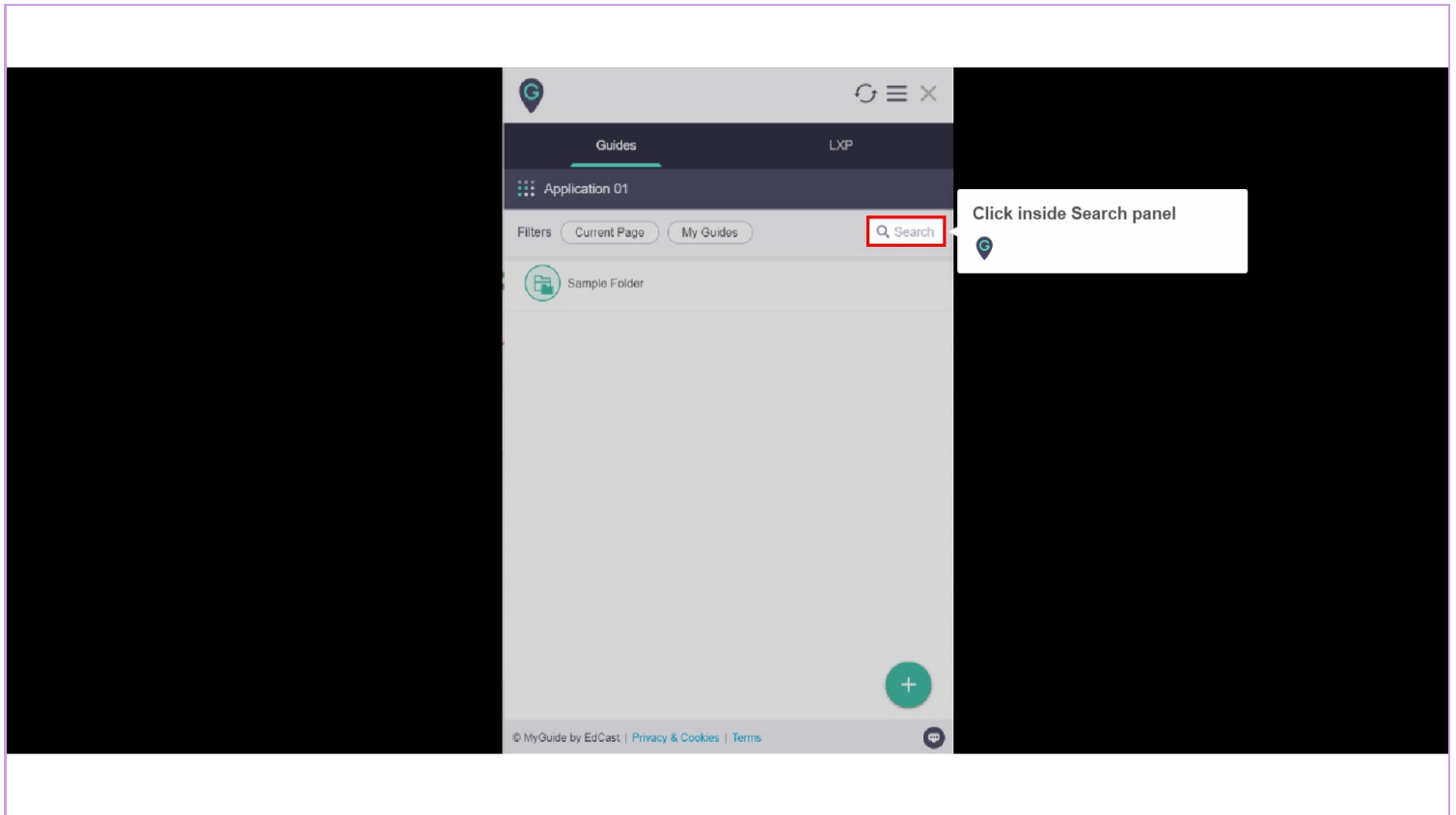




How to Perform Search in MyGuide Creator Extension

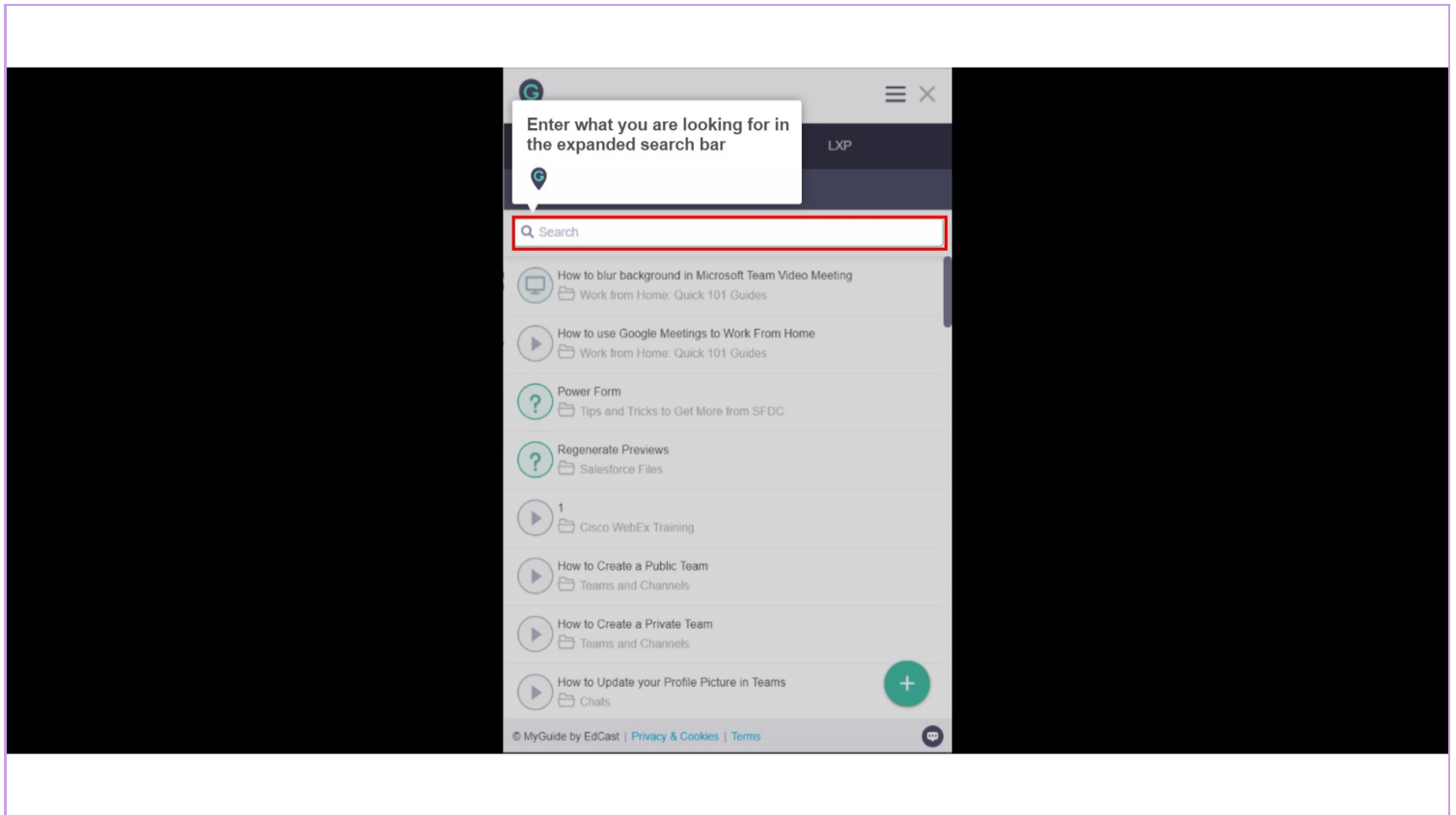
Step: 01

1) Click inside Search panel



Step: 02

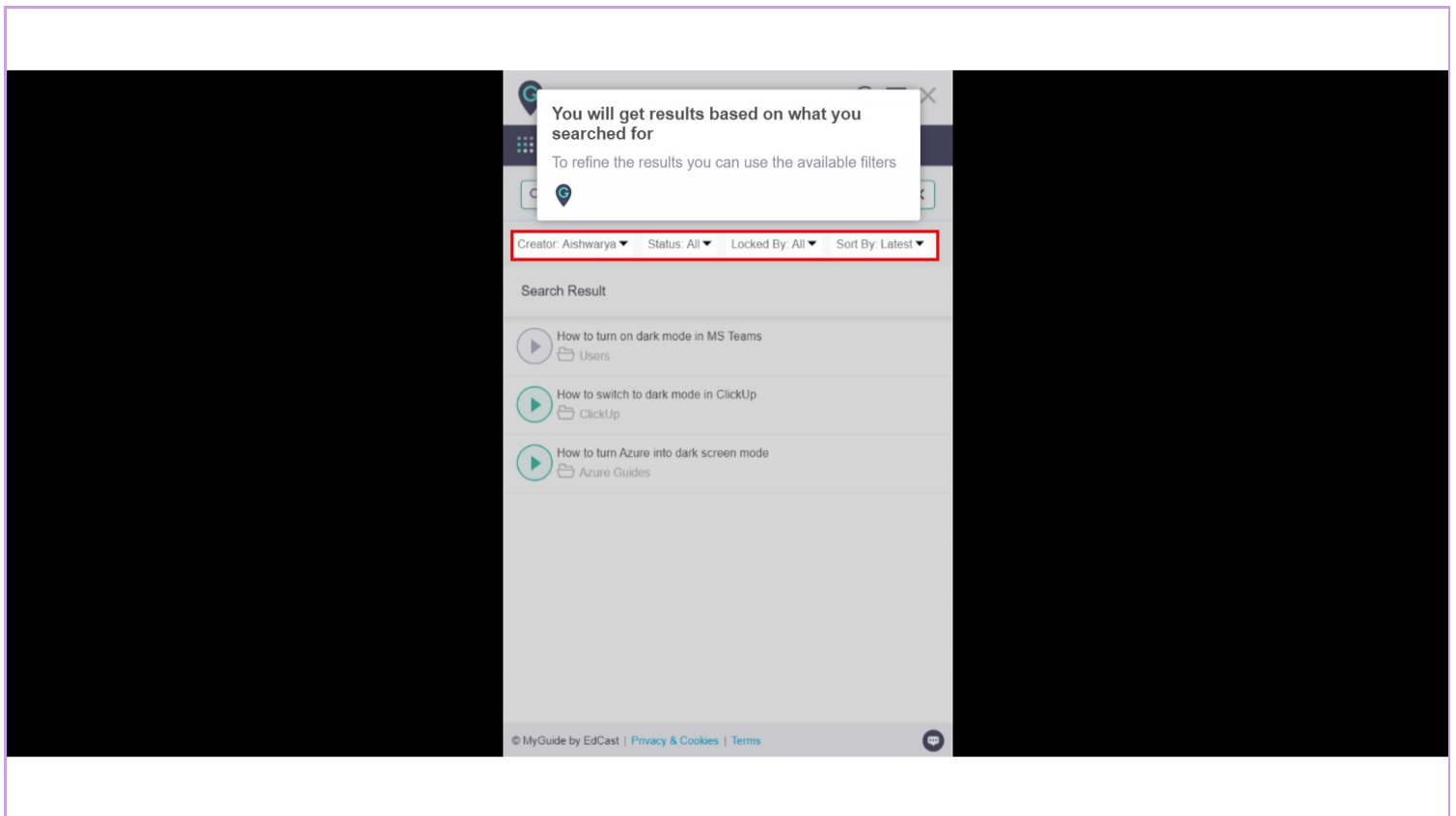
1) Enter what you are looking for in the expanded search bar



Step: 03

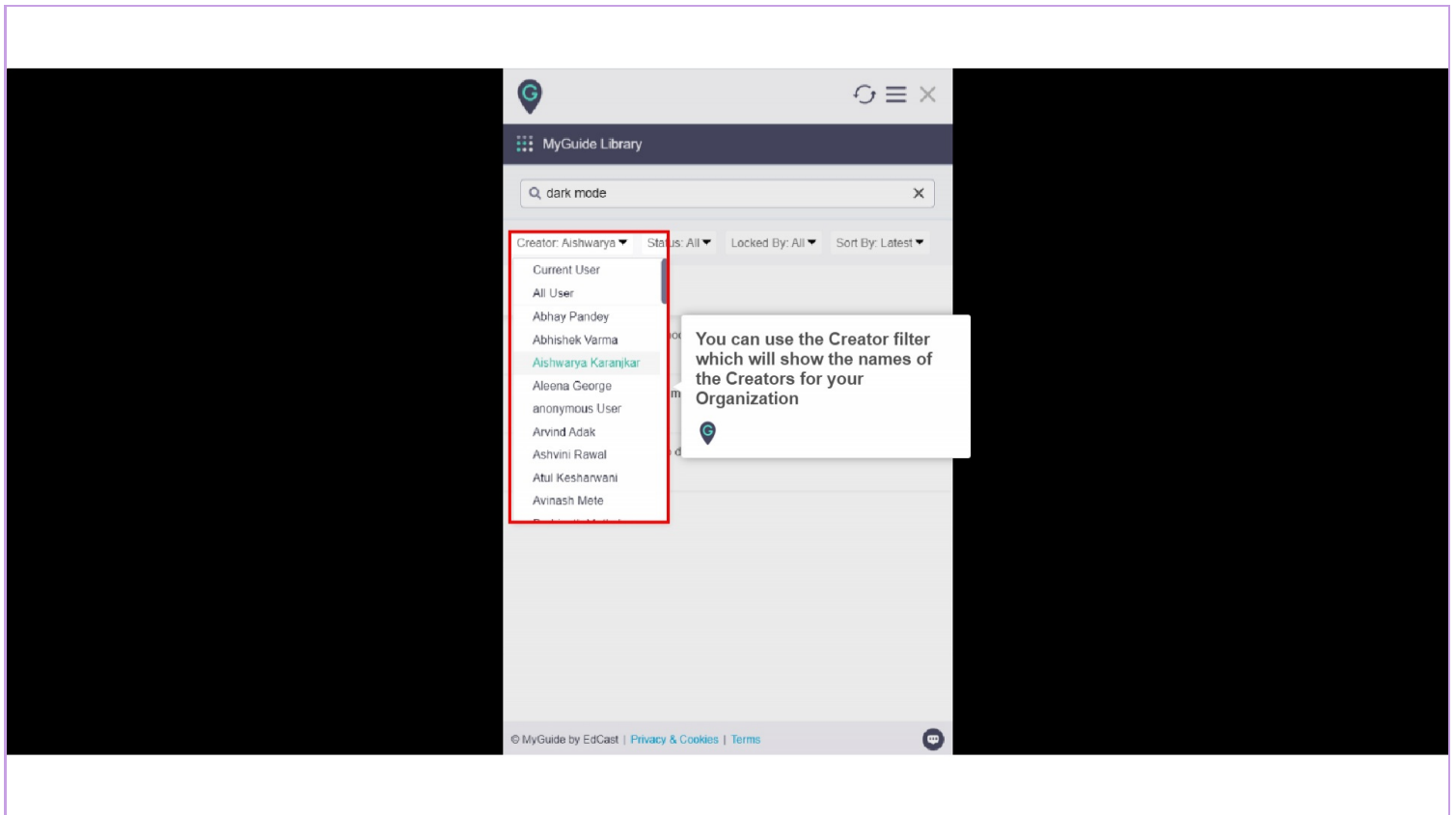
You will get results based on what you searched for

To refine the results you can use the available filters



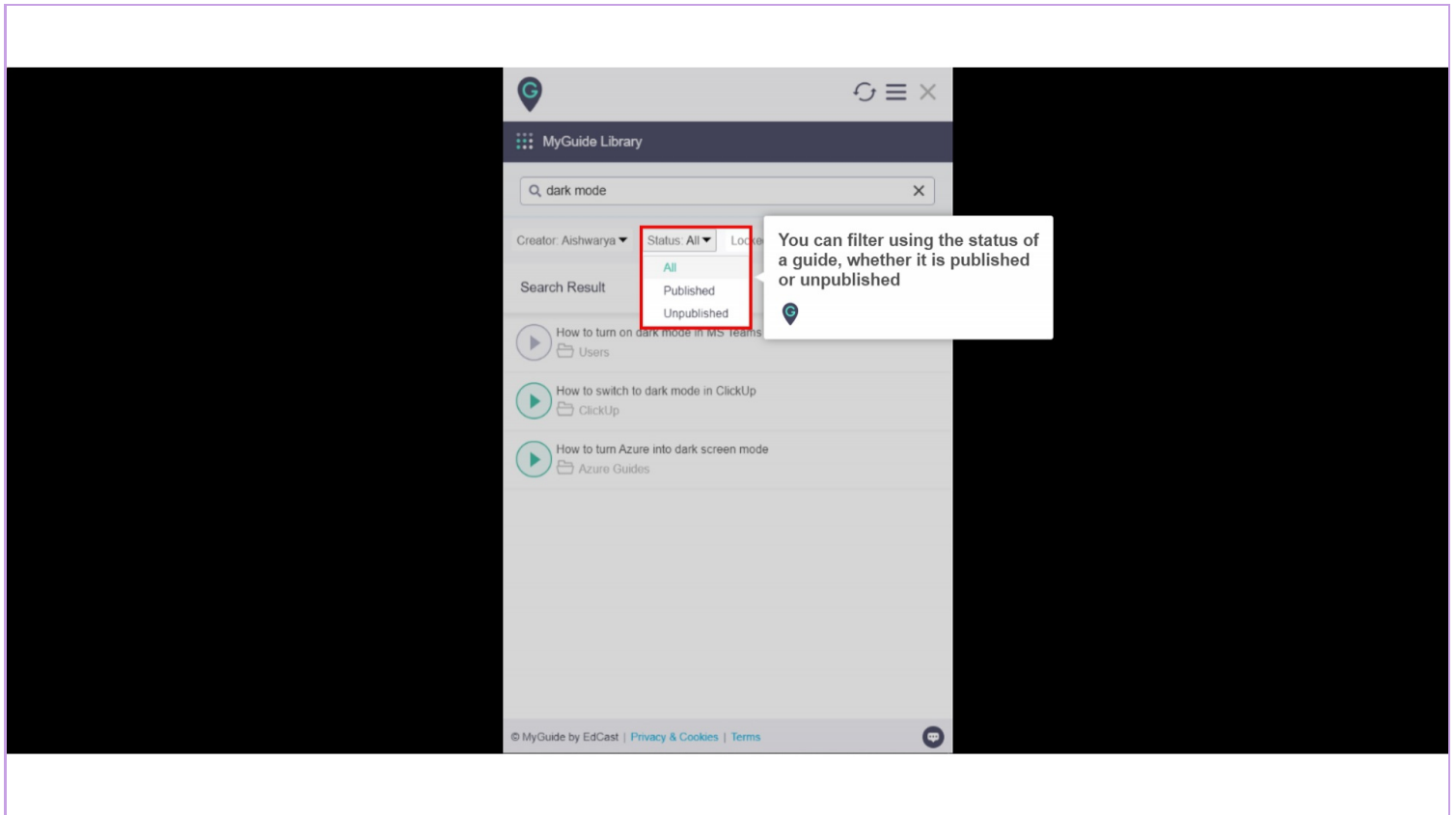
Step: 04

1) You can use the Creator filter which will show the names of the Creators for your Organization



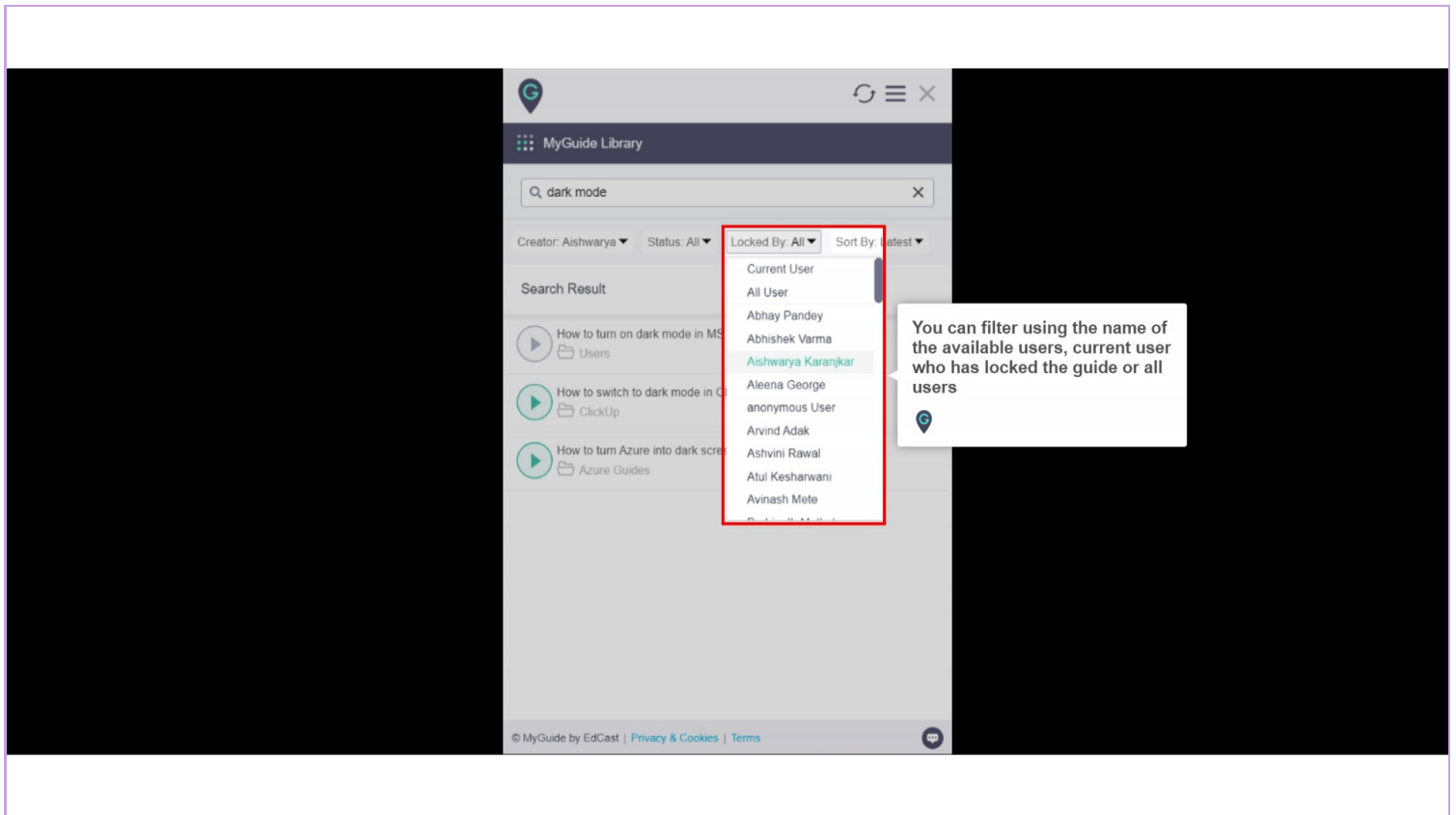
Step: 05

1) You can filter using the status of a guide, whether it is published or unpublished



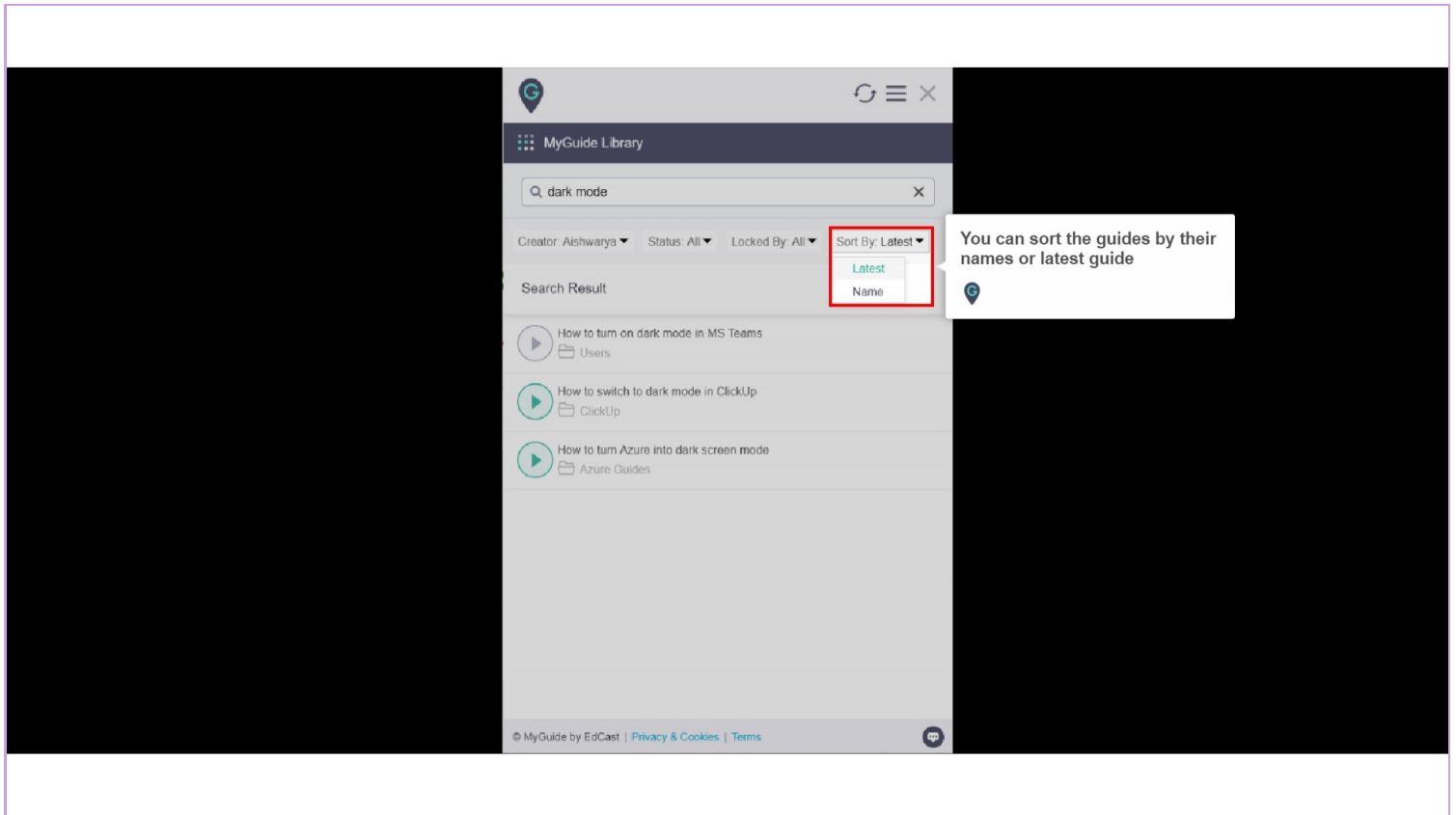
Step: 06

1) You can filter using the name of the available users, current user who has locked the guide or all users



Step: 07

1) You can sort the guides by their names or latest guide



Thank you

myguide.org