

#### FACILITATOR SERIES

# How to Add, Edit, Delete, Duplicate or Like a Note

### 1.

Go to My Walls & select 'RUN'.

(Note: As a Facilitator, you can add your own notes as well as edit, delete, duplicate and like any notes.)



#### ADD A NOTE

To add a note, select a Topic from the drop down menu.

Product Planning Meeting
13 attendees (1 present)

NEW NOTE

Topic

Select Topic

Type your note here...

Type your note here...

750

ADD •

Risks

Type your note content & select 'ADD'.

NEW NOTE

Topic

Benefits

GoWall makes it easy to add a note!

Your new note will appear on the Note Wall.





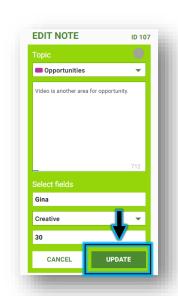
## How to Add, Edit, Delete, Duplicate or Like a Note (cont'd)

#### **EDIT A NOTE**

Go to any note & select the 'edit' icon.

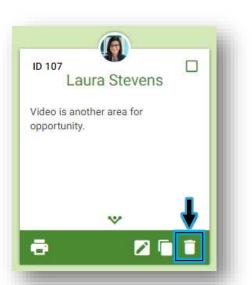
Make any desired edits & select 'UPDATE'.





#### DELETE A NOTE

Go to any note & select the 'delete' icon.



Select 'YES' to delete this note.



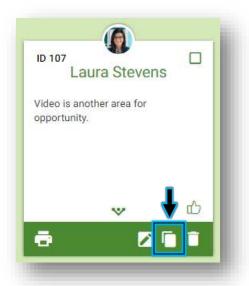


### How to Add, Edit, Delete, Duplicate or Like a Note (cont'd)

#### **DUPLICATE A NOTE**

Go to any note & select the 'duplicate' icon.

Make any desired edits & select 'SAVE'. Your duplicated note will appear on the Note Wall as a new note.





#### LIKE A NOTE

Go to any note & select the 'Like' icon. The 'Like' will turn green. Select the icon again to remove your 'Like'.



If one or more people have liked a note, select the note counter to see who has liked that note.

