

# How to Install the GoWall iOS Scanning App

## Scanning Overview

This 5-page guide covers:

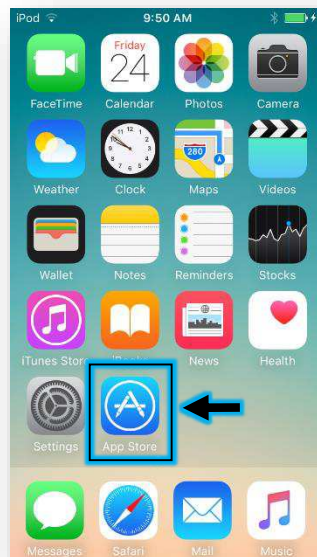
- ✓ How to Install the GoWall iOS Scanning App (p. 1)
- ✓ How to Use the GoWall iOS Scanning App (p. 2-4)
- ✓ How to Export Data after using the GoWall iOS Scanning App (p. 5)

The GoWall iOS Scanning App runs on camera-equipped, internet connected iOS mobile devices (iPhone, iPad, iPod) & lets you scan printed notes back into GoWall.

This is helpful for in-room meetings when you want to print notes, organize them into groups, & then scan these organized note groups back into GoWall for review & easy data export.

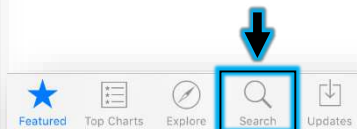
1.

Use your camera-equipped iOS mobile device (iPhone, iPod, or iPad) to access the Apple App Store.



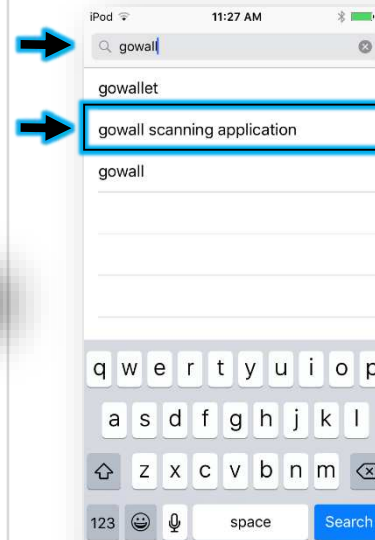
2.

Locate & select the 'Search' icon.



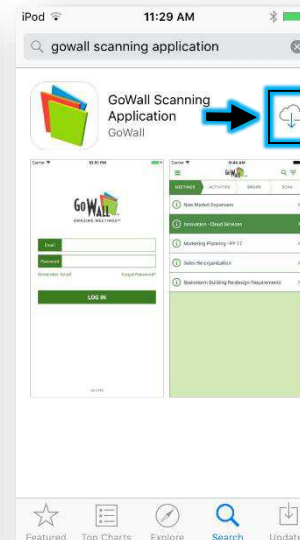
3.

Search for 'GoWall', then select 'GoWall Scanning Application'.



4.

Select the 'Download' icon.



5.

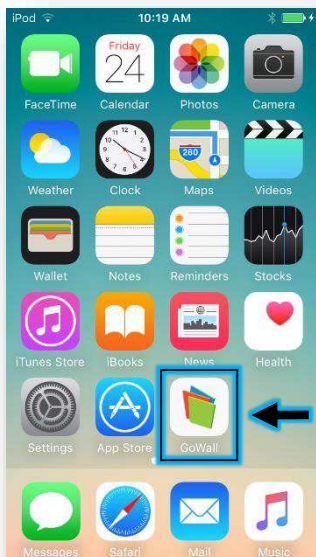
Select 'OPEN' to open the app.



# How to Use the GoWall iOS Scanning App

1.

Open the iOS GoWall Scanning App on your camera-equipped, wifi/internet connected iOS mobile device.



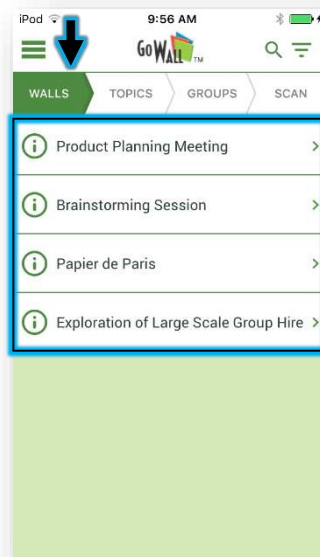
2.

Enter your existing GoWall Email & Password, then select 'LOG IN'.



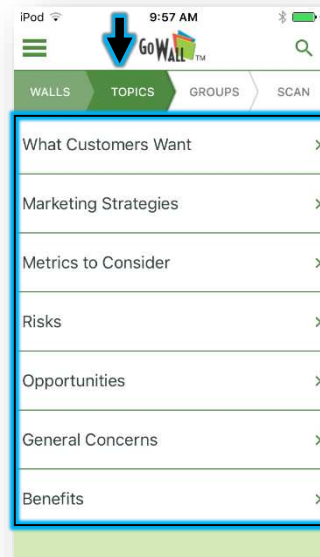
3.

Under the 'WALLS' tab, select your desired Wall.



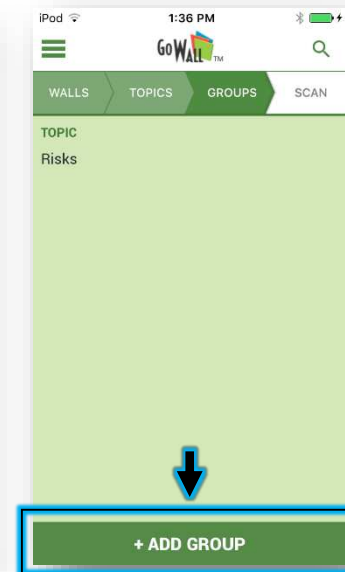
4.

Under the 'TOPICS' tab, select your desired Topic.



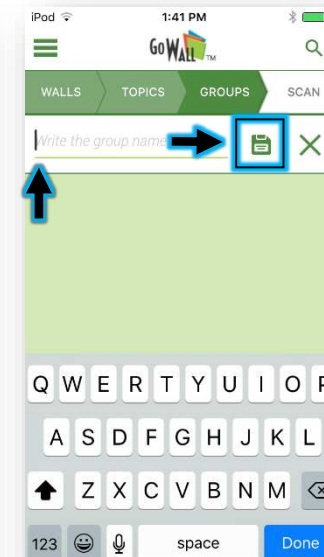
5.

Under the 'GROUPS' tab, select '+ ADD GROUP' to create one or more groups.



6.

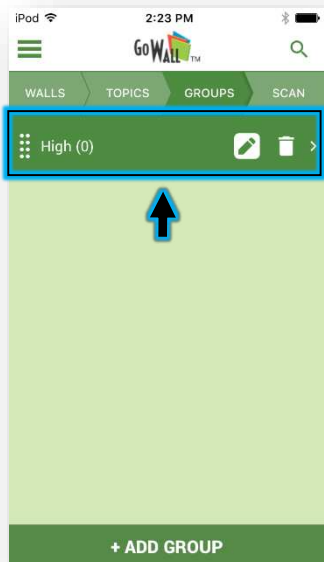
Name your new group, then tap the 'SAVE' icon.



# How to Use the GoWall iOS Scanning App (cont'd)

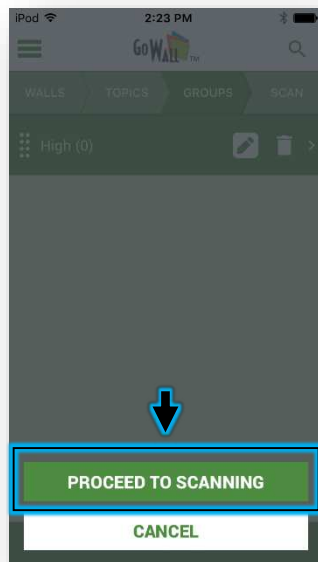
7.

Select a Group.



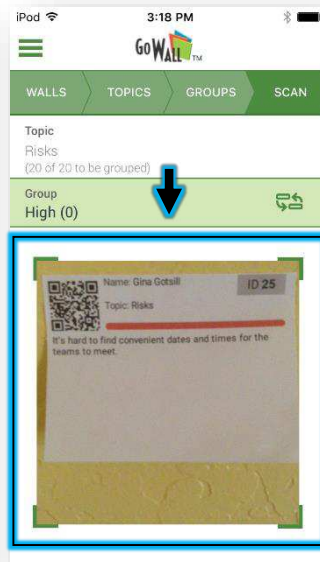
8.

Select 'PROCEED TO SCANNING'.



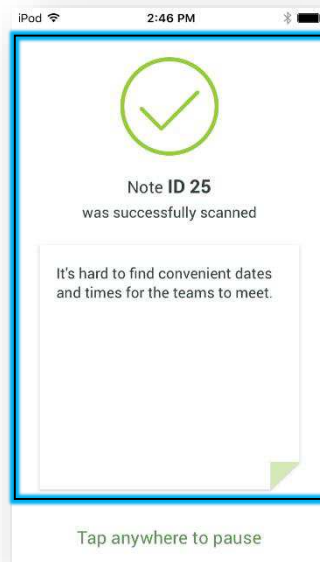
9.

To scan a note, hover the scanning window over the QR code of the note you wish to scan.



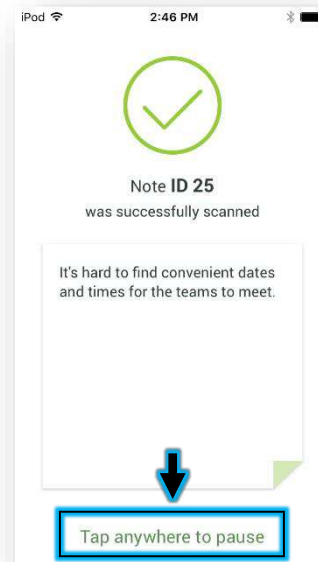
10.

You will receive a brief notification that your note has been scanned.



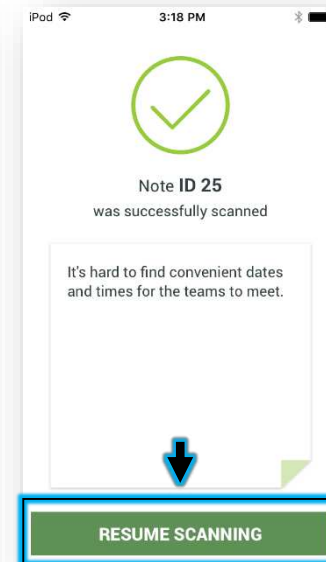
11.

If desired, tap anywhere on this brief notification to 'pause' scanning.



12.

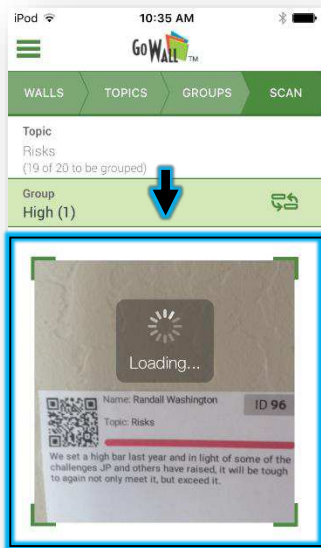
If you've paused scanning & want to resume, tap 'RESUME SCANNING'.



# How to Use the GoWall iOS Scanning App (cont'd)

13.

To scan additional notes into this same group, repeat Step 9.



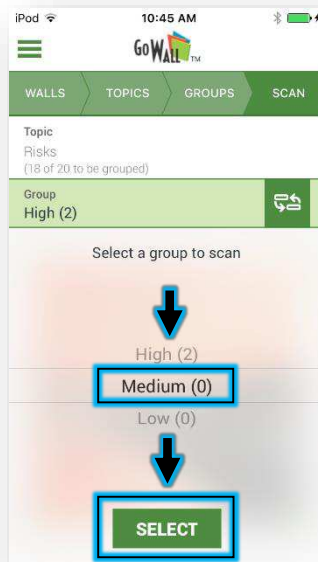
14.

To scan notes into a different group, tap the 'SWITCH GROUPS' icon.



15.

Scroll through the 'Select a group to scan' list & tap the new group you want to scan into. Then tap 'SELECT'.



16.

You can now scan notes into your newly selected group.



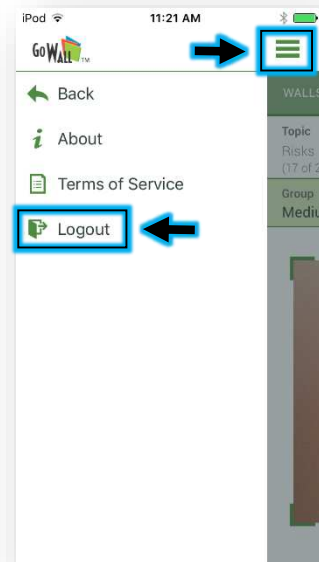
17.

To select a different Wall, Topic, or Group, tap the 'WALLS', 'TOPICS' or 'GROUPS' tab.



18.

To log out of the iOS Scanning App, tap the icon that features 3 horizontal lines, then tap 'LOG OUT'.



# How to Export Data after using the GoWall iOS Scanning App

## FAQs

**How do the iOS Scanning App & GoWall Web-App Grouping Wall work together?**

When you perform an action using the GoWall iOS Scanning App, such as creating a group or scanning a note, your action is synched with and displayed at the GoWall Web-App Grouping Wall.

Here are a few examples:

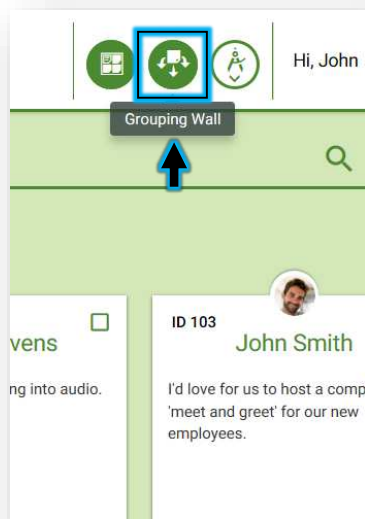
When you scan a note into a group using the Scanning App, the result is the same as if you'd dragged and dropped that note into a group using the Grouping Wall. Or, if you create, edit or delete a group using the Scanning App, the result is the same as if you'd done so at the Grouping Wall and vice versa.

**Why use the iOS Scanning App?**

For high-stakes, in-person meetings where it's beneficial to discuss how (and in which categories) notes should be grouped.

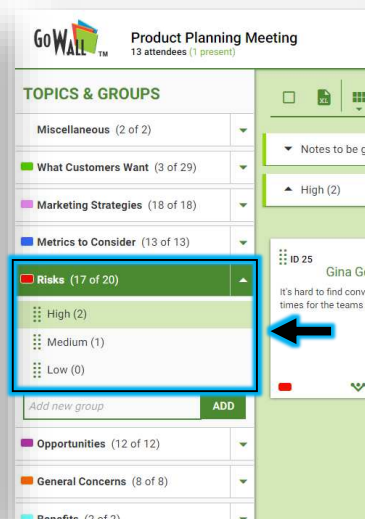
1.

When you finish scanning, return to GoWall & go to the 'Grouping Wall'.



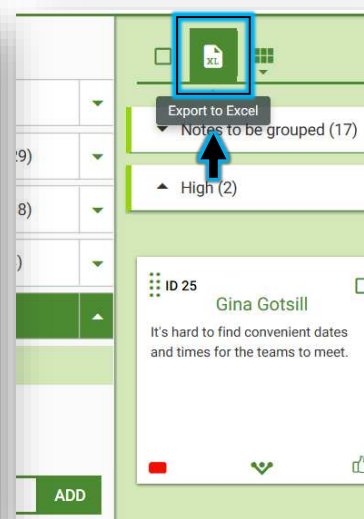
2.

Any notes you scanned using the iOS Scanning App will now appear organized in the groups you created.



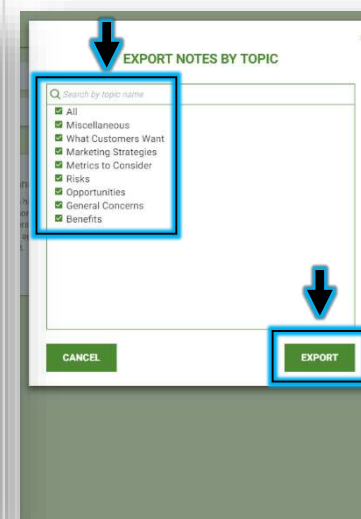
3.

To export these grouped notes to Excel, select the 'Export to Excel' icon.



4.

Select 'All' or individually select which Topics you want to export using the checkboxes, then select 'EXPORT'.



5.

Open your Excel export. Your notes will be organized under highlighted headings of the groups you created.

