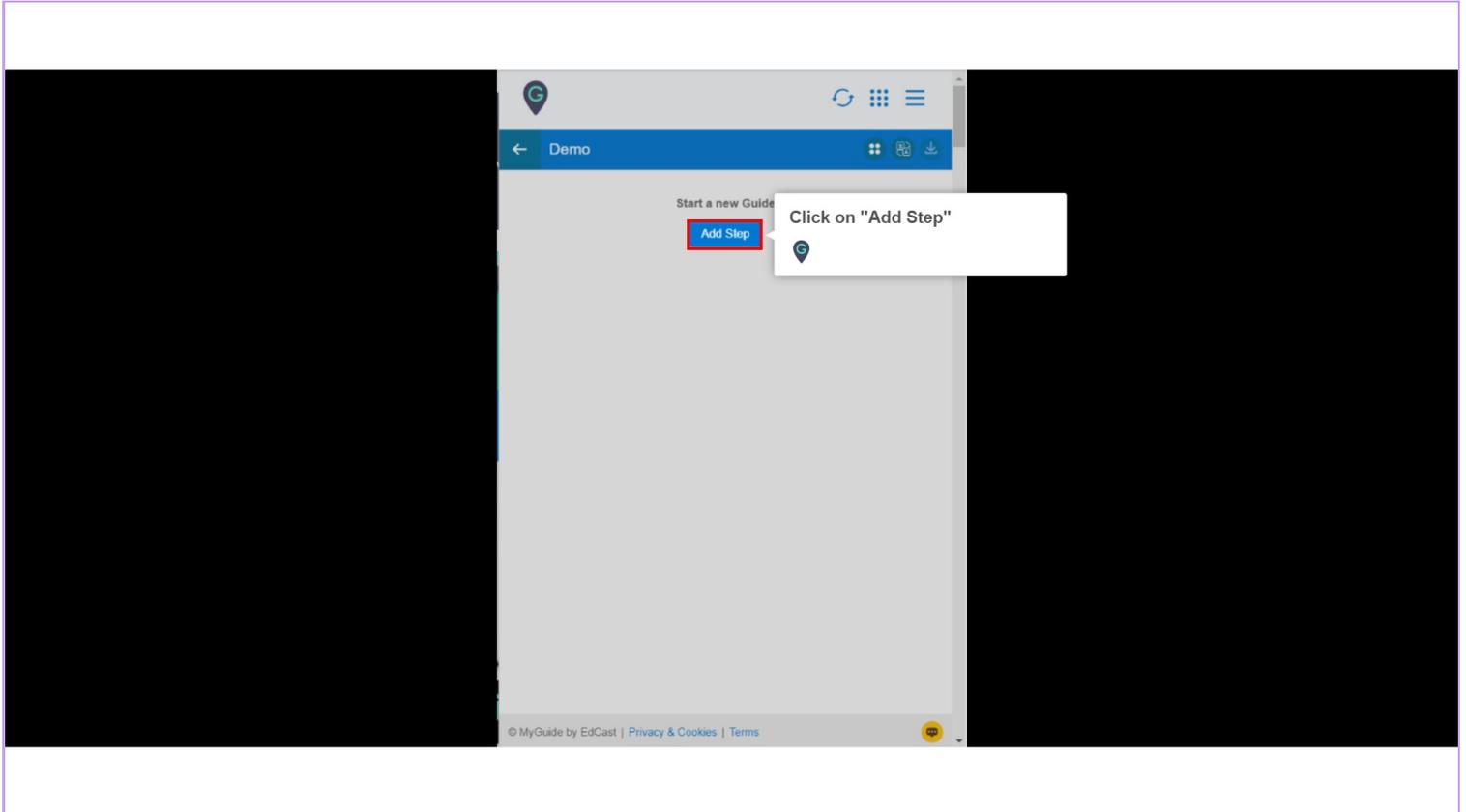




How to Set a Step as Optional

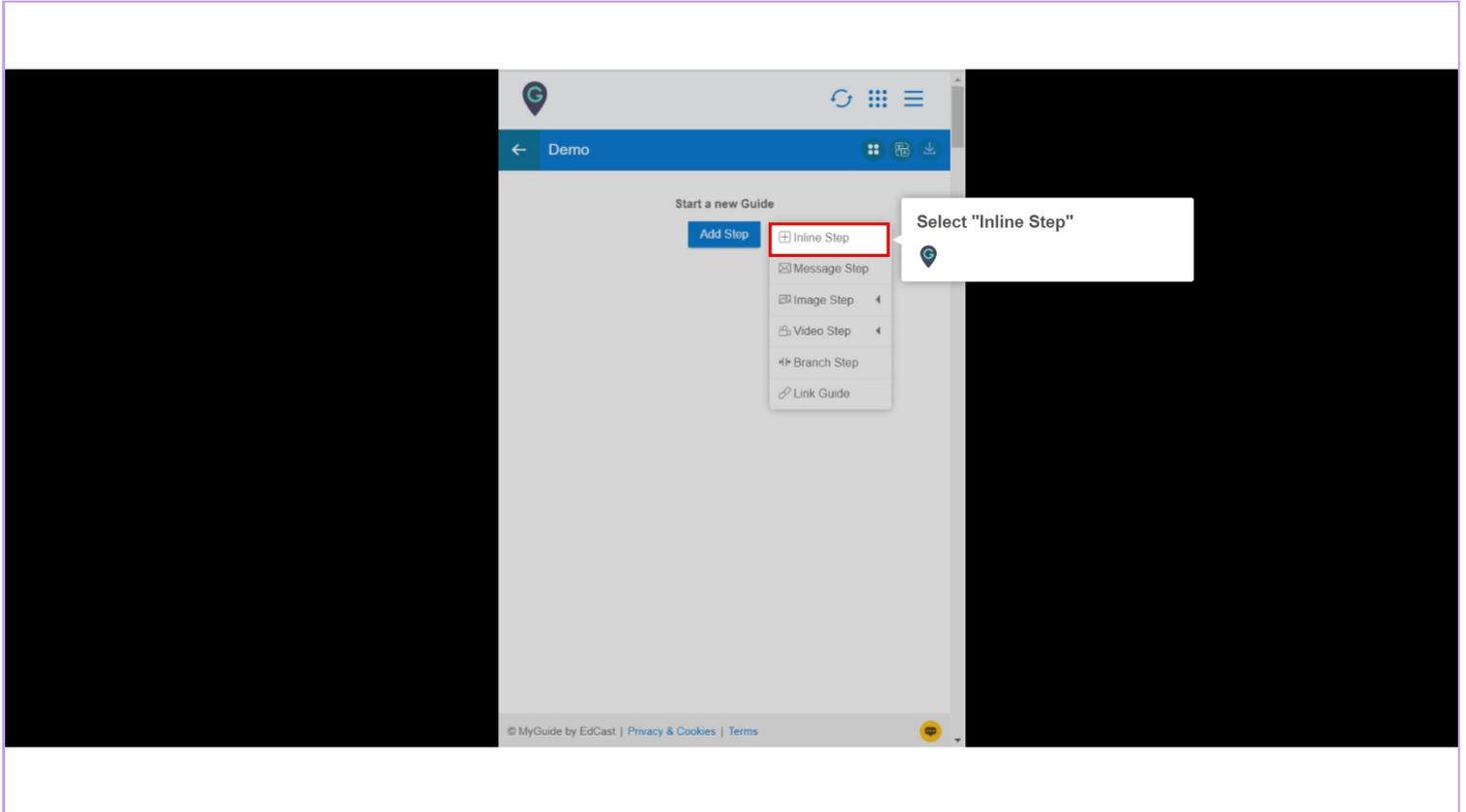
Step: 01

Click on "Add Step"



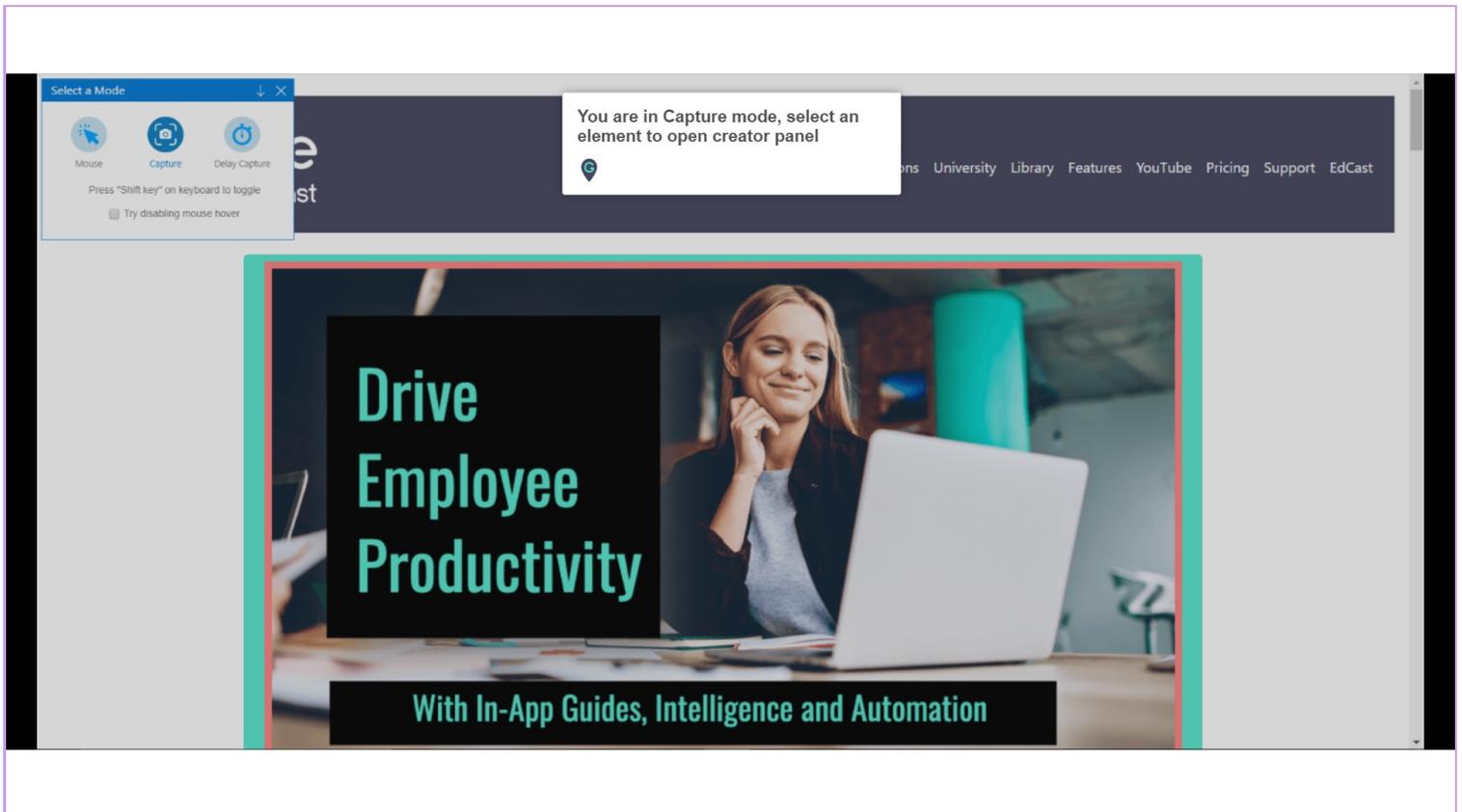
Step: 02

Select "Inline Step"



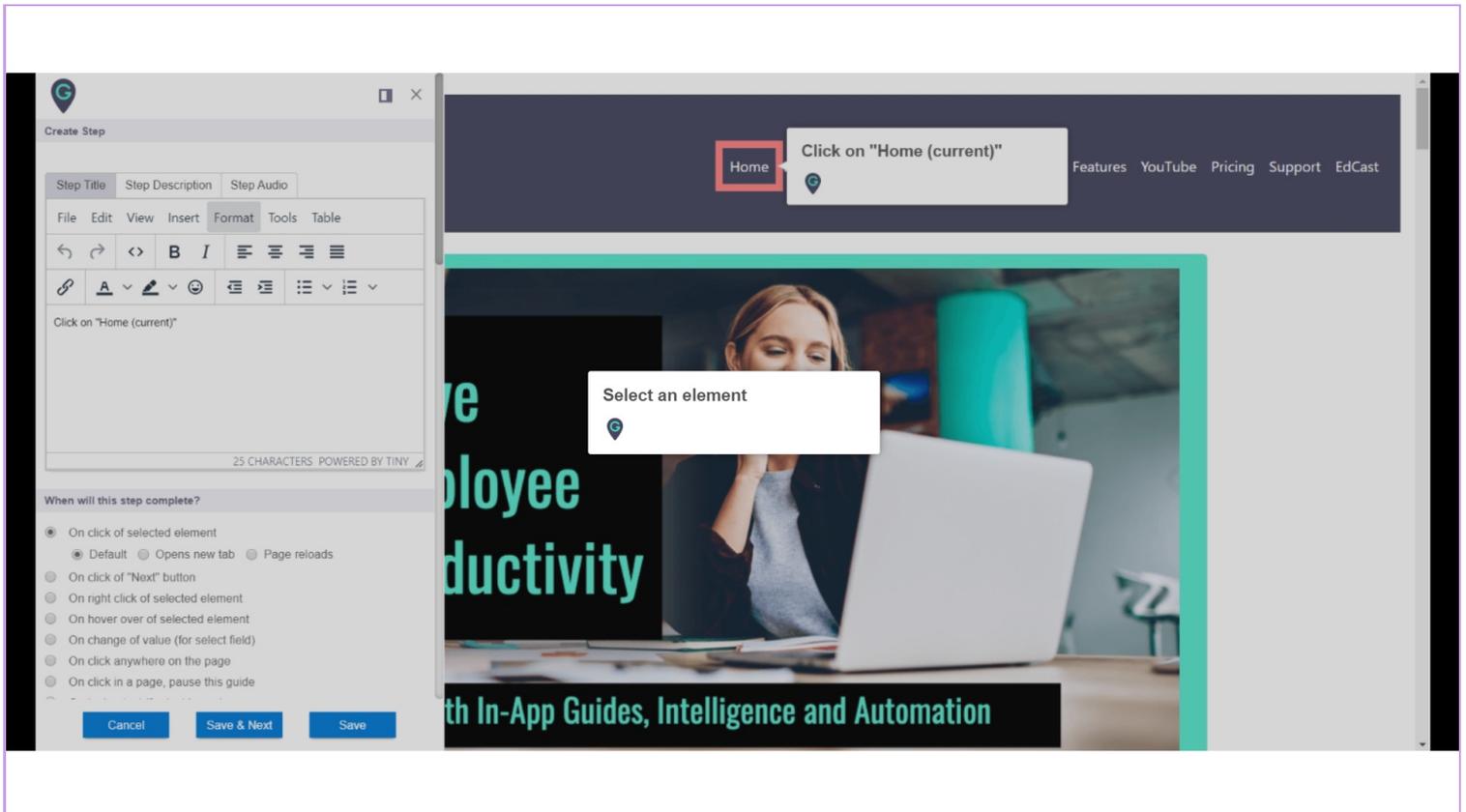
Step: 03

You are in Capture mode, select an element to open creator panel



Step: 04

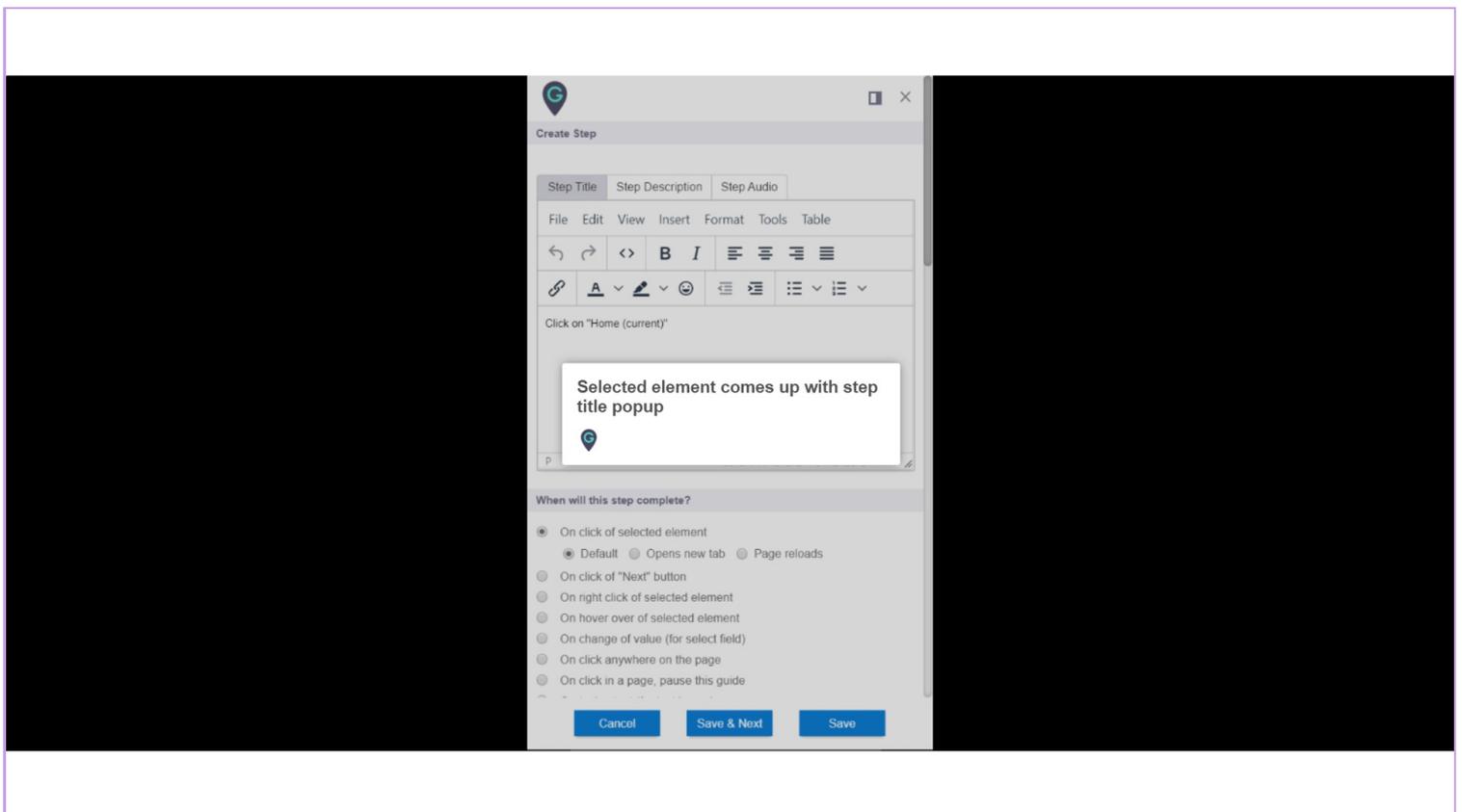
Select an element



The screenshot displays the myGuide interface during the creation of a step. On the left, the 'Create Step' dialog box is open, showing a 'Step Title' field with the text 'Click on "Home (current)"', a rich text editor, and a list of triggers under 'When will this step complete?'. The 'Default' trigger is selected. At the bottom of the dialog are 'Cancel', 'Save & Next', and 'Save' buttons. On the right, a website header is visible with a 'Home' link highlighted by a red box. A white tooltip with a location pin icon and the text 'Click on "Home (current)"' is positioned over the link. A 'Select an element' dialog box with a location pin icon is overlaid on a central image of a woman working on a laptop.

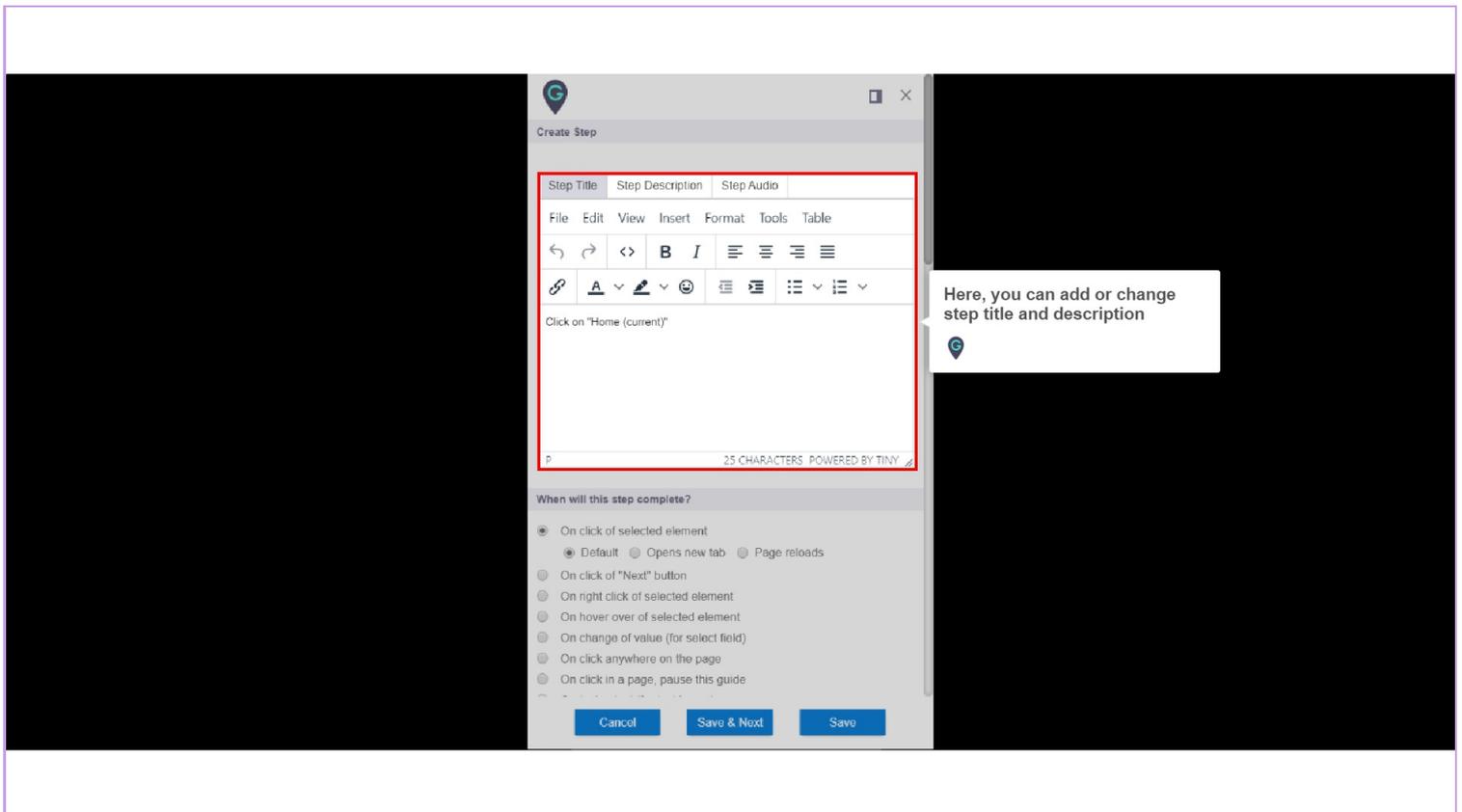
Step: 05

Selected element comes up with step title popup



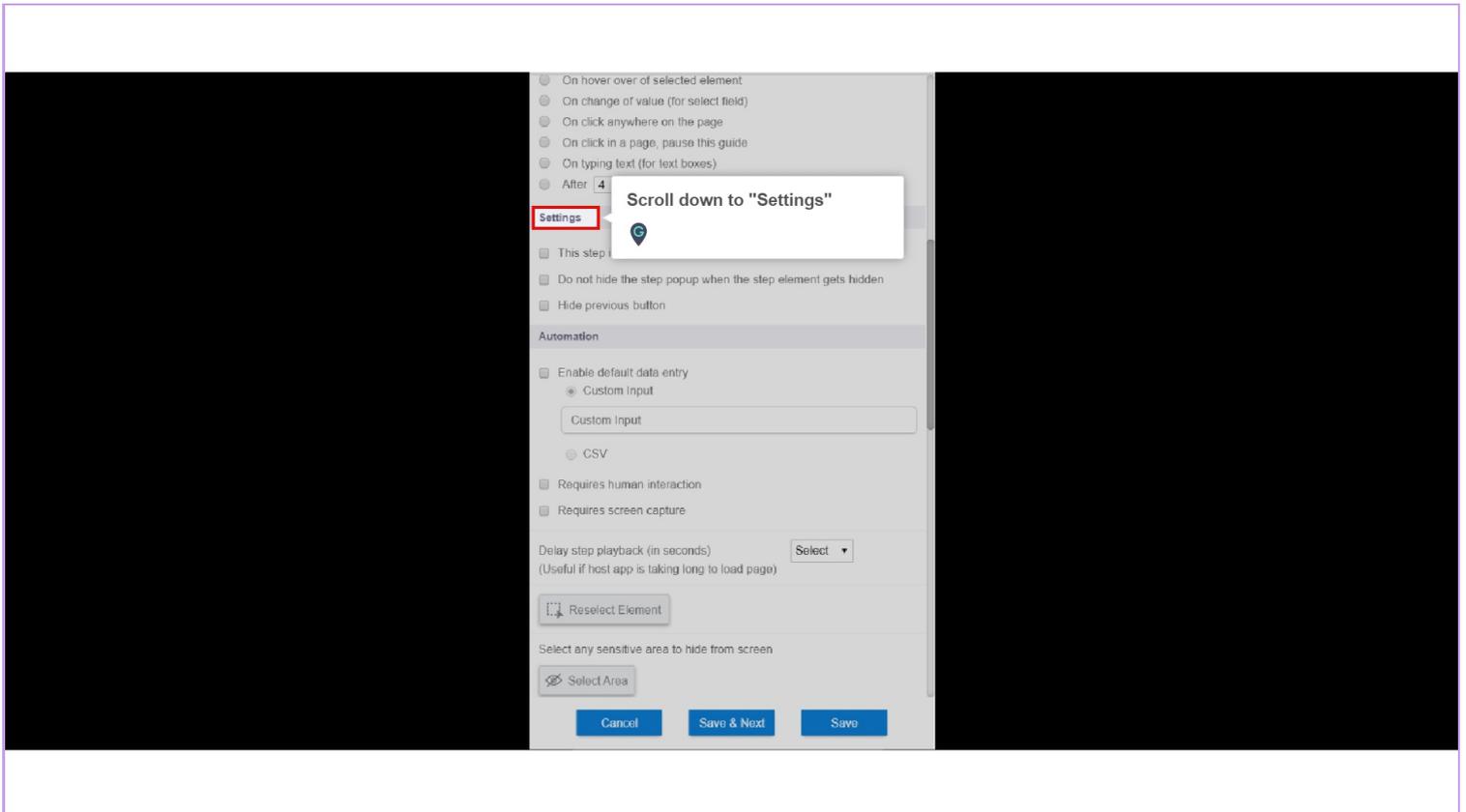
Step: 06

Here, you can add or change step title and description



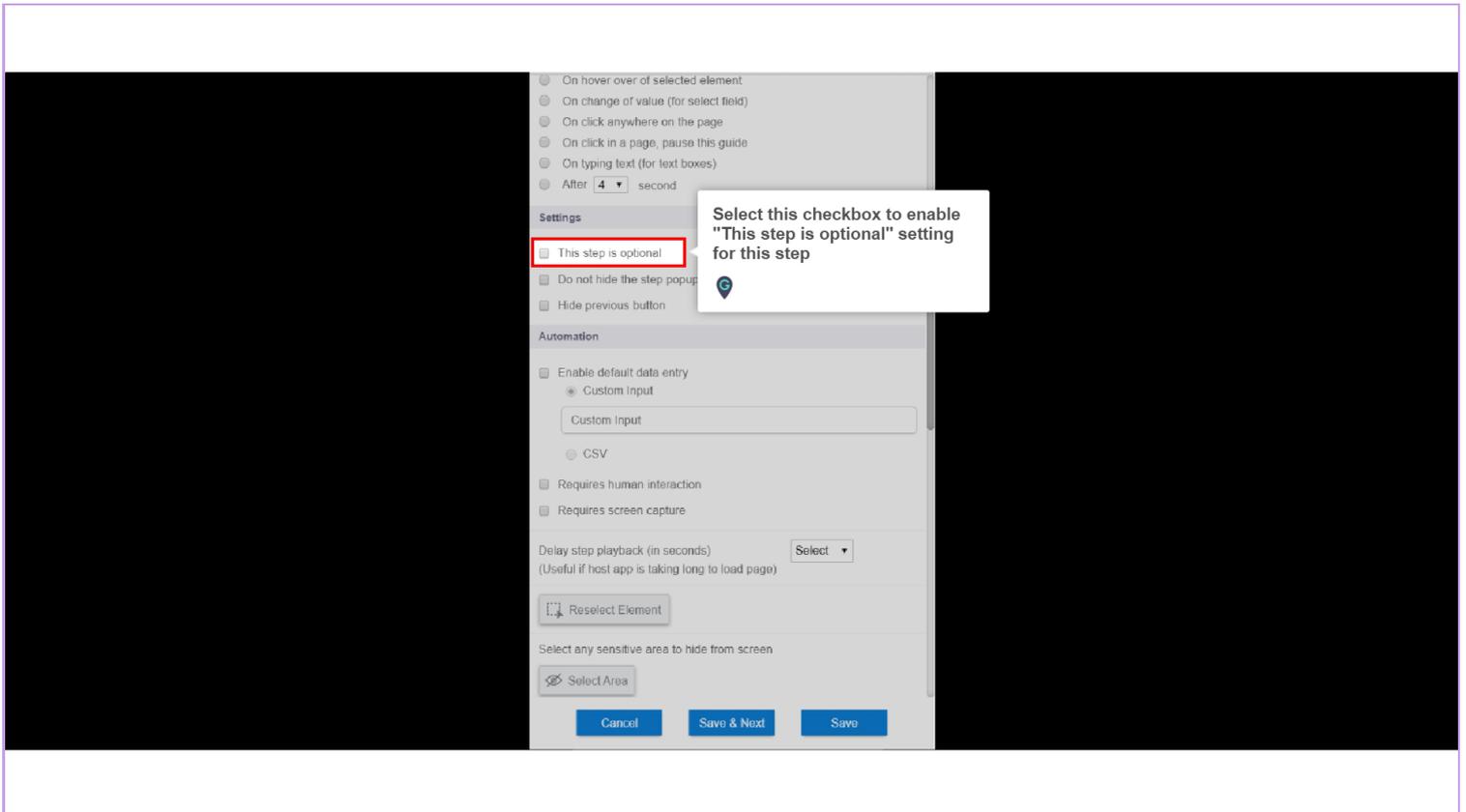
Step: 07

Scroll down to "Settings"



Step: 08

Select this checkbox to enable "This step is optional" setting for this step



The screenshot shows a settings panel for a step in a guide. The panel is divided into several sections:

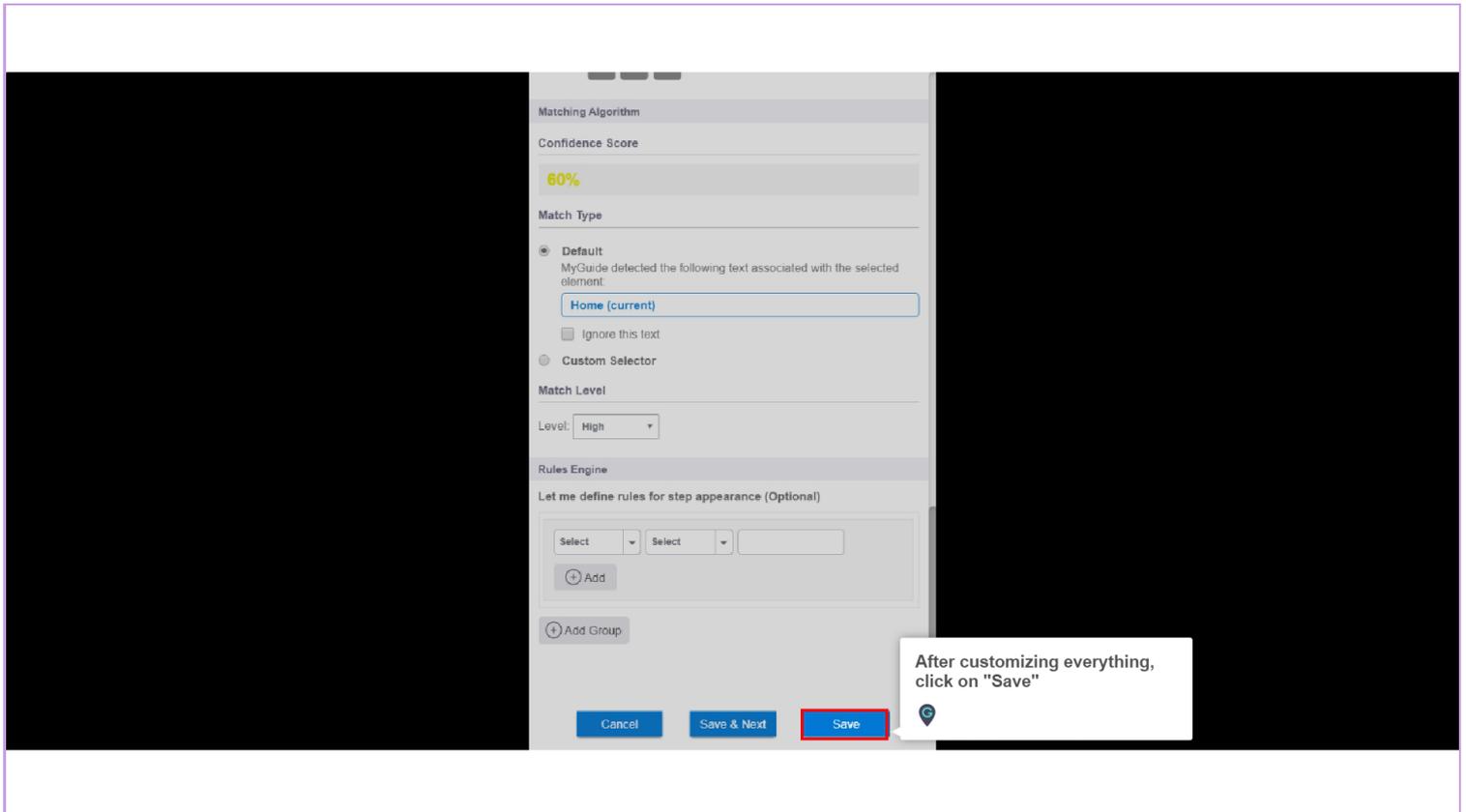
- Triggers:** A list of radio buttons for selecting when the step should trigger, including "On hover over of selected element", "On change of value (for select field)", "On click anywhere on the page", "On click in a page, pause this guide", "On typing text (for text boxes)", and "After 4 second".
- Settings:** A section containing several checkboxes:
 - This step is optional (highlighted with a red box and a callout box)
 - Do not hide the step popup
 - Hide previous button
- Automation:** A section containing:
 - Enable default data entry
 - Custom Input (with a text input field containing "Custom Input")
 - CSV
 - Requires human interaction
 - Requires screen capture
- Delay step playback (in seconds):** A dropdown menu set to "Select".
- Reselect Element:** A button with a refresh icon.
- Select any sensitive area to hide from screen:** A button with a target icon.

At the bottom of the panel are three buttons: "Cancel", "Save & Next", and "Save".

Callout Box: A white box with a blue location pin icon and the text: "Select this checkbox to enable 'This step is optional' setting for this step".

Step: 09

After customizing everything, click on "Save"



Step: 10

Why do we use “mark a step as optional” feature?

You can use “mark a step as optional” condition when you want the user to select an element which may not appear on the screen or its occurrence is uncertain on any website or page.

In such cases, the next step will be played without breaking the flow of that Guide.

Thank You!

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