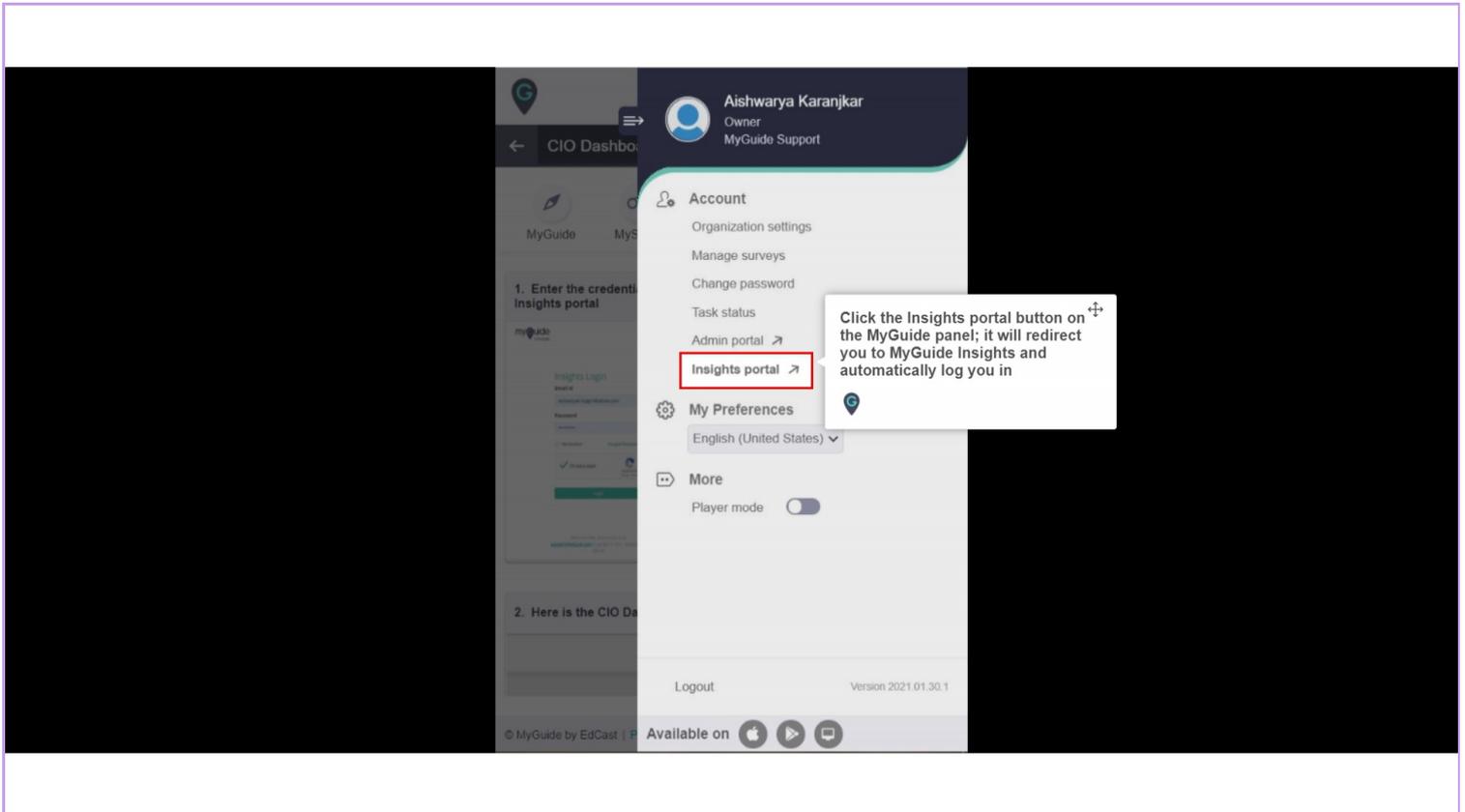




Manage Survey

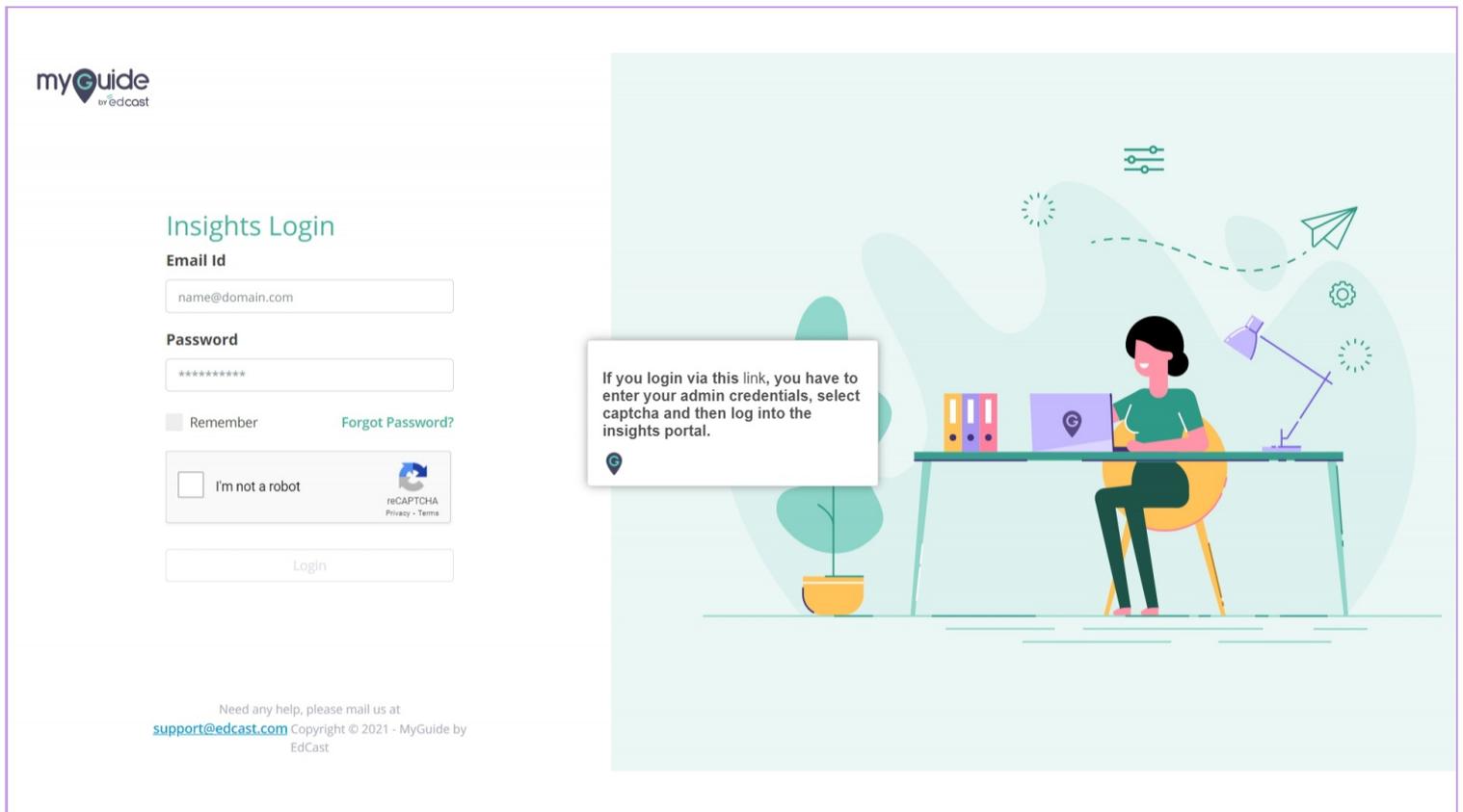
Step: 01

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 image shows a screenshot of the 'myGuide by edcast' Insights Login page. 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 password input field with masked characters '*****'.
- Remember:** A checkbox labeled 'Remember'.
- Forgot Password?:** A blue link for password recovery.
- I'm not a robot:** A checkbox for reCAPTCHA verification.
- 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 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 various icons representing technology and productivity. A white callout box with a blue 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

Click on "Manage"

The screenshot displays the myGuide Analytics interface for 'Analytics Org Parag Test'. The left sidebar contains navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage (highlighted with a blue bar), and Automation Insights. A callout box with the text 'Click on "Manage"' and a location pin icon points to the 'Manage' option. The main content area shows a 'Survey' section with a date range of '10 Feb 2021 to 16 Feb 2021' and an 'Export PDF' button. Below this is a chart titled 'Response Counts' with a legend for Positive (green), Neutral (yellow), and Negative (red). The x-axis shows dates from 10 Feb 2021 to 16 Feb 2021, and the y-axis is labeled 'Response Counts' with a '0' marker. Below the chart is a 'Summary' section with a 'Survey Summary' and a 'Show Entries' dropdown.

Step: 04

1) Click on add icon

The screenshot displays the myGuide Analytics interface for 'Analytics Org Parag Test'. On the left is a dark sidebar with navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area features a search bar and a list of surveys. A red box highlights a green '+' icon in the top right corner of the search bar. A callout box points to this icon with the text 'Click on add icon'. Below the search bar, a list of surveys is shown, each with a title, last updated date, 'Global' status, and 'Questions' count. A large grey area on the right contains the instruction: 'Click + icon to create New Survey' and 'Click on the survey from the list to edit that particular survey'. The footer includes 'Copyright © 2021 - MyGuide by EdCast.' and a support email link.

Survey Title	Last Updated	Global	Questions
Creator side created global survey	18th Jan, 2021 at 1:52 PM	Global	6
globally fdsdfg fdsdfg fdsdfg dny fdsdf of fgd. fjsk f...	13th Jan, 2021 at 8:20 PM	Global	5
tt	13th Jan, 2021 at 12:51 PM	Global	1
test glob	8th Jan, 2021 at 9:29 PM	Global	1
dsfdf	10th Dec, 2020 at 11:27 AM		1

Step: 05

Enter title for survey

The screenshot displays the MyGuide by EdCast interface for creating a survey. The top navigation bar includes the MyGuide logo, the organization name 'Analytics Org Parag Test', and user information 'ParagOwner'. A floating dialog box titled 'Enter title for survey' is positioned over the main content area. The main form contains a 'Survey Title*' field with a placeholder 'Survey Title', a 'Labels' field with a note 'Max 50 characters are allowed for label.', and a 'Mark as Global' checkbox with a note '(Available across all applications inside the account. Mandatory for Exit Survey)'. Below the form is a dashed box containing a 'Select Type' dropdown, an 'Enter Your Question' input field, and a green '+' button. To the right of this dashed box is a large grey area with an 'Add Page' icon. The footer contains copyright information and a support email address.

myguide by edcast Analytics Org Parag Test Application Home P ParagOwner

Show List

Enter title for survey

Survey Title*

Survey Title

Labels

Max 50 characters are allowed for label.

Mark as Global
(Available across all applications inside the account.
Mandatory for Exit Survey).

Select Type Enter Your Question +

Add Page

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Step: 06

Marking the checkbox makes this survey available across all applications inside the account. It is mandatory for Exit Survey.

The screenshot displays the myGuide by edcast interface for configuring a survey. The top navigation bar includes the myGuide logo, the current organization name 'Analytics Org Parag Test', and user information 'ParagOwner'. A sidebar on the left provides navigation for various dashboard sections. The main content area is titled 'Show List' and contains a form for creating a survey. The form includes a 'Survey Title*' field with the value 'feedback time', a 'Labels' section with a 'Select a Label' dropdown, and a large 'Add Page' button. A callout box highlights a checkbox, stating: 'Marking the checkbox makes this survey available across all applications inside the account. It is mandatory for Exit Survey.' The footer contains copyright information and a support email address.

Step: 07

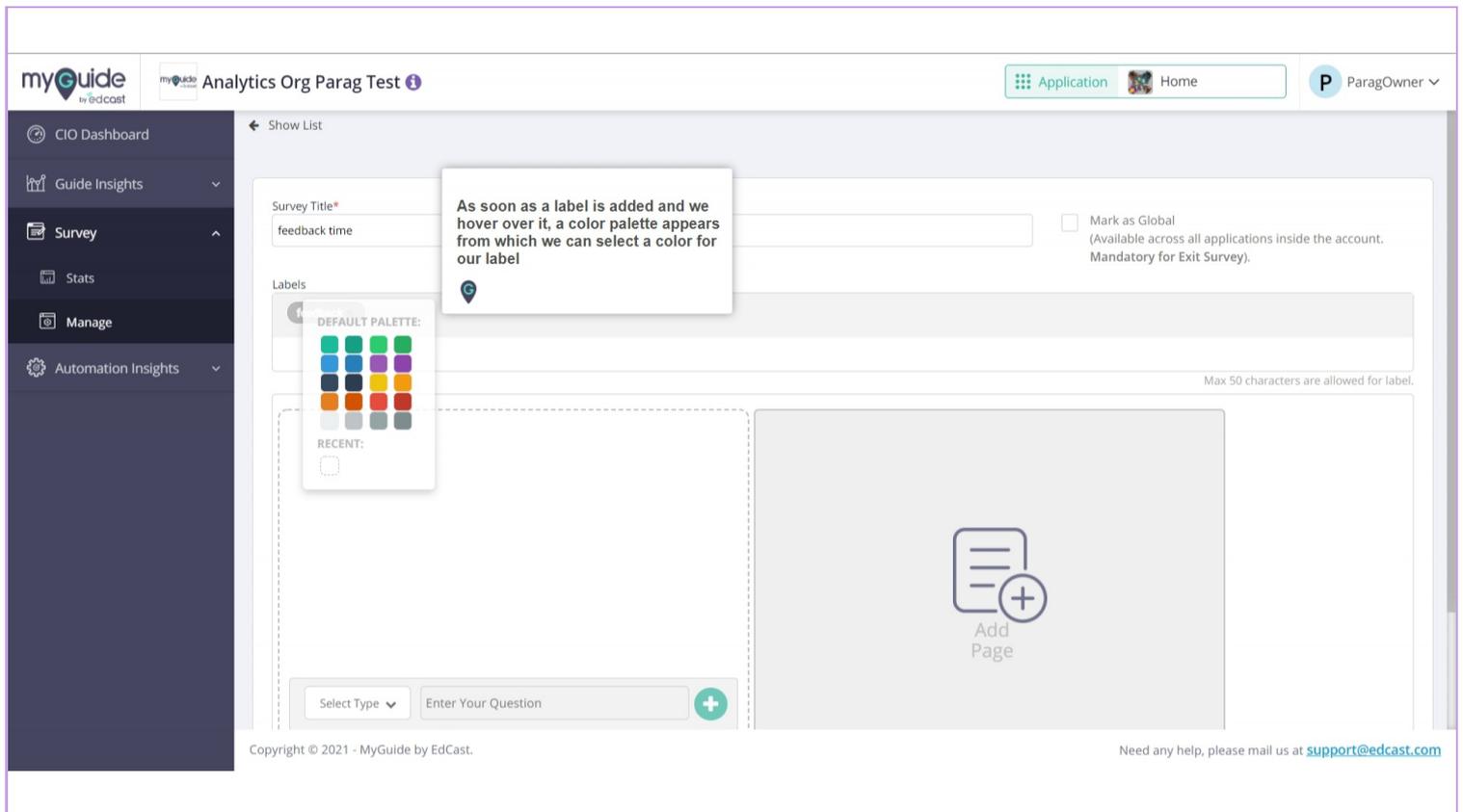
Enter labels here

To create a label, type at least 4 characters and hit enter

The screenshot displays the MyGuide by EdCast interface for creating a survey. The top navigation bar includes the MyGuide logo, the organization name 'Analytics Org Parag Test', and user information 'ParagOwner'. A sidebar on the left contains navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area is titled 'Show List' and features a 'Survey Title*' field with the text 'feedback time'. A callout box titled 'Enter labels here' is positioned over the 'Labels' section, providing instructions: 'To create a label, type at least 4 characters and hit enter'. The 'Labels' section includes a text input field with the placeholder 'Select a Label' and a note 'Max 50 characters are allowed for label.'. Below this is a 'Mark as Global' checkbox with the text '(Available across all applications inside the account. Mandatory for Exit Survey)'. At the bottom of the main area, there is a 'Select Type' dropdown, an 'Enter Your Question' text field, and a green '+' button. A large grey box with a document icon and a '+' sign is labeled 'Add Page'. The footer contains the copyright notice 'Copyright © 2021 - MyGuide by EdCast.' and a support email address 'support@edcast.com'.

Step: 08

As soon as a label is added and we hover over it, a color palette appears from which we can select a color for our label



The screenshot displays the myGuide by edcast interface for an "Analytics Org Parag Test". The main content area shows a survey form with a "Survey Title*" field containing "feedback time". Below the title, there is a "Labels" section with a single label icon. A tooltip is visible over the label icon, stating: "As soon as a label is added and we hover over it, a color palette appears from which we can select a color for our label". The color palette is divided into "DEFAULT PALETTE" (a grid of 12 colored squares) and "RECENT" (a single empty square). To the right of the label, there is a checkbox labeled "Mark as Global" with the text "(Available across all applications inside the account. Mandatory for Exit Survey)." Below the label section, there is a "Max 50 characters are allowed for label." warning. At the bottom of the form, there is a "Select Type" dropdown, an "Enter Your Question" text input, and a green "+" button. A large "Add Page" button with a document icon and a plus sign is also visible. The footer contains the copyright notice "Copyright © 2021 - MyGuide by EdCast." and the support email "support@edcast.com".

Step: 09

Click on "Select Type"

The screenshot displays the MyGuide by EdCast interface. The top navigation bar includes the MyGuide logo, the text "Analytics Org Parag Test", and user information "ParagOwner". A sidebar on the left contains menu items: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area is titled "Labels" and features a text input field containing the word "feedback". Below this is a dashed box containing a "Select Type" dropdown menu and an "Enter Your Question" text field. A callout box points to the "Select Type" dropdown with the text "Click on 'Select Type'". To the right of the dashed box is a large grey area with a plus sign icon and the text "Add Page". At the bottom right of the main content area are "Confirm" and "Cancel" buttons. The footer contains copyright information and a support email address.

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Step: 10

Select a question type from the six options

The screenshot displays the myGuide by edcast interface for creating a survey question. The top navigation bar includes the myGuide logo, the current application name "Analytics Org Parag Test", and the user profile "ParagOwner". A sidebar on the left contains navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area shows a "Labels" section with a "feedback" label and a "Max 50 characters are allowed for label." warning. Below this is a "Select a question type from the six options" dialog box with a list of options: Text, Single Select, Multi Select, Range, Yes-No, and 3 Star-Rating. The "Text" option is highlighted. To the right of the dialog is an "Add Page" button with a plus icon. At the bottom of the dialog are "Confirm" and "Cancel" buttons. The footer contains copyright information "Copyright © 2021 - MyGuide by EdCast." and a support email address "support@edcast.com".

Step: 11

Enter Your Question

The screenshot displays the MyGuide by EdCast interface. The top navigation bar includes the MyGuide logo, the text "Analytics Org Parag Test", and user information "ParagOwner". A sidebar on the left contains menu items: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area shows a "Labels" section with a "feedback" label. A "mandatory for exit survey" note is visible. A "Max 50 characters are allowed for label." warning is present. A dialog box titled "Enter Your Question" is open, featuring a "Yes-No" dropdown, a text input field containing "Enter Your Question", and a green "+" button. To the right of the dialog is a large grey area with a document icon and a "+" sign, labeled "Add Page". At the bottom right of the dialog area are "Confirm" and "Cancel" buttons. The footer contains the copyright notice "Copyright © 2021 - MyGuide by EdCast." and the support email "support@edcast.com".

Step: 12

1) You will get options for every type of survey you select, or you can add a custom question

myGuide by edcast Analytics Org Parag Test Application Home ParagOwner

mandatory for exit survey.

Labels

feedback

Max 50 characters are allowed for label.

You will get options for every type of survey you select, or you can add a custom question

Yes-No +

Did you like the guide?

Will you suggest the guide to your friends?

Did guide help you accomplish your goal?

Confirm Cancel

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Step: 13

- 1) You can add up to 10 questions on each page
- 2) You can add a new question by clicking on "Add Page," or you can add a new question on the previous page itself

myguide by edcast Analytics Org Parag Test

Application Home ParagOwner

Show List

Survey Title*

Survey Title

Mark as Global
(Available across all applications inside the account. Mandatory for Exit Survey).

Labels

Select a Label

Max 50 characters are allowed for label.

You can add up to 10 questions on each page

Yes-No Did guide help you accomplish your goal? +

Add Page

You can add a new question by clicking on "Add Page," or you can add a new question on the previous page itself

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Step: 14

Click on "Confirm"

The screenshot displays the MyGuide by EdCast interface. The top navigation bar includes the MyGuide logo, the text "Analytics Org Parag Test", and user information "ParagOwner". A sidebar on the left lists navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area shows a "Labels" section with a "newLabel" input field. Below this is a survey question: "1. Did guide help you accomplish your goal?" with radio buttons for "Yes" and "No". A dashed box highlights the question editor, which includes a "Select Type" dropdown, an "Enter Your Question" text box, and a "+" button. To the right of the question editor is a large area with a green "Add Page" icon. At the bottom right, a confirmation dialog box is open, displaying the text "Click on 'Confirm'" and two buttons: "Confirm" and "Cancel".

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Step: 15

You can add or delete more surveys from here

The screenshot displays the MyGuide by EdCast dashboard for the 'Analytics Org Parag Test' application. The left sidebar contains navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area features a search bar and a list of surveys. A callout box highlights the '+', edit, and delete icons for each survey entry.

myguide by edcast Analytics Org Parag Test Application Home ParagOwner

Search Survey +

- Survey01
Last Updated: 18th Feb, 2021 at 7:31 PM Questions: 1
- Creator side created global survey
Last Updated: 18th Jan, 2021 at 1:52 PM Global Questions: 6
- Global survey created by Parag Test Org
Last Updated: 13th Jan, 2021 at 8:20 PM Global Questions: 5
- IT
Last Updated: 13th Jan, 2021 at 12:51 PM Global Questions: 1
- Test Group
Last Updated: 8th Jan, 2021 at 9:29 PM Global Questions: 1
- Default

You can add or delete more surveys from here

Click + icon to create New Survey
Click on the survey from the list to edit that particular survey

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Step: 16

1) Click on redirection icon

The screenshot displays the 'myGuide Analytics Org Parag Test' dashboard. On the left is a dark sidebar with navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area features a 'Search Survey' bar and a list of survey cards. The first card, 'Survey01', has a red box around its redirection icon (a document with an arrow). A white callout box with a red border points to this icon, containing the text 'Click on redirection icon' and a small crosshair icon. Below the list, a large grey area contains instructions: 'Click + icon to create New Survey' and 'Click on the survey from the list to edit that particular survey'. The footer includes 'Copyright © 2021 - MyGuide by EdCast.' and 'Need any help, please mail us at support@edcast.com'.

Step: 17

You can copy the survey link from here and share with anyone

The screenshot shows the MyGuide web application interface. A 'Share Survey' modal dialog is open, displaying the following information:

- Survey Name: Survey01
- URL: <https://analytics-qa.guideme.io/public/v1/sentiment/response/44599150a2d4791aa698...>
- Allow Anonymous View (Option available only if User Tracking is enabled)
- Link Expires
- Close button

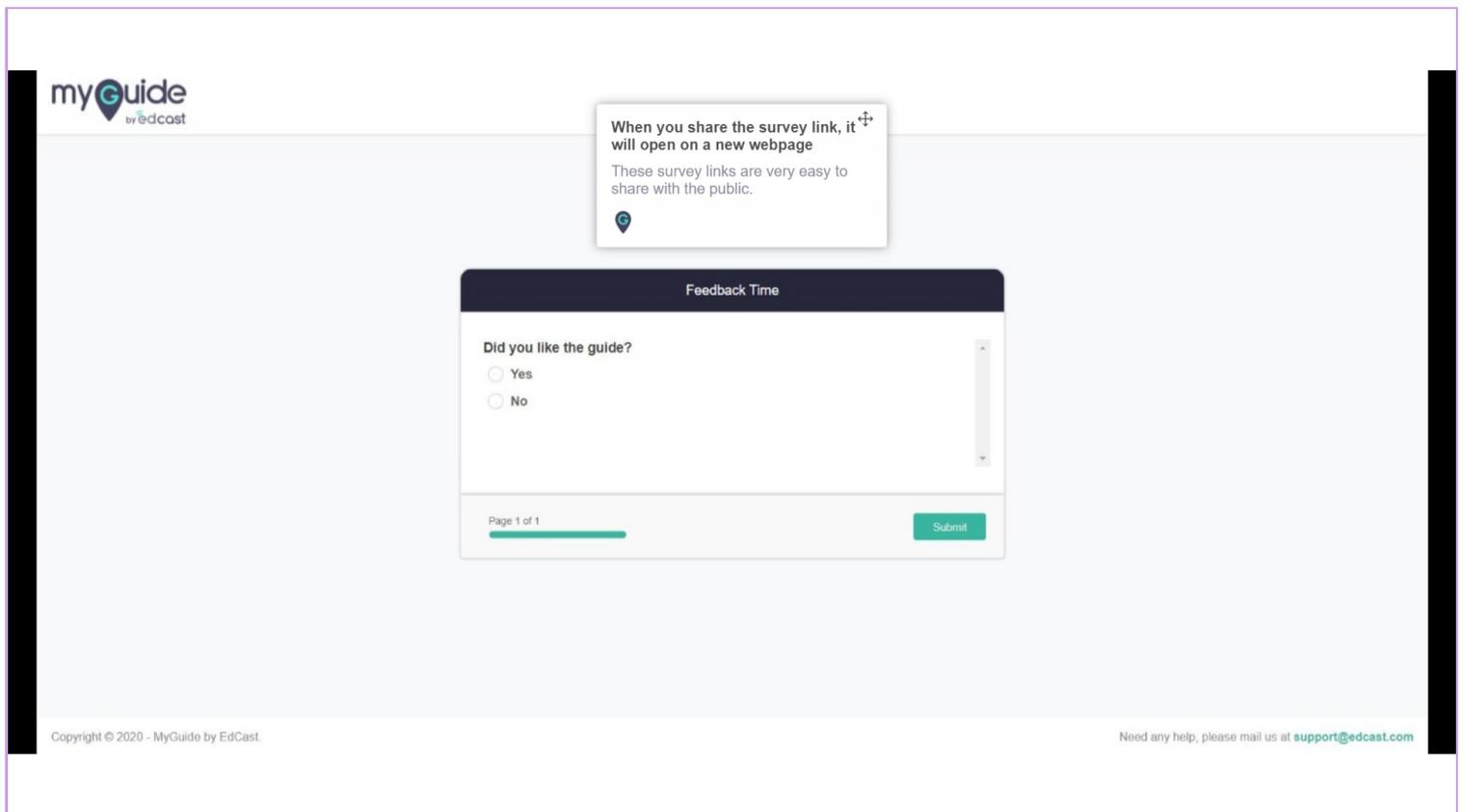
A callout box points to the URL with the text: "You can copy the survey link from here and share with anyone".

The background interface shows a list of surveys with columns for 'Last Updated', 'Global', and 'Questions'. The footer includes the copyright notice "Copyright © 2021 - MyGuide by EdCast." and the support email "support@edcast.com".

Step: 18

When you share the survey link, it will open on a new webpage

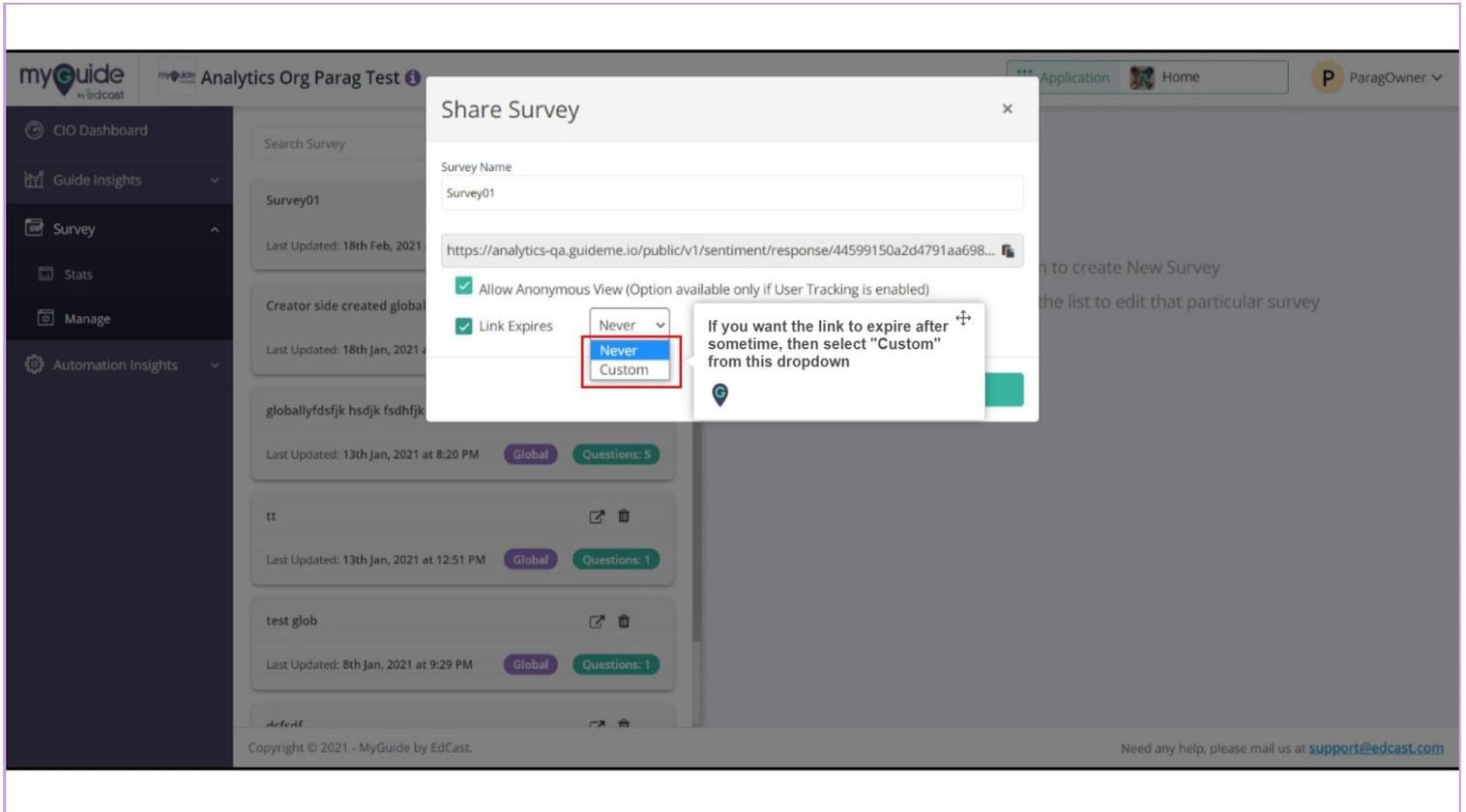
These survey links are very easy to share with the public.



The screenshot displays the MyGuide by EdCast interface. In the top left corner, the logo for MyGuide by EdCast is visible. A tooltip box is centered on the screen, containing the text: "When you share the survey link, it will open on a new webpage" followed by "These survey links are very easy to share with the public." Below the tooltip is a survey form titled "Feedback Time". The form asks "Did you like the guide?" and provides two radio button options: "Yes" and "No". At the bottom of the form, it indicates "Page 1 of 1" and includes a green "Submit" button. The footer of the page contains the copyright notice "Copyright © 2020 - MyGuide by EdCast." and the support email address "Need any help, please mail us at support@edcast.com".

Step: 19

1) If you want the link to expire after sometime, then select "Custom" from this dropdown



The screenshot displays the 'Share Survey' dialog box in the MyGuide application. The dialog includes a 'Survey Name' field with 'Survey01' entered, a URL field, and two checked options: 'Allow Anonymous View (Option available only if User Tracking is enabled)' and 'Link Expires'. The 'Link Expires' dropdown menu is open, showing 'Never' as the selected option. A callout box with a plus sign icon points to the dropdown, containing the text: 'If you want the link to expire after sometime, then select "Custom" from this dropdown'. The background shows a list of surveys with columns for 'Last Updated', 'Global', and 'Questions'.

Step: 20

Select a date from here

The screenshot displays the MyGuide web application interface. A 'Share Survey' dialog box is open, showing a survey named 'Survey01' with a URL: <https://analytics-qa.guideme.io/public/v1/sentiment/response/44599150a2d4791aa698...>. The dialog includes options for 'Allow Anonymous View', 'Link Expires' (set to 'Custom'), and a date picker. The date picker shows 'February, 2021' with the date '18' selected. A tooltip with the text 'Select a date from here' is visible over the date picker. The background shows a list of surveys with details like 'Last Updated' and 'Questions'.

Step: 21

Click on "Close"

The screenshot displays the MyGuide by EdCast dashboard. A 'Share Survey' modal window is open, showing the following details:

- Survey Name:** Survey01
- URL:** <https://analytics-qa.guideme.io/public/v1/sentiment/response/44599150a2d4791aa698...>
- Allow Anonymous View (Option available only if User Tracking is enabled)
- Link Expires: Custom, 28-02-2021 03:14

A green 'Close' button is located at the bottom right of the modal. A white callout box with a pointer indicates the user should click on this button.

Step: 22

This survey is available in the creator extension, just like the usual way.

The screenshot displays the myGuide Analytics Org Parag Test interface. The top navigation bar includes the myGuide logo, the organization name 'Analytics Org Parag Test', and user information 'ParagOwner'. A sidebar on the left contains navigation options: CIO Dashboard, Guide Insights, Survey, Stats, Manage, and Automation Insights. The main content area shows the 'Survey' page with a date range of '12 Feb 2021 to 18 Feb 2021' and an 'Export PDF' button. The 'Activity' section features a line chart titled 'Response Counts' with a legend for 'Positive' (green), 'Neutral' (yellow), and 'Negative' (red). A tooltip is overlaid on the chart, stating: 'This survey is available in the creator extension, just like the usual way.' Below the chart is a 'Summary' section with a 'Survey Summary' and a 'Show Entries' button.

Thank you

myguide.org