

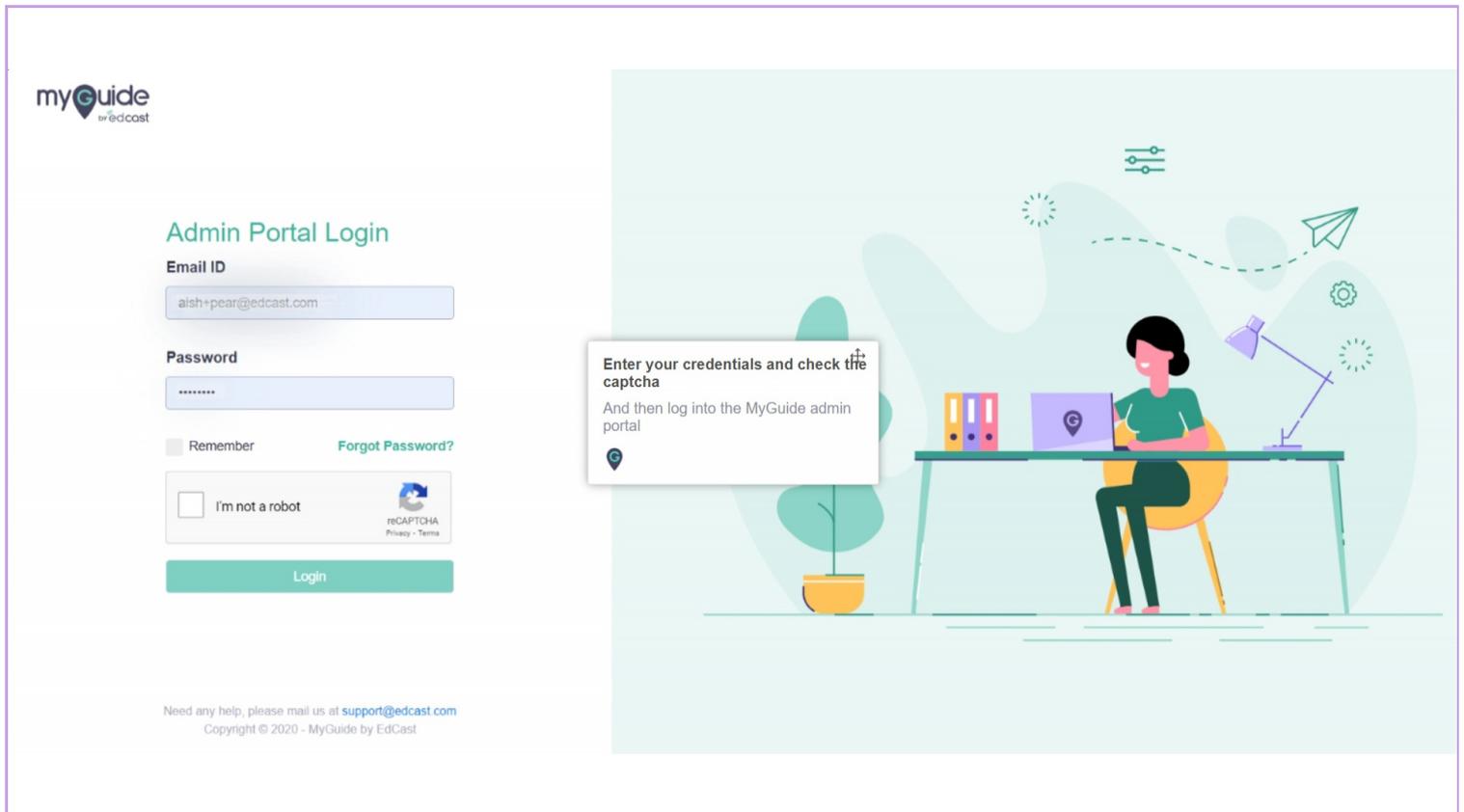


How to Add and Configure Applications in MyGuide Admin

Step: 01

Enter your credentials and check the captcha

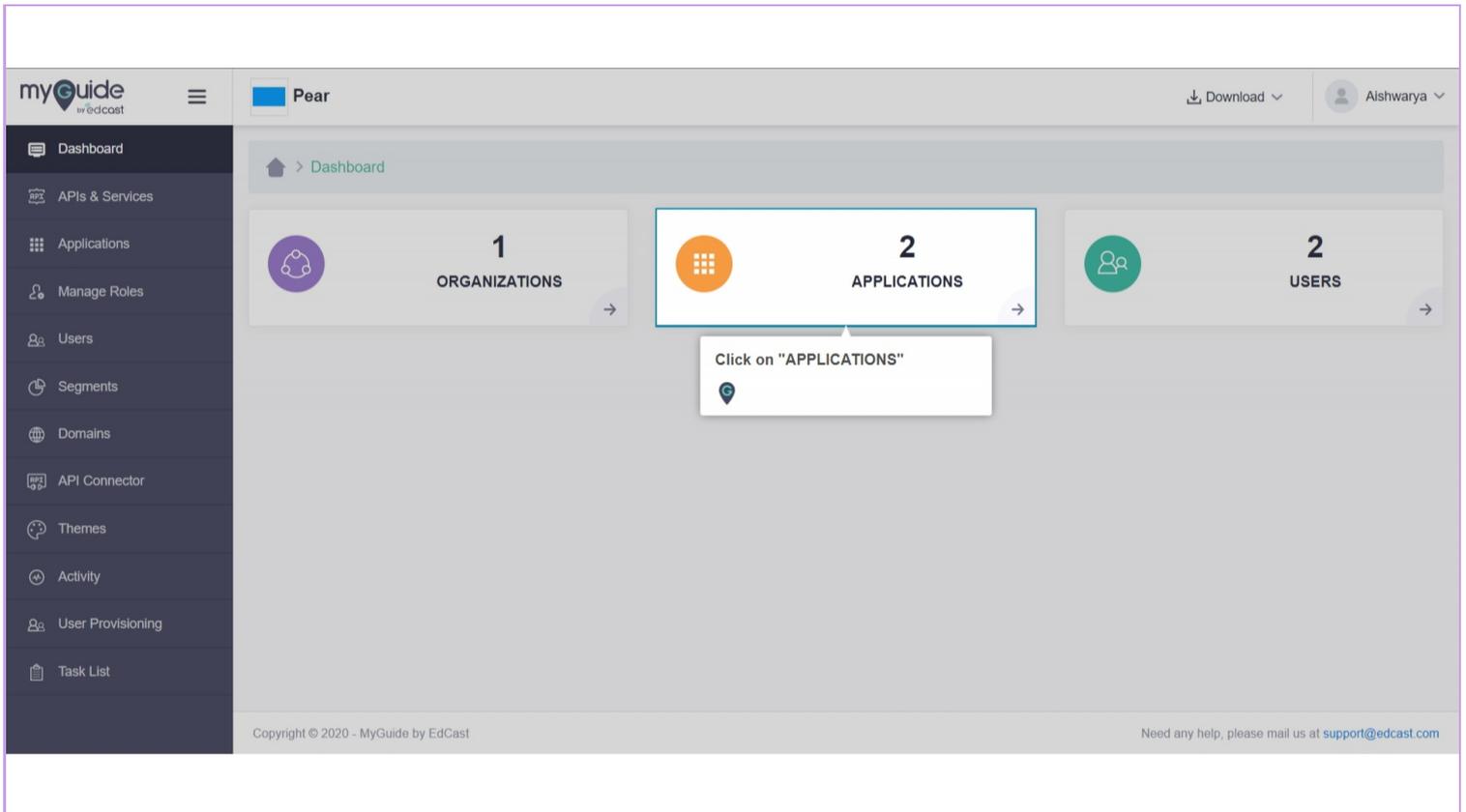
And then log into the MyGuide admin portal



The image shows a screenshot of the MyGuide Admin Portal Login page. On the left, the login form includes the MyGuide by EdCast logo, the title "Admin Portal Login", and fields for "Email ID" (containing "aish+pear@edcast.com") and "Password" (masked with dots). There are checkboxes for "Remember" and "I'm not a robot", a "Forgot Password?" link, and a reCAPTCHA widget. A green "Login" button is at the bottom. Below the form, it says "Need any help, please mail us at support@edcast.com" and "Copyright © 2020 - MyGuide by EdCast". On the right, an illustration shows a person sitting at a desk with a laptop, surrounded by icons of a paper plane, gears, and a lightbulb. A white callout box with a location pin icon contains the text: "Enter your credentials and check the captcha" and "And then log into the MyGuide admin portal".

Step: 02

Click on "APPLICATIONS"

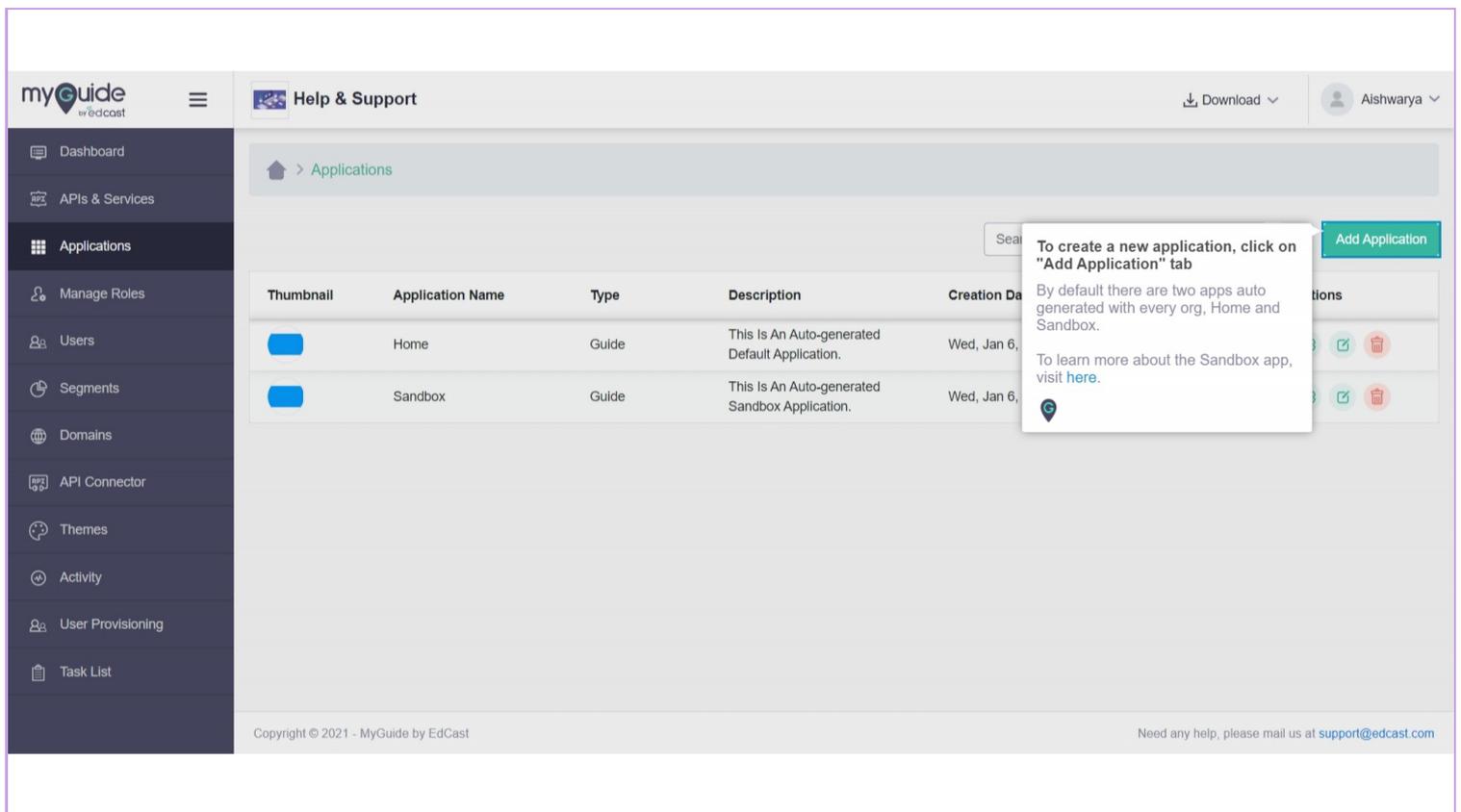


The screenshot displays the myGuide by edcast dashboard interface. The top navigation bar includes the myGuide by edcast logo, a hamburger menu, the user name 'Pear', a 'Download' button, and a user profile dropdown for 'Aishwarya'. The left sidebar lists various dashboard sections: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows a 'Dashboard' breadcrumb and three primary cards: '1 ORGANIZATIONS', '2 APPLICATIONS', and '2 USERS'. The 'APPLICATIONS' card is highlighted with a blue border, and a white callout box with a blue arrow points to it, containing the text 'Click on "APPLICATIONS"'. The footer contains copyright information 'Copyright © 2020 - MyGuide by EdCast' and a support email address 'support@edcast.com'.

Step: 03

To create a new application, click on "Add Application" tab

By default there are two apps auto generated with every org, Home and Sandbox. To learn more about the Sandbox app, visit [here](#).



The screenshot displays the 'myGuide by edcast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications (selected), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Applications'. A table lists the following applications:

Thumbnail	Application Name	Type	Description	Creation Date
	Home	Guide	This Is An Auto-generated Default Application.	Wed, Jan 6, 2021
	Sandbox	Guide	This Is An Auto-generated Sandbox Application.	Wed, Jan 6, 2021

A callout box is overlaid on the table, containing the following text:

To create a new application, click on "Add Application" tab

By default there are two apps auto generated with every org, Home and Sandbox.

To learn more about the Sandbox app, visit [here](#).

The 'Add Application' button is visible in the top right corner of the application list.

Step: 04

Update the thumbnail image, provide a name and description for this new application

The screenshot displays the 'myGuide by edcast' interface. On the left is a dark sidebar with navigation options: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and contains a form for adding a new application. The form includes a 'Choose Image' button, an 'Application Name' input field, a 'Description' text area, and a 'Type' dropdown menu currently set to 'Guide'. At the bottom of the form are 'Cancel' and 'Add' buttons. A white notification box with a location pin icon and the text 'Update the thumbnail image, provide a name and description for this new application' is overlaid on the right side of the form. The footer of the interface shows 'Copyright © 2021 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 05

Select the type of application from here

myGuide by edcast

Help & Support

Download

Aishwarya

Choose Image

Application Name *

Teams Help App

Description

Type

Guide

Select the type of application from here

Cancel Add

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Need any help, please mail us at support@edcast.com

Step: 06

And click on "Add"

The screenshot displays the 'myGuide by edcast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and features a 'Choose Image' button at the top. Below this, the 'Application Name' field is filled with 'Teams Help App'. The 'Description' field is empty. The 'Type' dropdown menu is set to 'Guide'. At the bottom of the form, there are 'Cancel' and 'Add' buttons. A callout box with a location pin icon points to the 'Add' button, containing the text 'And click on "Add"'. The footer includes the copyright notice 'Copyright © 2021 - MyGuide by EdCast' and a support email address 'support@edcast.com'.

Step: 07

To edit an app, click here

The screenshot shows the 'myGuide by EdCast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Applications'. It features a search bar, an 'Add Application' button, and a table of applications.

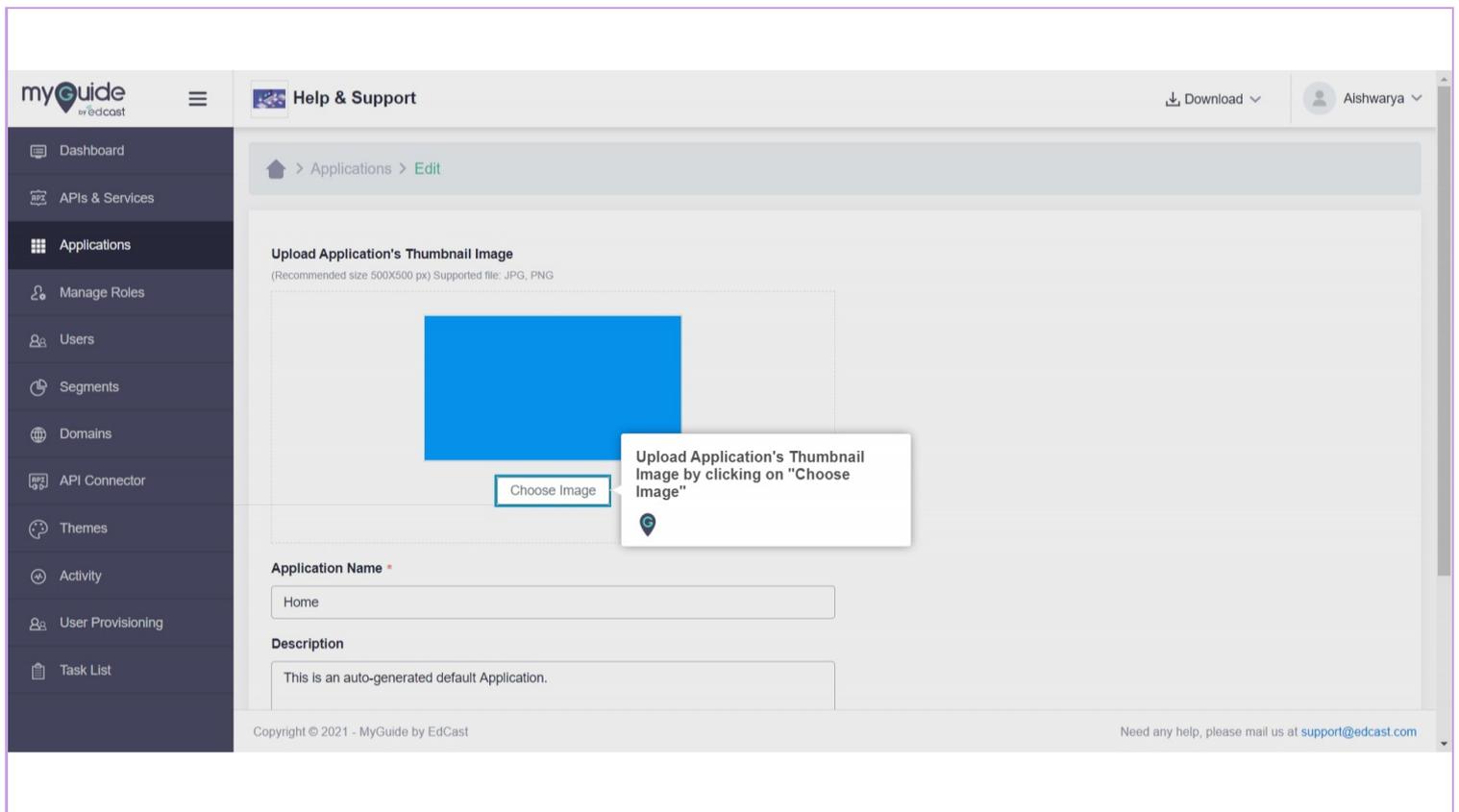
Thumbnail	Application Name	Type	Description	Creation Date	
	Home	Guide	This Is An Auto-generated Default Application.	Wed, Jan 6, 2021	Wed, Jan 6, 2021
	Sandbox	Guide	This Is An Auto-generated Sandbox Application.	Wed, Jan 6, 2021	Wed, Jan 6, 2021

A tooltip with the text 'To edit an app, click here' is positioned over the 'Edit' icon (a gear) for the 'Sandbox' application.

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Step: 08

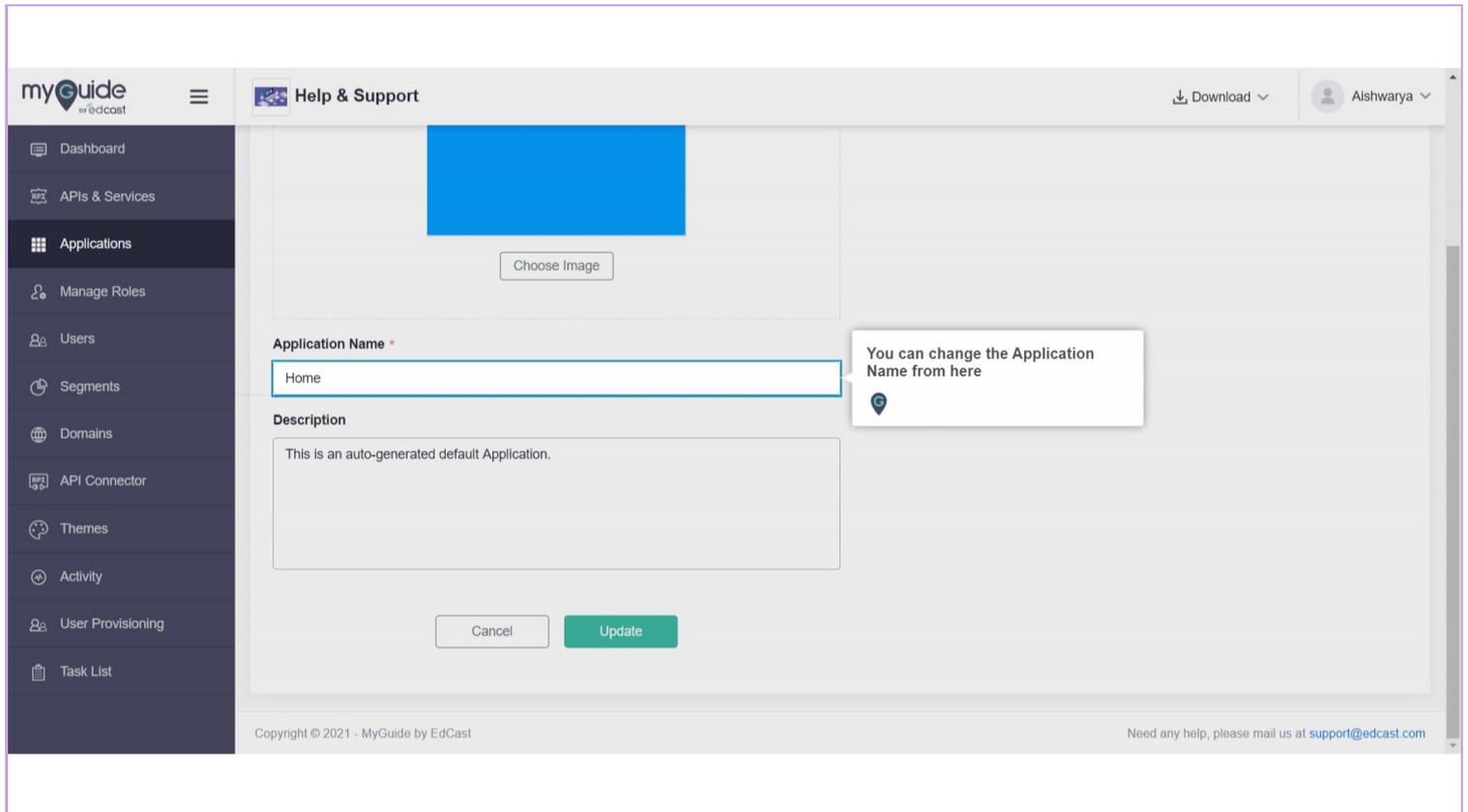
Upload Application's Thumbnail Image by clicking on "Choose Image"



The screenshot displays the 'myGuide by edcast' web application interface. The top navigation bar includes the logo, a menu icon, 'Help & Support', a 'Download' button, and a user profile for 'Aishwarya'. The left sidebar lists various application management options: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Applications > Edit' and features a section for 'Upload Application's Thumbnail Image'. This section includes a large blue placeholder image, a 'Choose Image' button, and a tooltip that reads: 'Upload Application's Thumbnail Image by clicking on "Choose Image"'. Below the image upload area, there are input fields for 'Application Name' (containing 'Home') and 'Description' (containing 'This is an auto-generated default Application.'). The footer contains copyright information for 2021 and a support email address: support@edcast.com.

Step: 09

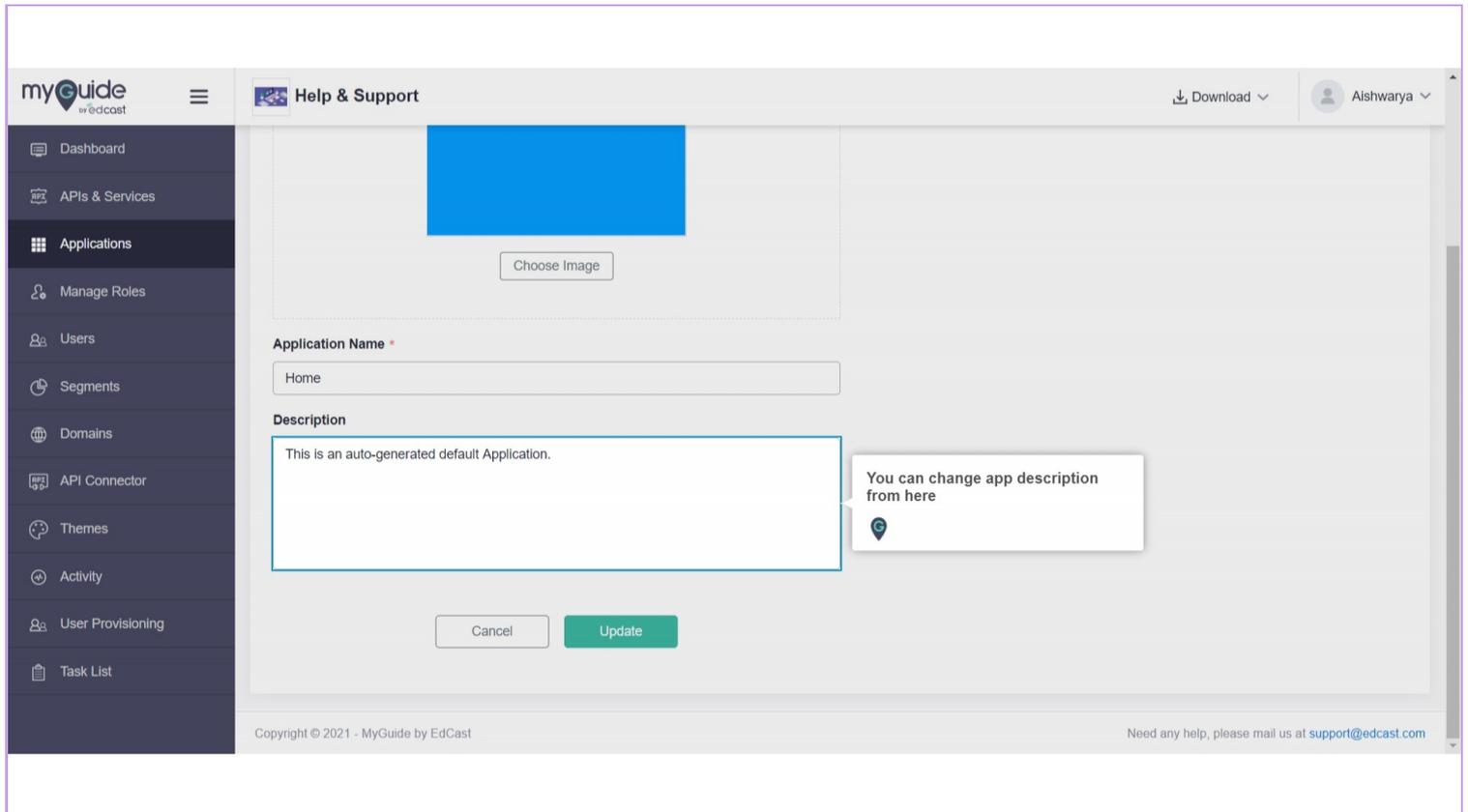
You can change the Application Name from here



The screenshot displays the 'myGuide by edcast' application management interface. The left sidebar contains a navigation menu with the following items: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and features a 'Choose Image' button above a large blue placeholder. Below this, the 'Application Name' field is highlighted with a red border and contains the text 'Home'. A tooltip points to this field with the text: 'You can change the Application Name from here'. The 'Description' field contains the text: 'This is an auto-generated default Application.' At the bottom of the form are 'Cancel' and 'Update' buttons. The footer includes the copyright notice 'Copyright © 2021 - MyGuide by EdCast' and the support email 'Need any help, please mail us at support@edcast.com'.

Step: 10

You can change app description from here



The screenshot displays the 'myGuide by edcast' application management interface. The left sidebar contains a navigation menu with the following items: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and features a 'Download' button and a user profile for 'Aishwarya'. A blue image placeholder with a 'Choose Image' button is visible. Below it, the 'Application Name' field is set to 'Home'. The 'Description' field contains the text 'This is an auto-generated default Application.' and is highlighted with a red border. A callout box points to this field with the text 'You can change app description from here'. At the bottom of the form are 'Cancel' and 'Update' buttons. The footer includes 'Copyright © 2021 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

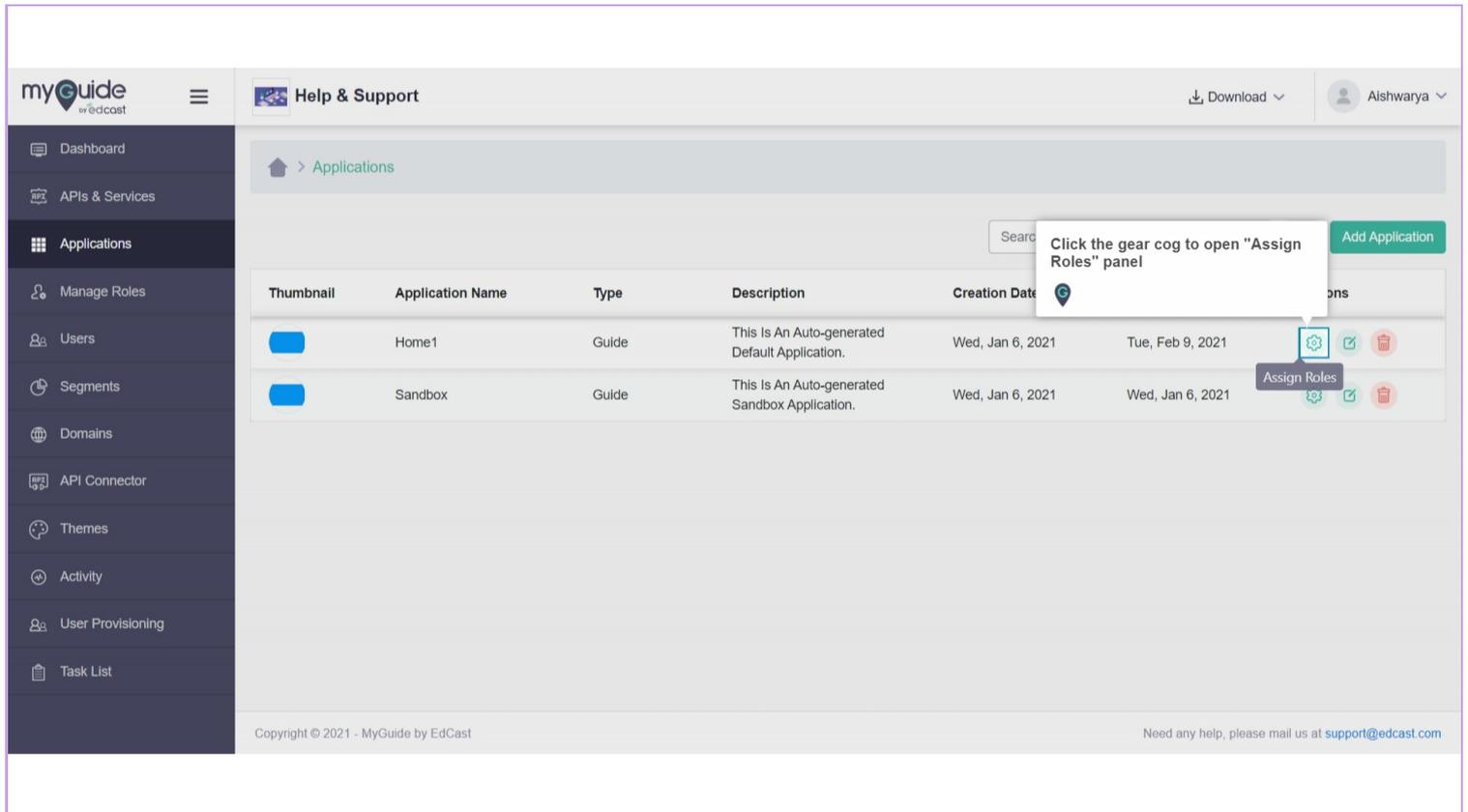
Step: 11

Click on "Update"

The screenshot displays the 'myGuide by edcast' interface. On the left is a dark sidebar with a menu containing: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and features a 'Download' dropdown and a user profile 'Aishwarya'. The application configuration form includes: a 'Choose Image' button above a blue placeholder; an 'Application Name' field with the value 'Home'; a 'Description' field with the text 'This is an auto-generated default Application.'; and 'Cancel' and 'Update' buttons at the bottom. A callout box with a location pin icon points to the 'Update' button, containing the text 'Click on "Update"'. The footer contains 'Copyright © 2021 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 12

Click the gear cog to open "Assign Roles" panel



The screenshot displays the myGuide by EdCast web application interface. The left sidebar contains a navigation menu with items: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and shows a breadcrumb for 'Applications'. A table lists applications with columns: Thumbnail, Application Name, Type, Description, Creation Date, and Actions. Two applications are listed: 'Home1' and 'Sandbox', both of type 'Guide'. The 'Actions' column for each application contains a gear icon (Assign Roles), a checkmark, and a trash icon. A callout box points to the gear icon for the 'Home1' application with the text: 'Click the gear cog to open "Assign Roles" panel'. A search bar and an 'Add Application' button are also visible in the top right of the main area.

Thumbnail	Application Name	Type	Description	Creation Date	Actions	
	Home1	Guide	This Is An Auto-generated Default Application.	Wed, Jan 6, 2021	Tue, Feb 9, 2021	  
	Sandbox	Guide	This Is An Auto-generated Sandbox Application.	Wed, Jan 6, 2021	Wed, Jan 6, 2021	  

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Step: 13

Select a role for this application

By default, the default role is selected for every new application. If you want to select a different role for this app, make sure that you assign the same role to the users you want this application accessible to.

The screenshot shows the 'myGuide by edcast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications (selected), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and shows a breadcrumb 'Applications > Assign Role'. A green 'Assign Roles' button is visible. Below is a table with the following data:

Select All	Title	Description	Creation Date	Modification Date
<input type="checkbox"/>	Role 2		Thu, Feb 4, 2021	Thu, Feb 4, 2021
<input type="checkbox"/>	Role 1		Thu, Feb 4, 2021	Thu, Feb 4, 2021
<input checked="" type="checkbox"/>	Default		Wed, Jan 6, 2021	Wed, Jan 6, 2021

A tooltip is displayed over the table with the following text:

Select a role for this application
By default, the *default* role is selected for every new application. If you want to select a different role for this app, make sure that you assign the same role to the users you want this application accessible to.

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Step: 14

Click on "Assign Roles" after you have selected the role/s for this app

The screenshot shows the 'myGuide by edcast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Assign Role'. A table lists roles with columns for Select All, Title, Description, Creation Date, and Modification Date. A callout box points to the 'Assign Roles' button.

Select All	Title	Description	Creation Date	Modification Date
<input type="checkbox"/>	Role 2	Sample Role	Thu, Feb 4, 2021	Thu, Feb 4, 2021
<input checked="" type="checkbox"/>	Role 1	Test Role	Thu, Feb 4, 2021	Thu, Feb 4, 2021
<input checked="" type="checkbox"/>	Default	This Is An Auto-generated Default Role.	Wed, Jan 6, 2021	Wed, Jan 6, 2021

Step: 15

Whenever a new application is added inside an organization, some configurations are needed to be done to onboard that app.

Visit here to learn: [Configuration required to Onboard a new Application](#)

Thumbnail	Application Name	Creation Date	Modification Date	Actions
	Home	Wed, Jan 6, 2021	Wed, Jan 6, 2021	
	Sandbox	Wed, Jan 6, 2021	Wed, Jan 6, 2021	

Step: 16

To delete an application, click here

The screenshot shows the 'myGuide by EdCast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Applications'. It features a search bar and an 'Add Application' button. Below is a table of applications:

Thumbnail	Application Name	Type	Description	Creation Date	
	Home	Guide	This Is An Auto-generated Default Application.	Wed, Jan 6, 2021	Wed, Feb 10, 2021
	Sandbox	Guide	This Is An Auto-generated Sandbox Application.	Wed, Jan 6, 2021	Wed, Jan 6, 2021

A tooltip is displayed over the delete icon for the 'Sandbox' application, containing the text: 'To delete an application, click here'.

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Step: 17

You can search an application from here

The screenshot shows the 'myGuide by EdCast' interface. The left sidebar contains navigation items: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Applications'. A search bar is located above a table of applications. A tooltip points to the search bar with the text: 'You can search an application from here'. The table lists two applications: 'Home' and 'Sandbox', both of type 'Guide'. The footer contains copyright information and a support email address.

Thumbnail	Application Name	Type	Description	Creation Date	Modification Date	Actions
	Home	Guide	This Is An Auto-generated Default Application.	Wed, Jan 6, 2021	Wed, Feb 10, 2021	
	Sandbox	Guide	This Is An Auto-generated Sandbox Application.	Wed, Jan 6, 2021	Wed, Jan 6, 2021	

Step: 18

You can filter your search results from here

The screenshot shows the 'myGuide by edcast' interface. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications (highlighted), Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Help & Support' and 'Applications'. It features a search bar, a table of applications, and a 'Filter by' dialog box. The table lists two applications: 'Home' and 'Sandbox', both of type 'Guide'. The 'Filter by' dialog box is open, showing a dropdown menu for 'Type' set to 'All' and buttons for 'Cancel' and 'Apply'. A tooltip points to the search bar with the text 'You can filter your search results from here'.

Thumbnail	Application Name	Type	Details
	Home	Guide	
	Sandbox	Guide	This Is An Auto-generated Sandbox Application. Wed, Jan 6, 2021

Thank you

myguide.org