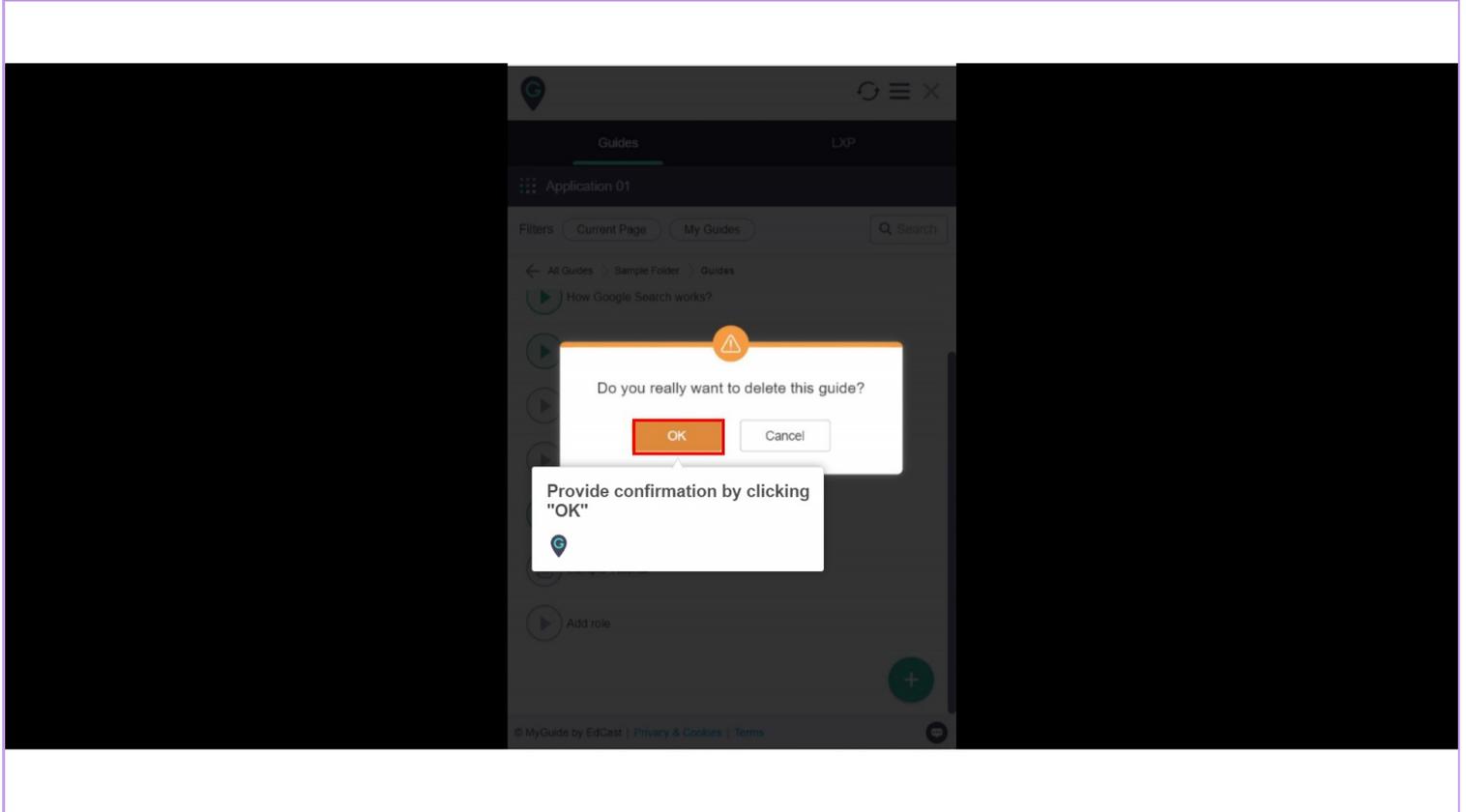
## Step: 07

To delete the guide, you need to unpublish it first



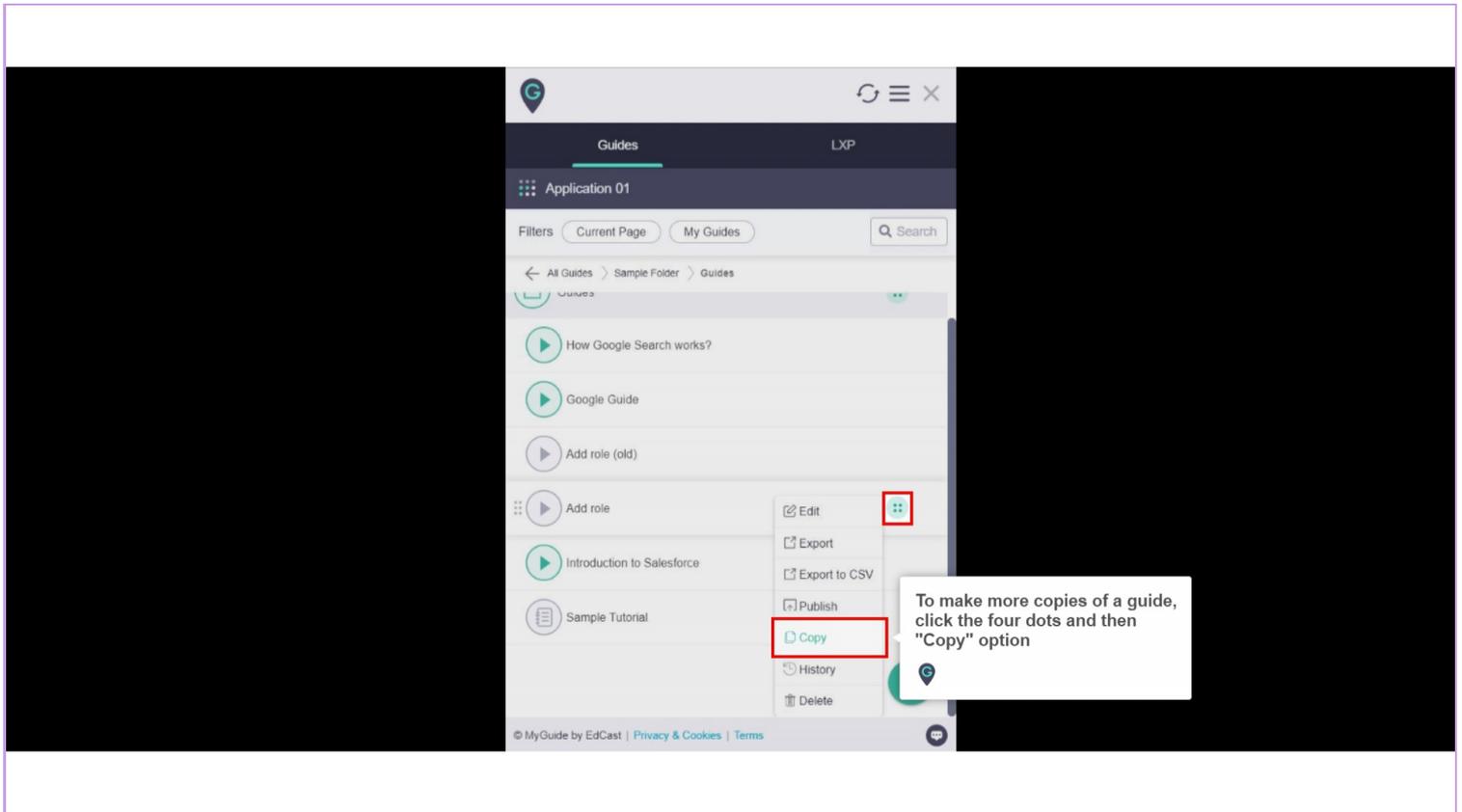
## Step: 08

Provide confirmation by clicking "OK"



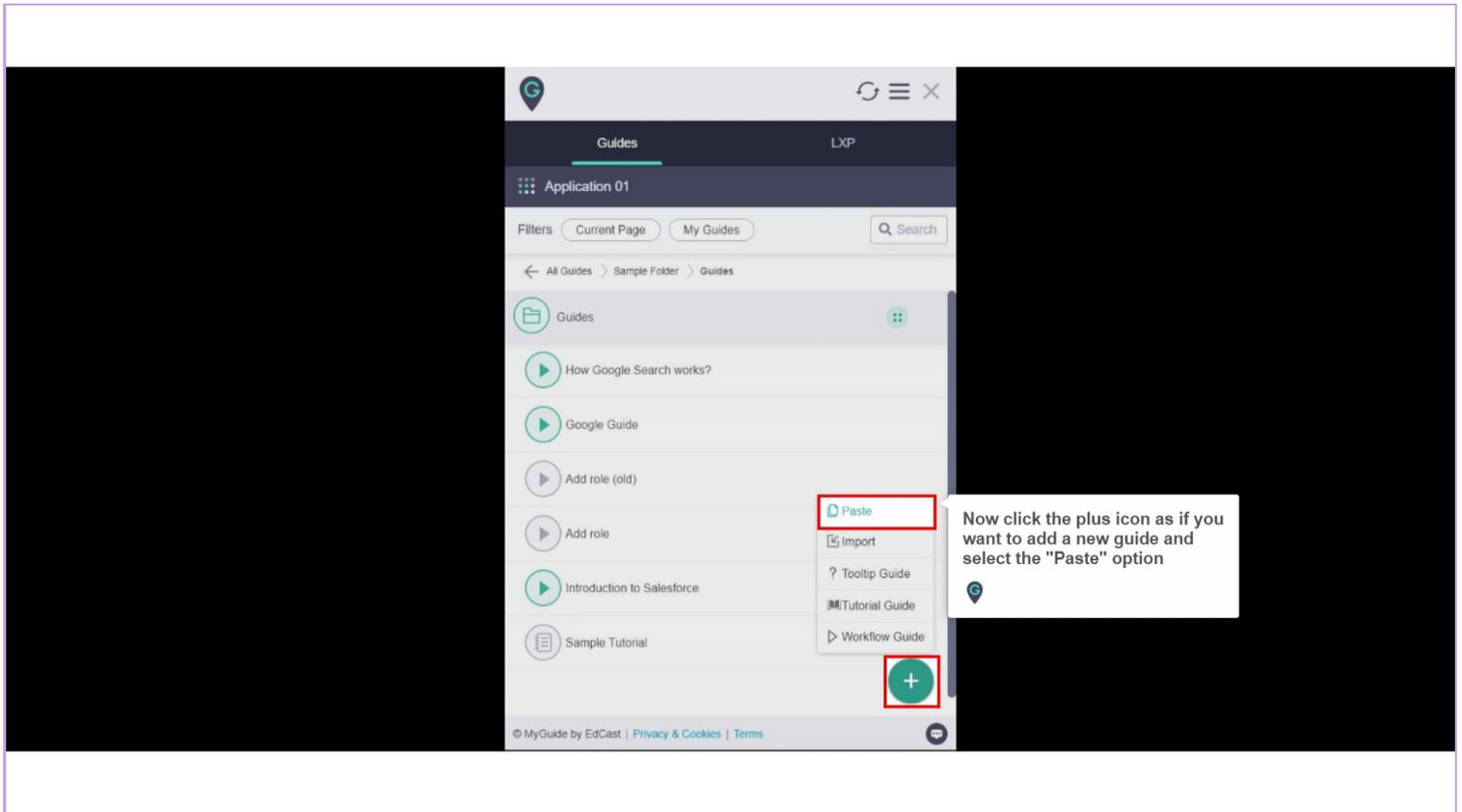
## Step: 09

To make more copies of a guide, click the four dots and then "Copy" option



## Step: 10

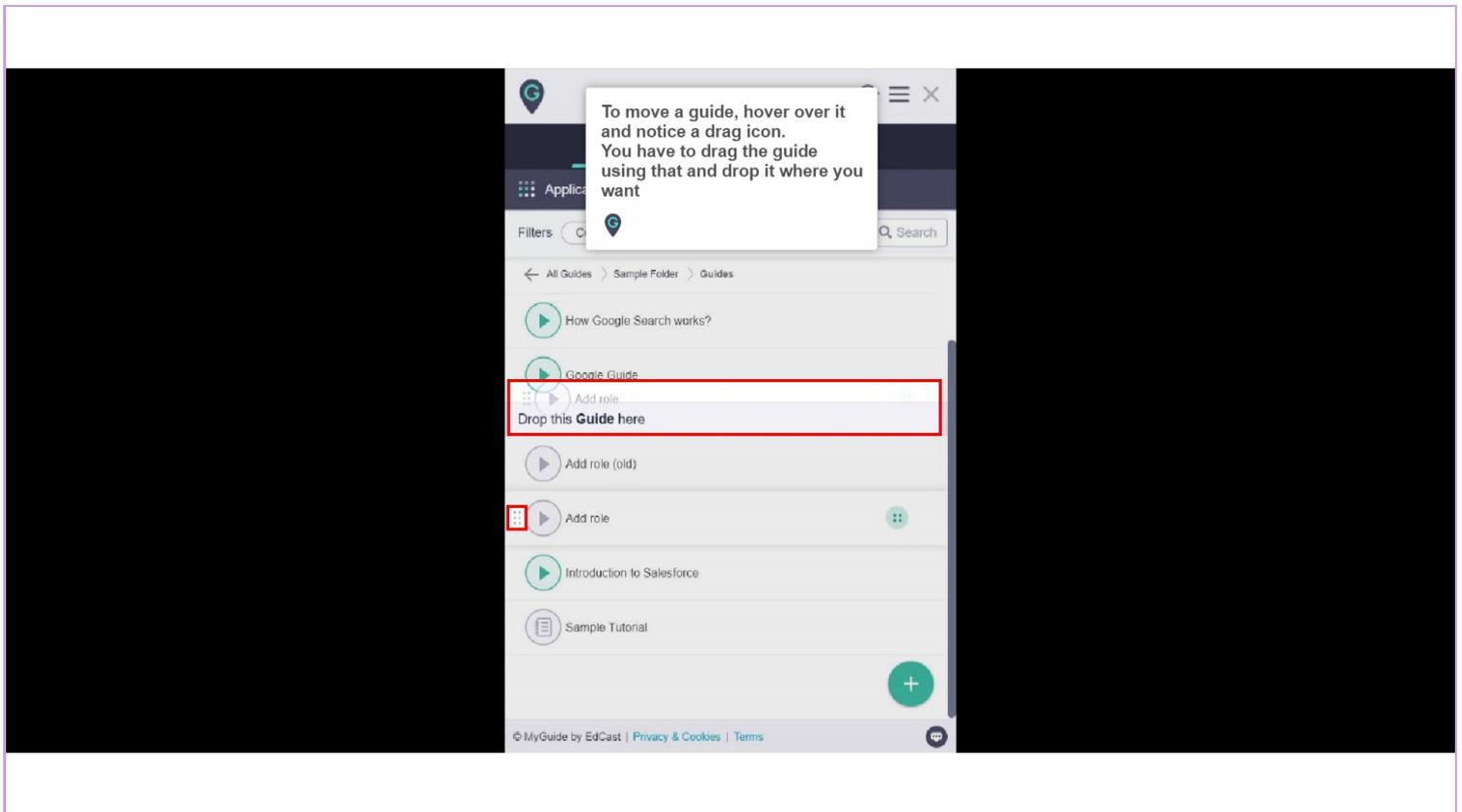
Now click the plus icon as if you want to add a new guide and select the "Paste" option



## Step: 11

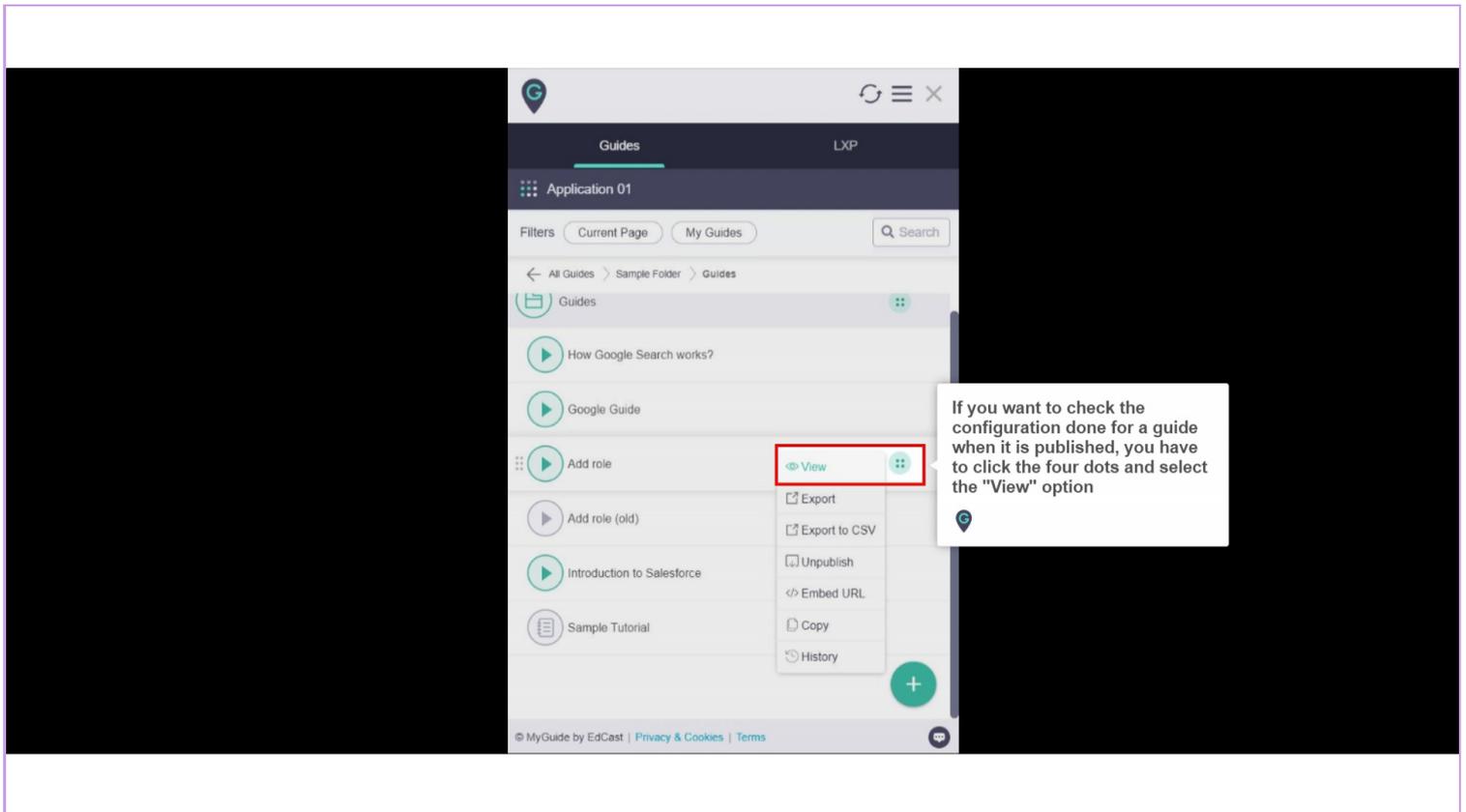
To move a guide, hover over it and notice a drag icon.  
You have to drag the guide using that and drop it where you want

To move a guide, hovee



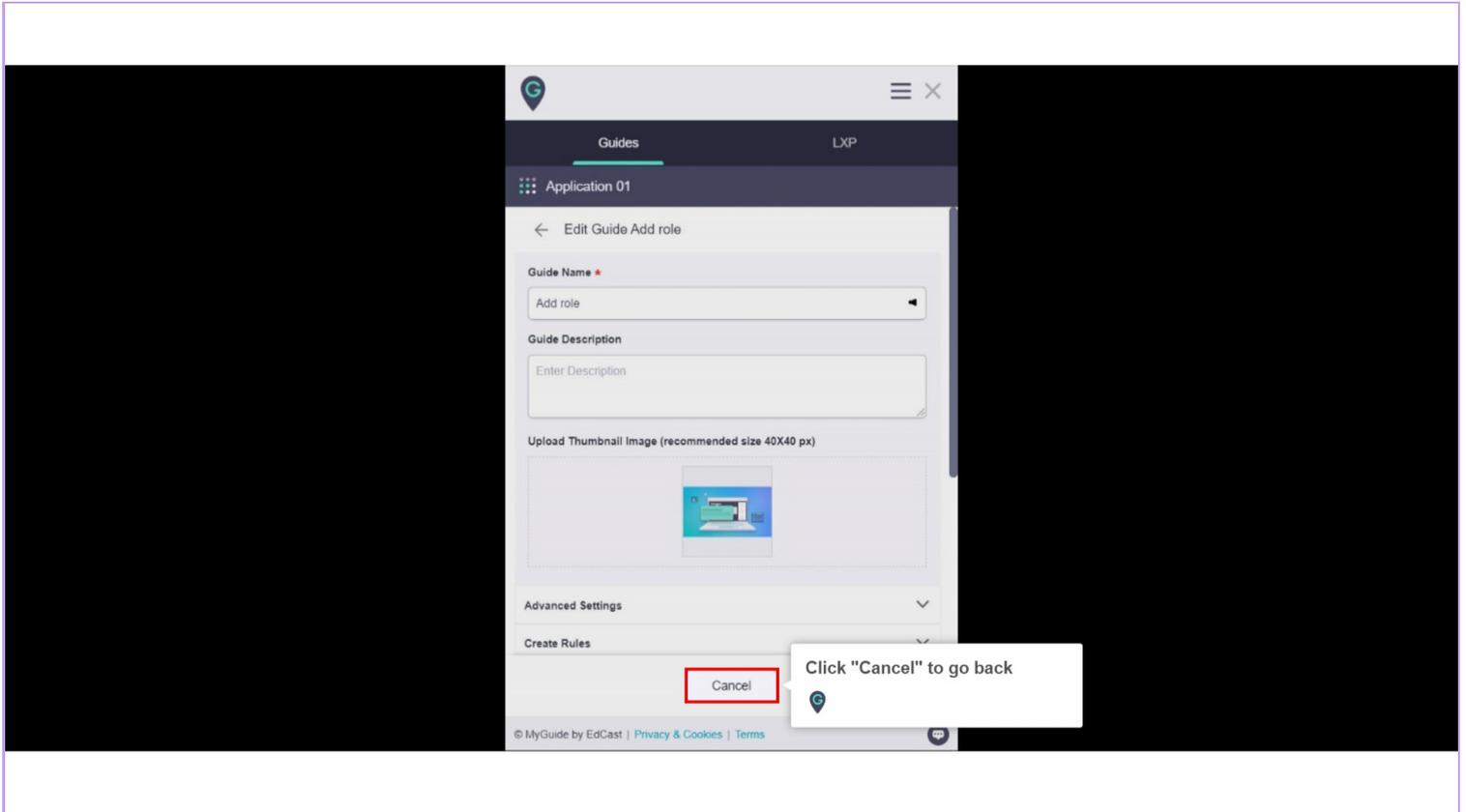
## Step: 12

If you want to check the configuration done for a guide when it is published, you have to click the four dots and select the "View" option



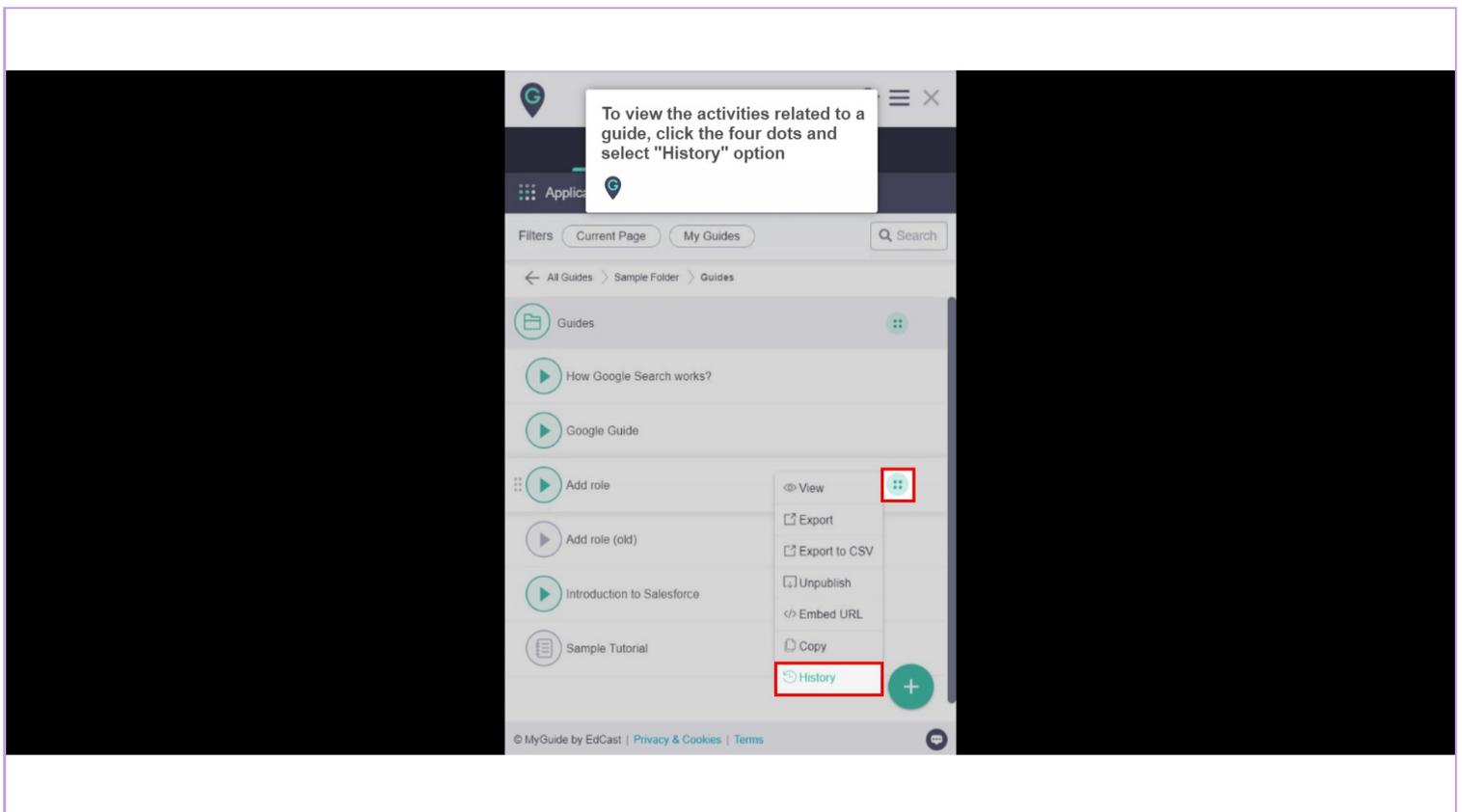
## Step: 13

Click "Cancel" to go back



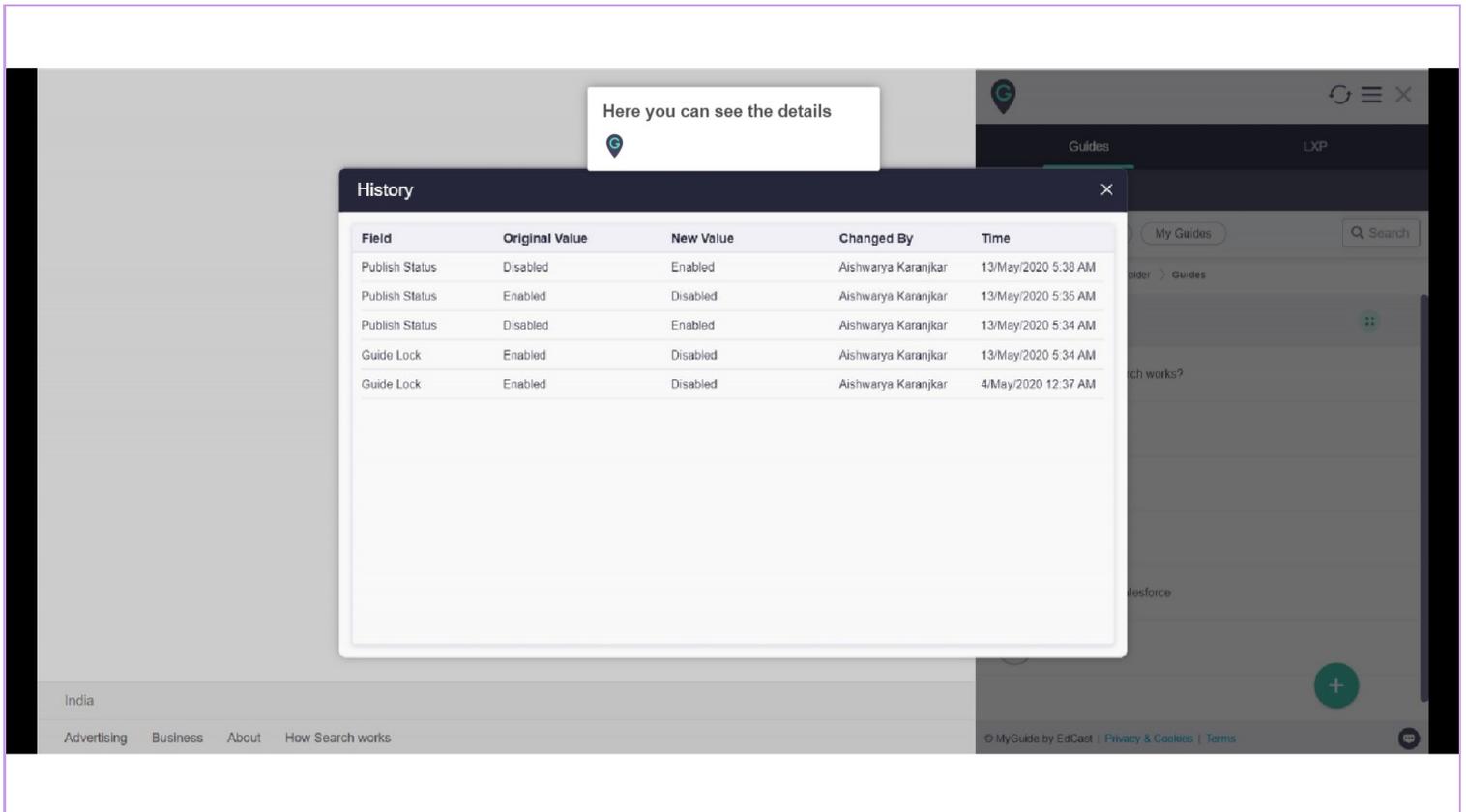
## Step: 14

To view the activities related to a guide, click the four dots and select "History" option



## Step: 15

Here you can see the details



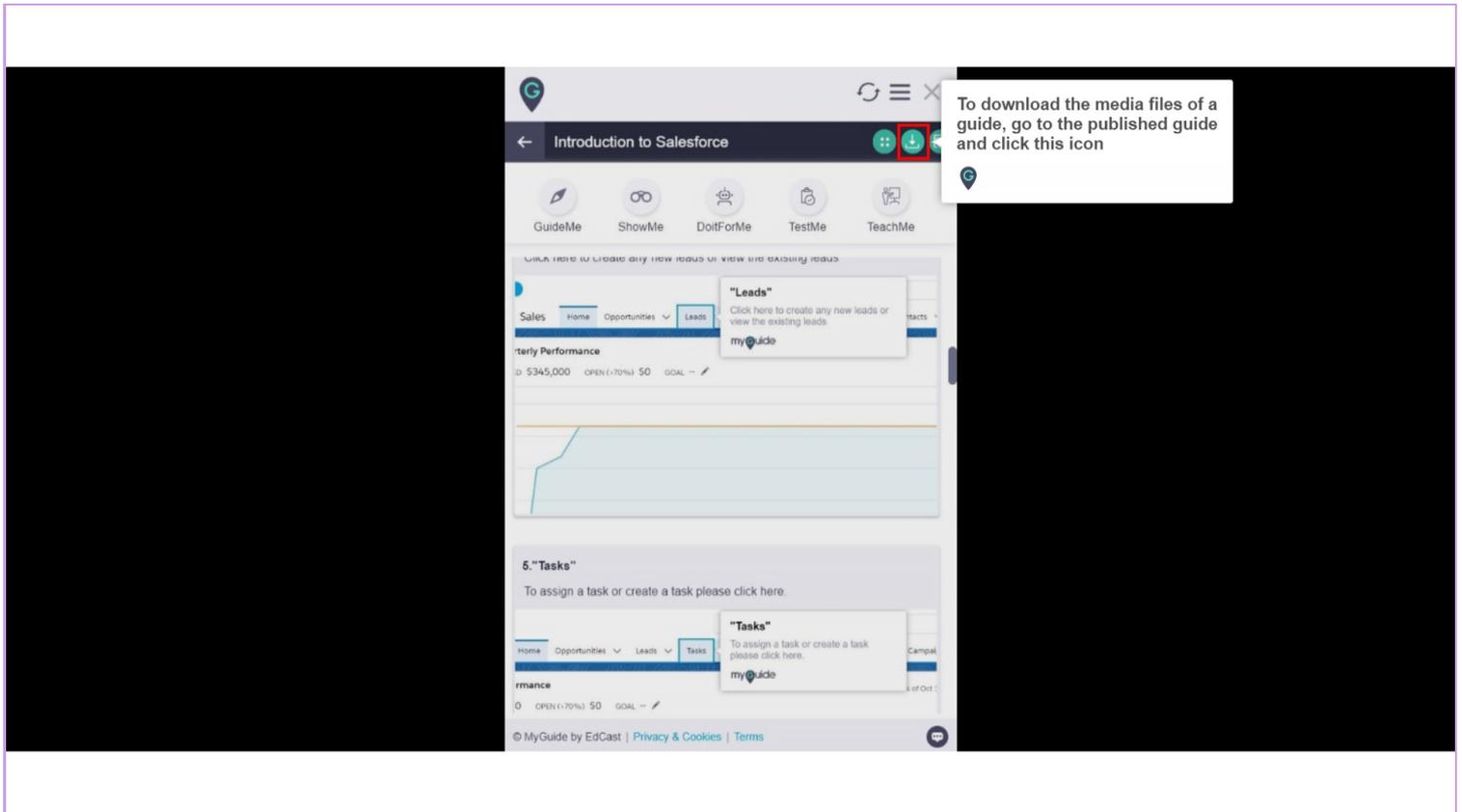
The screenshot displays a mobile application interface with a 'History' modal window open. The modal window contains a table with the following data:

Field	Original Value	New Value	Changed By	Time
Publish Status	Disabled	Enabled	Aishwarya Karanjkar	13/May/2020 5:38 AM
Publish Status	Enabled	Disabled	Aishwarya Karanjkar	13/May/2020 5:35 AM
Publish Status	Disabled	Enabled	Aishwarya Karanjkar	13/May/2020 5:34 AM
Guide Lock	Enabled	Disabled	Aishwarya Karanjkar	13/May/2020 5:34 AM
Guide Lock	Enabled	Disabled	Aishwarya Karanjkar	4/May/2020 12:37 AM

The background interface shows a 'Guides' section with a search bar and a list of guides. A callout box at the top of the modal window says 'Here you can see the details'.

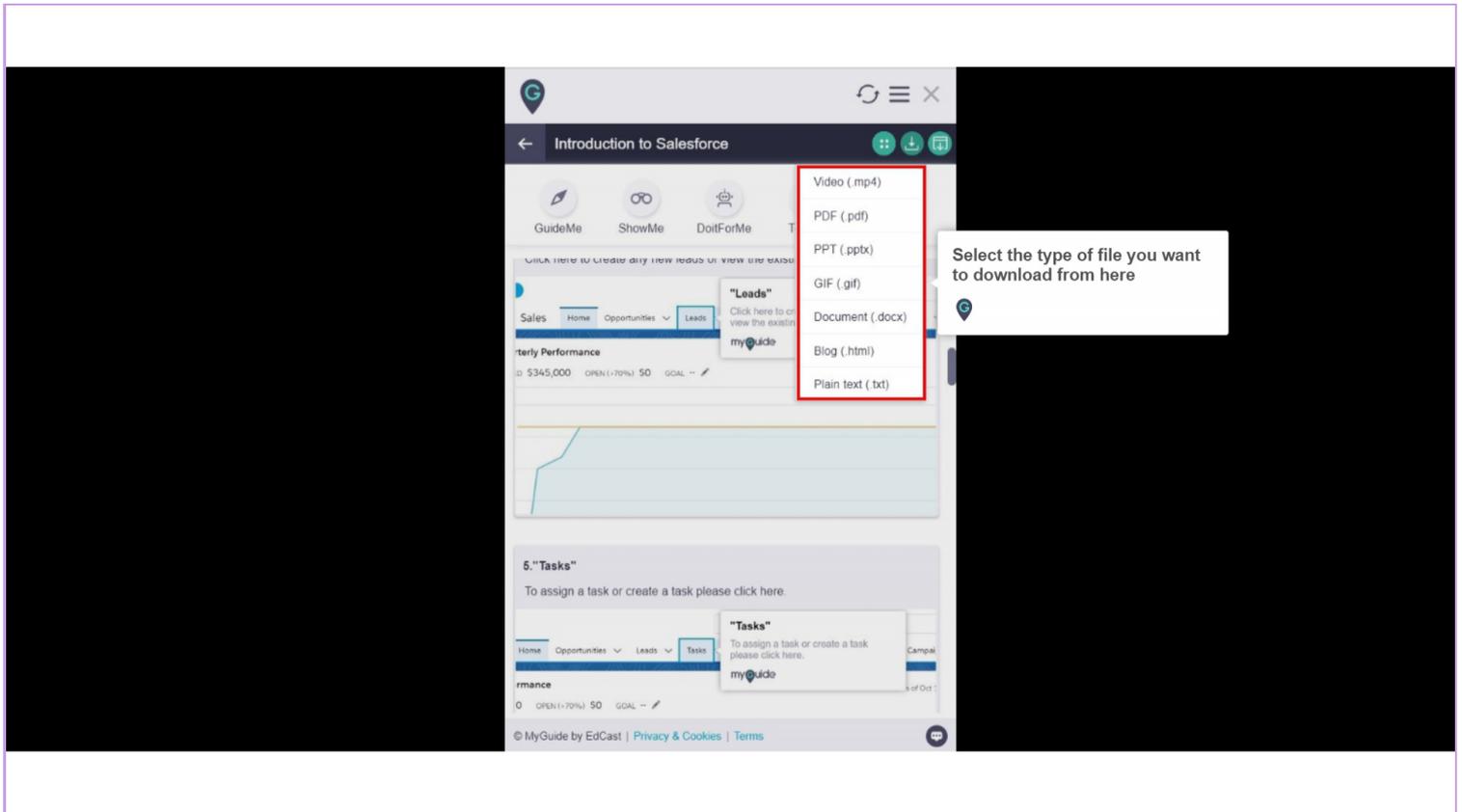
## Step: 16

To download the media files of a guide, go to the published guide and click this icon



## Step: 17

Select the type of file you want to download from here



# Thank You!

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