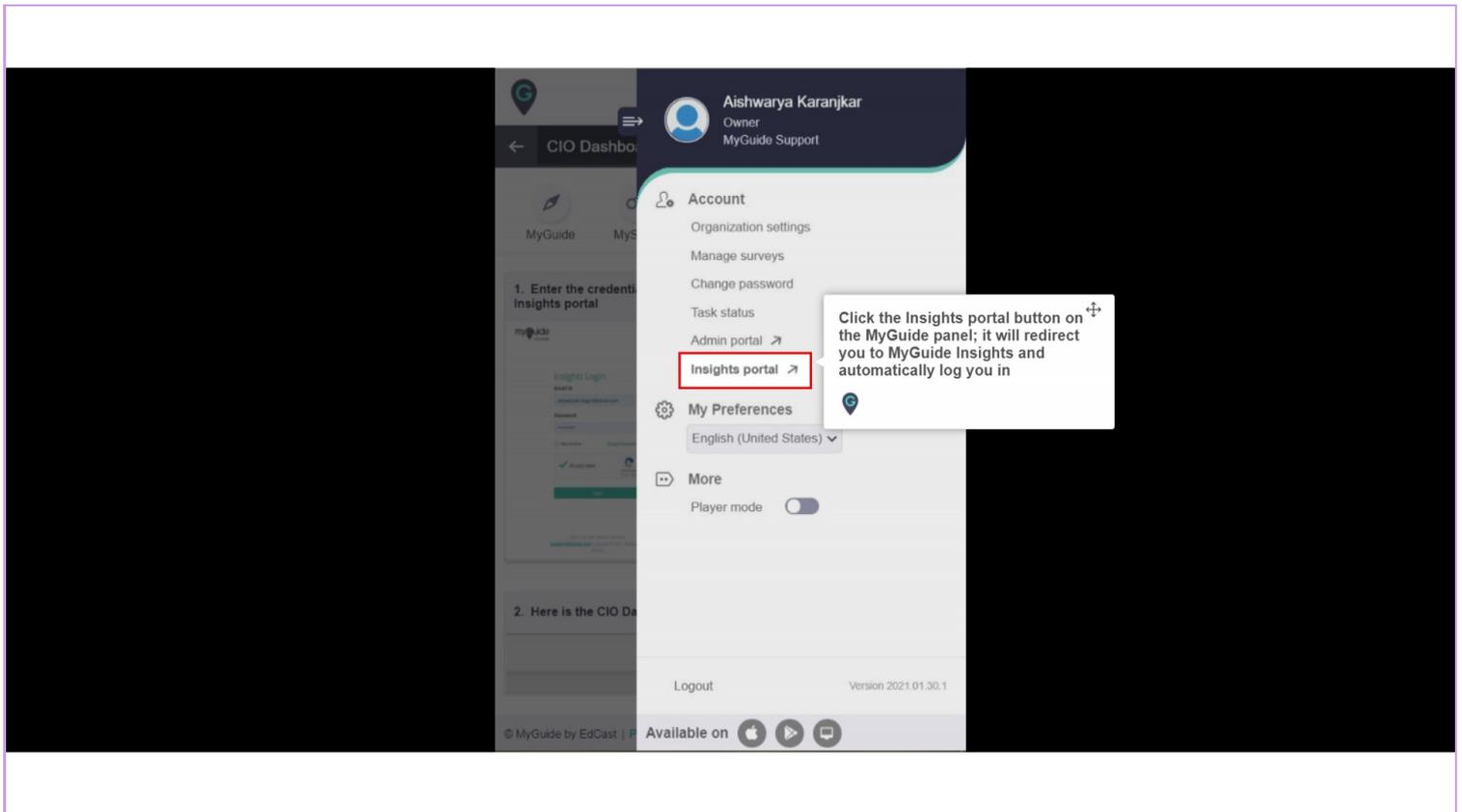




## How to Export Insights Data

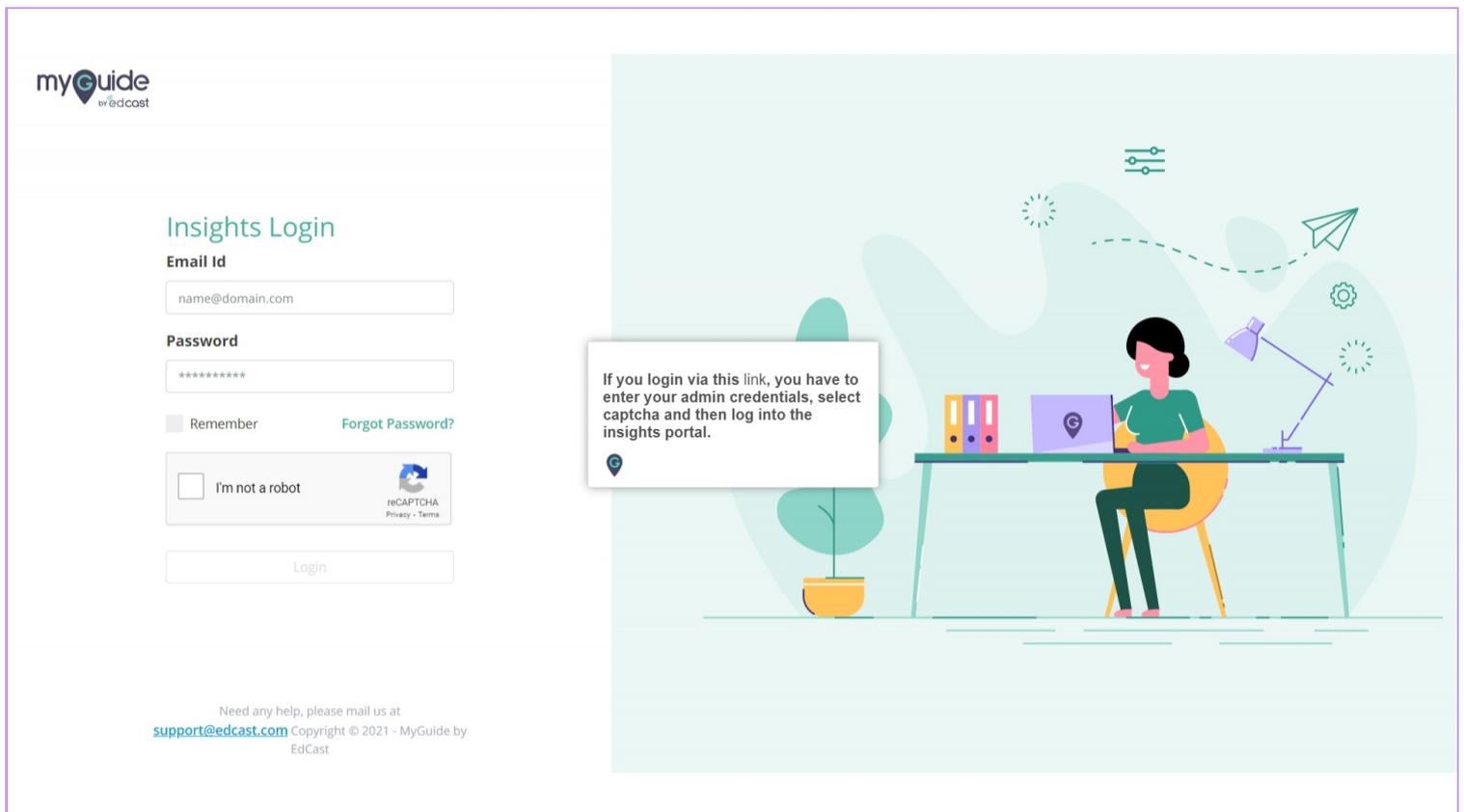
## Step: 01

1) Click the Insights portal button on the MyGuide panel; it will redirect you to MyGuide Insights and automatically log you in



## Step: 02

If you login via this link, you have to enter your admin credentials, select captcha and then log into the insights portal.



The screenshot displays the 'myGuide by edcast' Insights Login interface. The page features a white background with a light blue header containing the logo. The main content area is titled 'Insights Login' and includes the following elements:

- Email Id:** A text input field containing 'name@domain.com'.
- Password:** A text input field with masked characters '\*\*\*\*\*'.
- Remember:** A checkbox labeled 'Remember'.
- Forgot Password?:** A link for password recovery.
- reCAPTCHA:** A section with the text 'I'm not a robot' and a reCAPTCHA logo.
- Login:** A button to submit the login information.

At the bottom of the page, there is a footer with the text: 'Need any help, please mail us at [support@edcast.com](mailto:support@edcast.com) Copyright © 2021 - MyGuide by EdCast'.

Overlaid on the right side of the screenshot is an illustration of a person sitting at a desk with a laptop, surrounded by icons representing technology and productivity. A white callout box with a location pin icon is positioned over the illustration, containing the text: 'If you login via this link, you have to enter your admin credentials, select captcha and then log into the insights portal.'

# Step: 03

## Go to "Export"

The screenshot shows the myGuide Analytics dashboard for 'Analytics Org Parag Test'. The interface includes a left-hand navigation menu with options like 'CIO Dashboard', 'Guide Insights', 'Guides', 'Tooltips', 'User Engagement', 'Searches', 'Export', 'Survey', and 'Automation Insights'. The 'Export' option is highlighted. A callout box points to the 'Export' button with the text 'Go to "Export"'. The main content area displays a word cloud with terms like 'skip', 'all steps', 'guide', 'survey', 'create', 'mex', 'sirbey', and 'branch'. Below the word cloud is a horizontal bar chart with five segments labeled '≥ 1' through '≥ 5'. At the bottom, a table lists search keywords with their respective metrics.

Keyword	No. of Searches	Avg. Result Returned	Clicks
create	3	2	0
inlin	2	2	0
branchin	2	1	0
survey	2	2	1
trans	2	1	0

# Step: 04

Select date range from here

The screenshot shows the myGuide Analytics interface for 'Analytics Org Parag Test'. An 'Export Excel' dialog box is open, allowing the user to select a date range. The date range is currently set to '24 Aug 2020 to 19 Feb 2021'. Below the date range, there are three checkboxes: 'GuideMe' (checked), 'ShowMe' (checked), and 'TestMe' (checked). At the bottom of the dialog, there are two options: 'Download' and 'View Online', separated by 'OR'. A callout box with the text 'Select date range from here' points to the date range dropdown menu.

myGuide Analytics Org Parag Test

Export Excel

Select Date Range: 24 Aug 2020 to 19 Feb 2021

GuideMe  ShowMe  TestMe

Don't have an Excel viewer?

Download OR View Online

Select date range from here

Search Summary

Summary

Show Entries: 5

Keyword	No. of Searches	Avg. Result Returned	Clicks
create	3	2	0
inlin	2	2	0
branchin	2	1	0
survey	2	2	1
trans	2	1	0

## Step: 05

You can uncheck the ones whose data you don't want

The screenshot displays the 'myGuide by edcast' Analytics interface for 'Analytics Org Parag Test'. An 'Export Excel' dialog box is open, allowing the user to select a date range (24 Aug 2020 to 19 Feb 2021) and choose which data sources to export. The dialog box includes three items: GuideMe, ShowMe, and TestMe, each with a checked checkbox. A callout box points to the checkboxes with the text 'You can uncheck the ones whose data you don't want'. The background shows a search summary table with columns for Keyword, No. of Searches, Avg. Result Returned, and Clicks.

Keyword	No. of Searches	Avg. Result Returned	Clicks
create	3	2	0
inlin	2	2	0
branchin	2	1	0
survey	2	2	1
trans	2	1	0

## Step: 06

### Click on "Download"

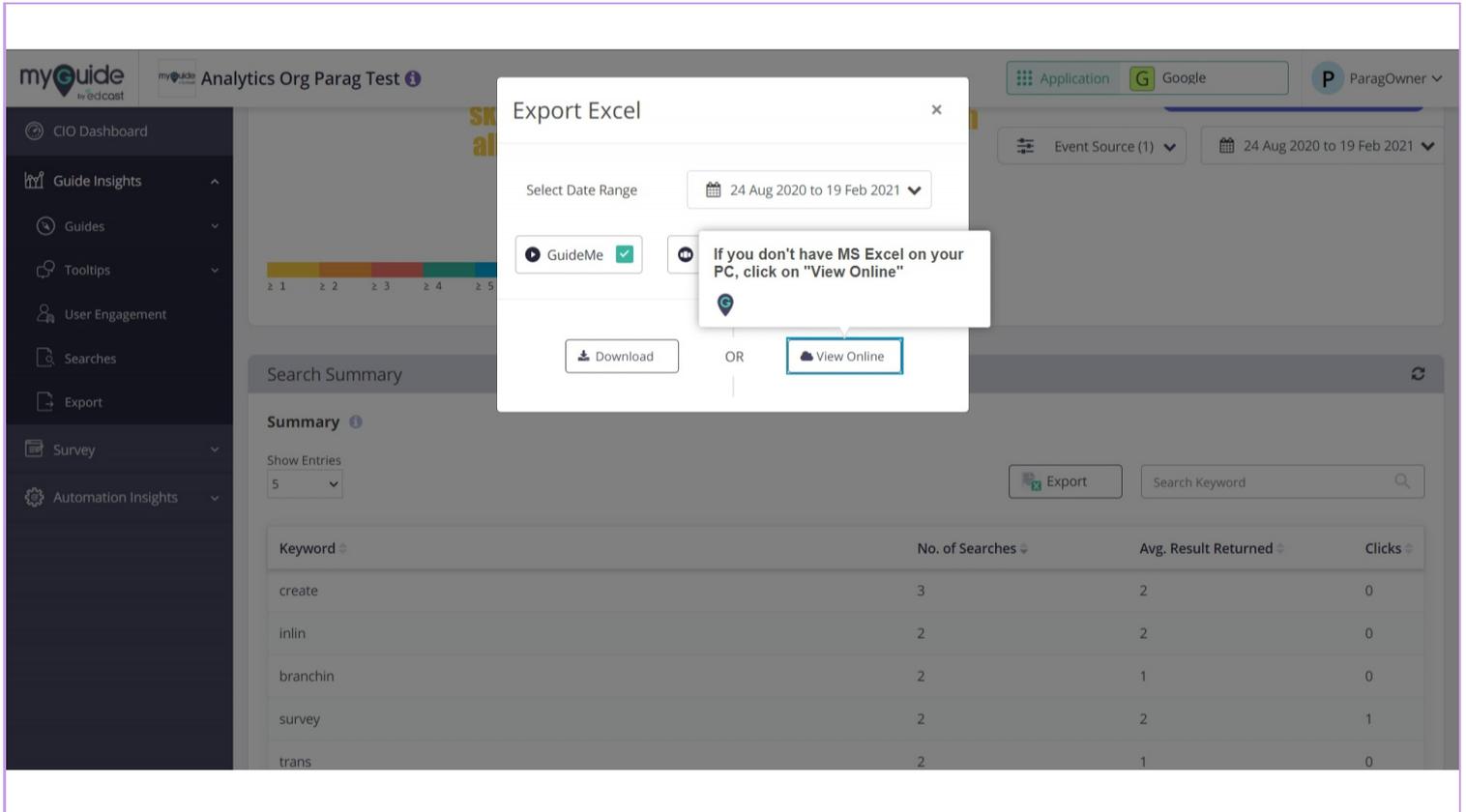
This action will download an excel file to your local system

The screenshot displays the 'myGuide Analytics Org Parag Test' interface. A modal window titled 'Export Excel' is open, allowing users to select a date range (24 Aug 2020 to 19 Feb 2021) and choose which data sources to include: GuideMe, ShowMe, and TestMe. Below these options, there are two buttons: 'Download' and 'View Online'. The 'Download' button is highlighted with a red box, and a tooltip points to it with the text: 'Click on "Download" This action will download an excel file to your local system'. The background shows a search summary table with the following data:

Keyword	No. of Searches	Avg. Result Returned	Clicks
create	3	2	0
inlin	2	2	0
branchin	2	1	0
survey	2	2	1
trans	2	1	0

## Step: 07

If you don't have MS Excel on your PC, click on "View Online"



The screenshot shows the myGuide Analytics interface for 'Analytics Org Parag Test'. An 'Export Excel' dialog box is open, displaying a date range of '24 Aug 2020 to 19 Feb 2021'. The dialog includes a 'Download' button and a 'View Online' button, which is highlighted with a red box. A tooltip points to the 'View Online' button with the text: 'If you don't have MS Excel on your PC, click on "View Online"'. The background shows a search summary table with columns for Keyword, No. of Searches, Avg. Result Returned, and Clicks.

Keyword	No. of Searches	Avg. Result Returned	Clicks
create	3	2	0
inlin	2	2	0
branchin	2	1	0
survey	2	2	1
trans	2	1	0

# Thank you

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