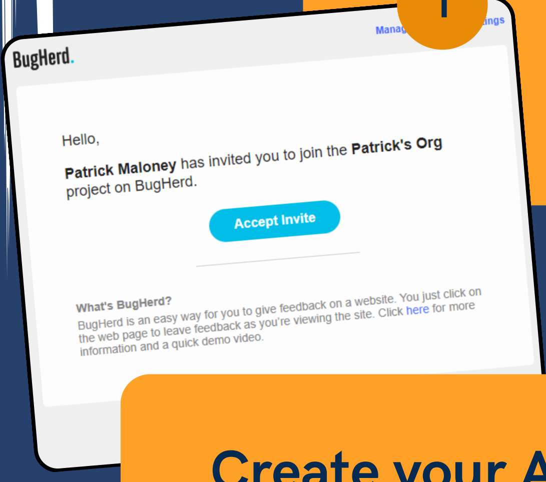
How to Use BugHerd
in 6 Easy Steps

for more detailed directions click here

1 Accept the Invite

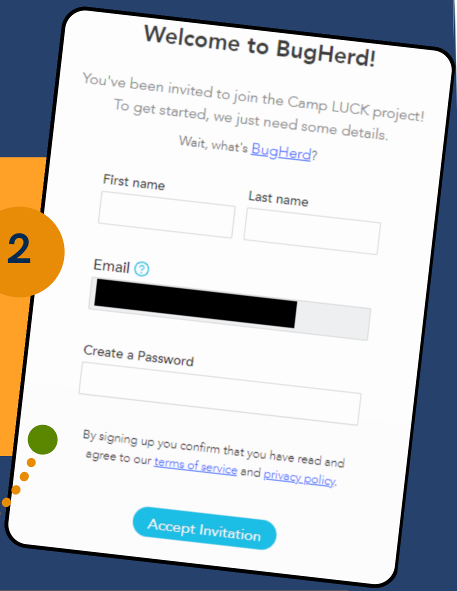
Your Client Success team will send you an invite to your organization’s project.



Create your Account

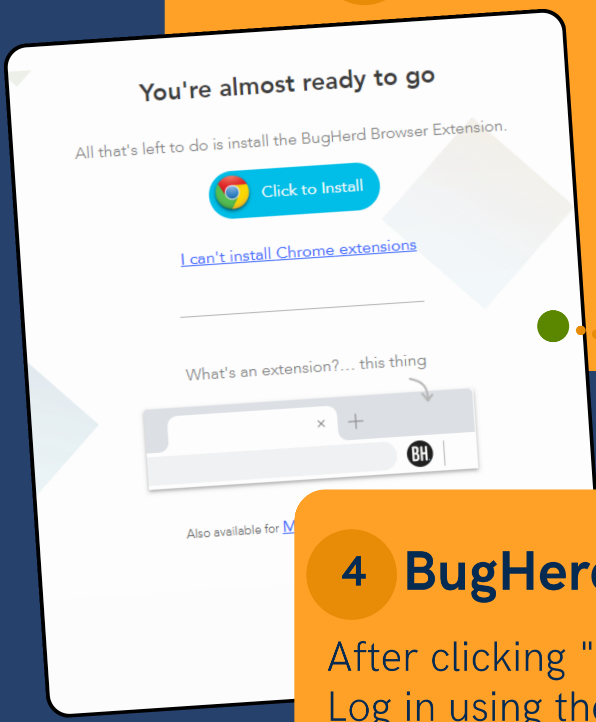
When you accept the invite, you will be prompted to create a free account.

2



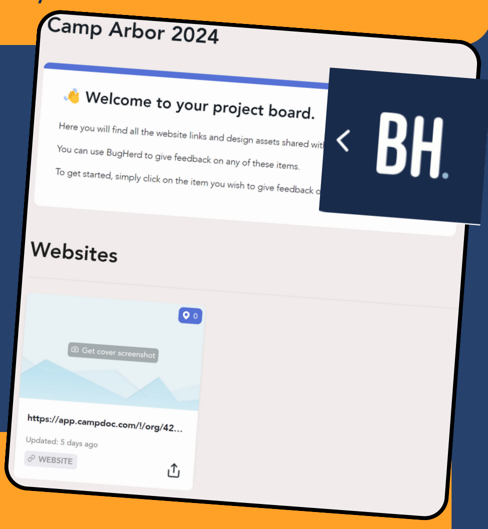
3 Download & Install Chrome Extension

After creating an account and accepting our invite, you'll be directed to download BugHerd from the Chrome Store. Click "Install" and ensure Site Access is set to "On all sites". Then, click "Go to your organizations" to get started.



4 BugHerd Dashboard; Access Test Accounts

After clicking "Go to your organization," BugHerd opens. Log in using the provided test account credentials (**not your provider login credentials**). You'll then access your test account. The BugHerd tool is accessible by clicking the navy BH button in the bottom-right corner of your browser.



5 Request Edits

BugHerd simplifies the editing process by enabling direct notes on your forms. You can submit edits by Tagging an Element or Tagging the Page and describing the change you’d like to make. This ensures your Client Success team precisely understands your requests for question or page edits.

What Happens Next?

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Your edits save instantly on your organization's project board. Once done, email your Client Success team. Be thorough in your edits, as each round takes 2-4 business days to process. Wait for feedback before adding more requests. Your team will leave comments on completed items in BugHerd. Review comments by clicking on tasks in the sidebar.