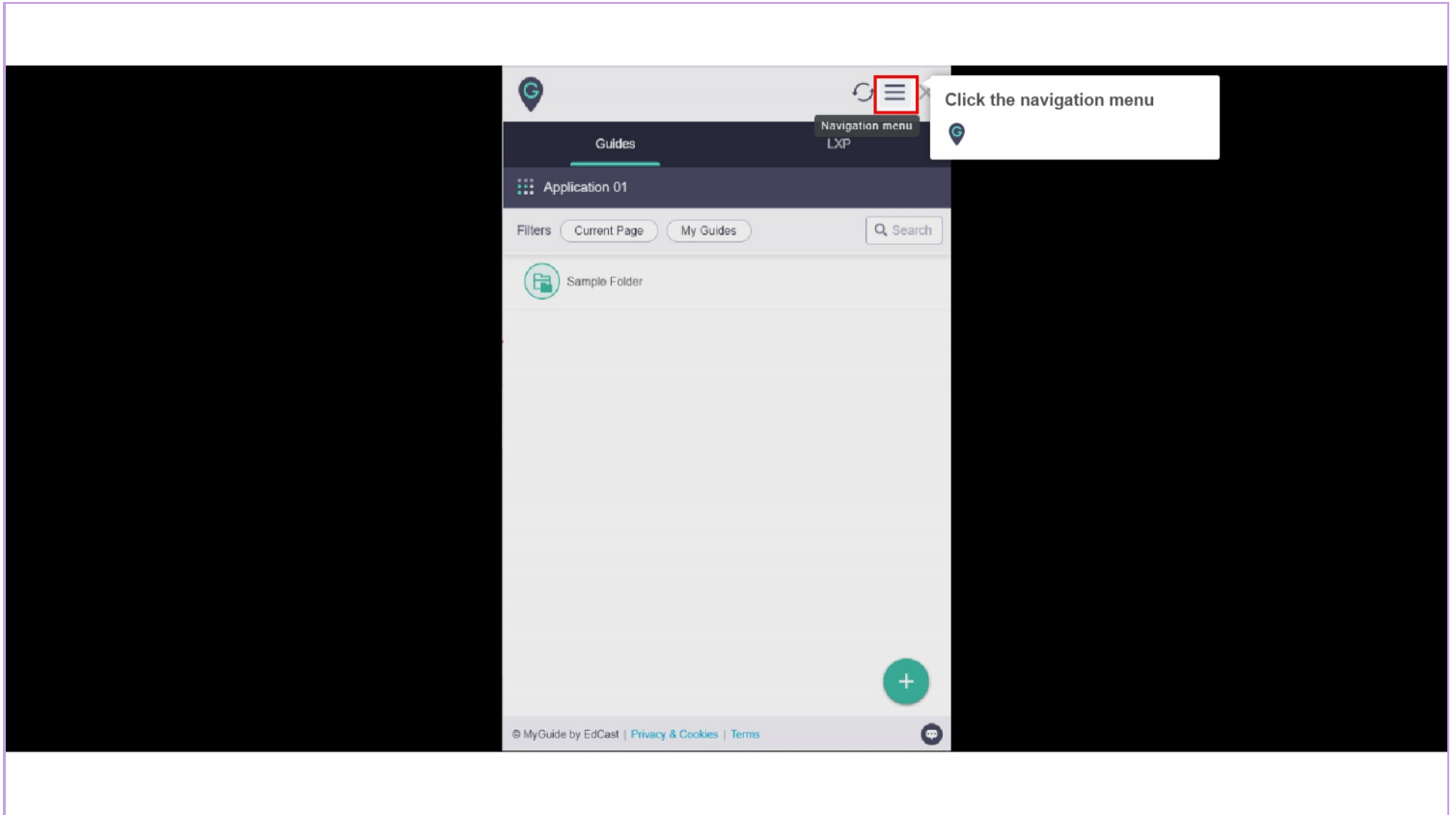




How to Check Task Status

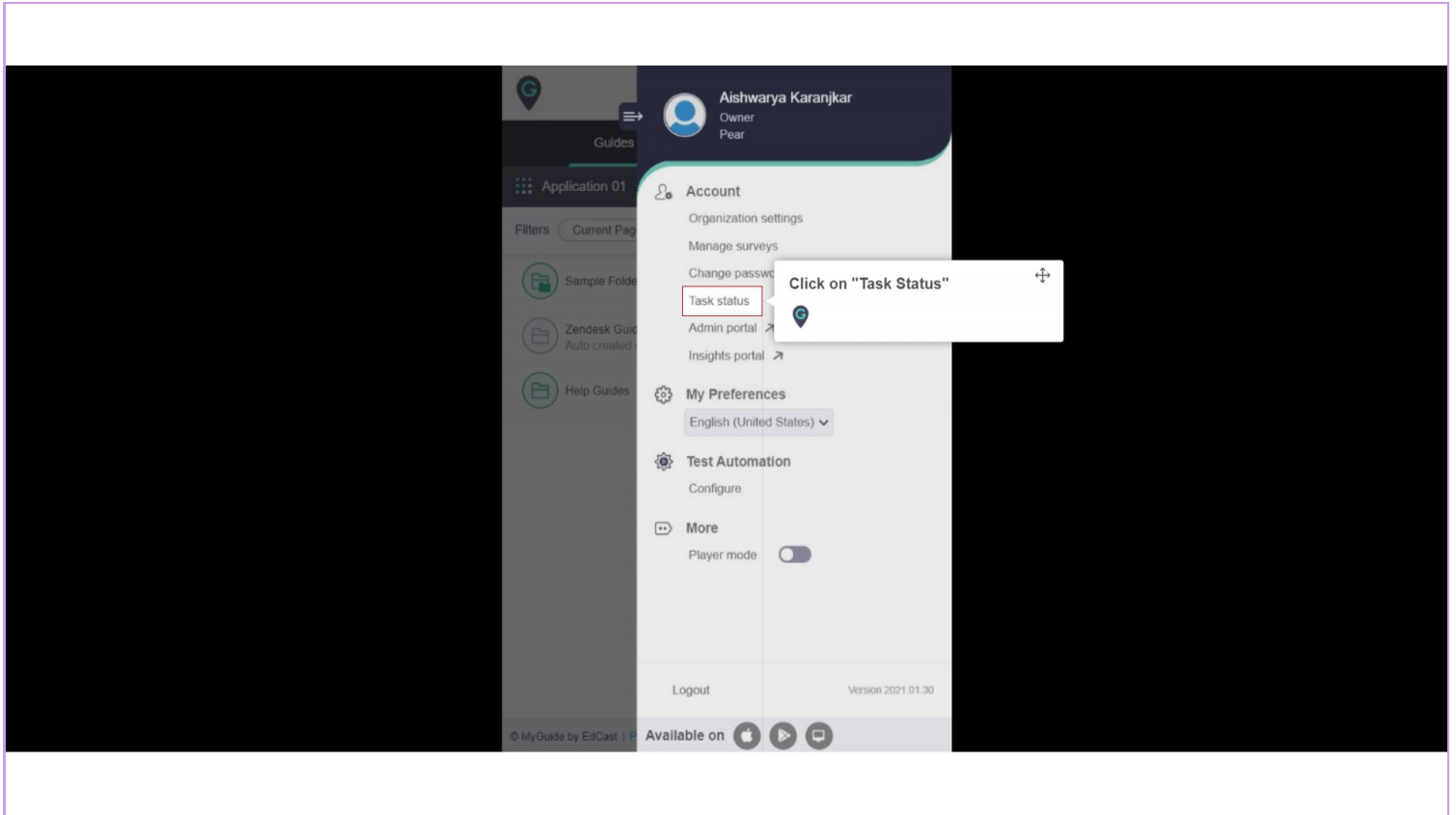
Step: 01

1) Click the navigation menu



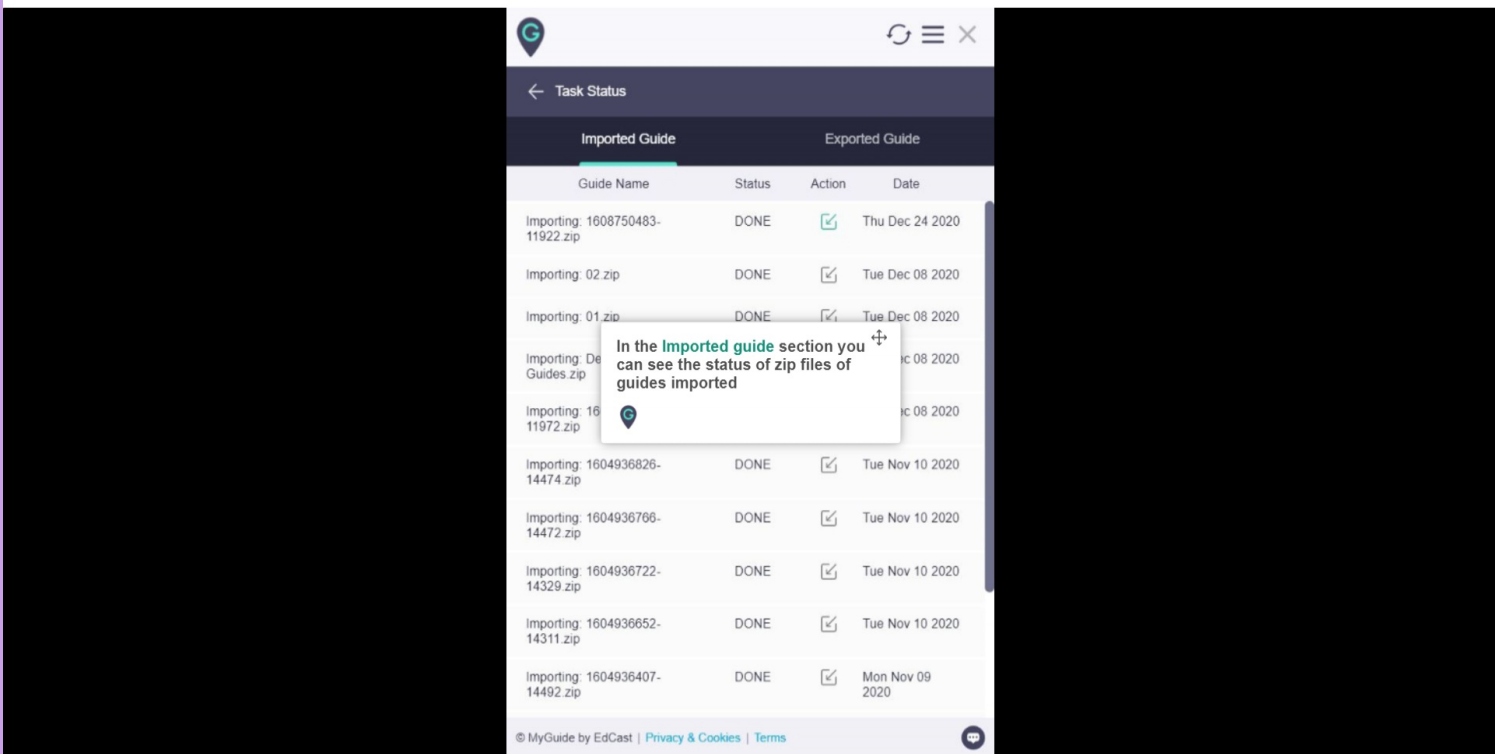
Step: 02

1) Click on "Task Status"



Step: 03

In the Imported guide section you can see the status of zip files of guides imported

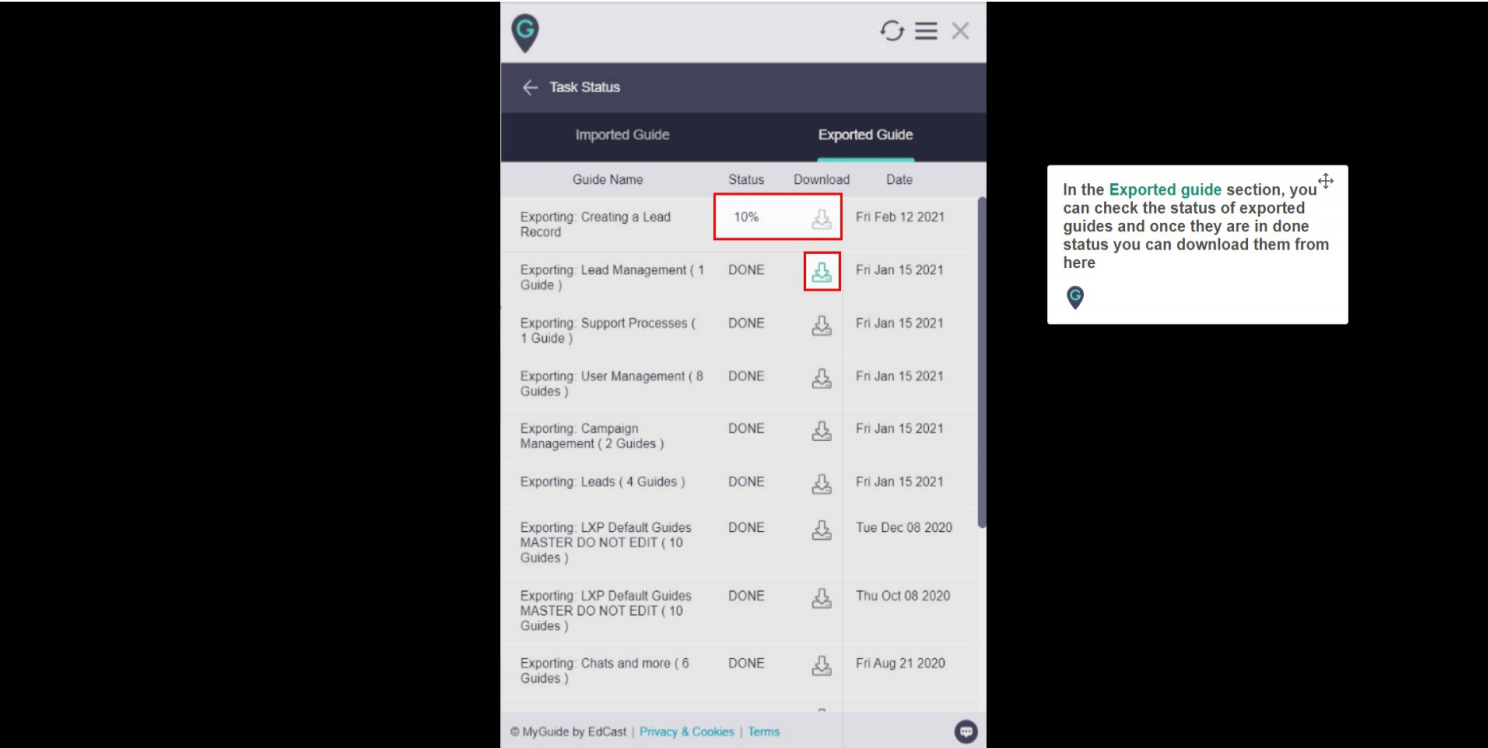


The screenshot displays the 'Task Status' page in the MyGuide by EdCast interface. The page is divided into two main sections: 'Imported Guide' and 'Exported Guide'. The 'Imported Guide' section is active, showing a table of imported guides. The table has four columns: 'Guide Name', 'Status', 'Action', and 'Date'. All guides listed have a status of 'DONE' and a checkmark icon in the 'Action' column. The dates range from November 9, 2020, to December 24, 2020. A callout box is overlaid on the table, stating: 'In the Imported guide section you can see the status of zip files of guides imported'. The footer of the page includes the copyright notice '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small circular icon.










Guide Name	Status	Action	Date
Importing: 1608750483-11922.zip	DONE	✓	Thu Dec 24 2020
Importing: 02.zip	DONE	✓	Tue Dec 08 2020
Importing: 01.zip	DONE	✓	Tue Dec 08 2020
Importing: De Guides.zip	DONE	✓	Dec 08 2020
Importing: 16 11972.zip	DONE	✓	Dec 08 2020
Importing: 1604936826-14474.zip	DONE	✓	Tue Nov 10 2020
Importing: 1604936766-14472.zip	DONE	✓	Tue Nov 10 2020
Importing: 1604936722-14329.zip	DONE	✓	Tue Nov 10 2020
Importing: 1604936652-14311.zip	DONE	✓	Tue Nov 10 2020
Importing: 1604936407-14492.zip	DONE	✓	Mon Nov 09 2020

Step: 04

In the Exported guide section, you can check the status of exported guides and once they are in done status you can download them from here



The screenshot displays the 'Task Status' page in the MyGuide application, specifically the 'Exported Guide' tab. The page shows a table of guides being exported, with columns for Guide Name, Status, Download, and Date. The first row, 'Exporting: Creating a Lead Record', is highlighted with a red box around the '10%' status and the download icon. Other guides are listed with a 'DONE' status and download icons. A callout box on the right side of the screen provides instructions: 'In the Exported guide section, you can check the status of exported guides and once they are in done status you can download them from here'.

Guide Name	Status	Download	Date
Exporting: Creating a Lead Record	10%		Fri Feb 12 2021
Exporting: Lead Management (1 Guide)	DONE		Fri Jan 15 2021
Exporting: Support Processes (1 Guide)	DONE		Fri Jan 15 2021
Exporting: User Management (8 Guides)	DONE		Fri Jan 15 2021
Exporting: Campaign Management (2 Guides)	DONE		Fri Jan 15 2021
Exporting: Leads (4 Guides)	DONE		Fri Jan 15 2021
Exporting: LXP Default Guides MASTER DO NOT EDIT (10 Guides)	DONE		Tue Dec 08 2020
Exporting: LXP Default Guides MASTER DO NOT EDIT (10 Guides)	DONE		Thu Oct 08 2020
Exporting: Chats and more (6 Guides)	DONE		Fri Aug 21 2020

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Step: 05

The exported guide will be downloaded as a zip package

The screenshot displays a web browser window with the Google homepage. On the right side, a 'Task Status' panel is open, showing a list of guides being exported. The panel has two tabs: 'Imported Guide' and 'Exported Guide'. The 'Exported Guide' tab is active, showing a table with columns for 'Guide Name', 'Status', 'Download', and 'Date'. All guides listed have a status of 'DONE'. A notification box in the bottom left corner of the browser window states 'The exported guide will be downloaded as a zip package'. At the bottom of the browser window, a download bar shows a file named '1610710627-151116.zip' with a size of 7.070 MB.

Guide Name	Status	Download	Date
Exporting: Creating a Lead Record	DONE		Fri Feb 12 2021
Exporting: Lead Management (1 Guide)	DONE		Fri Jan 15 2021
Exporting: Support Processes (1 Guide)	DONE		Fri Jan 15 2021
Exporting: User Management (8 Guides)	DONE		Fri Jan 15 2021
Exporting: Campaign Management (2 Guides)	DONE		Fri Jan 15 2021
Exporting: Leads (4 Guides)	DONE		Fri Jan 15 2021
Exporting: LXP Default Guides MASTER DO NOT EDIT (10 Guides)	DONE		Tue Dec 08 2020
Exporting: LXP Default Guides MASTER DO NOT EDIT (10 Guides)	DONE		Thu Oct 08 2020

Thank you

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