



How to Add Role, Country and City for Guide Segmentation

Step: 01

Enter your credentials, select the reCAPTCHA and login with MyGuide

myGuide

DOWNLOAD ▾

Enter your credentials, select the reCAPTCHA and login with MyGuide

I'm not a robot  reCAPTCHA
Privacy - Terms

[Forgot Password?](#)

[Login with MyGuide](#)

[Don't have an account? Sign up now](#)

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Step: 02

Role, City and Country are mandatory fields for Guide Segmentation

The screenshot displays the myGuide dashboard interface. The top left corner features the myGuide logo. The top right corner includes a 'DOWNLOAD' button and the user name 'Deeksha'. The left sidebar contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area shows a 'Dashboard' with four colored cards: Organization (1), Applications (3), Users (41), and Domains (1). A tooltip is positioned over the Applications card, stating: 'Role, City and Country are mandatory fields for Guide Segmentation'. The footer contains copyright information and a support email address.

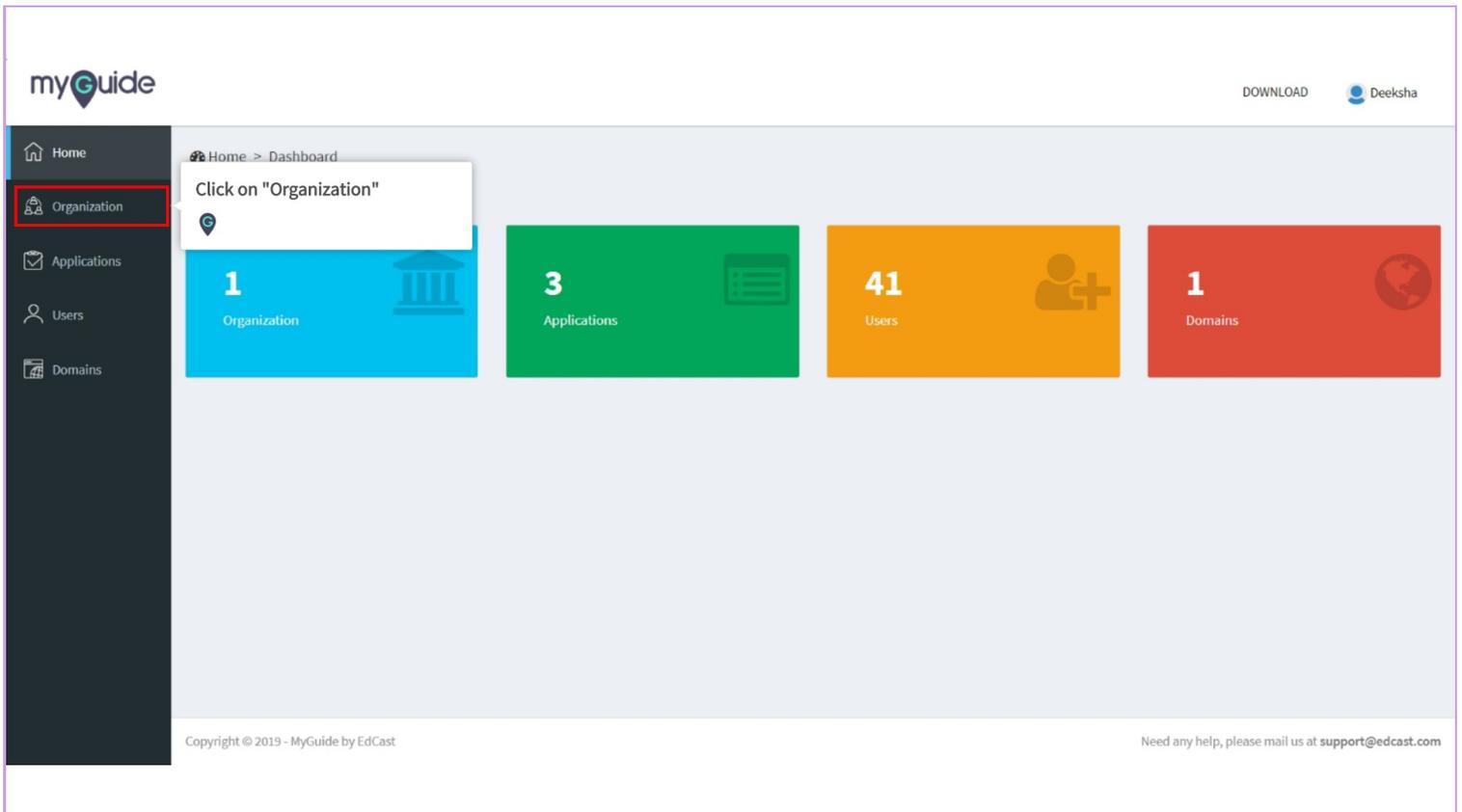
Metric	Count
Organization	1
Applications	3
Users	41
Domains	1

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Step: 03

Click on "Organization"



The screenshot displays the myGuide dashboard interface. On the left, a dark sidebar contains navigation options: Home, Organization (highlighted with a red box), Applications, Users, and Domains. The main content area features a breadcrumb trail 'Home > Dashboard' and a callout box with the instruction 'Click on "Organization"'. Below the breadcrumb, there are four colored widgets: a blue 'Organization' widget with the number '1', a green 'Applications' widget with the number '3', an orange 'Users' widget with the number '41', and a red 'Domains' widget with the number '1'. The top right corner shows a 'DOWNLOAD' button and a user profile for 'Deeksha'. The footer contains the copyright notice 'Copyright © 2019 - MyGuide by EdCast' and the support email 'support@edcast.com'.

myGuide

DOWNLOAD Deeksha

Home > Dashboard

Click on "Organization"

1 Organization

3 Applications

41 Users

1 Domains

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Step: 04

Click on "Role"

The screenshot displays the MyGuide application interface. At the top left is the 'myGuide' logo. In the top right corner, there is a 'DOWNLOAD' link and a user profile icon for 'Deeksha'. A dark sidebar on the left contains navigation options: Home, Organization (selected), Applications, Users, and Domains. The main content area shows the breadcrumb 'Home > Organization > MyGuideDemo' and the title 'Organization Details'. Below this, there is a blue placeholder image and the organization name 'MyGuideDemo'. The details listed are: 'For giving demos of MyGuide', 'Total Applications: 3', 'Total Users: 41', 'Total Roles: 1', and 'Total Domains: 1'. Below these are the dates: 'Creation Date: 20 August 2018' and 'Modification Date: 21 May 2019'. At the bottom right of the details section, there are three filter buttons: 'Role', 'Country', and 'City'. A callout box with a location pin icon and the text 'Click on "Role"' points to the 'Role' button, which is highlighted with a red square. The footer contains the copyright notice 'Copyright © 2019 - MyGuide by EdCast' and the support email 'Need any help, please mail us at support@edcast.com'.

Step: 05

Click on "Add Roles"

The screenshot shows the myGuide web application interface. The top left features the myGuide logo and a navigation sidebar with options: Home, Organization, Applications, Users, and Domains. The top right has a 'DOWNLOAD' link and a user profile for 'Deeksha'. The main content area is titled 'Role' and shows a breadcrumb trail: Home > Organization > Role. Below the title is a table with the following data:

TITLE	DESCRIPTION	CREATION DATE	MODIFICATION DATE	ACTION
Default	Default	17 October 2018	17 October 2018	 

Below the table, it says 'Showing 1-10' and a pagination control with a page number '1'. A callout box with a pointer icon and the text 'Click on "Add Roles"' points to a red-bordered button labeled 'Add Role' in the top right corner of the table area. The footer contains the copyright notice 'Copyright © 2019 - MyGuide by EdCast' and a support email 'support@edcast.com'.

Step: 06

Enter your organization user role title and description here

The screenshot displays the 'myGuide' web interface for adding a new organization user role. The breadcrumb trail is 'Home > Organization > Role > Add'. The main heading is 'Organization User Role'. The form contains two required fields: 'Title' and 'Description', each with a red border. To the right of the form are 'Save' and 'Cancel' buttons. A tooltip is positioned over the form area with the text 'Enter organization user role title and description here'. The footer includes 'Copyright © 2019 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 07

Click on "Save"

The screenshot displays the myGuide web application interface. At the top left is the myGuide logo. The top right corner shows a 'DOWNLOAD' link and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation links: Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: Home > Organization > Role > Add. Below this is the title 'Organization User Role'. The form contains two input fields: 'Title' with the value 'Manager' and 'Description' with the value 'Manager'. A red-bordered 'Save' button is positioned to the right of the 'Description' field. A tooltip with the text 'Click on "Save"' and a location pin icon is overlaid on the 'Save' button. At the bottom left, the footer text reads 'Copyright © 2019 - MyGuide by EdCast'. At the bottom right, the footer text reads 'Need any help, please mail us at support@edcast.com'.

Step: 08

Here you can add all the roles of your organization whom you want to give access to guides

myGuide

DOWNLOAD Deeksha

Home > Organization > Role

Role

Search Add Role

TITLE	DESCRIPTION	CREATION DATE	MODIFICATION DATE	ACTION
Default	Default		17 October 2018	 

Showing 1-10

« 1 »

Here you can add all the roles of your organization whom you want to give access to guides

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Step: 09

Go back to organization section and click on "Country"

myGuide DOWNLOAD [Deeksha](#)

Home > Organization > MyGuideDemo

Organization Details

MyGuideDemo
For giving demos of MyGuide

- Total Applications:** 3
- Total Users:** 41
- Total Roles:** 1
- Total Domains:** 1

Creation Date: 20 August 2018
Modification Date: 21 May 2019

Go back to organization section and click on "Country"

Country City

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Step: 10

Click on "Add Country"

The screenshot shows the 'myGuide' web application interface. The top left corner features the 'myGuide' logo. The top right corner has a 'DOWNLOAD' link and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation links: Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: 'Home > Organization > Country'. Below this, the title 'Country' is displayed. A callout box with a location pin icon and the text 'Click on "Add Country"' points to a button labeled 'Add Country' which is highlighted with a red border. Below the button is a table with three columns: 'NAME', 'CREATION DATE', and 'MODIFICATION DATE'. The table is currently empty, with the text 'Showing 1-10' and a pagination control showing '1'.

myGuide

DOWNLOAD Deeksha

Home Organization Applications Users Domains

Home > Organization > Country

Country

Click on "Add Country"

Add Country

NAME	CREATION DATE	MODIFICATION DATE
------	---------------	-------------------

Showing 1-10

< 1 >

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Step: 11

Enter "Country Name"

The screenshot displays the myGuide web application interface. At the top left is the myGuide logo. In the top right corner, there is a 'DOWNLOAD' link and a user profile icon for 'Deeksha'. A dark sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: Home > Organization > Country > Add. Below this, the title 'Add Country' is displayed. A form field labeled 'Name' contains the text 'Country Name' and is highlighted with a red border. A white tooltip with a location pin icon and the text 'Enter "Country Name"' is positioned over the input field. To the right of the input field are 'Save' and 'Cancel' buttons. At the bottom of the page, the footer contains the text 'Copyright © 2019 - MyGuide by EdCast' on the left and 'Need any help, please mail us at support@edcast.com' on the right.

Step: 12

Click on "Save"

The screenshot displays the myGuide web application interface. At the top left is the myGuide logo. In the top right corner, there are links for 'DOWNLOAD' and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation options: Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: Home > Organization > Country > Add. Below this is the 'Add Country' form, which includes a text input field labeled 'Name' containing the value 'US'. A red 'Save' button is positioned to the right of the input field. A white callout box with a red border points to the 'Save' button, containing the text 'Click on "Save"' and a location pin icon. At the bottom of the page, there is a copyright notice: 'Copyright © 2019 - MyGuide by EdCast' and a support email address: 'Need any help, please mail us at support@edcast.com'.

Step: 13

Here you will add all the country name of your organization whom you want to give access to guides

myGuide

DOWNLOAD Deeksha

Home > Organization > Country

Country

Add Country

NAME	CREATION DATE	MODIFICATION DATE
US	22 May 2019	22 May 2019

Showing 1-10

« 1 »

Here you will add all the country name of your organization whom you want to give access of guides

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Step: 14

Go back to organization section and click on "City"

myGuide

DOWNLOAD Deeksha

Home > Organization > MyGuideDemo

Organization Details

MyGuideDemo
For giving demos of MyGuide

Total Applications: 3
Total Users: 41
Total Roles: 1
Total Domains: 1

Creation Date: 20 August 2018
Modification Date: 21 May 2019

Go back to organization section and click on "City"

Back City

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Step: 15

Click on "Add City"

The screenshot shows the myGuide web application interface. The top left features the myGuide logo. The top right has a 'DOWNLOAD' link and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail 'Home > Organization > City' and the title 'City'. A table with columns 'NAME', 'CREATION DATE', and 'MODIFICATION DATE' is present, with the text 'Showing 1-10' below it. A pagination control shows '1' in a blue box. A red box highlights the 'Add City' button in the top right corner, with a callout box containing a location pin icon and the text 'Click on "Add City"'. The footer contains copyright information 'Copyright © 2019 - MyGuide by EdCast' and a support email 'support@edcast.com'.

Step: 16

Enter "City Name"

The screenshot displays the myGuide web application interface. At the top left is the myGuide logo. In the top right corner, there are links for 'DOWNLOAD' and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation options: Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: 'Home > Organization > City > Add'. Below this is the 'Add City' form. The form has a title 'Add City' and a text input field labeled 'City Name'. A red rectangular box highlights the 'City Name' input field. A tooltip with a location pin icon and the text 'Enter "City Name"' is positioned over the input field. To the right of the input field are two buttons: 'Save' and 'Cancel'. At the bottom of the page, there is a footer with the text 'Copyright © 2019 - MyGuide by EdCast' on the left and 'Need any help, please mail us at support@edcast.com' on the right.

Step: 17

Click on "Save"

The screenshot displays the myGuide web application interface. At the top left is the myGuide logo. In the top right corner, there are links for 'DOWNLOAD' and a user profile for 'Deeksha'. A dark sidebar on the left contains navigation icons for Home, Organization, Applications, Users, and Domains. The main content area shows a breadcrumb trail: Home > Organization > City > Add. Below this is the title 'Add City'. A form field labeled 'Name' contains the text 'California'. To the right of the form is a red 'Save' button, which is highlighted with a red box. A callout box points to the 'Save' button with the text 'Click on "Save"'. At the bottom of the page, there is a copyright notice: 'Copyright © 2019 - MyGuide by EdCast' and a support email: 'Need any help, please mail us at support@edcast.com'.

Step: 18

Here you will add all the city name of your organization whom you want to give access to guides

myGuide

DOWNLOAD Deeksha

Home > Organization > City

City

Add City

NAME	CREATION DATE	MODIFICATION DATE	
California	22 May 20	22 May 2019	

Showing 1-10

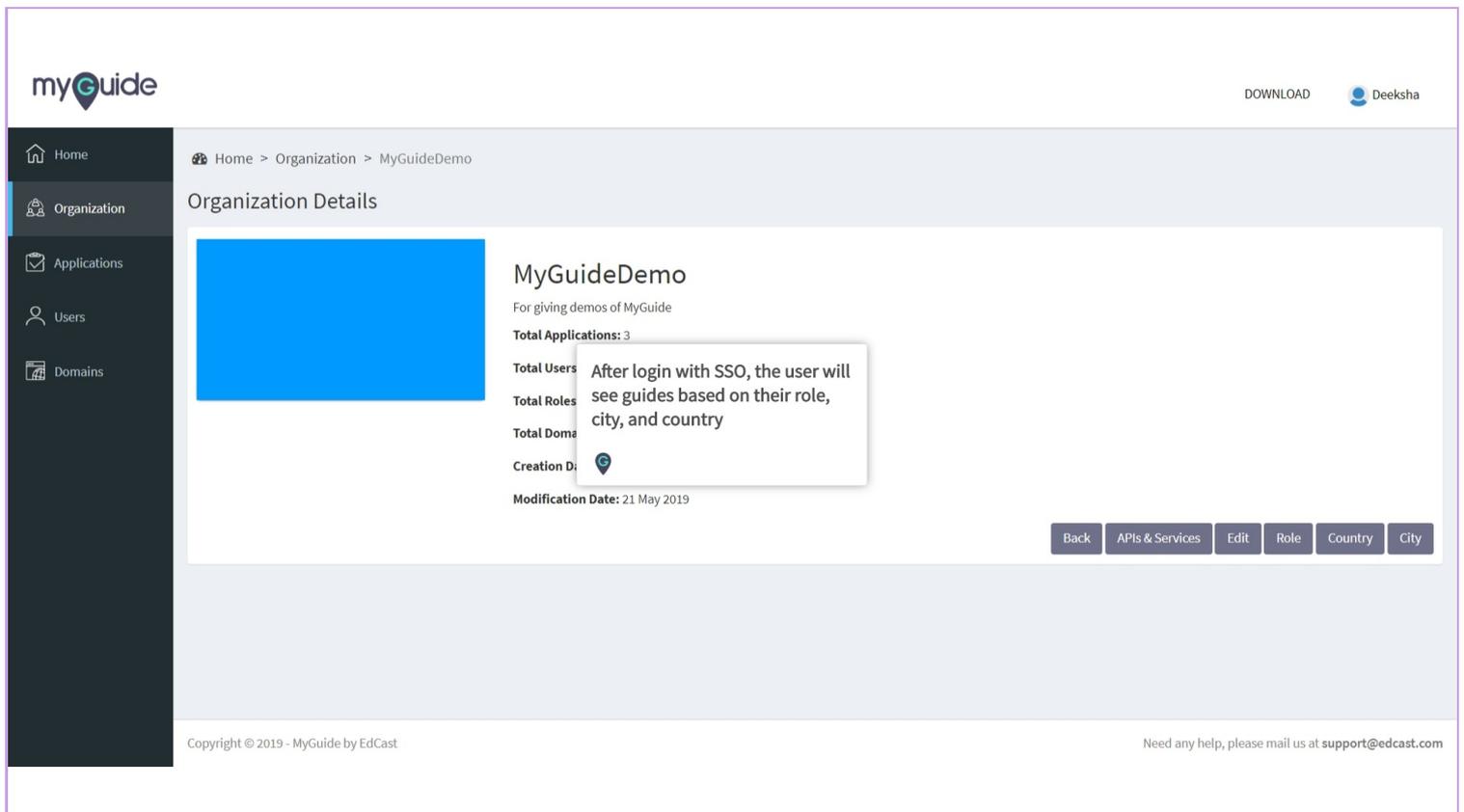
< 1 >

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Step: 19

After login with SSO, the user will see guides based on their role, city, and country



The screenshot displays the MyGuide application interface. The top left corner features the "myGuide" logo. The top right corner includes a "DOWNLOAD" button and a user profile icon for "Deeksha". A dark sidebar on the left contains navigation links for Home, Organization, Applications, Users, and Domains. The main content area shows the breadcrumb "Home > Organization > MyGuideDemo" and the title "Organization Details". Below this, there is a blue placeholder image and a list of statistics for "MyGuideDemo":

- For giving demos of MyGuide
- Total Applications: 3
- Total Users: [Redacted]
- Total Roles: [Redacted]
- Total Domains: [Redacted]
- Creation Date: [Redacted]
- Modification Date: 21 May 2019

A callout box highlights the text: "After login with SSO, the user will see guides based on their role, city, and country". At the bottom right of the main content area, there are buttons for "Back", "APIs & Services", "Edit", "Role", "Country", and "City". The footer contains the copyright notice "Copyright © 2019 - MyGuide by EdCast" and the support email "support@edcast.com".

Thank You!

myguide.org