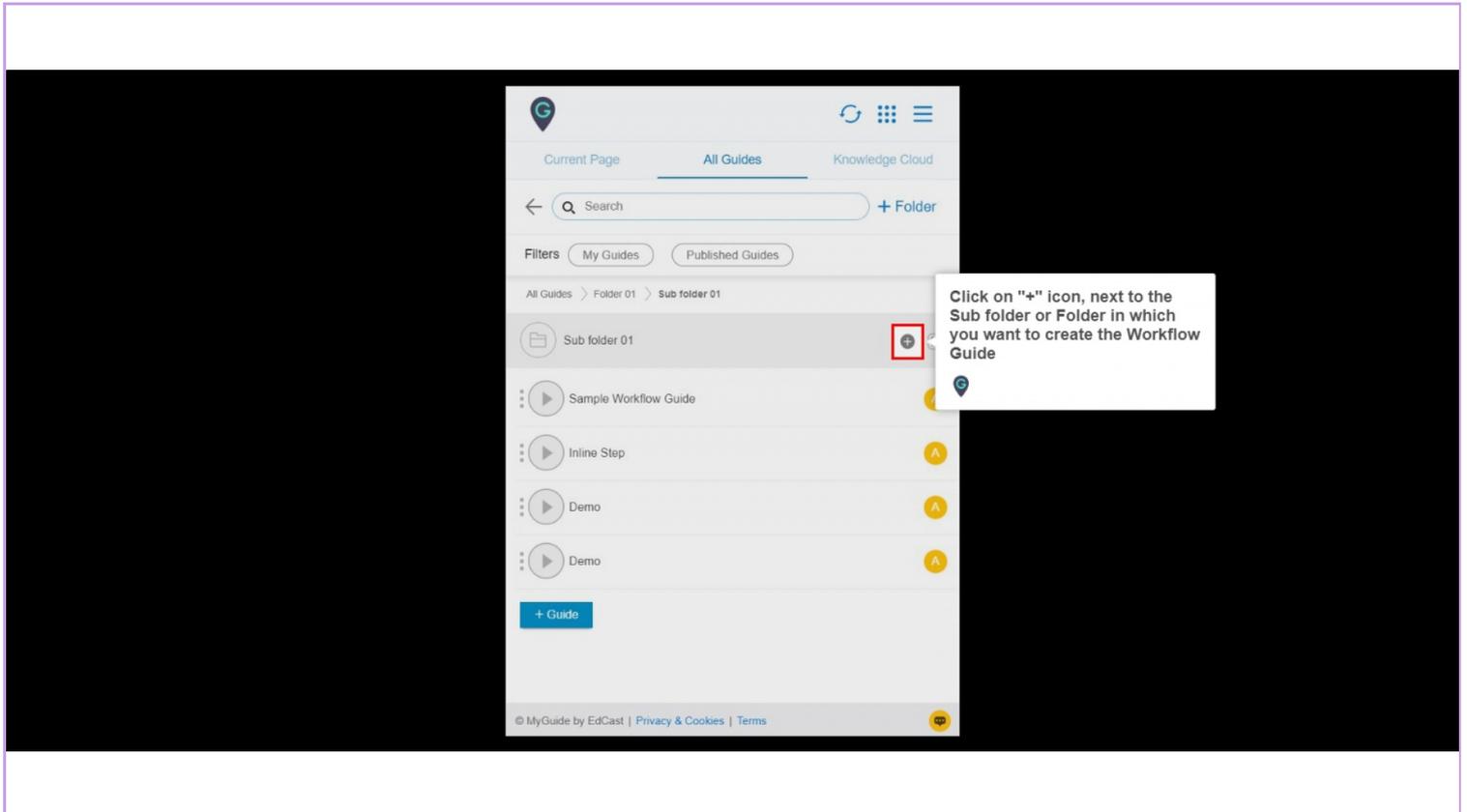




## How to Add Simple Message Steps without any Tooltips

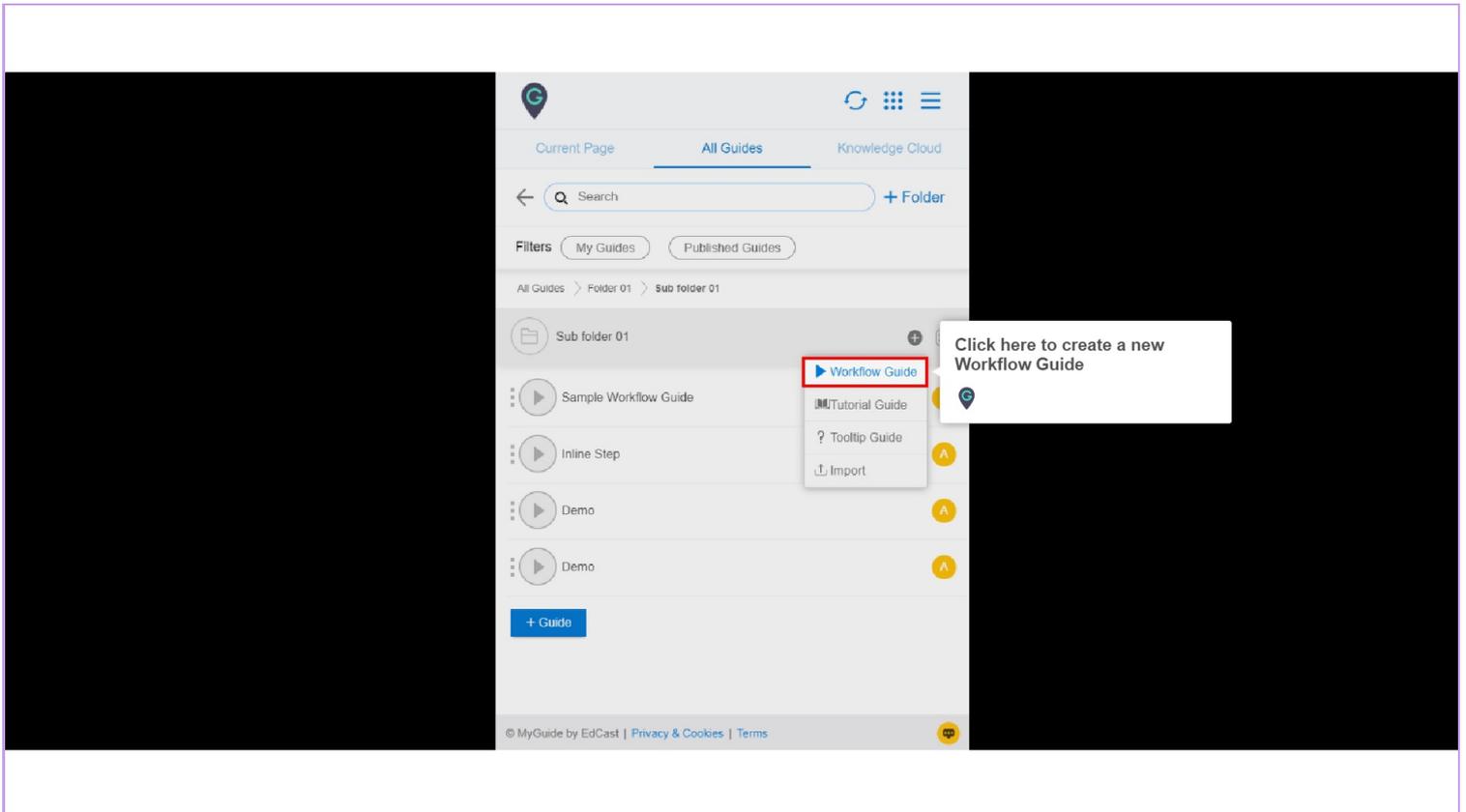
## Step: 01

Click on "+" icon, next to the Sub folder or Folder in which you want to create the Workflow Guide



## Step: 02

Click here to create a new Workflow Guide



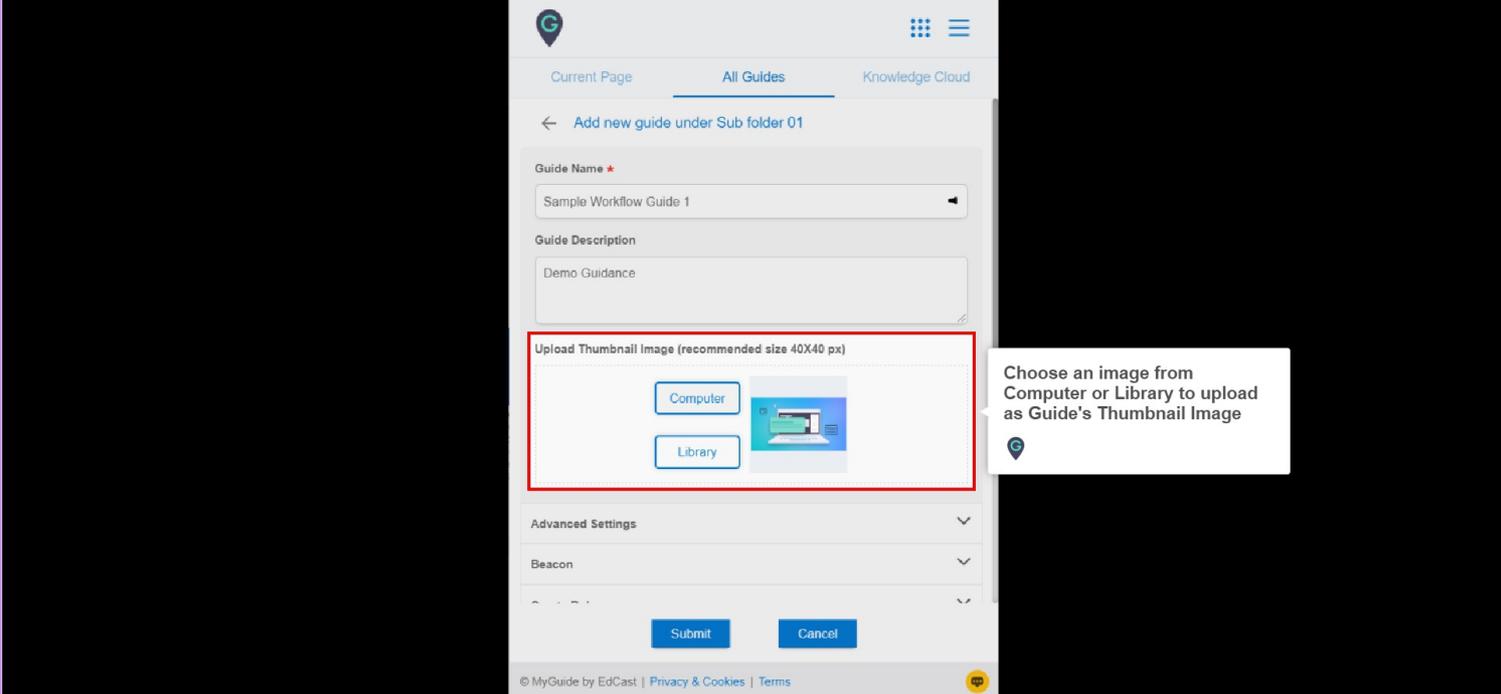
## Step: 03

Enter Guide Name and Guide Description

The screenshot shows the mobile app interface for adding a new guide. The top navigation bar includes 'Current Page', 'All Guides', and 'Knowledge Cloud'. Below this, the screen displays 'Add new guide under Sub folder 01'. A red box highlights the 'Guide Name' and 'Guide Description' input fields. The 'Guide Name' field is labeled 'Enter Guide Title' and the 'Guide Description' field is labeled 'Enter Description'. Below these fields is an 'Upload Thumbnail Image' section with a recommended size of 40x40 px, featuring 'Computer' and 'Library' buttons. Further down, there are sections for 'Advanced Settings' and 'Beacon'. At the bottom, there are 'Submit' and 'Cancel' buttons. A callout box on the left side of the screen contains the text 'Enter Guide Name and Guide Description' and a location pin icon. The footer of the app shows '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small logo.

## Step: 04

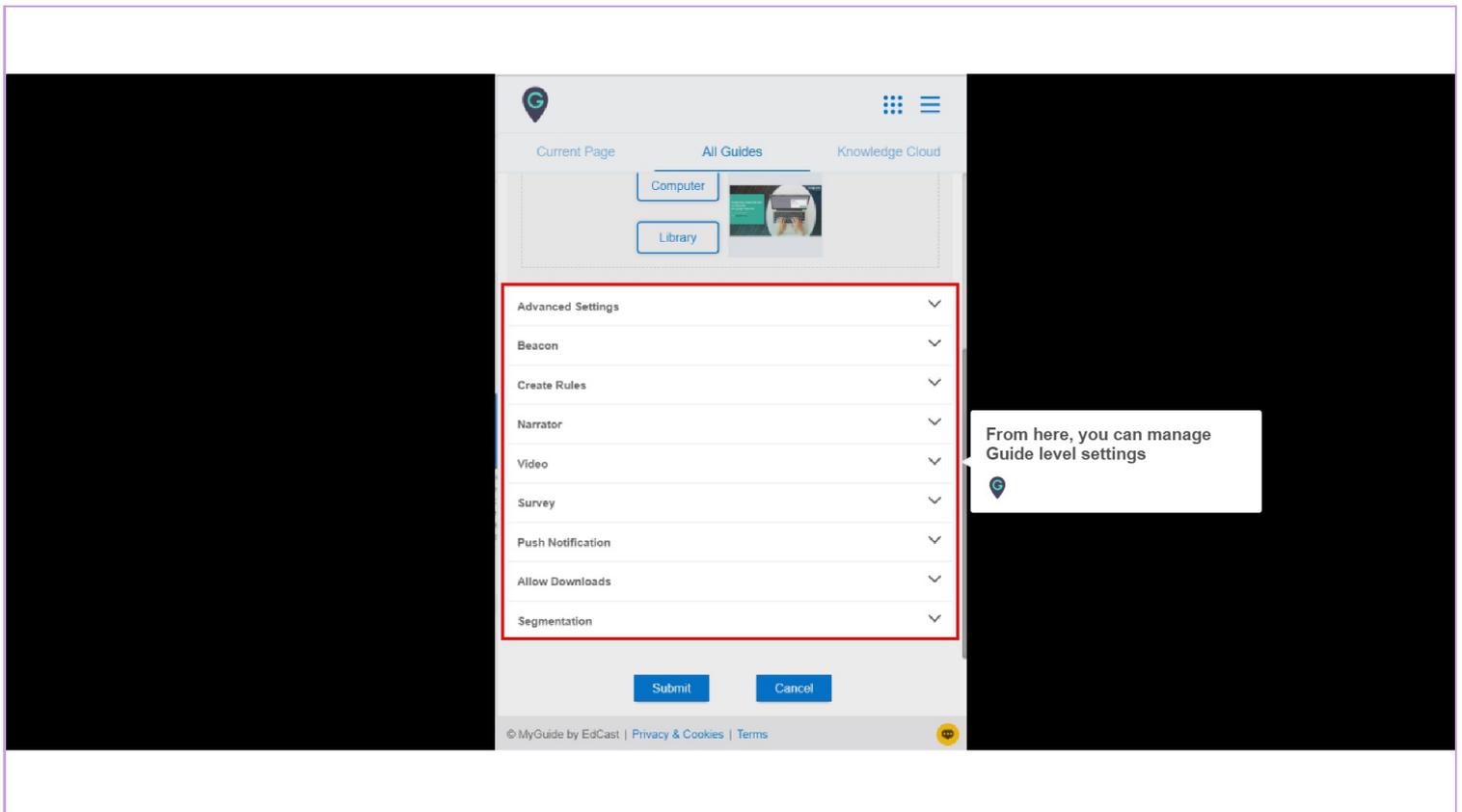
Choose an image from Computer or Library to upload as Guide's Thumbnail Image



The screenshot displays the 'Add new guide' form in the MyGuide application. The form includes fields for 'Guide Name' (containing 'Sample Workflow Guide 1') and 'Guide Description' (containing 'Demo Guidance'). A red rectangular box highlights the 'Upload Thumbnail Image (recommended size 40X40 px)' section, which contains two buttons: 'Computer' and 'Library'. A callout box on the right side of the screenshot contains the text: 'Choose an image from Computer or Library to upload as Guide's Thumbnail Image'. Below the highlighted section, there are 'Advanced Settings' and 'Beacon' sections, and 'Submit' and 'Cancel' buttons at the bottom.

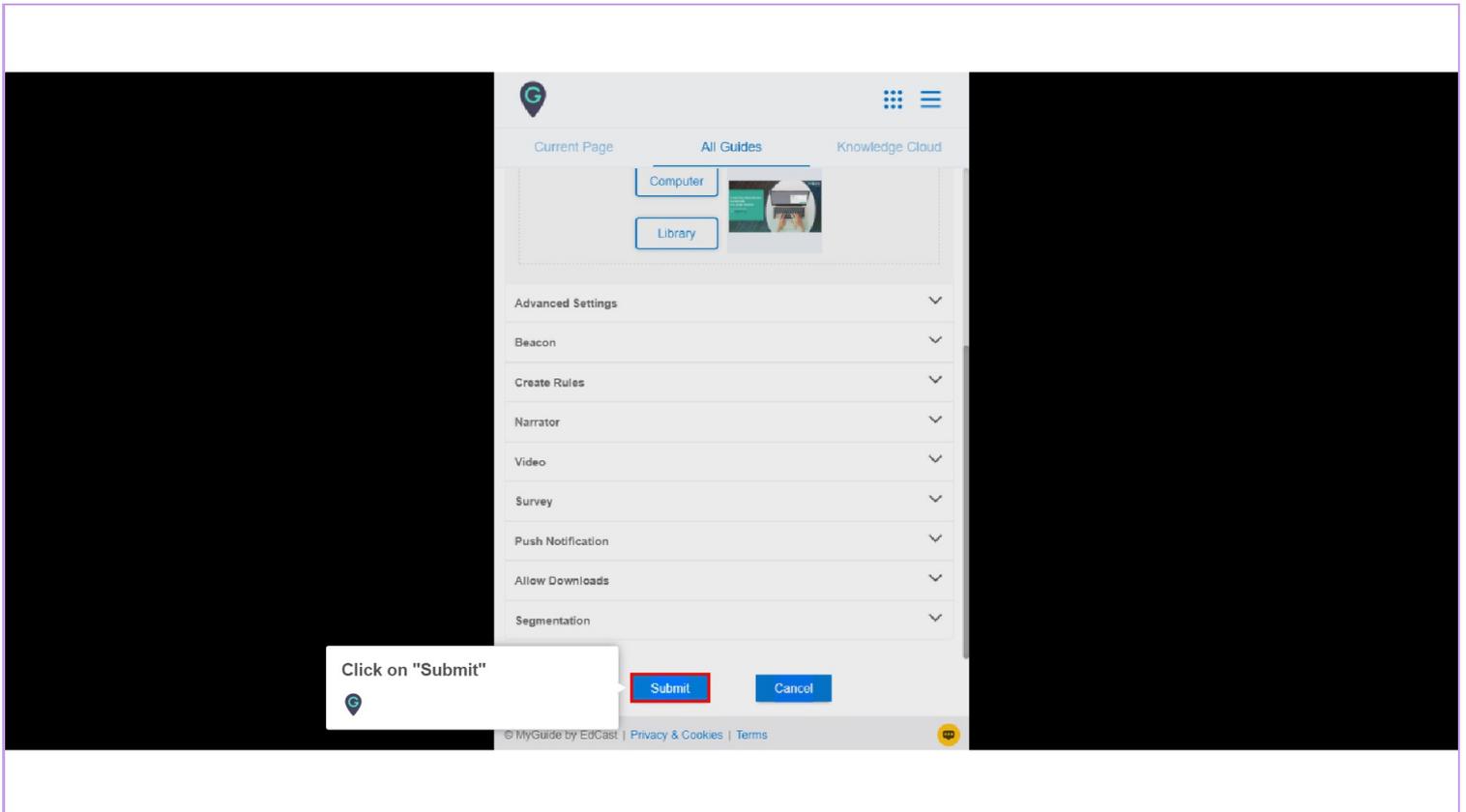
## Step: 05

From here, you can manage Guide level settings



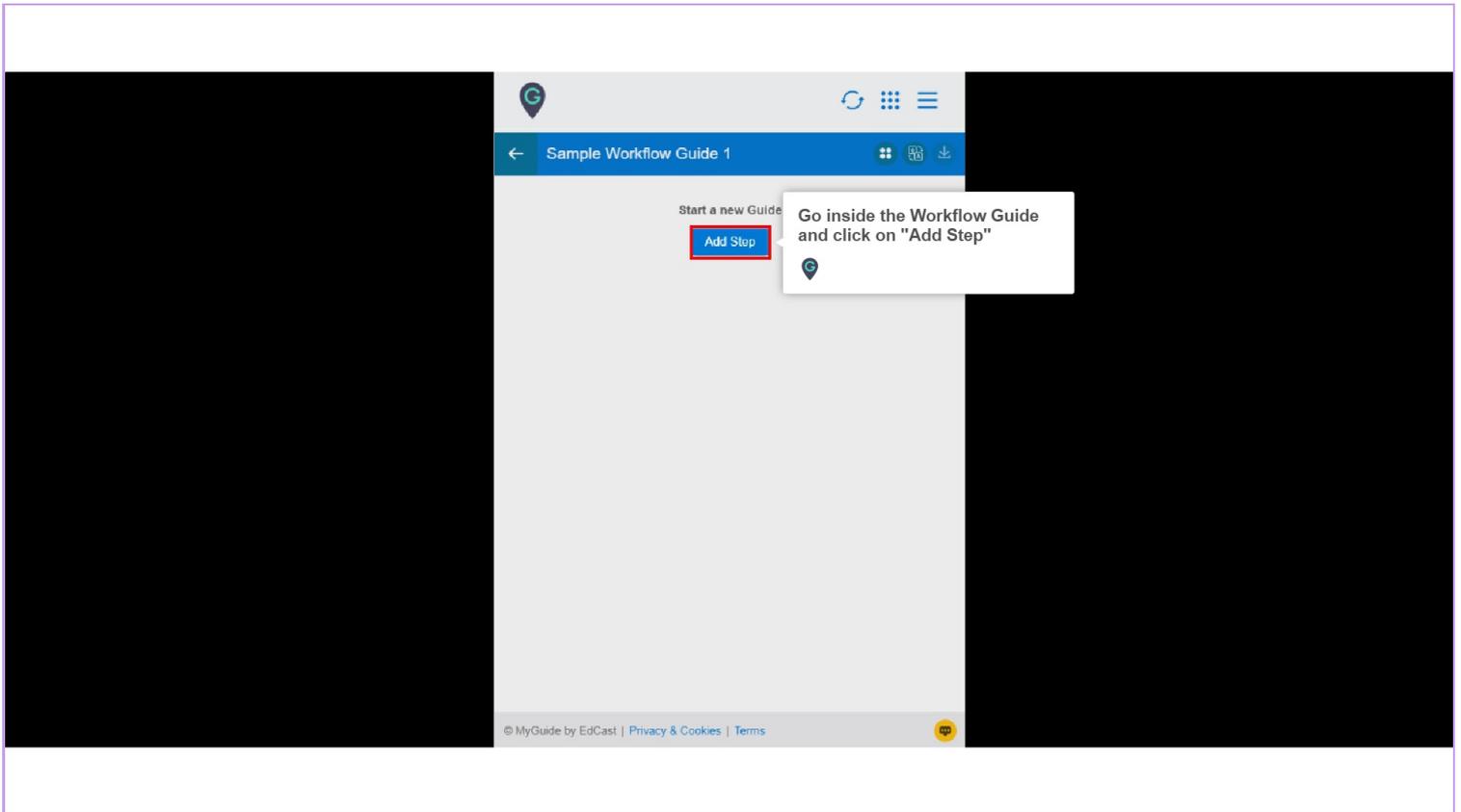
## Step: 06

Click on "Submit"



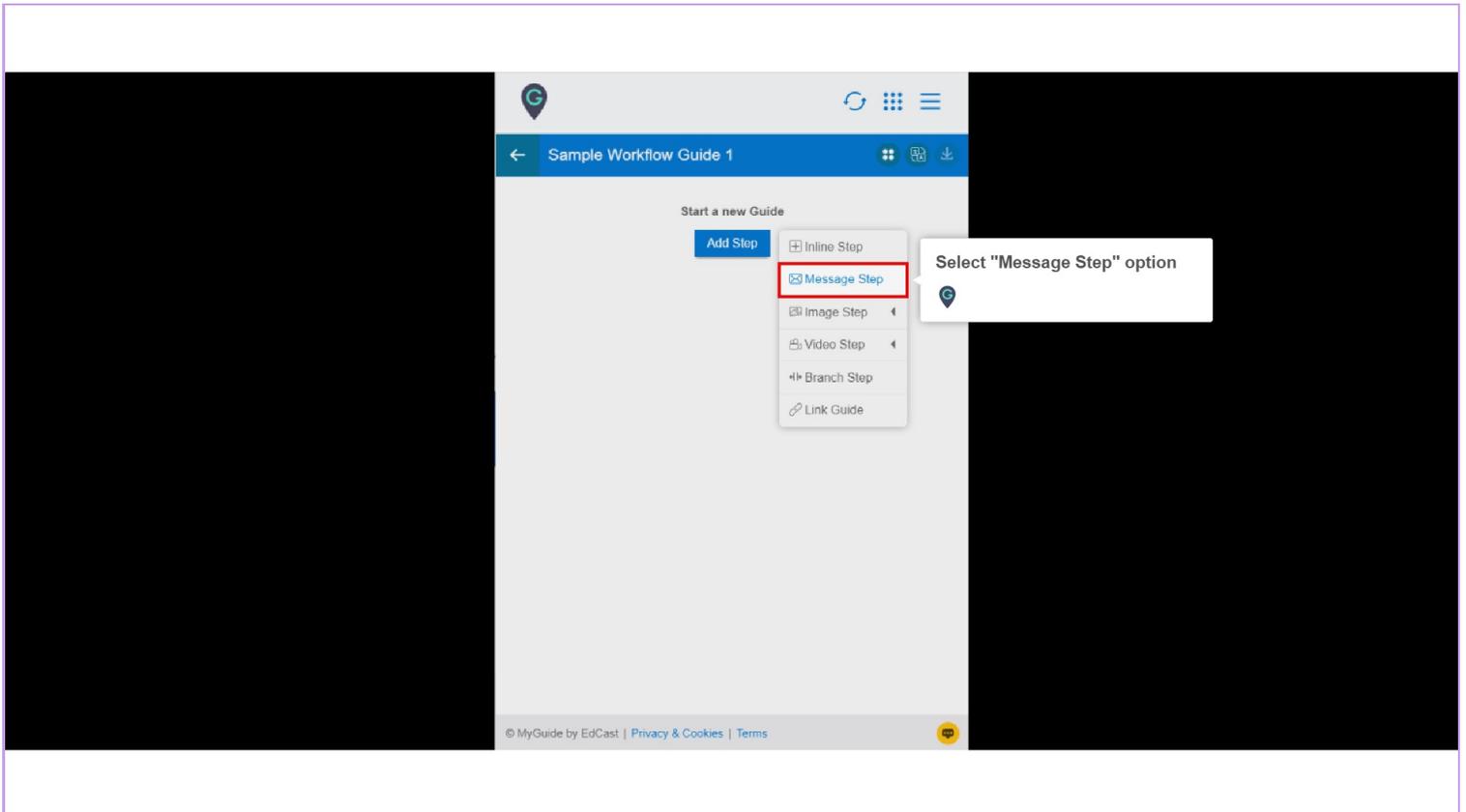
## Step: 07

Go inside the Workflow Guide and click on "Add Step"



## Step: 08

Select "Message Step" option



## Step: 09

You can use text formatting tools to customize step's title and description

Enter Step title and Description to the step

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When will this step complete?

- On click of "Next" button
- On page refresh
- On click anywhere on the page
- After  second

Automation

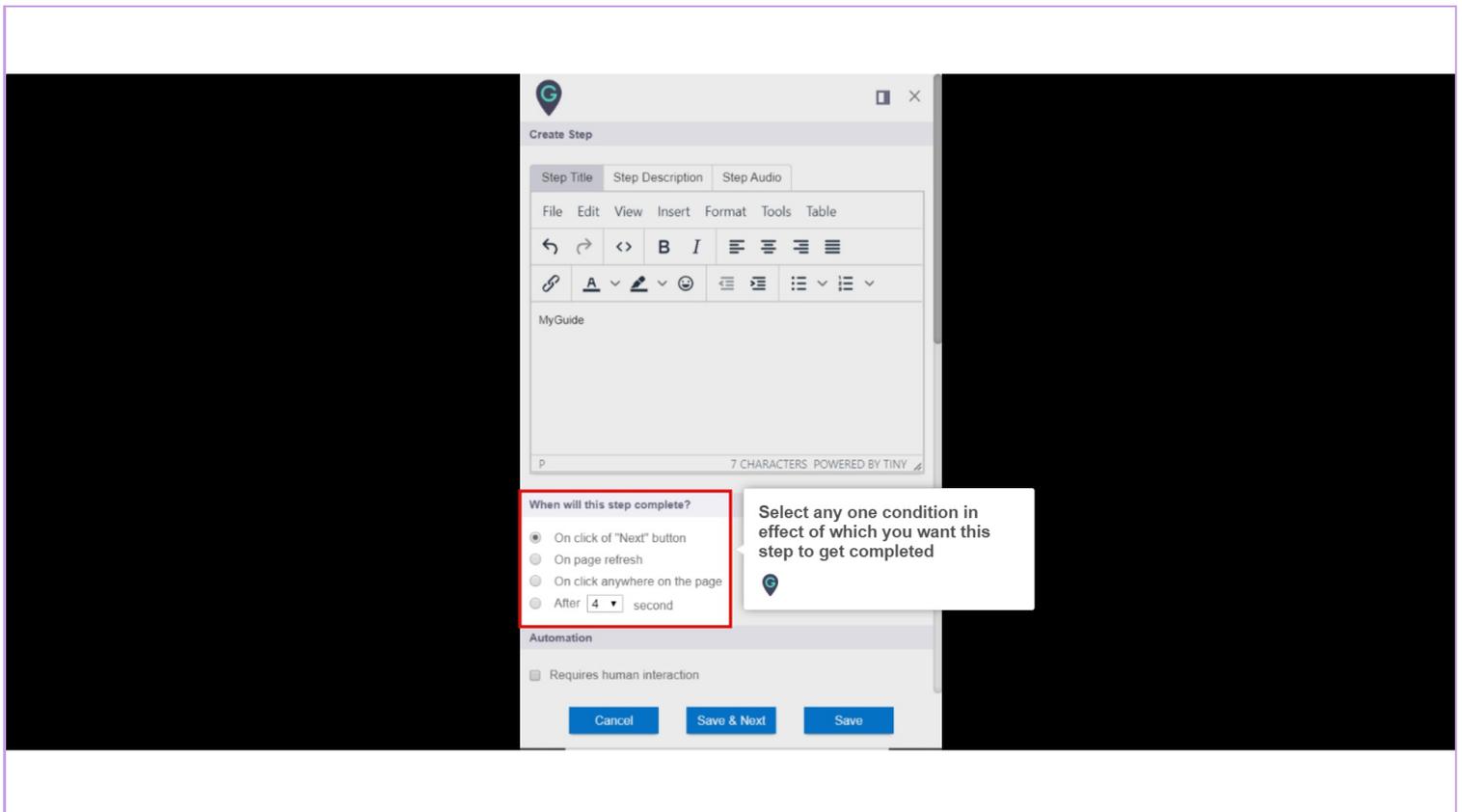
Require

You can use text formatting tools to customize step's title and description

Enter Step title and Description to the step

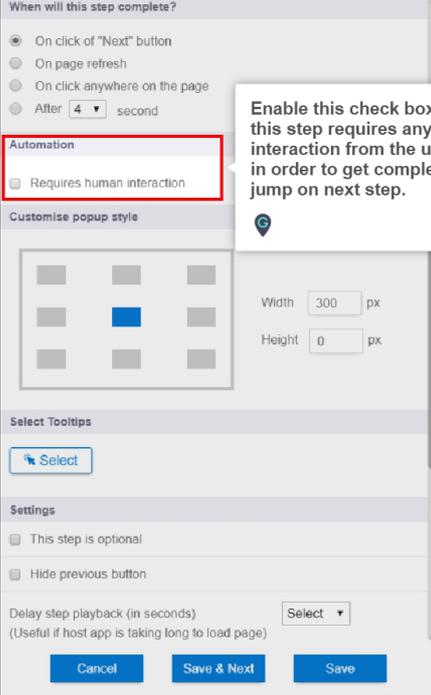
## Step: 10

Select any one condition in effect of which you want this step to get completed



## Step: 11

Enable this check box, in case this step requires any input or interaction from the user's end in order to get completed and to jump on next step.



The screenshot displays a configuration panel for a step. The 'When will this step complete?' section includes radio buttons for 'On click of "Next" button', 'On page refresh', 'On click anywhere on the page', and 'After 4 second'. The 'Automation' section features a checkbox labeled 'Requires human interaction', which is highlighted with a red rectangular box. A callout box with a location pin icon points to this checkbox and contains the text: 'Enable this check box, in case this step requires any input or interaction from the user's end in order to get completed and to jump on next step.' Below the 'Automation' section are 'Customize popup style' (a 3x3 grid of squares with the center one blue), 'Select Tooltips' (a 'Select' button), 'Settings' (checkboxes for 'This step is optional' and 'Hide previous button'), and 'Delay step playback (in seconds)' (a 'Select' dropdown menu). At the bottom are 'Cancel', 'Save & Next', and 'Save' buttons.

## Step: 12

1) From here you can choose the position of the popup. 2) Also, you can set the popup width and height within the allowed limit I. Default limit for Width - 300 II. Minimum & Maximum Allowed limit for Width - 250 to 1000 pixels III. Default limit for Height - 0 IV. Minimum & Maximum Allowed limit for Height - 100 to 1000 pixels

The screenshot shows a configuration panel for a popup. The 'Customize popup style' section includes a 3x3 grid of position options, with the center option selected. To the right of the grid are input fields for 'Width' (set to 300 px) and 'Height' (set to 0 px). Below the grid is a 'Select Tooltips' button. The 'Settings' section includes checkboxes for 'This step is optional' and 'Hide previous button', and a 'Delay step playback (in seconds)' dropdown menu. At the bottom are 'Cancel', 'Save & Next', and 'Save' buttons.

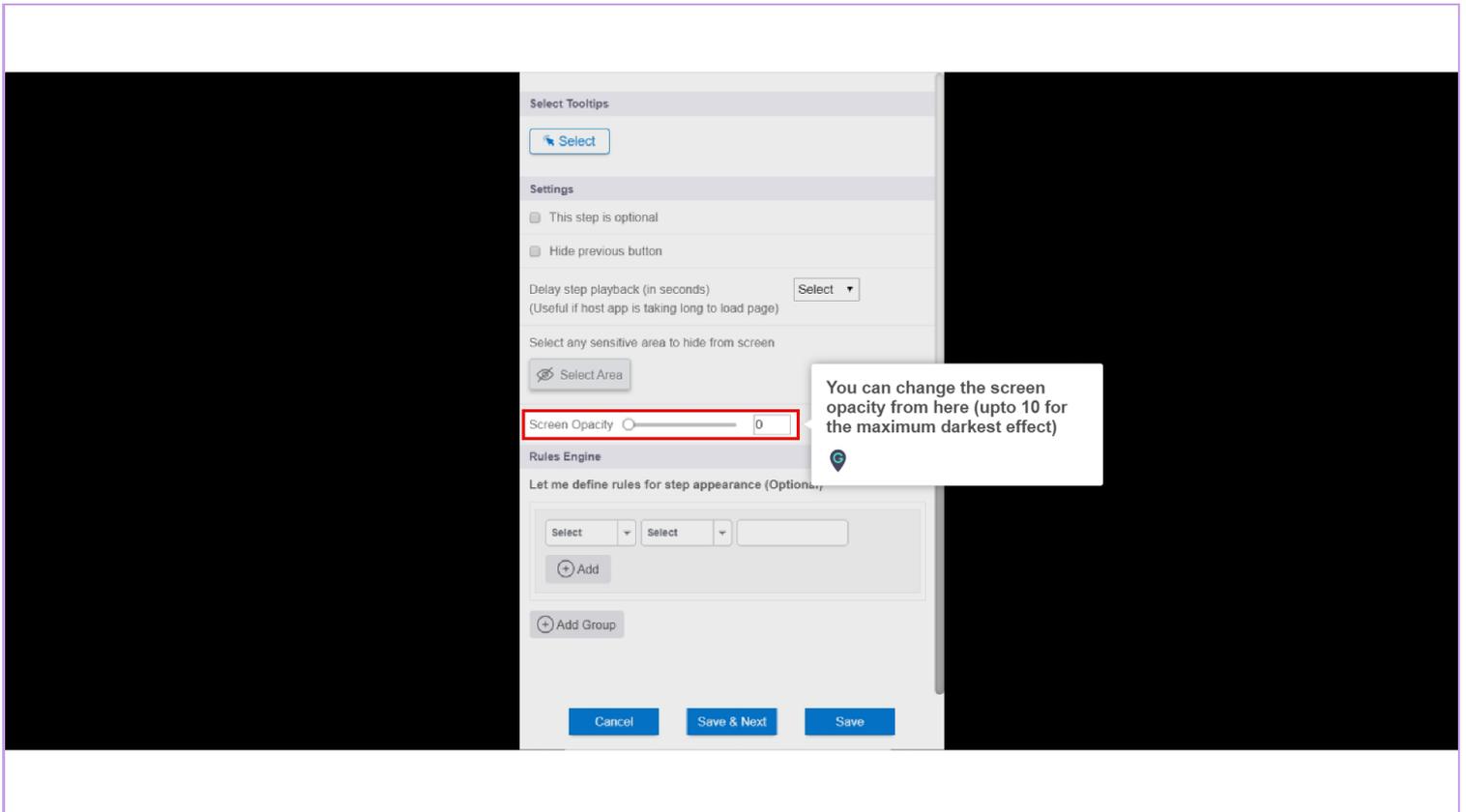
From here you can choose the position of the popup.

Also, you can set the popup width and height within the allowed limit

- I. Default limit for Width - 300
- II. Minimum & Maximum Allowed limit for Width - 250 to 1000 pixels
- III. Default limit for Height - 0
- IV. Minimum & Maximum Allowed limit for Height - 100 to 1000 pixels

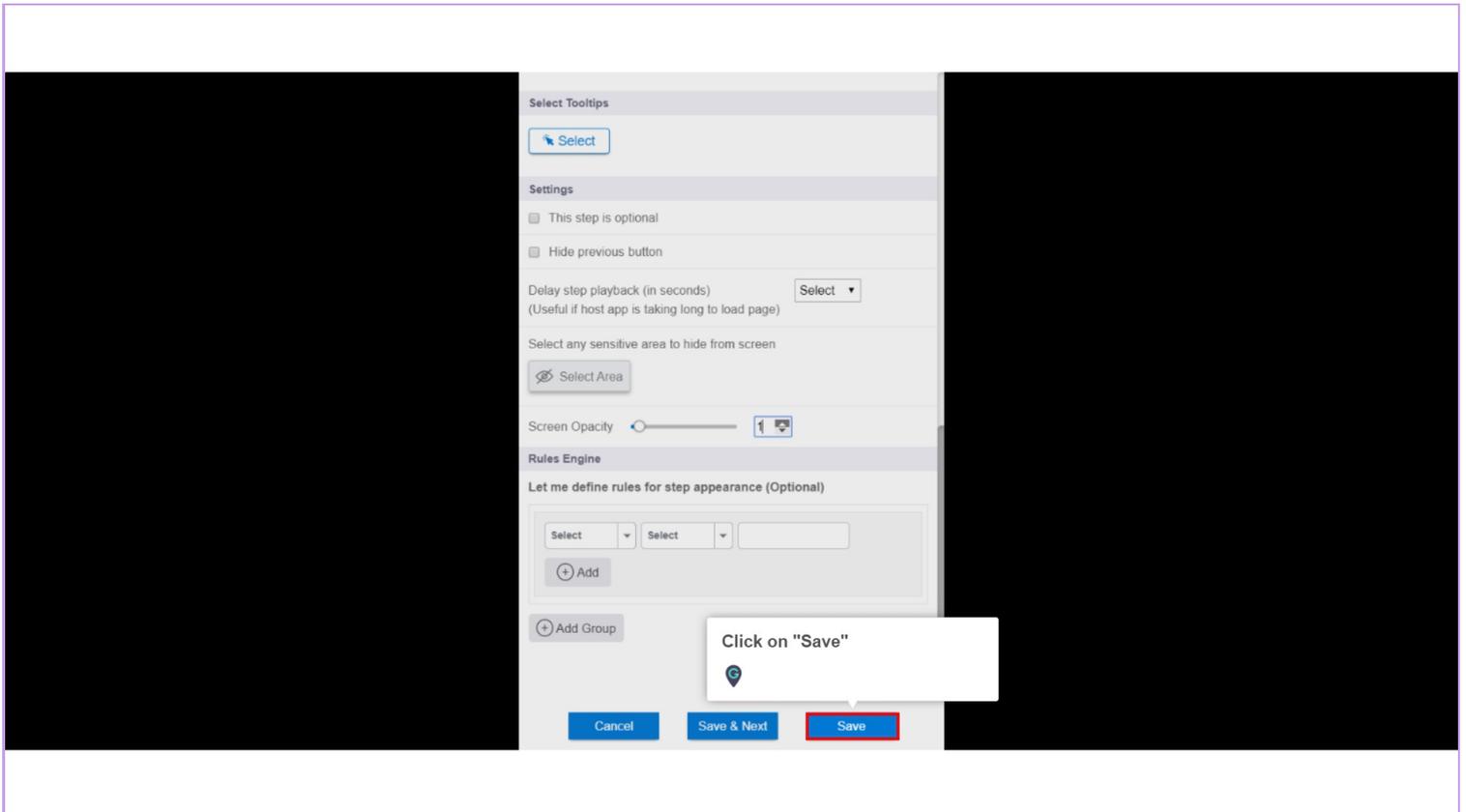
## Step: 13

You can change the screen opacity from here (upto 10 for the maximum darkest effect)



## Step: 14

Click on "Save"



# Thank You!

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