

Basic Operations of a Guide

myguide.org



Hover over a guide and click the four dots

G	$\odot \equiv \times$
Guides	LXP
Application 01	
Filters Current Page My Guides	Q. Search
\leftarrow All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides	
Guides	
How Google Search works?	
Google Guide	
Add role (old)	Haver over a guide and slick the
II Add role	four dots
Introduction to Salesforce	•
Sample Tutorial	
	(
MyGuide by EdCast Privacy & Cookies Terms	©



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

 If a guide has an icon initials, it means the guide has an icon i	showing the uide is locked by ad on it ew the details
← All Guides 🗦 Sample Folder 🏷 Guides	
U Outes	
How Google Search works?	
Google Guide Add role (old)	ishwarya h+Pear@Edcast.Com warya can edit this Guide
H Add role	🖉 Edit 🥶 🙆
	E7 Export
Click the four dots and select	E∄ Export to CSV
"Unlock" option	E Unlock
¢	T Publish
	Сору
	1 History
© MyGuide by EdCast Privacy & Cookies T	sms 💿



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

Click "OK"





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







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

Click "OK"

© ::: /	Publishing a guide makes it available for the player users and its media files start processing	
Filters	Current Page My Guides Q	Search
\leftarrow		
	Guide published successfully, media file(s) will be available shortly Click "OK" Introduction to Salesforce	
© MyGe		•



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

Ģ	G	$\equiv \times$			
Guides	LXP				
Application 01					
Filters Current Page My Guides		Q Search			
\leftarrow All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides					
Guides					
How Google Search works?					
Google Guide					
Add role (old)					
Hold role	@ View				
	☐ Export				
Introduction to salesforce	Z Export to CSV	Similar	ly, you can unpublis nt to edit the quide	sh it if	
Sample Tutorial	Unpublish	Ģ	5		
	Copy				
	1 History	+			
© MyGuide by EdCast Privacy & Cookies Terr	ms	Ø			
		-			



To delete the guide, you need to unpublish it first

G	Ç	$\dot{r} \equiv \times$	
Guides	LXP		
Application 01			
Filters Current Page My	Guides	Q, Search	
← All Guides > Sample Folder >	Guides		
Add role To delete the unpublish it Sample Tutorial	e guide, you need to first		
H Add role	🕑 Edit		
	C Export		
	Export to CSV	/	
	[↑] Publish		
	🗅 Сору		
	⁽¹⁾ History	A	





Provide confirmation by clicking "OK"

¢	$\mathcal{O} \equiv \times$
All Guides () Sample Folder () Guides How Google Search works?	
Do you really want to delete t	nis guide?
"ок" ©	
	(T)





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

Ģ		5	$r \equiv \times$		
	Guides	LXP			
	Application 01				
Filter	rs Current Page My Guides		Q Search		
<i>~</i>	All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides				
(L)	Jourdes				
	How Google Search works?				
	Google Guide				
	Add role (old)				
#	Add role	🕑 Edit			
	Introduction to Salesforce	E Export	_		
		Export to CSV		he man and a set of a set of a	
	Sample Tutorial	[↑] Publish	click t	he four dots and then	
		Сору	"Copy	" option	
		History	9		
© Muria	Suide by EdCast Privacy & Cookies Terms	I Delete			
i winy C	vince by Europet Privacy & Counces Territs				



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

Ø	$\mathcal{O}\equiv\times$		
Guides	LXP		
Application 01			
Filters Current Page My Guides	Q Search		
\leftarrow All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides			
Guides			
How Google Search works?			
Google Guide			
Add role (old)			
Add role	Paste	Now click the plus icon as if you want to add a new guide and	
Introduction to Salesforce	? Tooltip Guide	select the "Paste" option	
	MTutorial Guide	¥	
Sample Tutorial	▷ Workflow Guide		
	+		
S MyGuide by EdCast Privacy & Cookies Terms	Θ		



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

Image: Second state st	
Filters C 🔍 Q, Search	
← All Guides > Sample Folder > Guides	
How Google Search works?	
Google Guide	
Add role	
Add role (old)	
Add role	
Introduction to Salesforce	
Sample Tutorial	
© MyGuide by EdCast Privacy & Cookies Terms	



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

Ŷ	C ₂	$\equiv \times$	
Guides	LXP		
Application 01			
Filters Current Page My Guides	C	A Search	
\leftarrow All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides			
Guides			
How Google Search works?			
Google Guide			If you want to check the configuration done for a guide
H Add role	View		when it is published, you have to click the four dots and select the "View" option
Add role (old)	C ² Export		
0	Export to CSV		•
Introduction to Salesforce	>Embed URL		
Sample Tutorial	Сору		
\bigcirc	1 History		
		+	
@ MyGuide by EdCast Privacy & Cookies Term	ns		



Click "Cancel" to go back

G	$\equiv \times$
Guides	LXP
E Application 01	
← Edit Guide Add role	
Guide Name *	
Add role	
Guide Description	
	æ
Upload Thumbnail Image (recommended size 4	X40 px)
Advanced Settings	\sim
Create Rules	Click "Cancel" to go back
Cancel	
© MyGuide by EdCast Privacy & Cookies Terms	(



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

To view the activ guide, click the f	vities related to a four dots and $\equiv \times$
select "History"	option
III: Applica	
Filters Current Page My Guide	s Q Search
\leftarrow All Guides $ ightarrow$ Sample Folder $ ightarrow$ Guides	
Guides	•
How Google Search works?	
Google Guide	
H Add role	I View
Add role (old)	C ³ Export
\bigcirc	L'Export to CSV
Introduction to Salesforce	<pre> cp onpuoisi</pre>
(I) Sample Tutorial	Сору
	15 History
© MyGuide by EdCast Privacy & Cookies	Terms 😨



Here you can see the details

		He	re you can see the d	letails	Guides		
	History				×		
	Field	Original Value	New Value	Changed By	Time) My Guides	Q Searc
	Publish Status	Disabled	Enabled	Aishwarya Karanjkar	13/May/2020 5:38 AM	older) Guides	
	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	rch works?	
						lesforce	
ising Business About Hav	v Search works				O MyGuide by EdCast Pr	vacy & Cookies Terms	•



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

	9	£.	$\equiv \times$ To download the media file	es of a
÷	- Introduction to Salesforce	e 🧃	guide, go to the published and click this icon	guide
	0 00 12		R C	
	GuideMe ShowMe DoitF	ForMe TestMe Teac	chMe	
	SILK HERE ID LIEGRE GHY HEW REGULD OF	"Leads"		
Se	ales Home Opportunities V Leads	Click here to create any new leads or view the existing leads	ntacts *	
interior de la companya de la company La companya de la comp	rly Performance \$345,000 OPEN (>70%) \$0 GOAL 🖋	my guide		
5 T	i ."Tasks" Fo assign a task or create a task pleas	se click here.		
		"Tasks"		
но	eme Opportunities V Leads V Tasks	please click here.	Campal	
0	OPEN (>70%) \$0 GOAL - #		it of Oct 1	
© N	MyGuide by EdCast Privacy & Cookies	I Terms	•	





Select the type of file you want to download from here

¢	$\odot \equiv \times$
← Introduction to Salesforce	• •
✓ Introduction to Salesforce GuideMe ShowMe DottForMe T GuideMe ShowMe DottForMe T Sales Home Opportunities Laster Terry Performance © \$345,000 OPER (170%) 50 Goal ✓ 5."Tasks" To assign a task or create a task please click here.	Video (mp4) PDF (pdf) PPT (ppk) GIF (gif) Document (docx) Blog (html) Plain text (txt)
mance person SO, provide the my person click here	s of Oct :
© MyGuide by EdGast Privacy & Cookies Terms	O



Thank You!

myguide.org

