myGuide

How to Add a Beacon to Push a Workflow Guide

Step: 01

Click on four dots
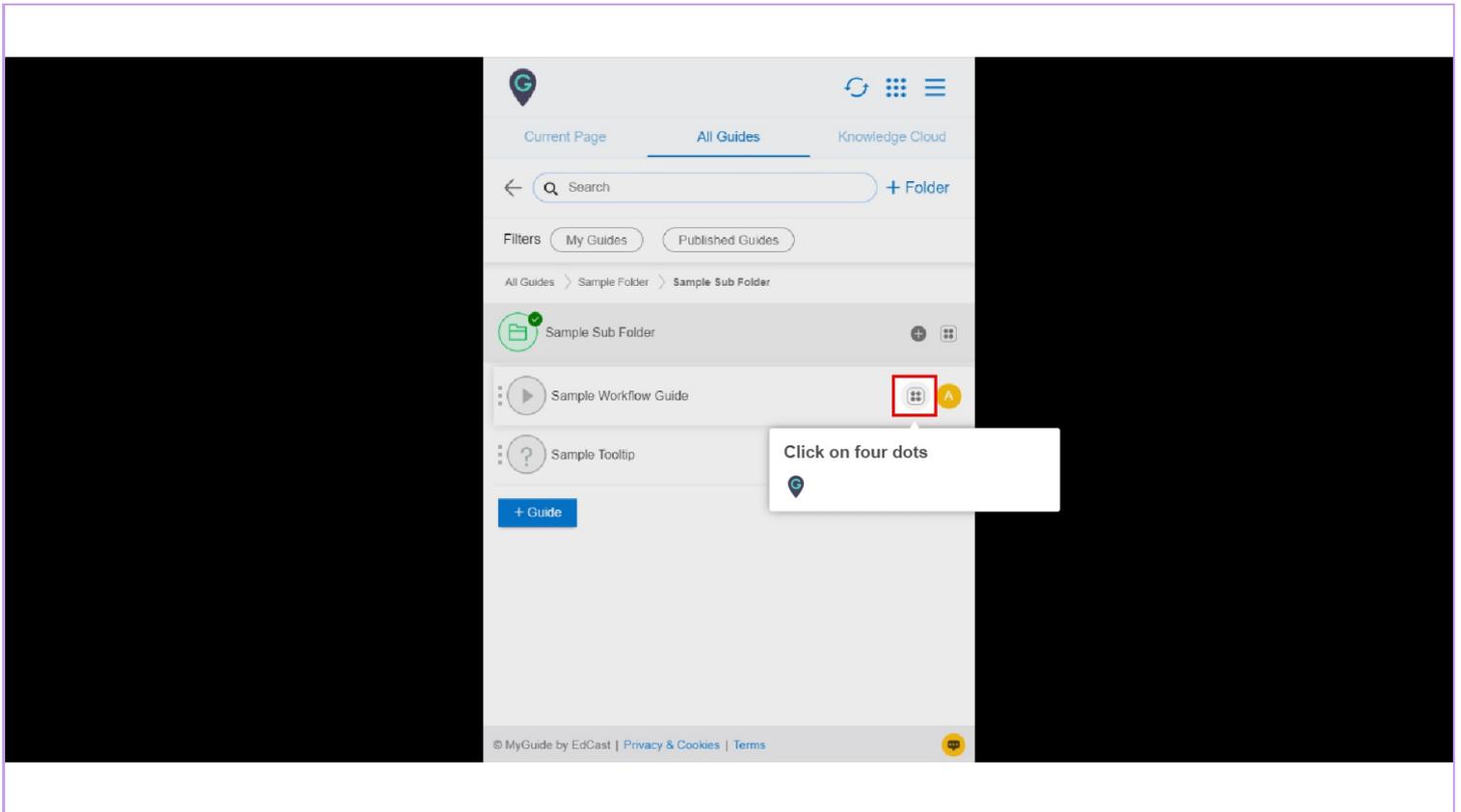
Step: 02

Click on "Edit"
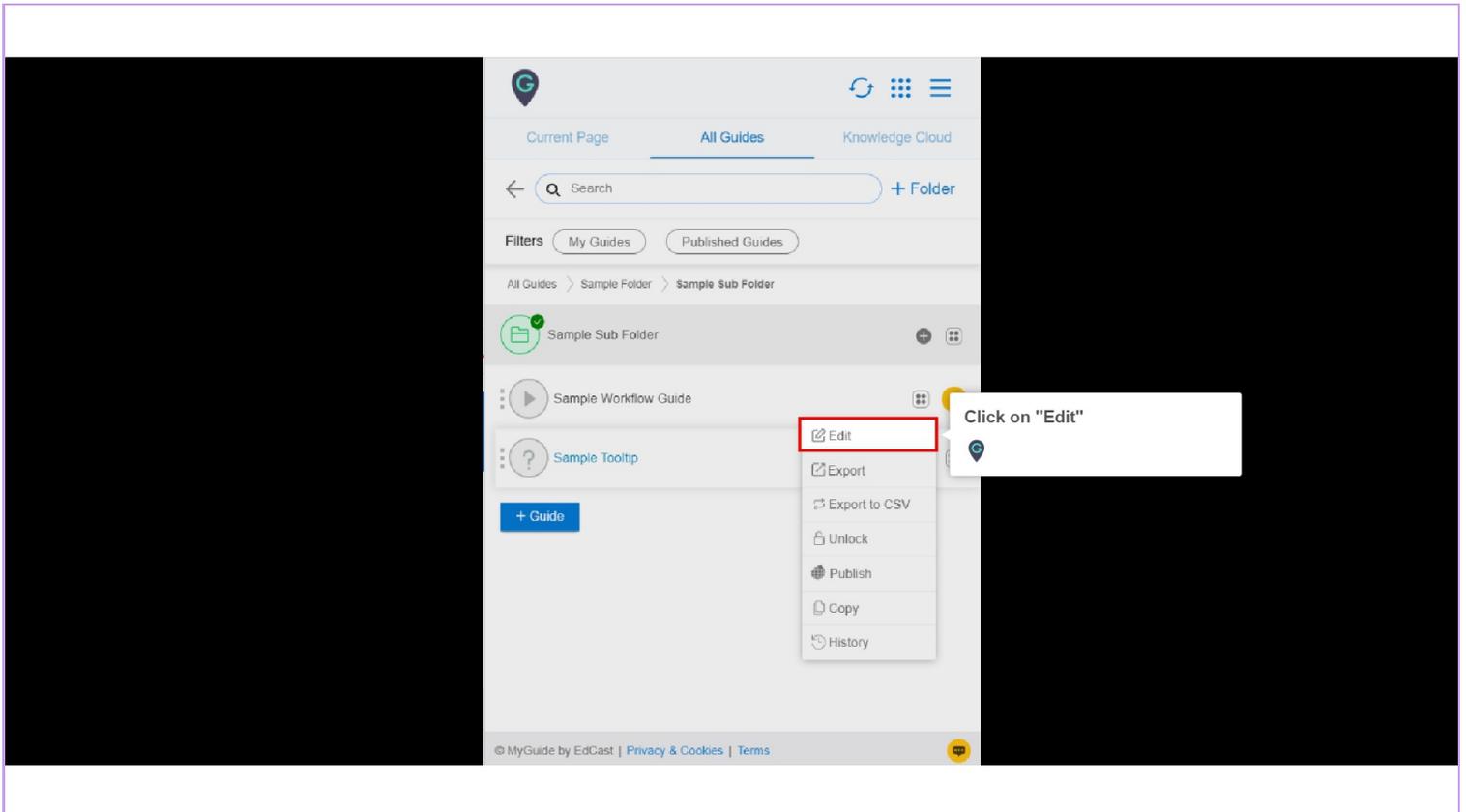
Step: 03

Inside Guide settings, click on "Beacon"
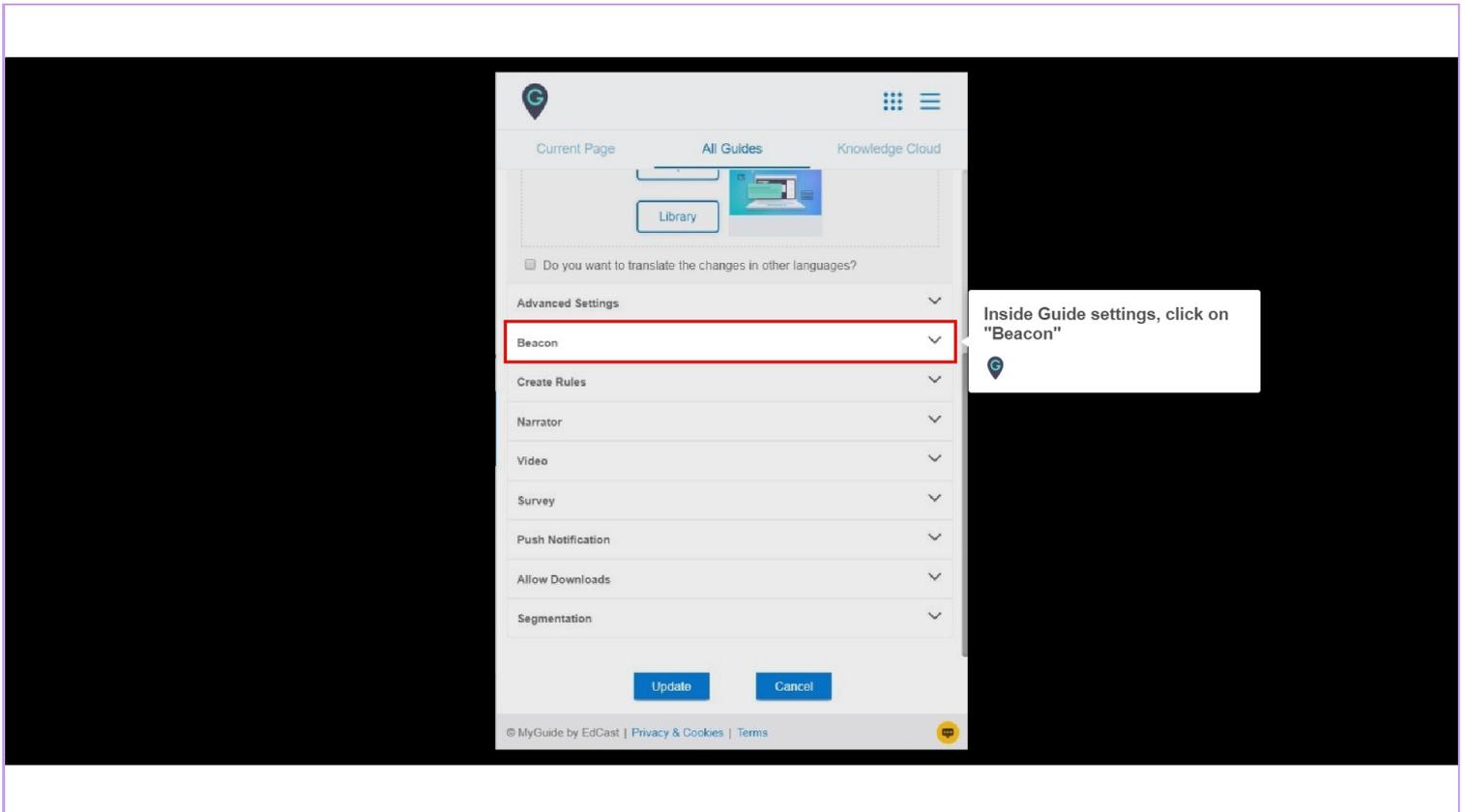
Step: 04

Click on "Select Beacon"

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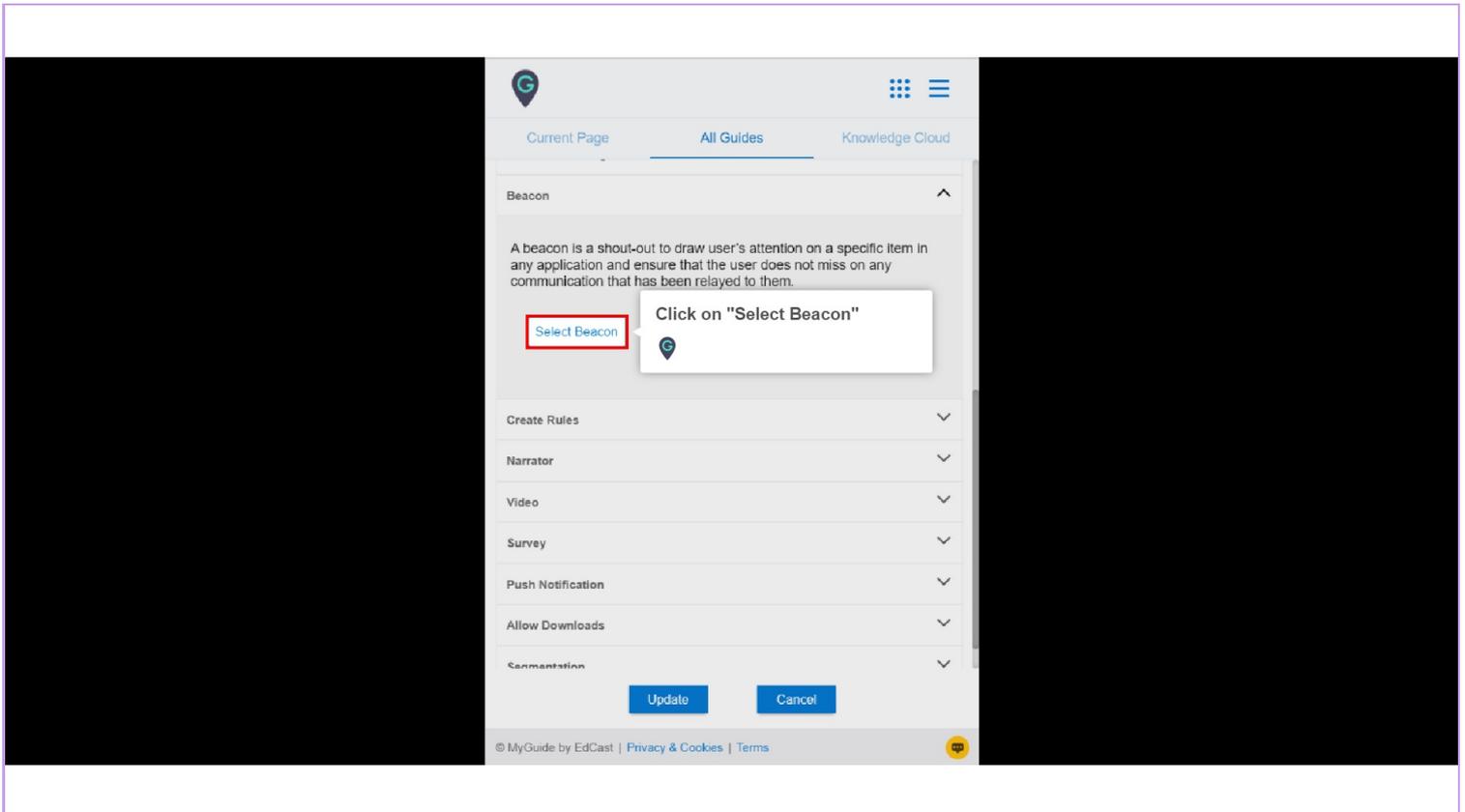
Select an element where you want the beacon to be

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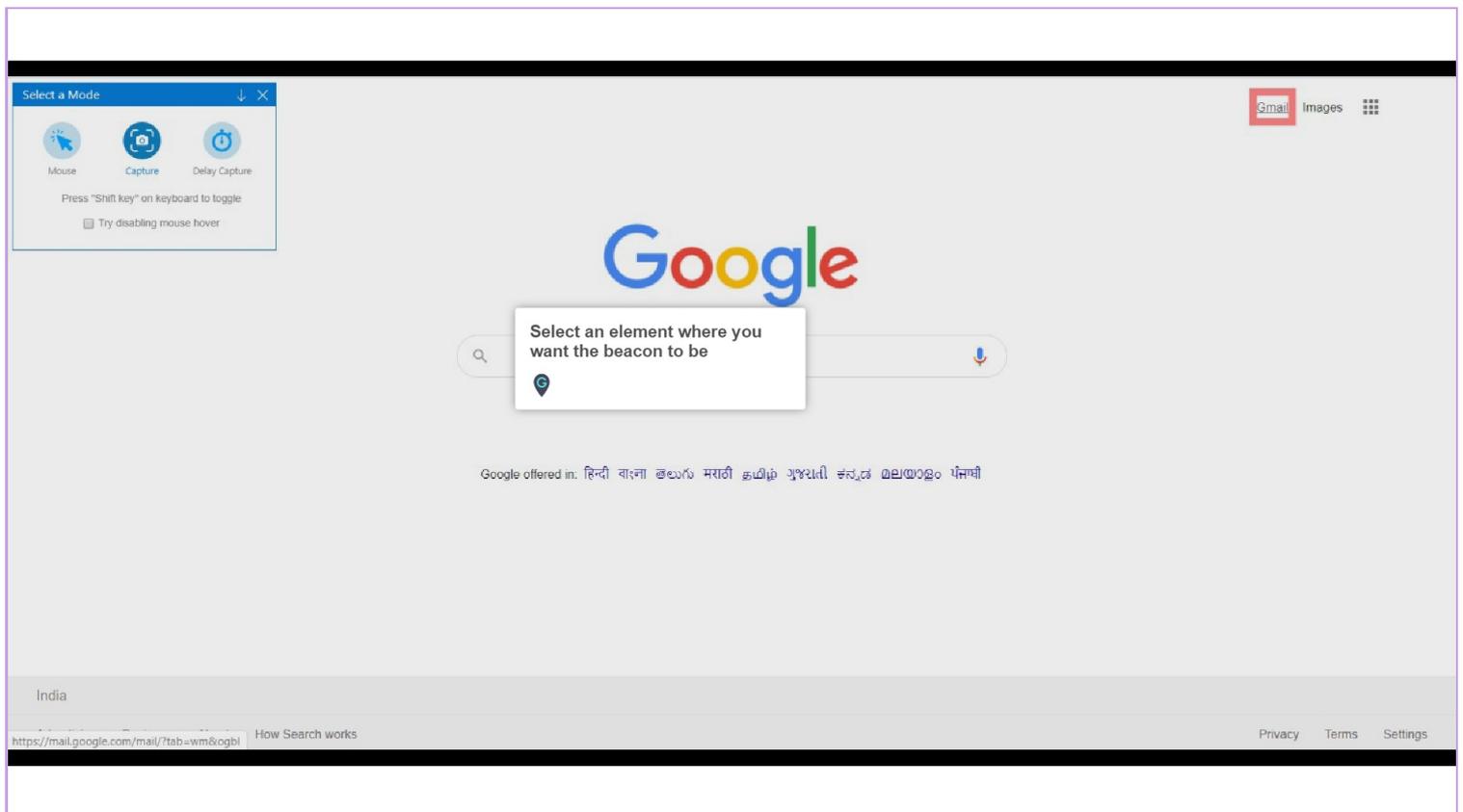
Step: 06

Here is the Beacon!

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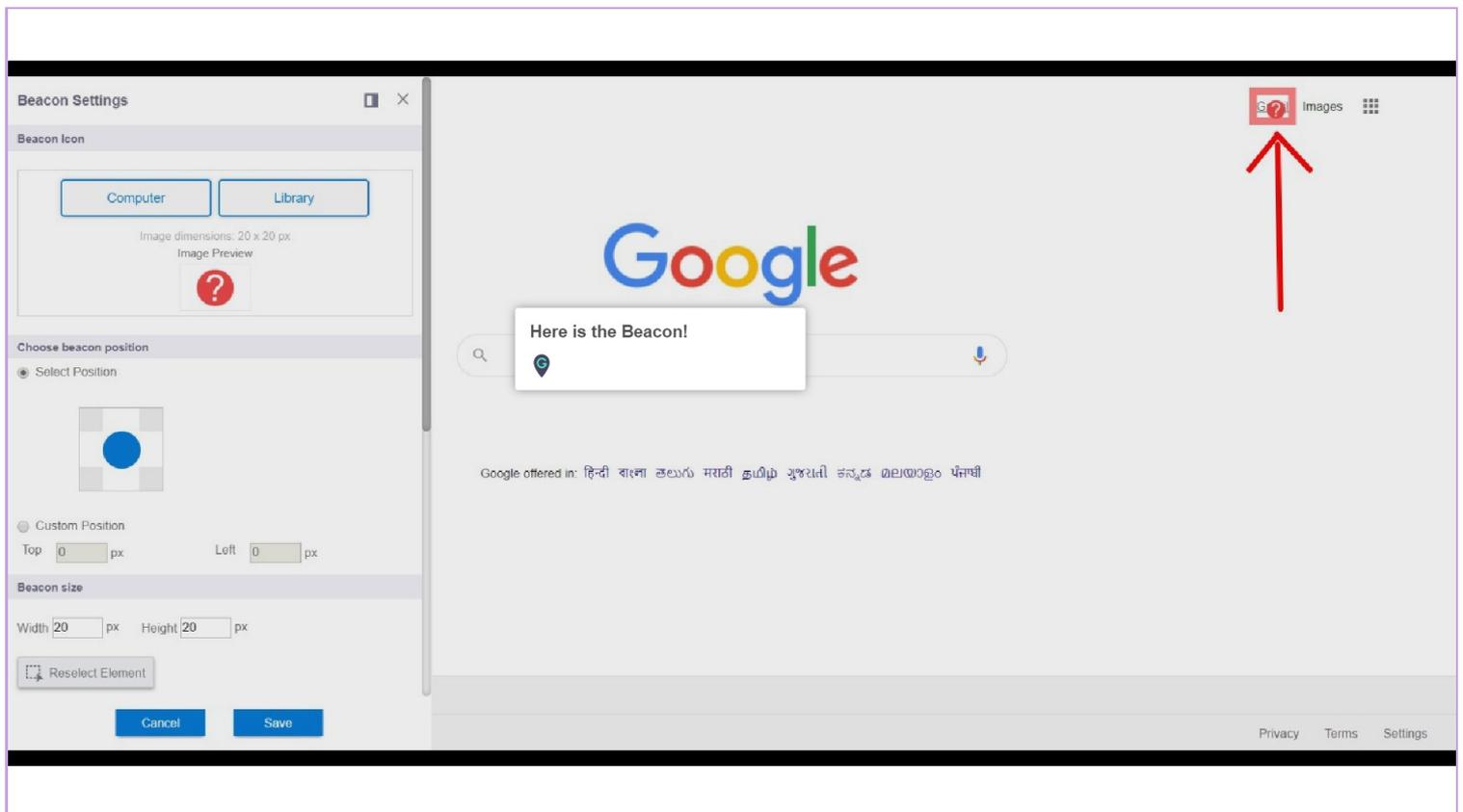
You can upload an image for the Beacon from here

You can also select a position from the given choices or you can click on "Custom Position" to customize Beacon's width, Height and position
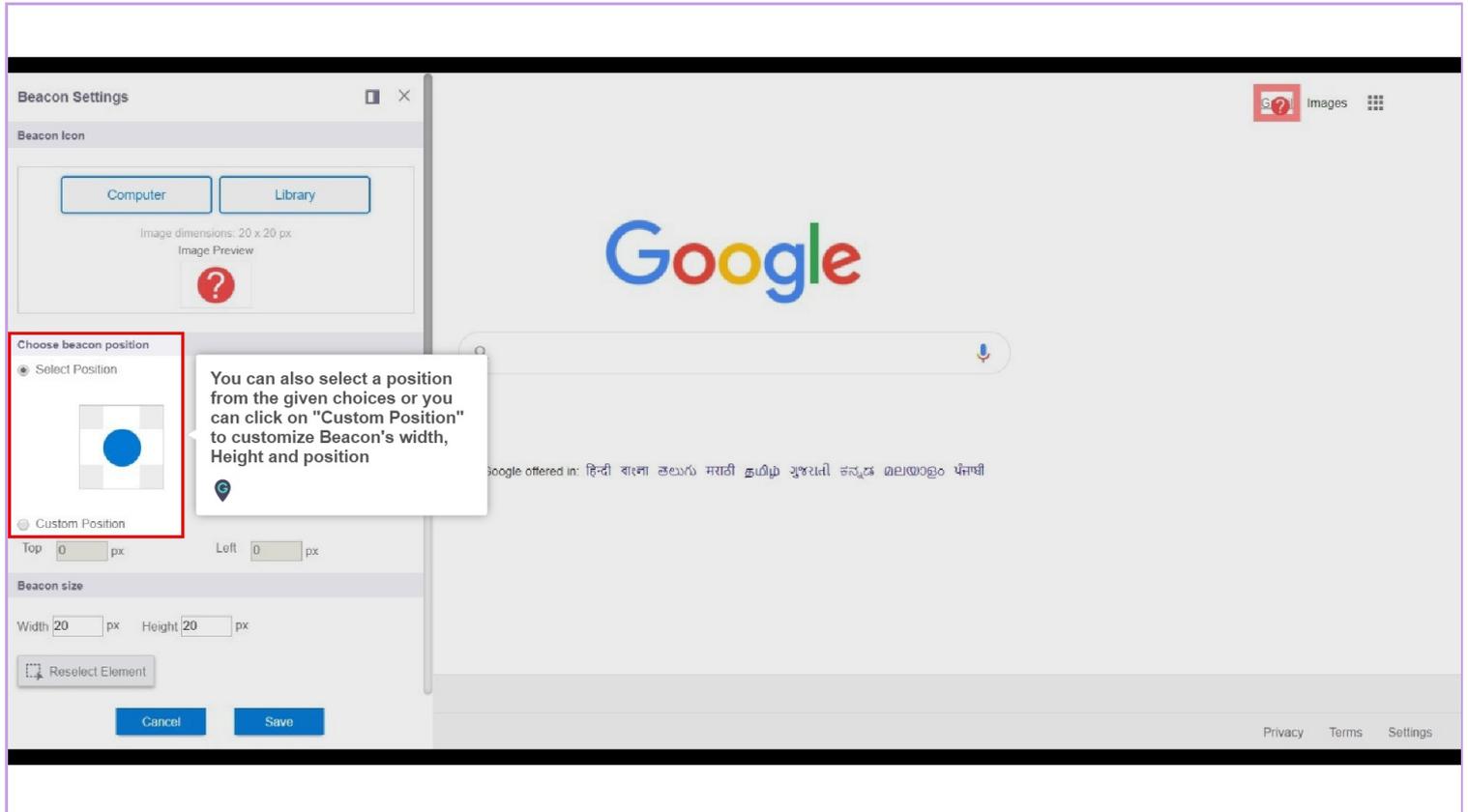
Customize Beacon

Enter values according to your choice and within the allowed range for customizing Beacon's size and position

Step: 10

You have the option to "Reselect Element"

Step: 11

Click on "Save", once you're done!

Step: 12

Only Admin or Creator can see the preview of beacon without publishing the guide
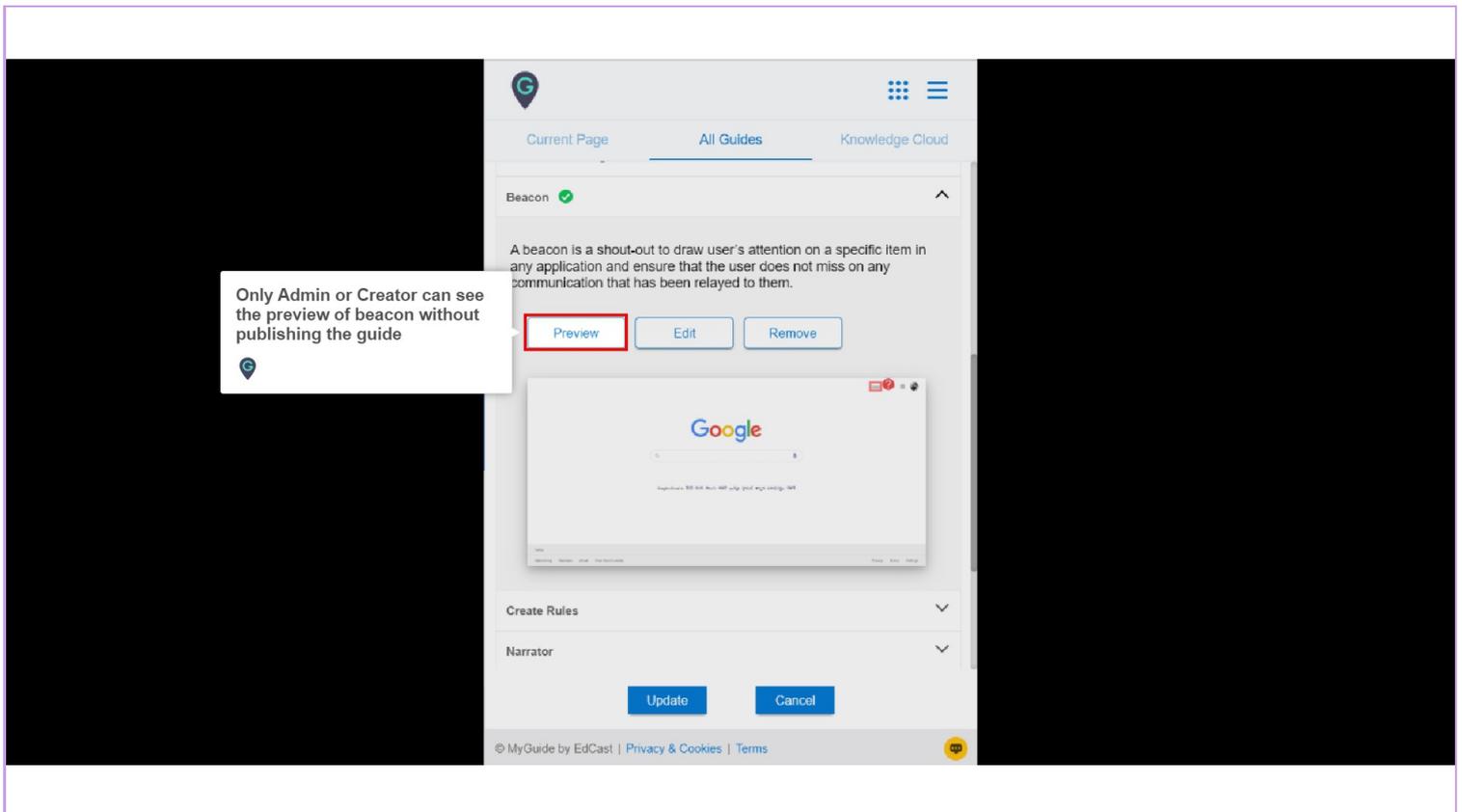
Step: 13

1) From here, you can "Remove" the Beacon 2) From here, you can "Edit" the Beacon
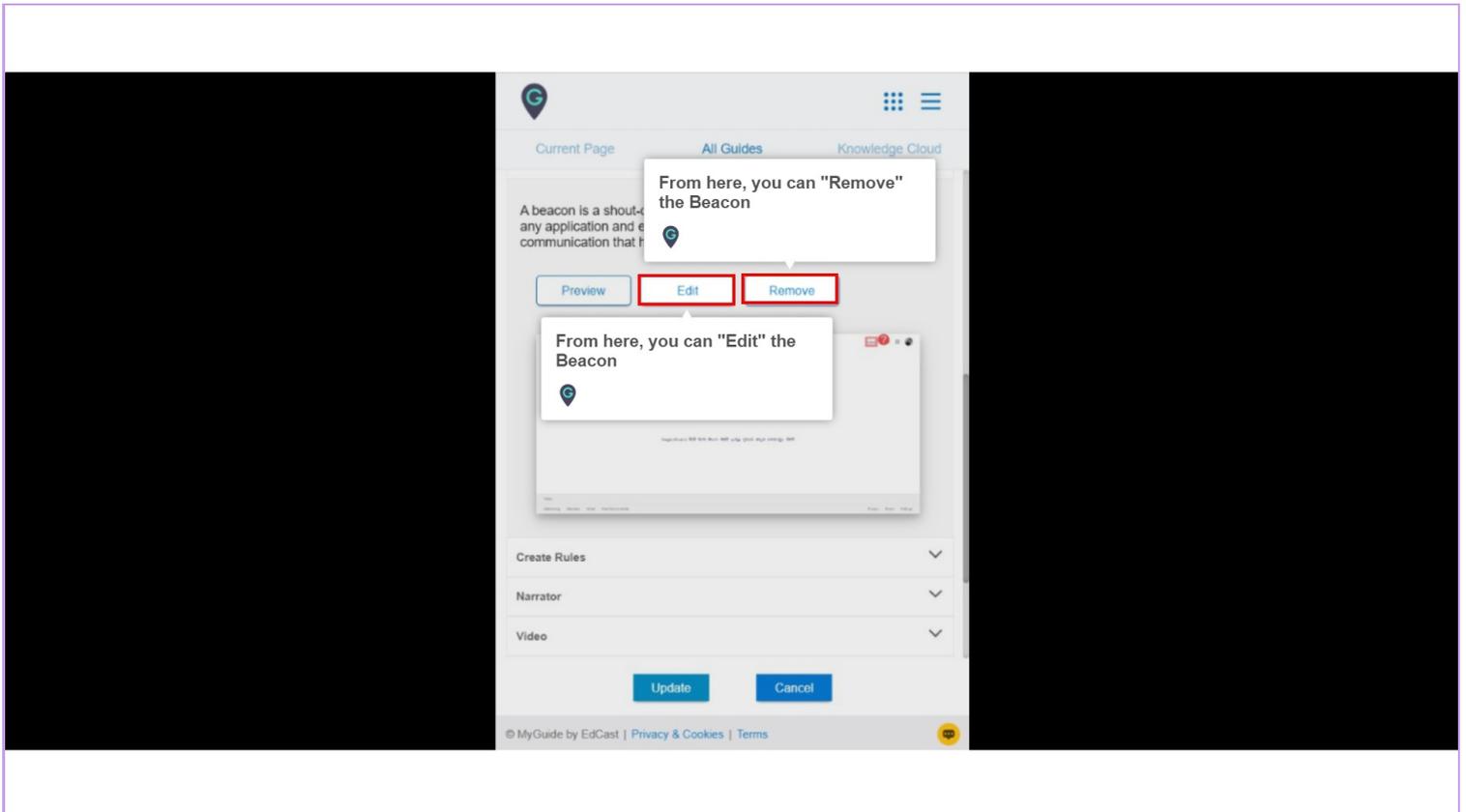
Step: 14

Go to "Create Rules" for adding rules

Step: 15

Add appropriate rules

Step: 16

Click on "Update" to save settings

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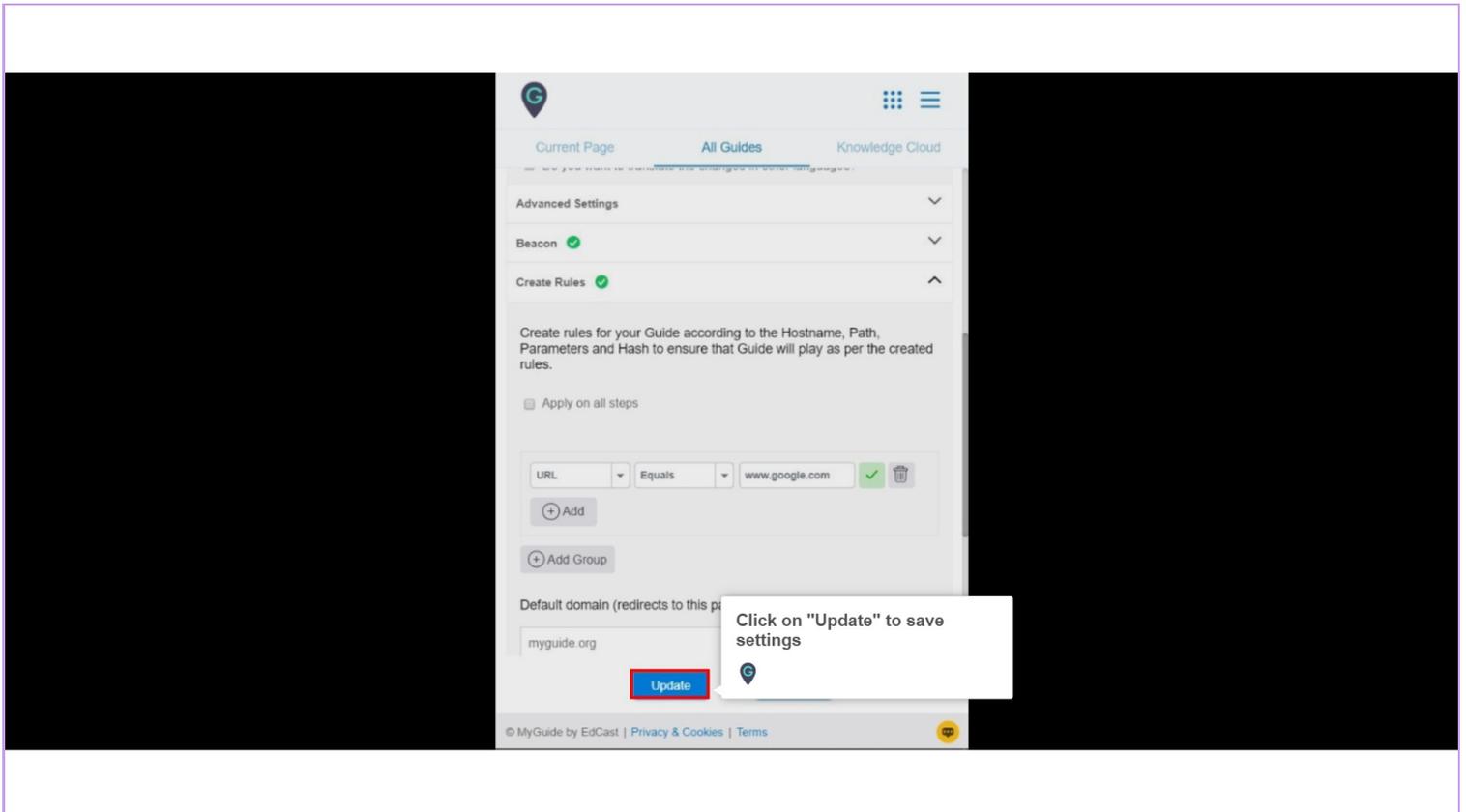
Step: 17

Click on "Publish"
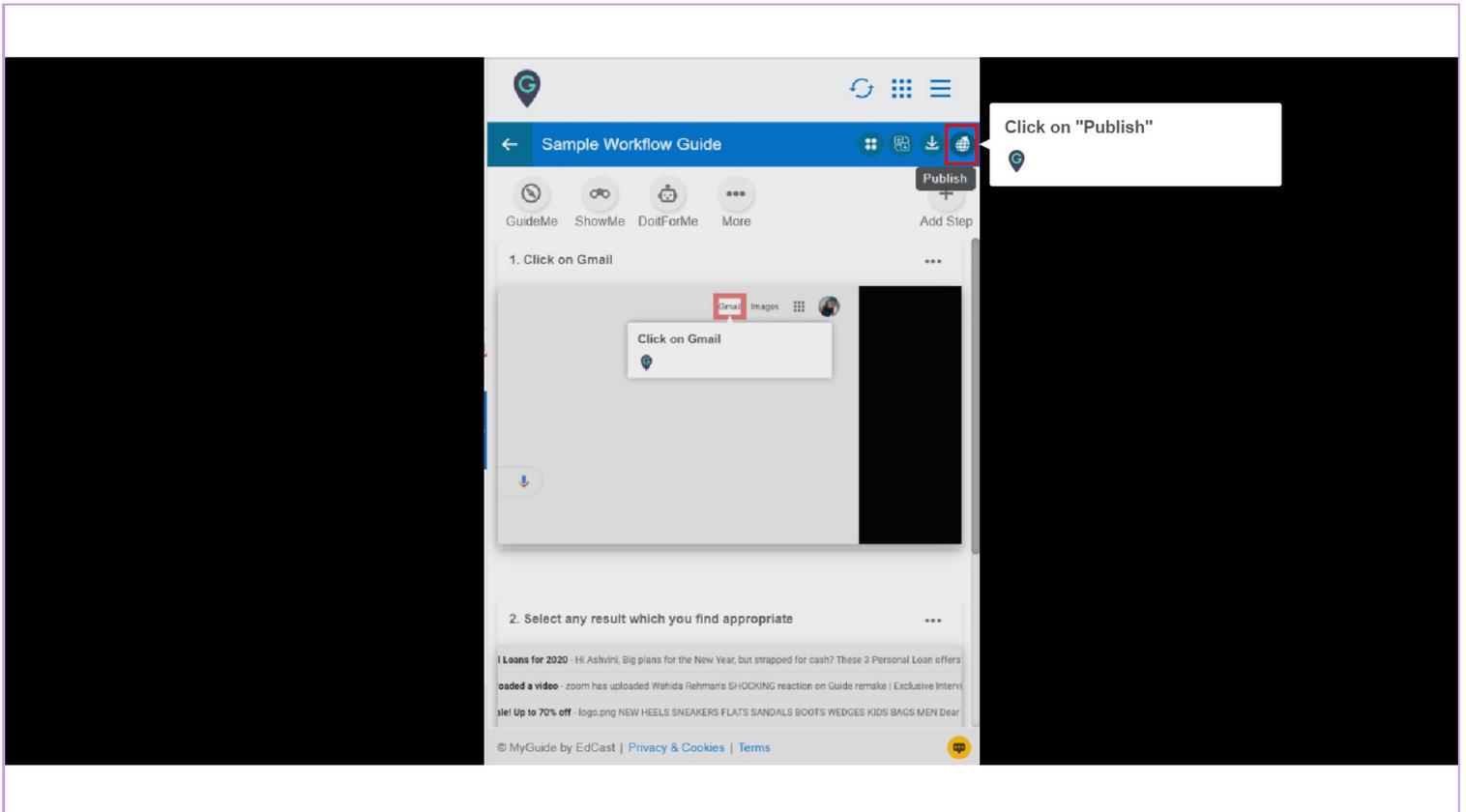
Step: 18

Guide has been published, click on "OK"
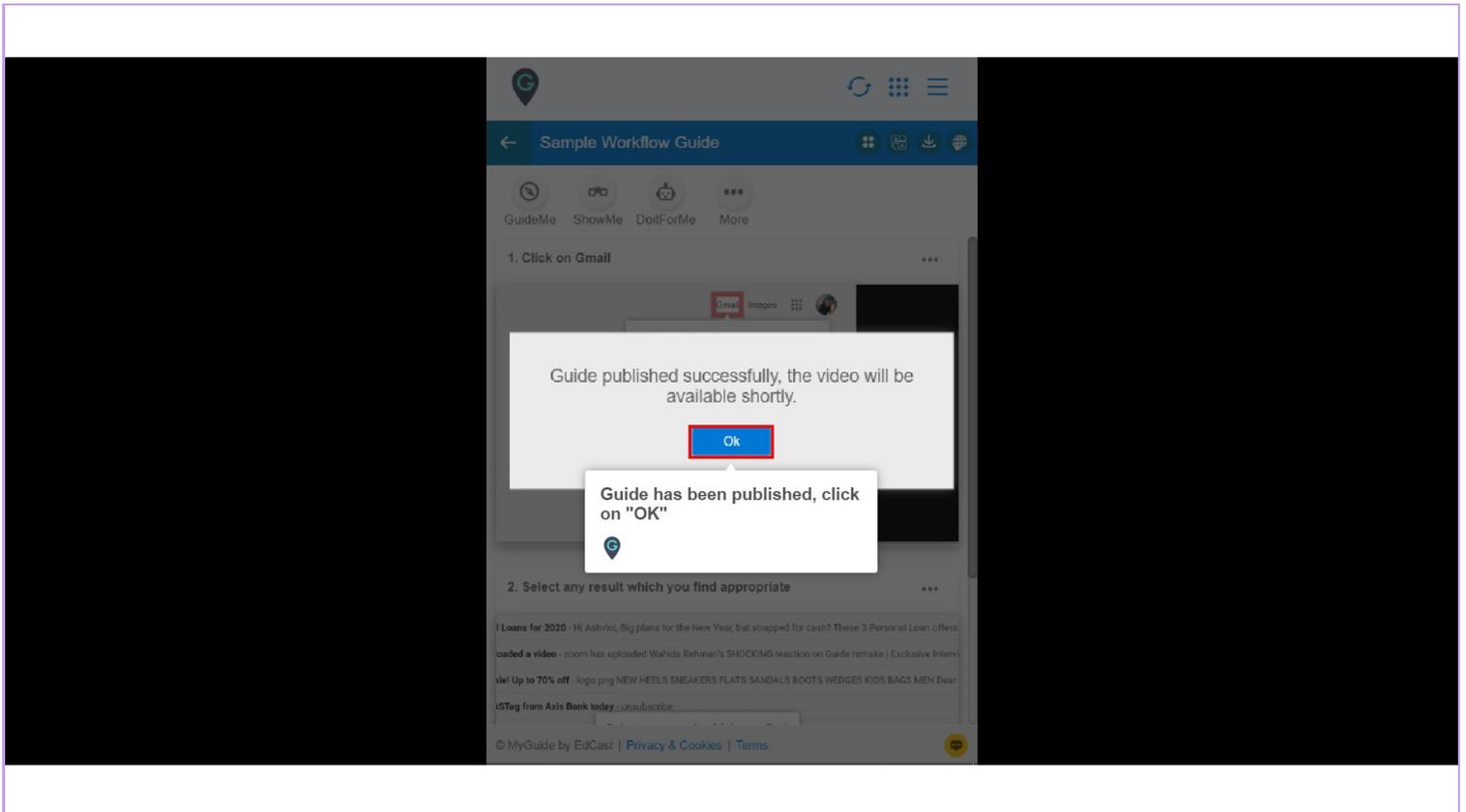
Step: 19

A tiny red symbol appears on the Guide's thumbnail after the Guide is published!
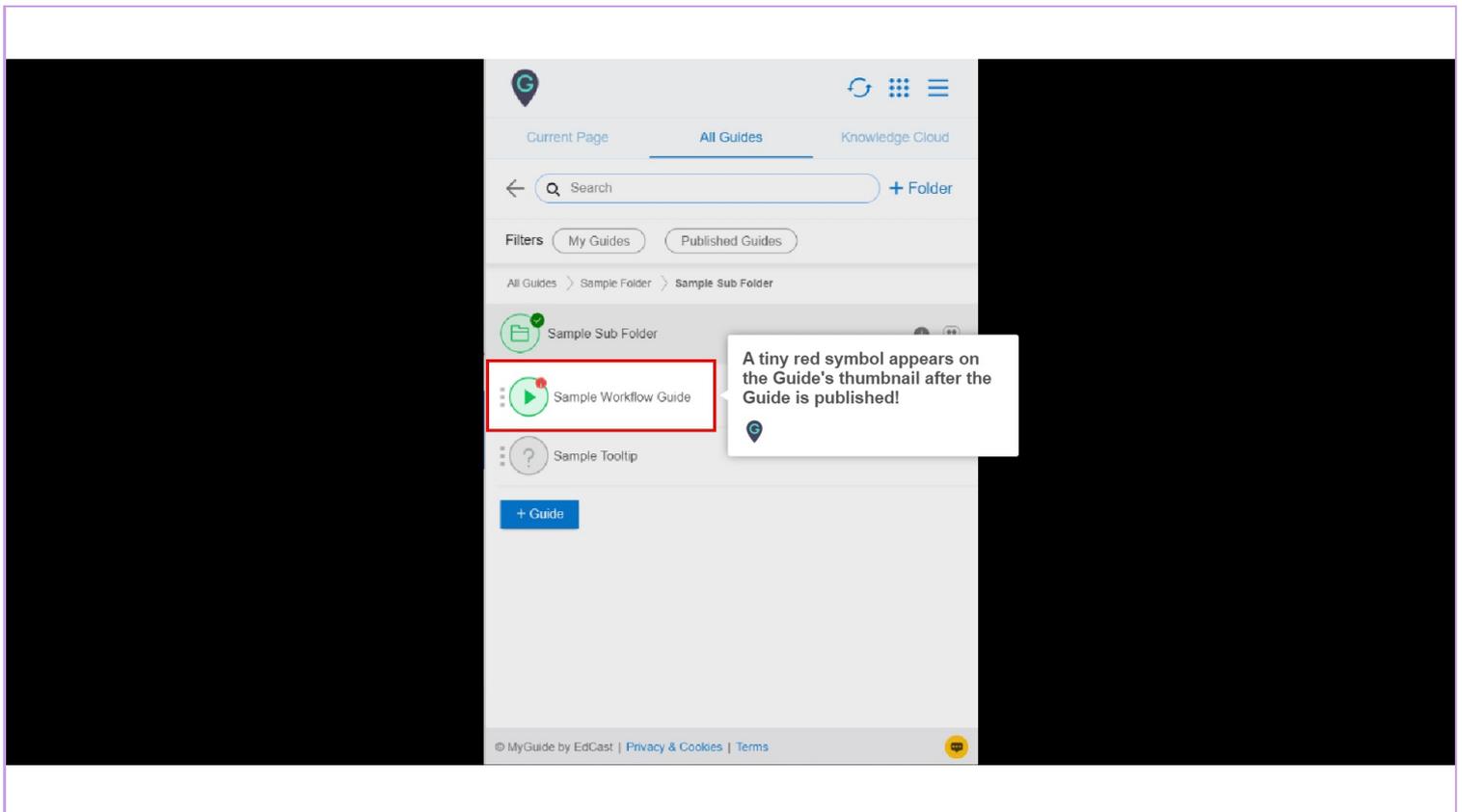
And the Beacon will appear like this!

Thank You!

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