myGuide

by edcast
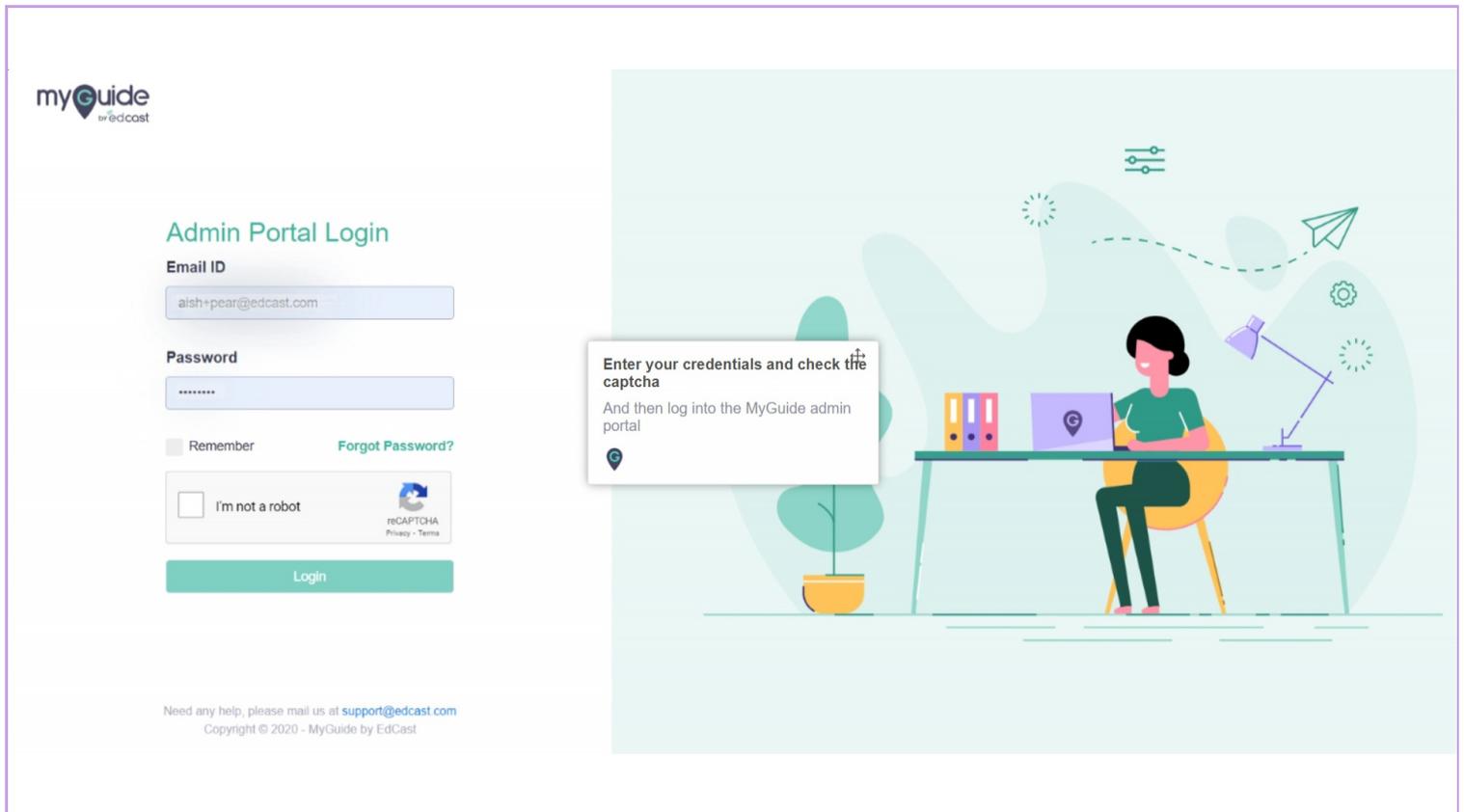
How to Add Users to MyGuide Admin

Enter your credentials and check the captcha

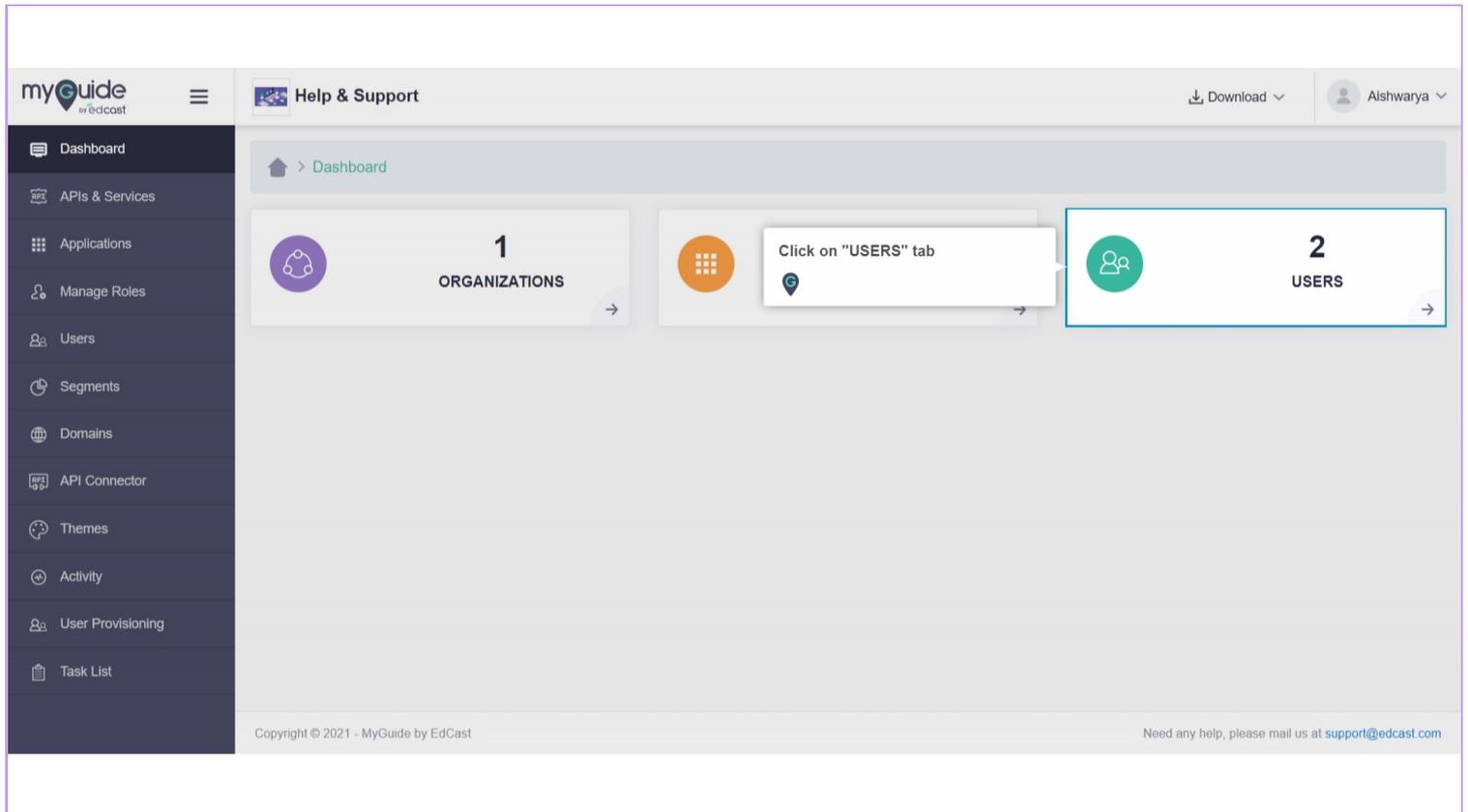And then log into the MyGuide admin portal

Click on "USERS" tab

Step: 03

Click on "Add User"

Step: 04

Enter "First Name"

Step: 05

Enter "Last Name"

Step: 06

Enter the email ID of the user

Assign a role to your user from here

Below are the roles:
1) Administrator 2) App Admin 3) Creator 4) Player

Select "Organization Role" from here

Organization role is required for application segmentation. By default the default role is assigned to the Home app and if we select the default role from here for a user, that means the user will be able to access the Home app.

If you have enabled segmentation for your org and you want to target the guides based on the segmentation attributes, then you would have to assign the respective attributes to the user

Click on "Add User"

Step: 11

To edit the user details click here

Step: 12

To delete the user, click here

Step: 13

You can change the password of a user from here

From here, you can sign out the user of all the active sessions.

Step: 15

You can search for a user from here

Step: 16

From here you can filter your search results

Thank you

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