

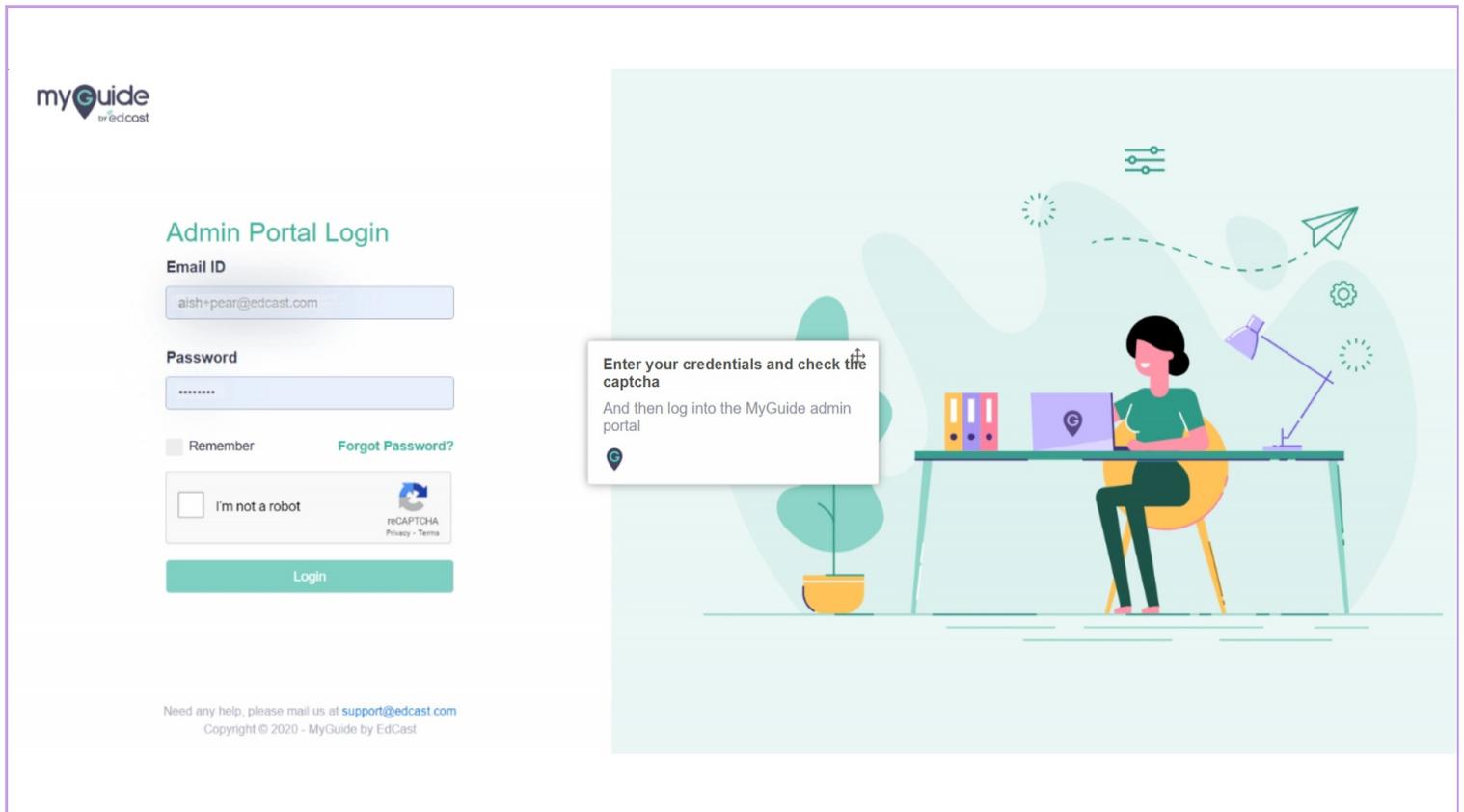


How to update your Organization details

Step: 01

Enter your credentials and check the captcha

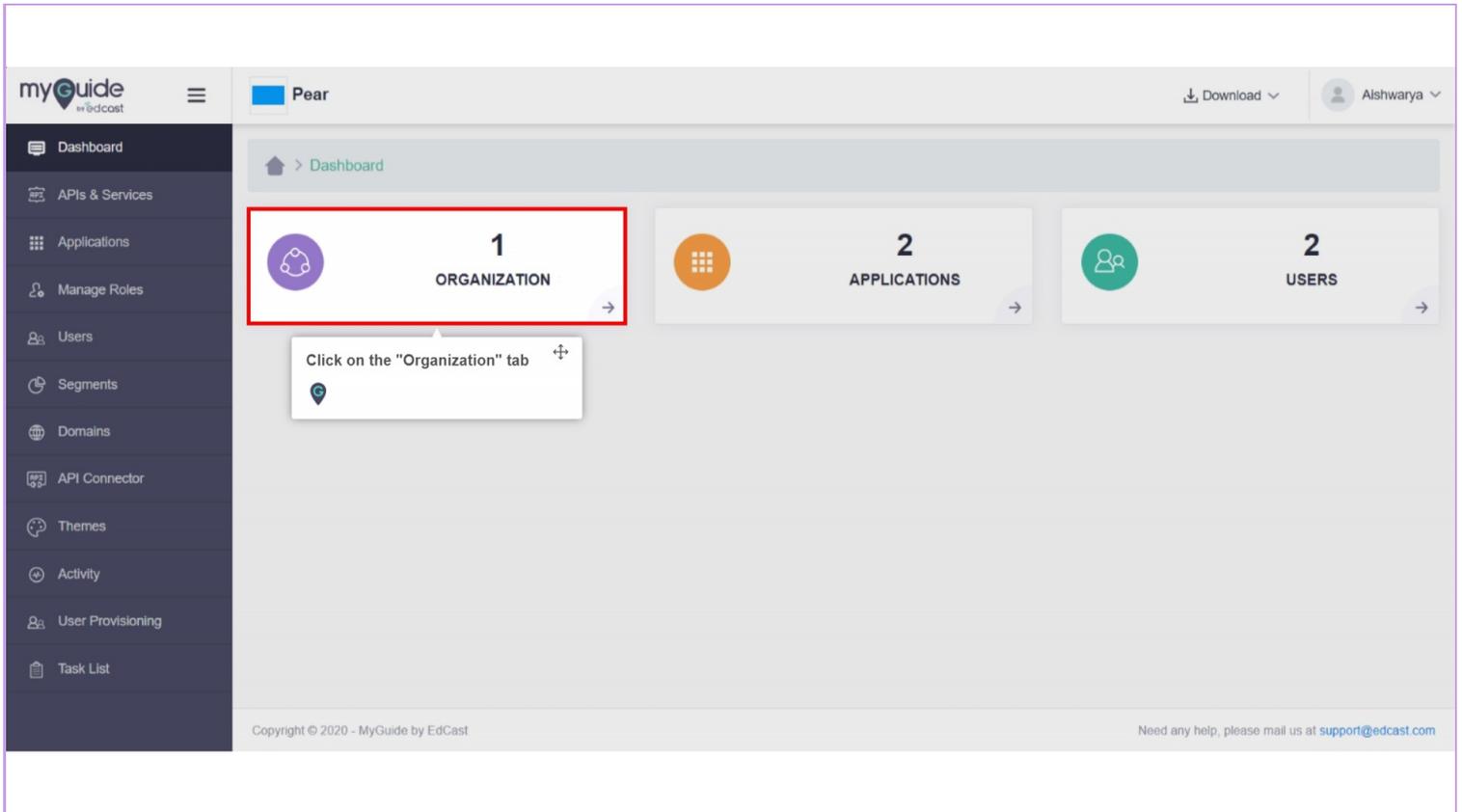
And then log into the MyGuide admin portal



The image shows a screenshot of the MyGuide Admin Portal Login page. On the left, the login form includes the MyGuide by EdCast logo, the title "Admin Portal Login", and fields for "Email ID" (containing "aish+pear@edcast.com") and "Password" (masked with dots). There are checkboxes for "Remember" and "I'm not a robot", a "Forgot Password?" link, and a reCAPTCHA widget. A green "Login" button is at the bottom. Below the form, it says "Need any help, please mail us at support@edcast.com" and "Copyright © 2020 - MyGuide by EdCast". On the right, an illustration shows a person sitting at a desk with a laptop, surrounded by icons of a paper plane, gears, and a lightbulb. A white callout box with a location pin icon contains the text: "Enter your credentials and check the captcha" and "And then log into the MyGuide admin portal".

Step: 02

1) Click on the "Organization" tab



The screenshot displays the myGuide dashboard interface. On the left, a dark sidebar contains a menu with items: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled "Pear" and shows a "Dashboard" breadcrumb. Three large cards are visible: "1 ORGANIZATION" (highlighted with a red box), "2 APPLICATIONS", and "2 USERS". A tooltip points to the "Organization" card with the text "Click on the 'Organization' tab". The footer includes "Copyright © 2020 - MyGuide by EdCast" and "Need any help, please mail us at support@edcast.com".

Step: 03

You can change the name of the Organization from here

The screenshot displays the 'myGuide by edcast' interface for editing an organization. The main content area is titled 'Edit Organization' and contains the following fields and options:

- Organization Name:** A text input field containing 'Pear', highlighted with a blue border. A callout box points to it with the text: 'You can change the name of the Organization from here'.
- Description:** A text area containing 'Dedicated Org for Aishwarya'.
- Organization type:** Radio buttons for 'Paid' (selected) and 'Trial'.
- Dual Authentication:** A toggle switch that is currently turned off.
- Upload Organization Thumbnail Image:** A section with a blue placeholder box. Below it, text reads: '(Recommended size 500X500 px) Supported file: JPG, PNG'.

The left sidebar lists navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The footer includes 'Copyright © 2020 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 04

Edit the description from here

The screenshot displays the 'myGuide by edcast' interface for editing an organization. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Edit Organization' and includes the following fields:

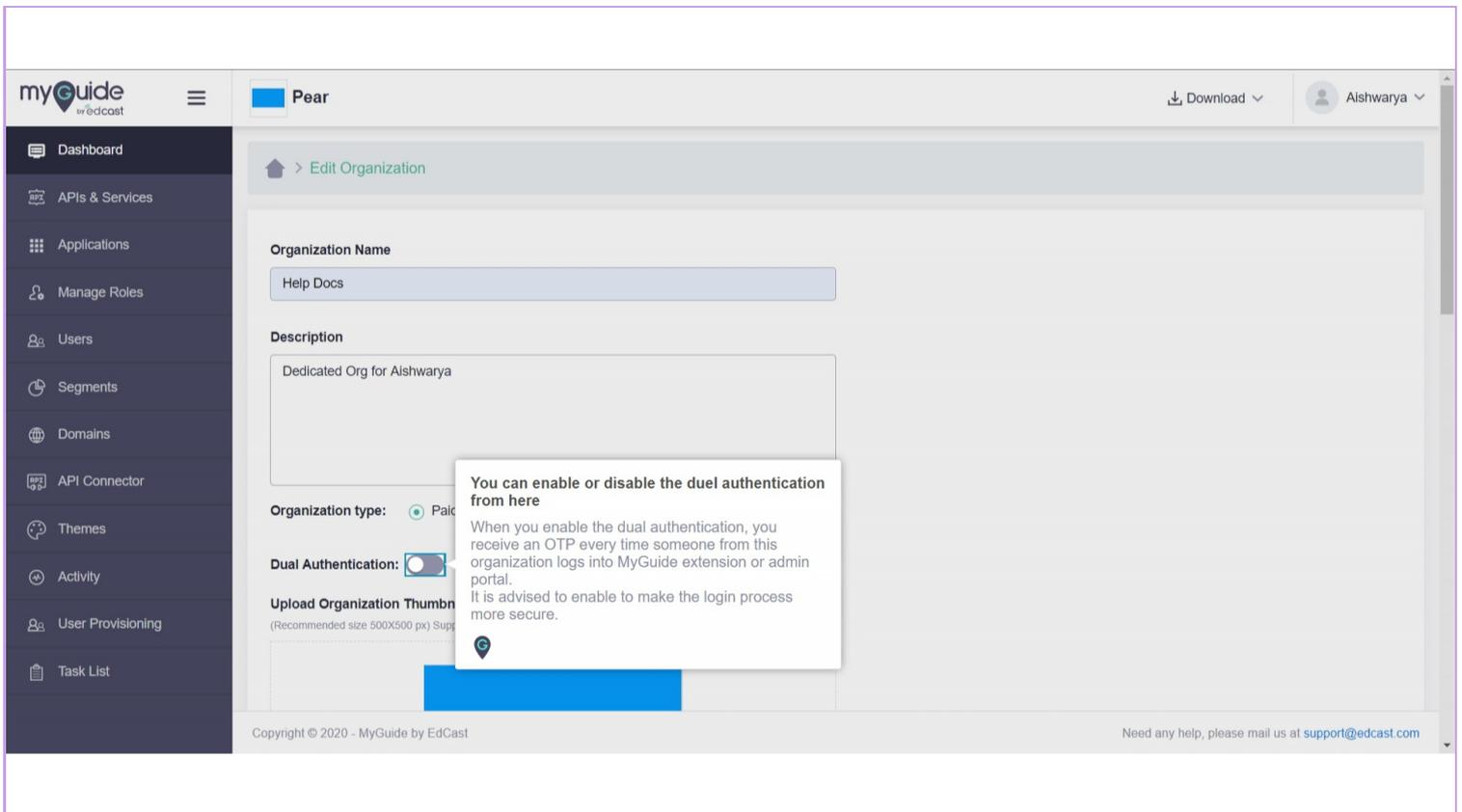
- Organization Name:** A text input field containing 'Help Docs'.
- Description:** A text area containing 'Dedicated Org for Aishwarya'. A callout box with a location pin icon points to this field, containing the text 'Edit the description from here'.
- Organization type:** Radio buttons for 'Paid' (selected) and 'Trial'.
- Dual Authentication:** A toggle switch.
- Upload Organization Thumbnail Image:** A section with a note '(Recommended size 500X500 px) Supported file: JPG, PNG' and a blue upload button.

At the bottom of the page, there is a copyright notice: 'Copyright © 2020 - MyGuide by EdCast' and a support link: 'Need any help, please mail us at support@edcast.com'.

Step: 05

You can enable or disable the dual authentication from here

When you enable the dual authentication, you receive an OTP every time someone from this organization logs into MyGuide extension or admin portal. It is advised to enable to make the login process more secure.



The screenshot displays the MyGuide admin interface for editing an organization named 'Pear'. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows the 'Edit Organization' form with the following fields:

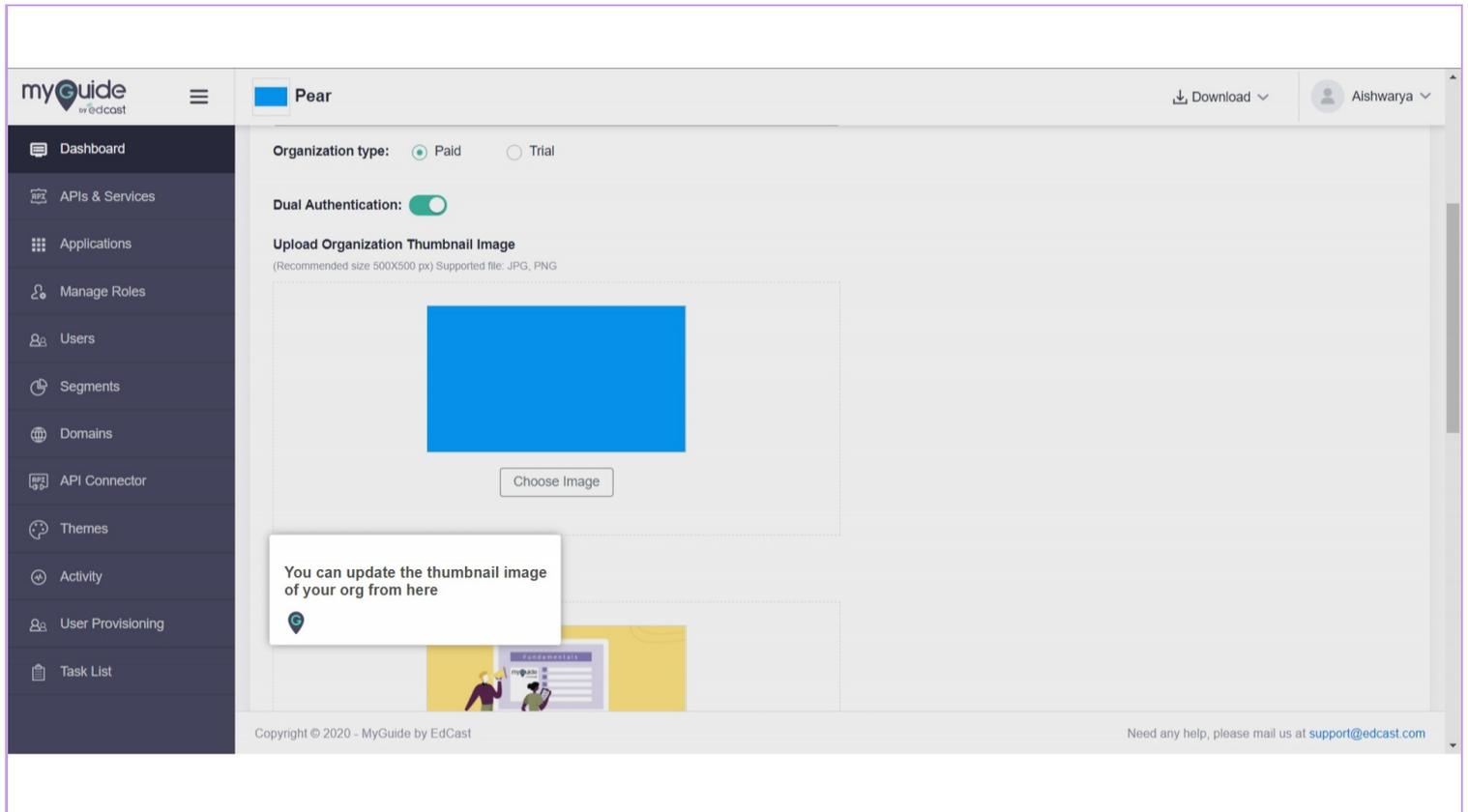
- Organization Name:** Help Docs
- Description:** Dedicated Org for Aishwarya
- Organization type:** Paid
- Dual Authentication:** A toggle switch is currently turned off.
- Upload Organization Thumbnail:** A placeholder for an image with a recommended size of 500X500 px.

A callout box is overlaid on the 'Dual Authentication' toggle, containing the text: "You can enable or disable the dual authentication from here. When you enable the dual authentication, you receive an OTP every time someone from this organization logs into MyGuide extension or admin portal. It is advised to enable to make the login process more secure."

At the bottom of the page, there is a copyright notice: "Copyright © 2020 - MyGuide by EdCast" and a support link: "Need any help, please mail us at support@edcast.com".

Step: 06

You can update the thumbnail image of your org from here



The screenshot displays the myGuide by edcast dashboard for the organization 'Pear'. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows the organization's settings, including 'Organization type' (Paid/Trial), 'Dual Authentication' (toggle), and the 'Upload Organization Thumbnail Image' section. A blue square placeholder is visible, and a 'Choose Image' button is located below it. A callout box with a location pin icon contains the text: 'You can update the thumbnail image of your org from here'. The footer includes 'Copyright © 2020 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 07

Click on "Choose Image" and select an image from your system

the recommended size is 500X500 px and the supported file type is JPG and PNG

The screenshot displays the myGuide by edcast dashboard for a user named Pear. The left sidebar contains navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area features two upload sections:

- Upload Organization Thumbnail Image**: (Recommended size 500X500 px) Supported file: JPG, PNG. A blue placeholder image is shown with a "Choose Image" button below it.
- Upload First Slide Image**: (Recommended size 500X500 px) Supported file: JPG, PNG. A placeholder image of people in a meeting is shown with a "Choose Image" button below it.

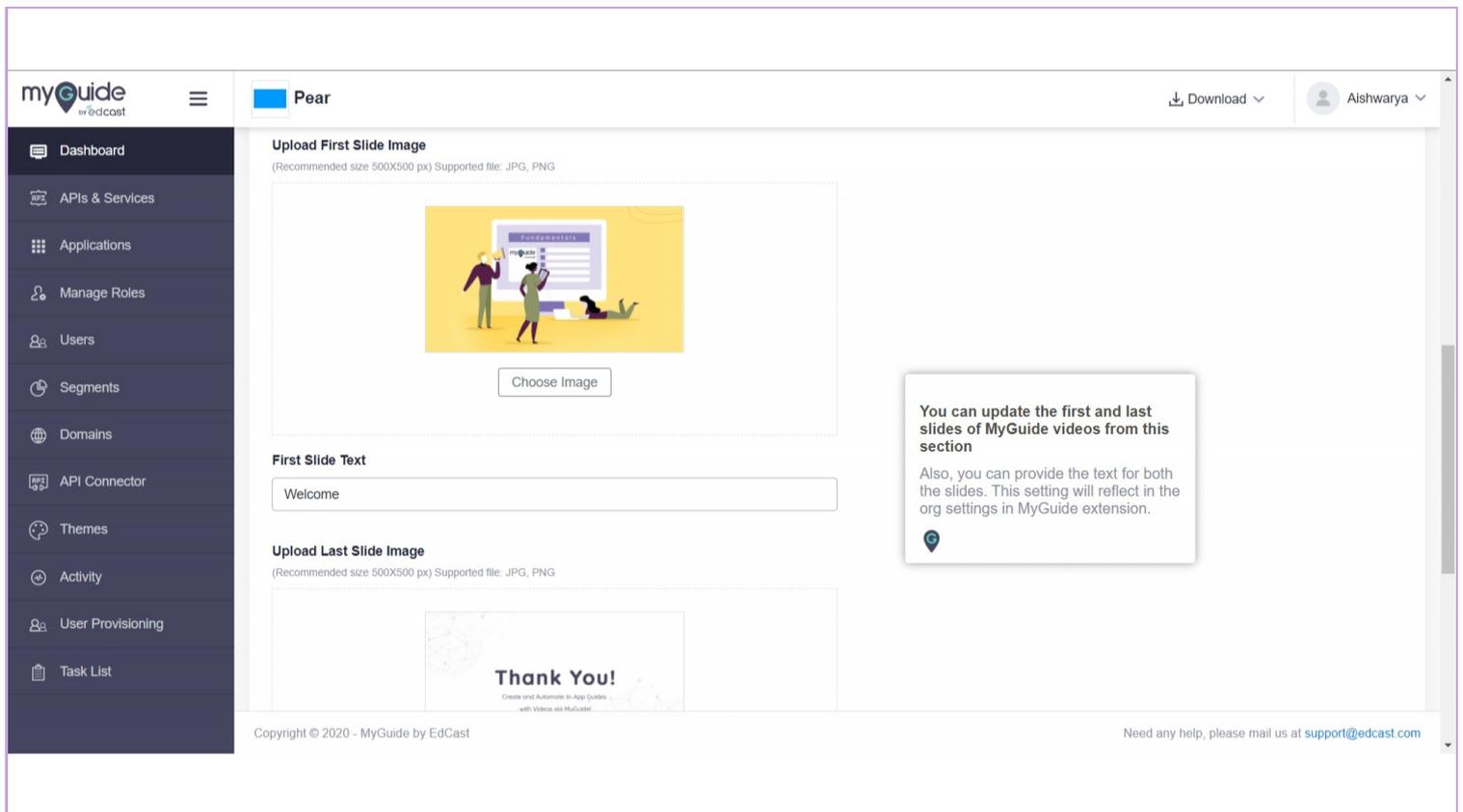
A callout box points to the "Choose Image" button in the first section, containing the text: "Click on 'Choose Image' and select an image from your system. the recommended size is 500X500 px and the supported file type is JPG and PNG".

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Step: 08

You can update the first and last slides of MyGuide videos from this section

Also, you can provide the text for both the slides. This setting will reflect in the org settings in MyGuide extension.



The screenshot displays the MyGuide by EdCast admin interface. On the left is a dark sidebar with navigation items: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Pear' and contains the following sections:

- Upload First Slide Image**: (Recommended size 500X500 px) Supported file: JPG, PNG. It features a placeholder image of three people in a meeting and a 'Choose Image' button.
- First Slide Text**: A text input field containing the word 'Welcome'.
- Upload Last Slide Image**: (Recommended size 500X500 px) Supported file: JPG, PNG. It features a placeholder image with the text 'Thank You!' and 'Create and Automate In-App Guides with Videos via MyGuide'.

A callout box on the right side of the interface states: 'You can update the first and last slides of MyGuide videos from this section. Also, you can provide the text for both the slides. This setting will reflect in the org settings in MyGuide extension.'

At the bottom of the interface, there is a copyright notice: 'Copyright © 2020 - MyGuide by EdCast' and a support link: 'Need any help, please mail us at support@edcast.com'.

Step: 09

Enter a Copyright Text here

It is intended to exercise the org owner's right to make the guides created from this organization the exclusive property of this org. This is mandatory*

The screenshot displays the myGuide by edcast user interface. On the left is a dark sidebar with navigation options: Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area is titled 'Pear' and features a 'Thank You!' slide with a 'Choose Image' button. Below this, there are two text input fields: 'Last Slide Text' (containing 'Thank you') and 'Copyright Text' (containing 'Copyright Text'). A red error message 'This field is mandatory' is visible below the 'Copyright Text' field. A white tooltip box with a blue location pin icon is overlaid on the 'Copyright Text' field, containing the text: 'Enter a Copyright Text here', 'It is intended to exercise the org owner's right to make the guides created from this organization the exclusive property of this org.', and 'This is mandatory*'. At the bottom of the main area are 'Cancel' and 'Update' buttons. The footer contains 'Copyright © 2020 - MyGuide by EdCast' and 'Need any help, please mail us at support@edcast.com'.

Step: 10

Click on "Update"

The screenshot displays the myGuide by edcast dashboard for a user named 'Pear'. The interface includes a sidebar with navigation options such as Dashboard, APIs & Services, Applications, Manage Roles, Users, Segments, Domains, API Connector, Themes, Activity, User Provisioning, and Task List. The main content area shows a 'Thank You!' message with a 'Choose Image' button. Below this, there are input fields for 'Last Slide Text' (containing 'Thank you') and 'Copyright Text' (containing '©MyGuide by EdCast'). At the bottom of the main area, there are 'Cancel' and 'Update' buttons. A callout box with a location pin icon points to the 'Update' button, with the text 'Click on "Update"'. The footer contains the copyright notice 'Copyright © 2020 - MyGuide by EdCast' and a support email address 'support@edcast.com'.

Thank you

myguide.org