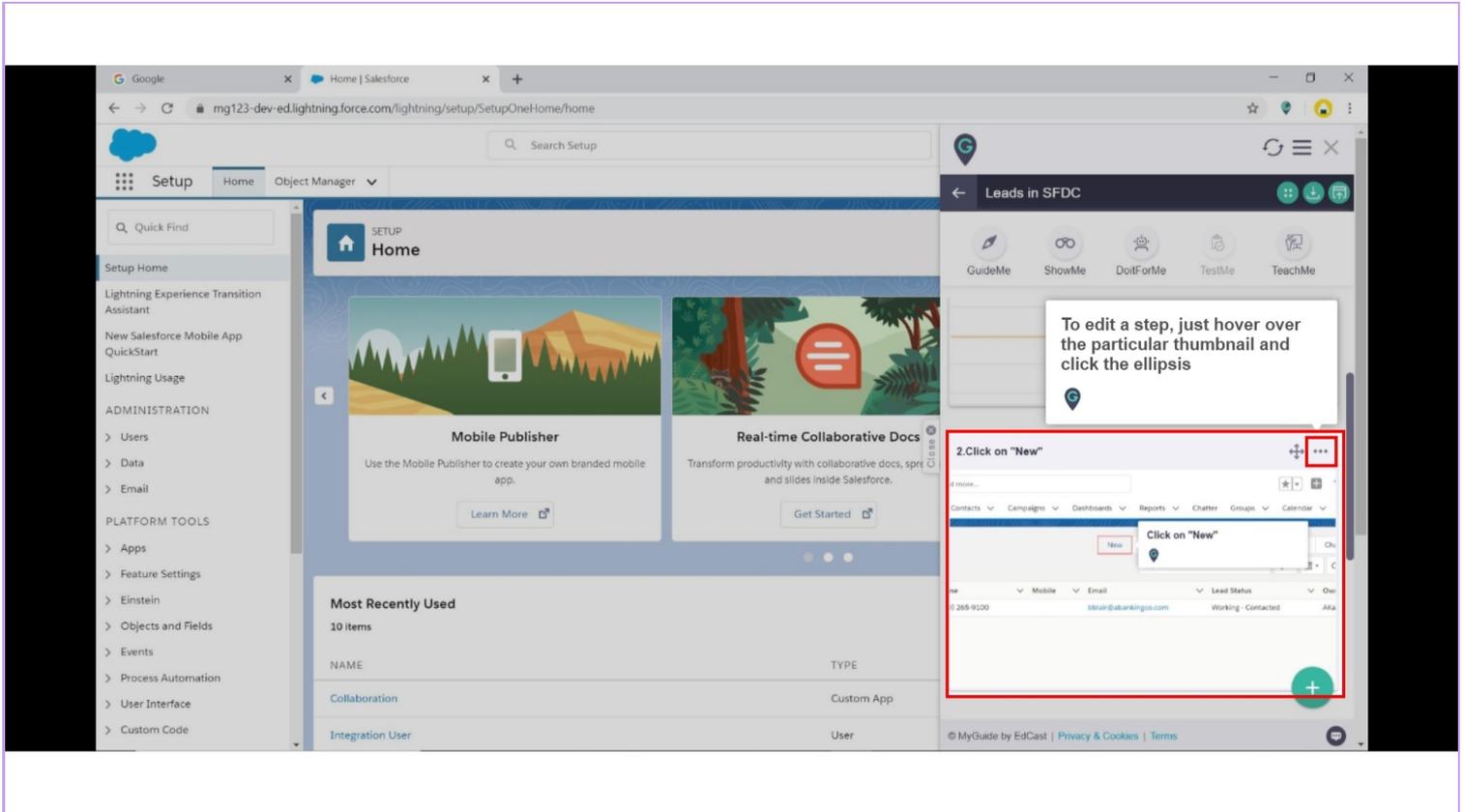




Operations of a Step

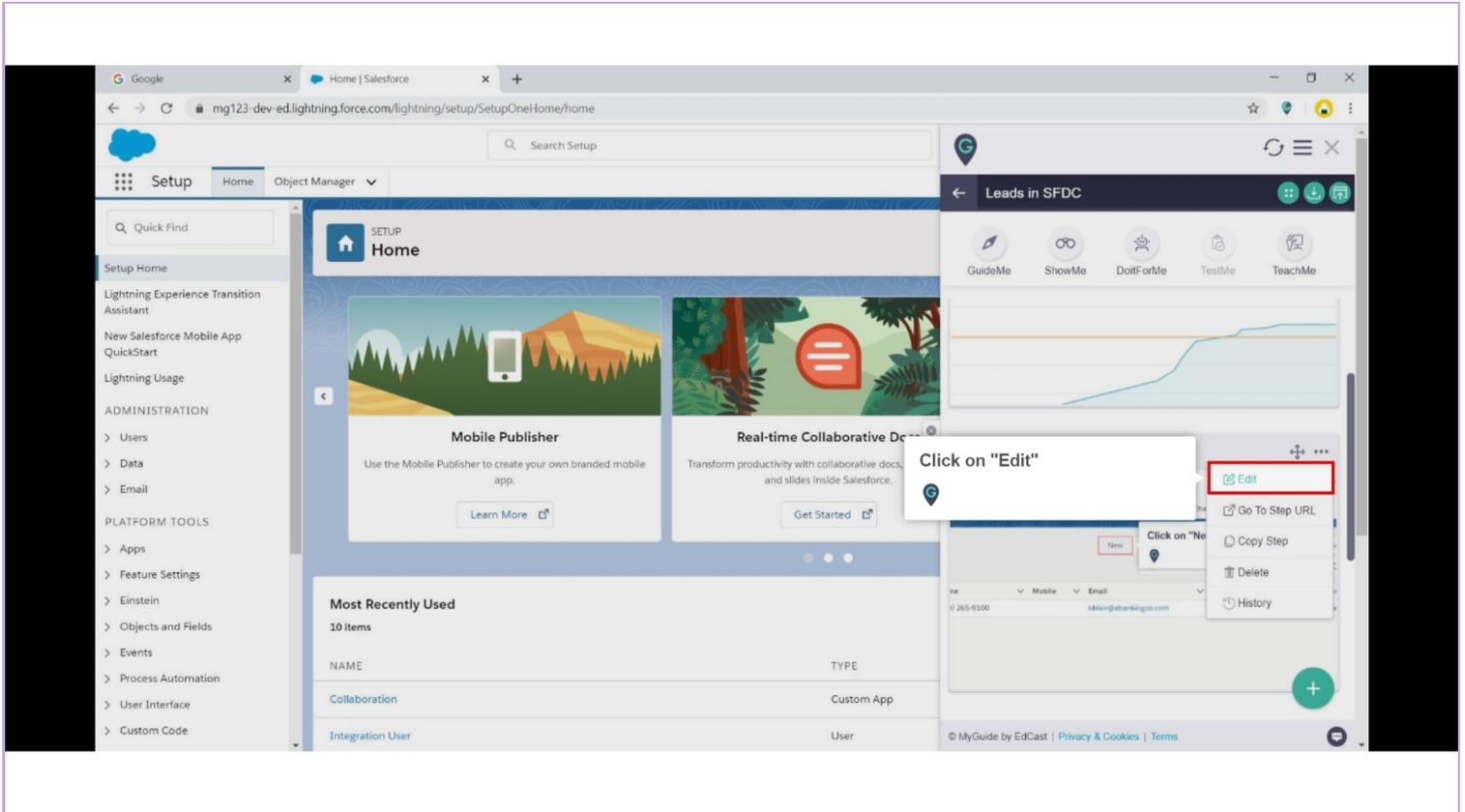
Step: 01

1) To edit a step, just hover over the particular thumbnail and click the ellipsis



Step: 02

1) Click on "Edit"



Step: 03

1) If the element gets found on the page, MyGuide will open in the regular editor. If the element is not found, and you are on the same domain as of step, the step will open as an image that you can edit

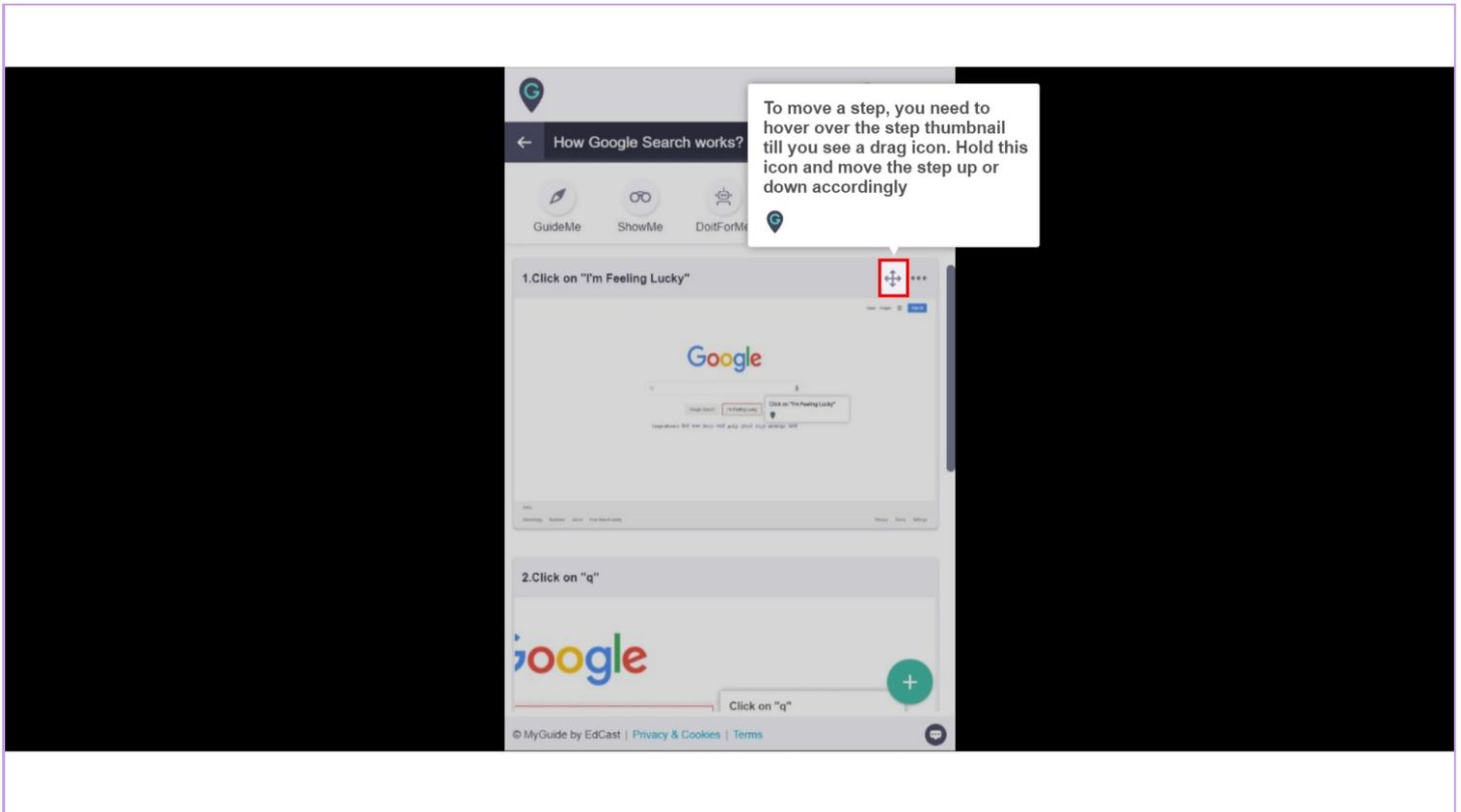
The screenshot displays the MyGuide interface. On the left, a step editor is open, showing a red-bordered notification box that reads: "Element not found. You are editing on a previously saved image. MyGuide could not find the element, therefore 'Change Element' and Matching Algorithm settings are not available." Below this, the editor contains a text area with the instruction "Click on 'New'" and a rich text editor toolbar. At the bottom of the editor, there are options to "Choose when to proceed to the next step" with radio buttons for "Default", "Opens new tab/window", "Page reloads", and "Continue in parent window".

In the center, a white tooltip box contains the text: "If the element gets found on the page, MyGuide will open in the regular editor. If the element is not found, and you are on the same domain as of step, the step will open as an image that you can edit".

On the right, a lead record is visible with a "New" button highlighted by a red box. A tooltip above the button says "Click on 'New'". The lead record shows details for "bblair@abankingco.com" with a status of "Working - Contacted" and an owner of "AKara".

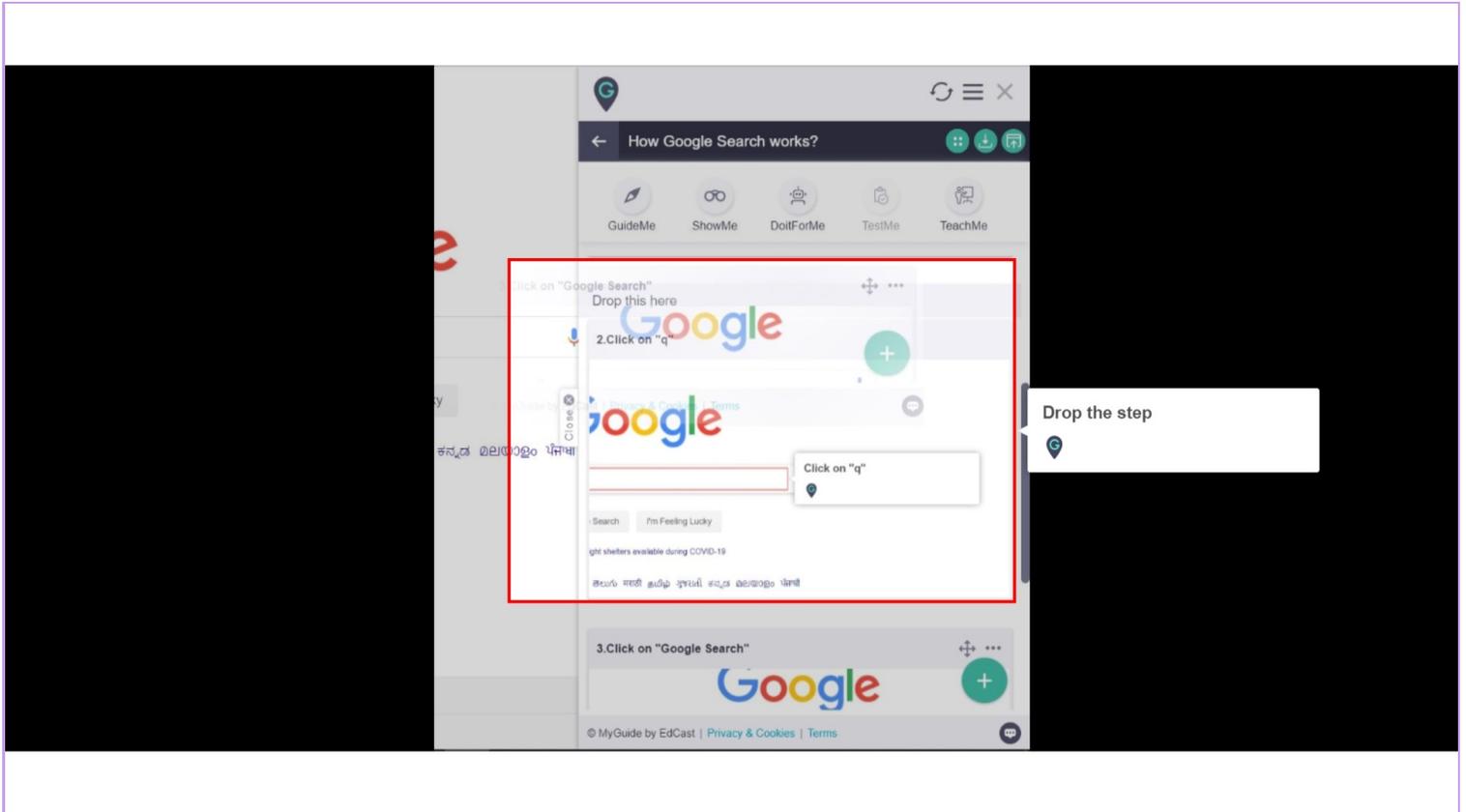
Step: 04

1) To move a step, you need to hover over the step thumbnail till you see a drag icon. Hold this icon and move the step up or down accordingly



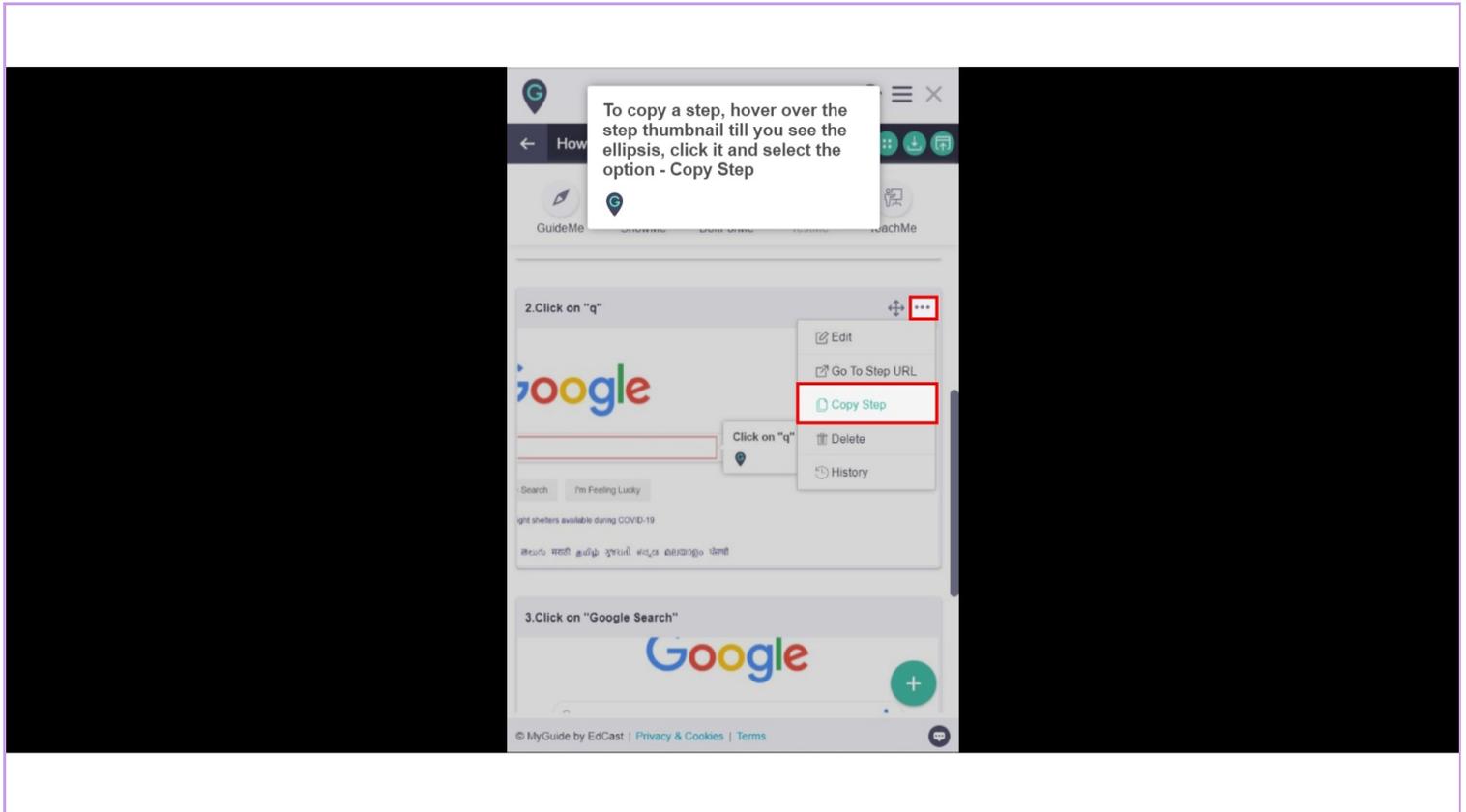
Step: 05

1) Drop the step



Step: 06

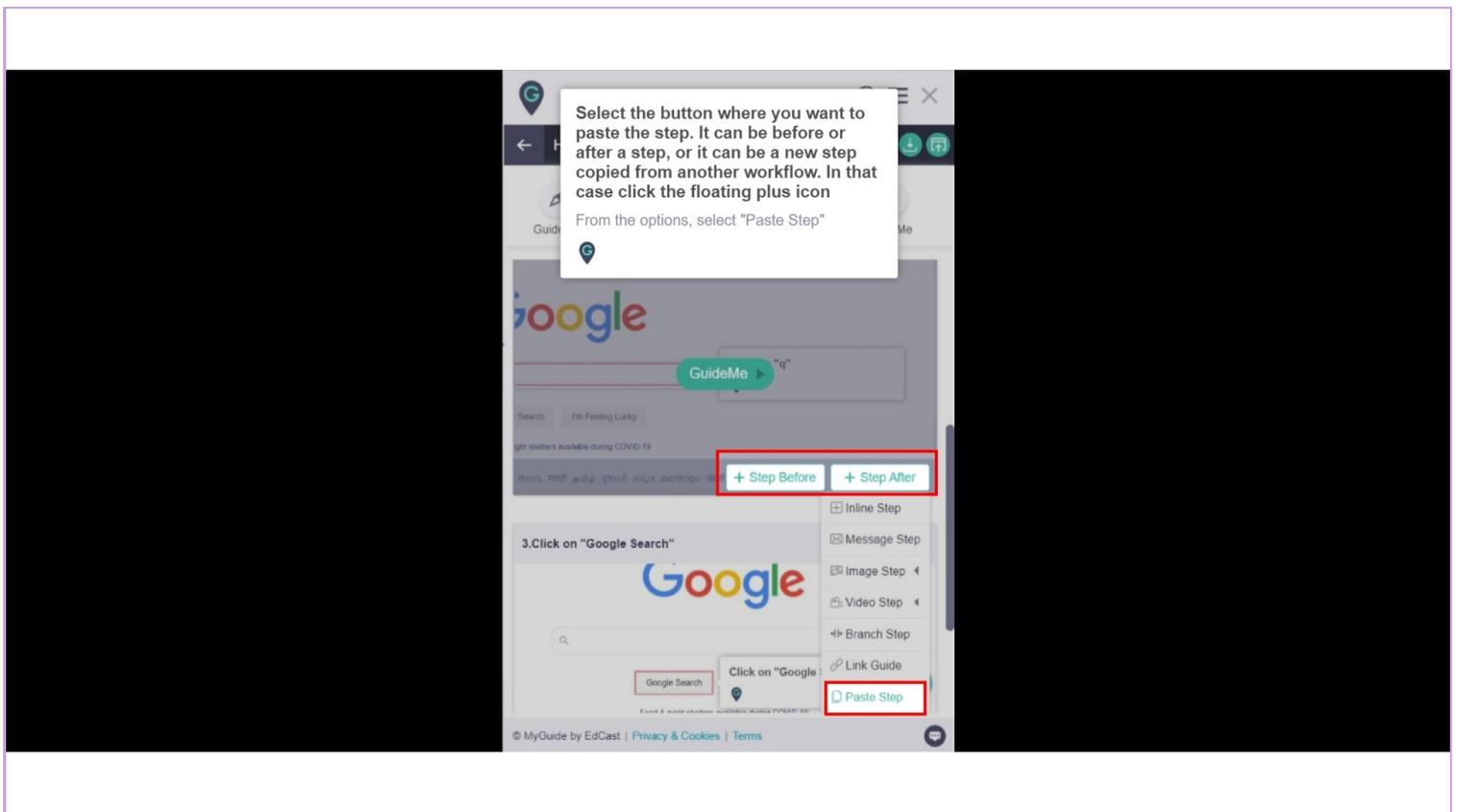
To copy a step, hover over the step thumbnail till you see the ellipsis, click it and select the option - Copy Step



Step: 07

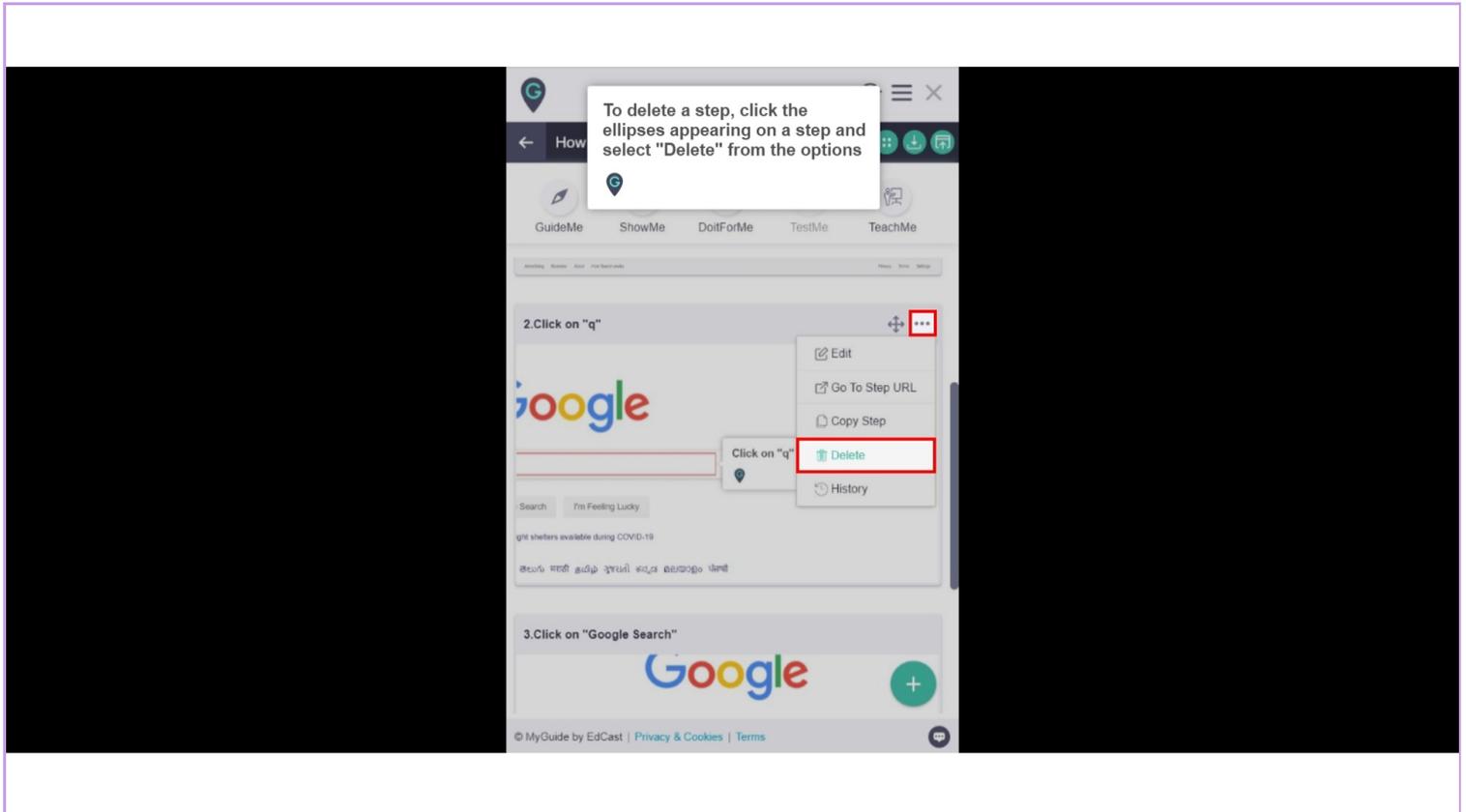
Select the button where you want to paste the step. It can be before or after a step, or it can be a new step copied from another workflow. In that case click the floating plus icon

From the options, select "Paste Step"



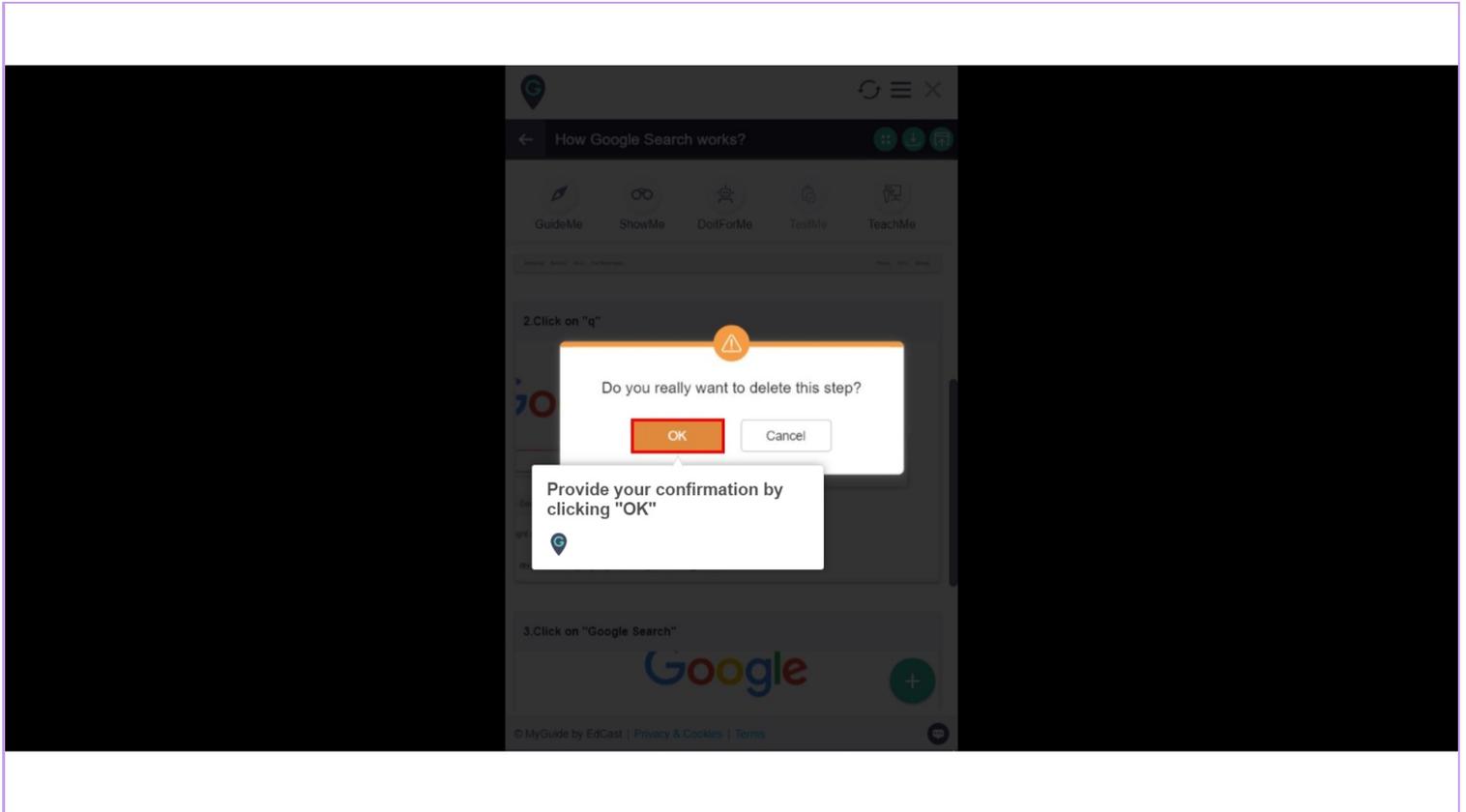
Step: 08

To delete a step, click the ellipses appearing on a step and select "Delete" from the options



Step: 09

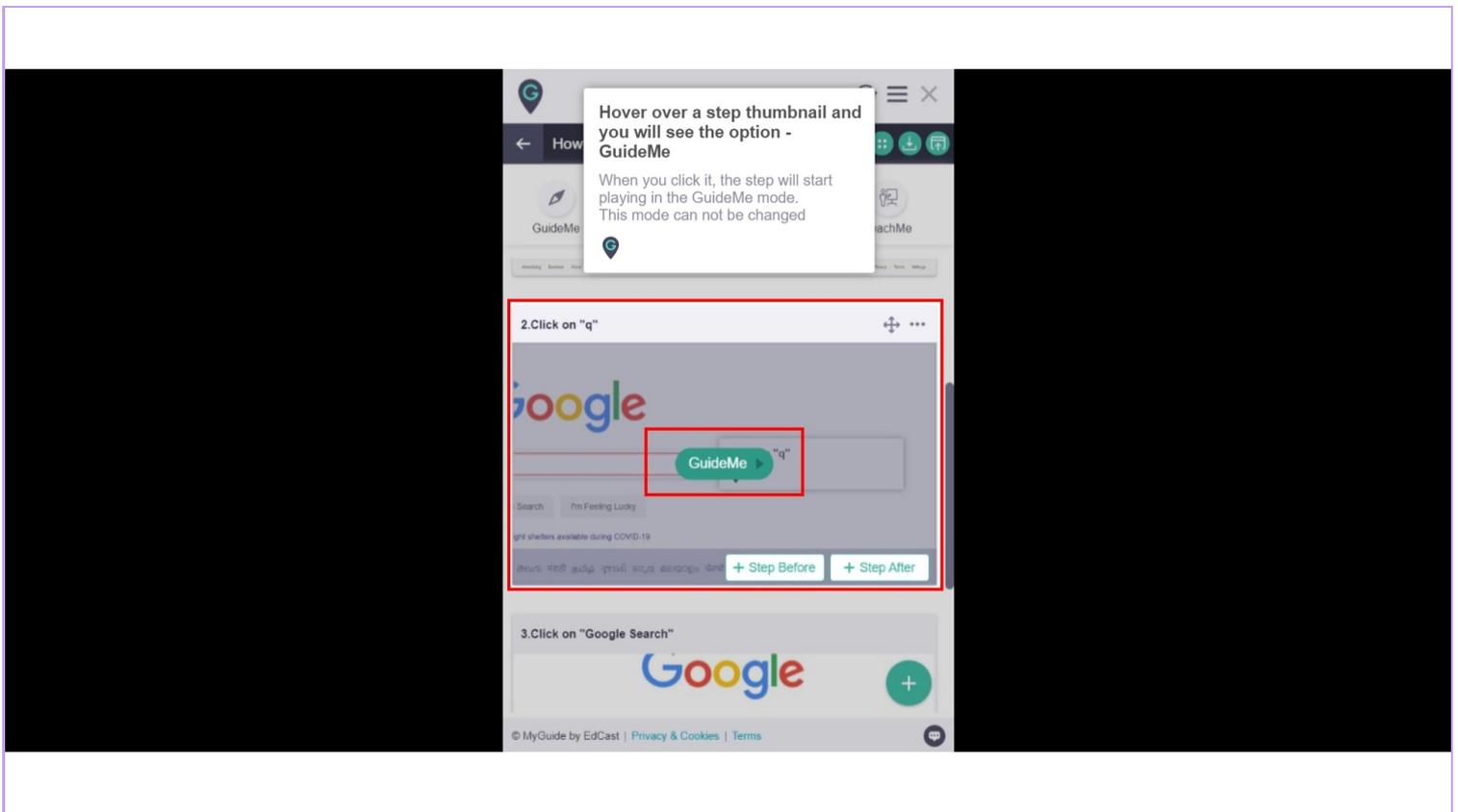
1) Provide your confirmation by clicking "OK"



Step: 10

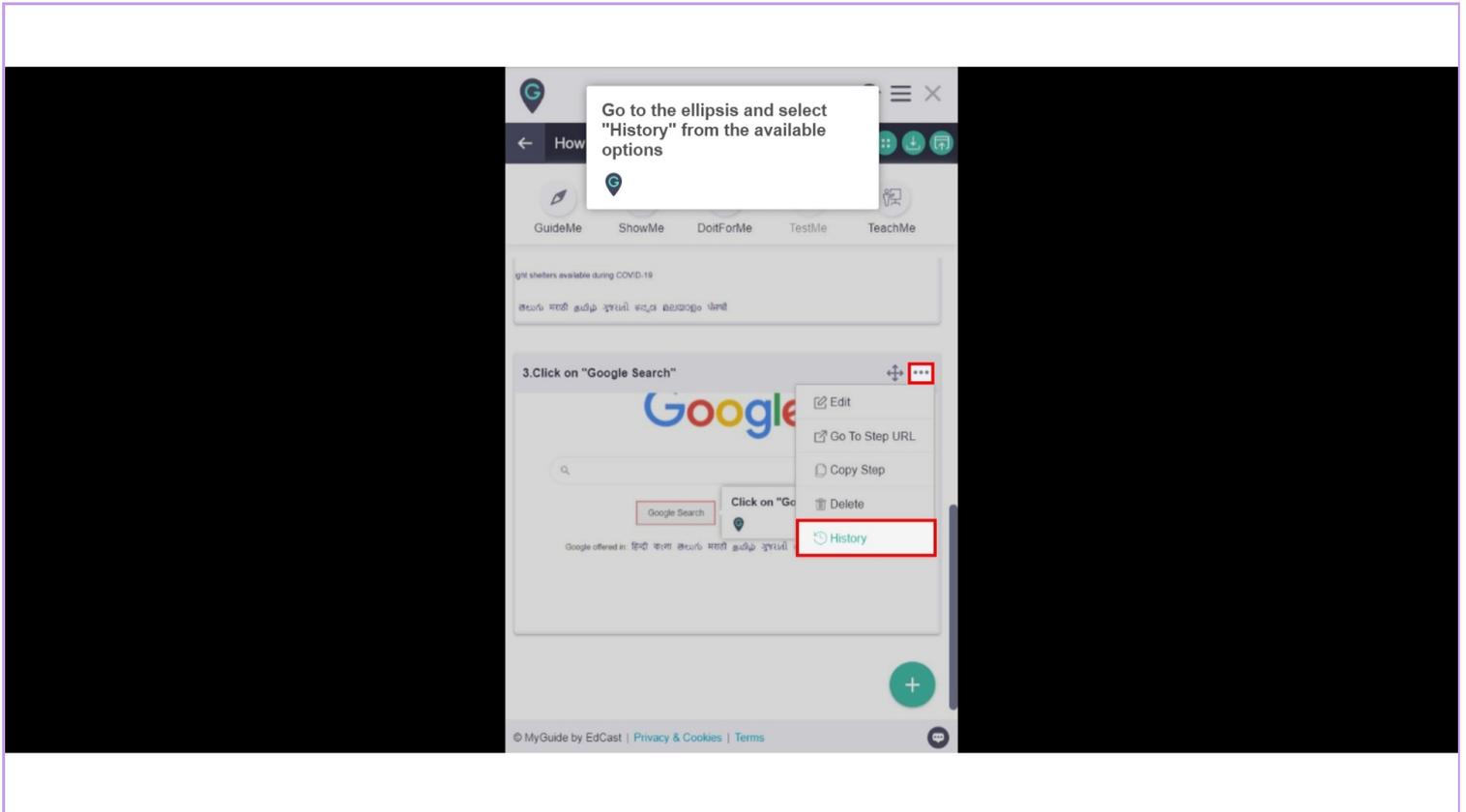
Hover over a step thumbnail and you will see the option - GuideMe

When you click it, the step will start playing in the GuideMe mode. This mode can not be changed



Step: 11

Go to the ellipsis and select "History" from the available options



Step: 12

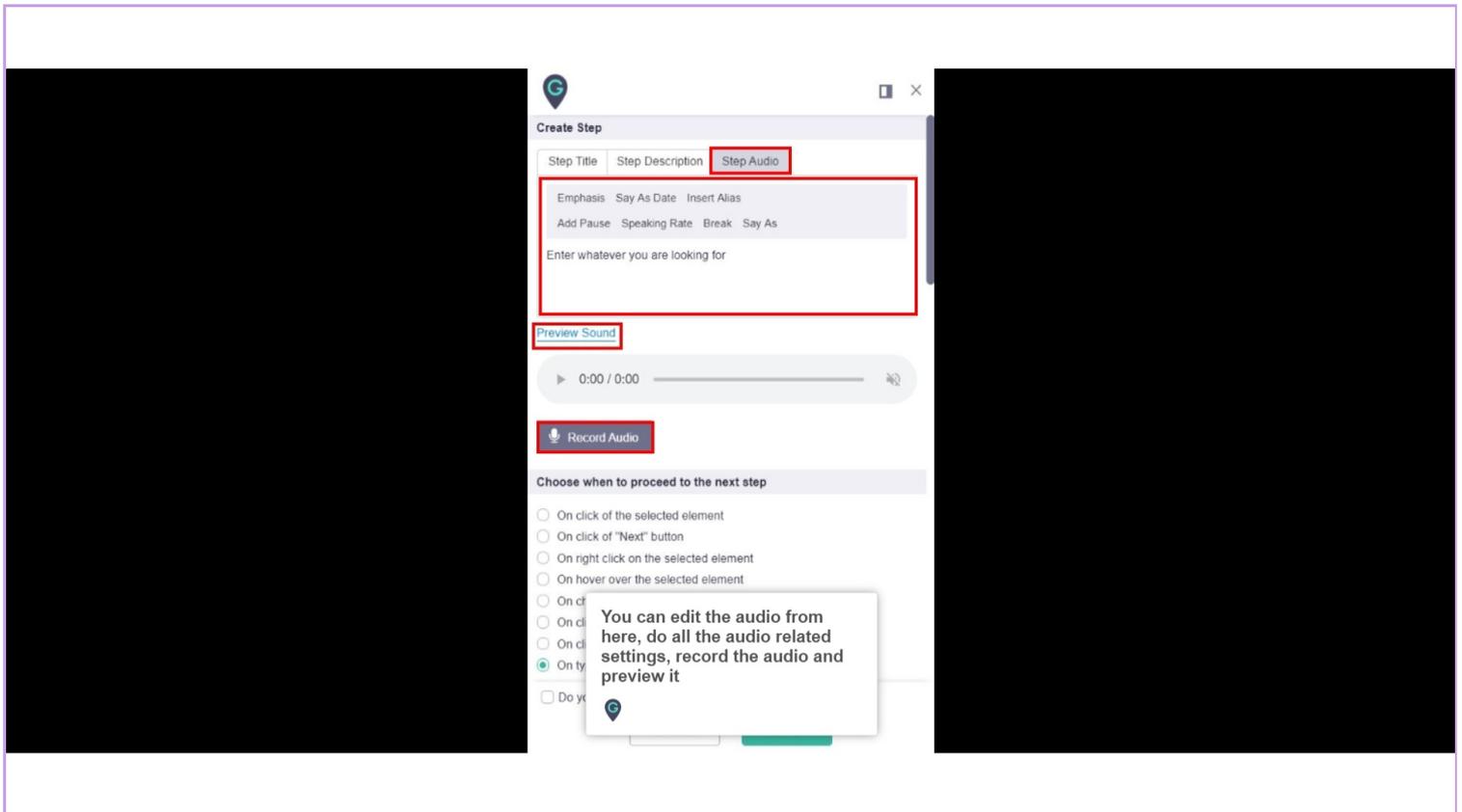
Here you can see the changes happened to the step since it was created

Here you can see the changes happened to the step since it was created

Field	Original Value	New Value	Changed By	Time
Step Preview Image			Aishwarya Karanjkar	19/May/2020 6:38 AM
Step Title		Click On "Google Search"	Aishwarya Karanjkar	20/Apr/2020 6:11 AM

Step: 13

You can edit the audio from here, do all the audio related settings, record the audio and preview it



The screenshot displays the 'Create Step' interface with the 'Step Audio' tab selected. The interface includes a 'Step Audio' section with options for 'Emphasis', 'Say As Date', 'Insert Alias', 'Add Pause', 'Speaking Rate', 'Break', and 'Say As'. Below this is a text input field with the placeholder 'Enter whatever you are looking for'. A 'Preview Sound' section features a play button, a progress bar showing '0:00 / 0:00', and a volume icon. A 'Record Audio' button is also present. The 'Choose when to proceed to the next step' section contains several radio button options, with 'On ty' selected. A callout box with a green border and a 'G' icon contains the text: 'You can edit the audio from here, do all the audio related settings, record the audio and preview it'.

Thank you

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