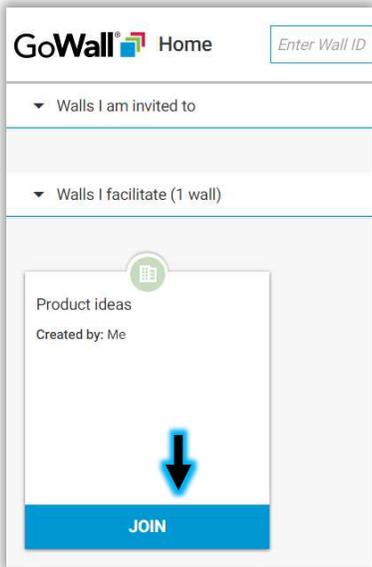


How to Add, Edit, Delete, Duplicate or Like a Note

Go to the 'HOME' screen and select 'JOIN'.

(Note: As a Facilitator, you can add your own notes and edit, delete, duplicate and like ANY or ALL notes.)



ADD A NOTE

To add a note, go into the note station and select the desired topic from the dropdown.

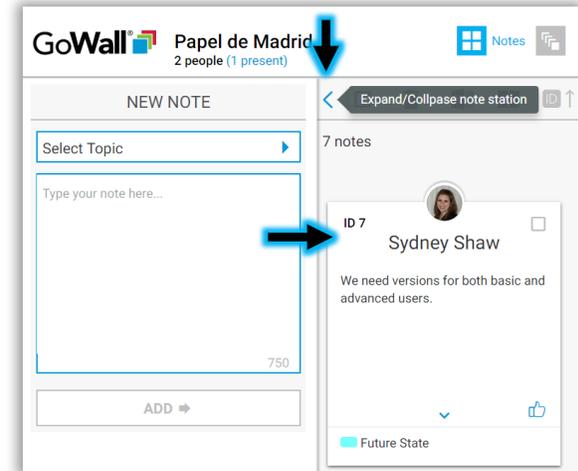


Note Station

Type your note content in the main note field. This field accepts any alpha numeric text up to 750 characters. You may also be required to populate additional Sub-Topics. When complete, select 'ADD' to post your note.



Your new note will appear on the Note Wall. The note station may be opened and closed should you want additional Note Wall space. Simply select the arrow to the upper right of the Note Station to toggle.



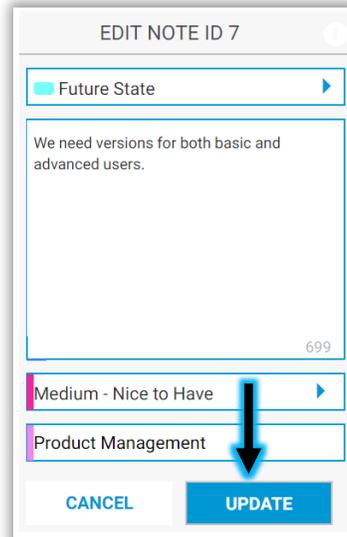
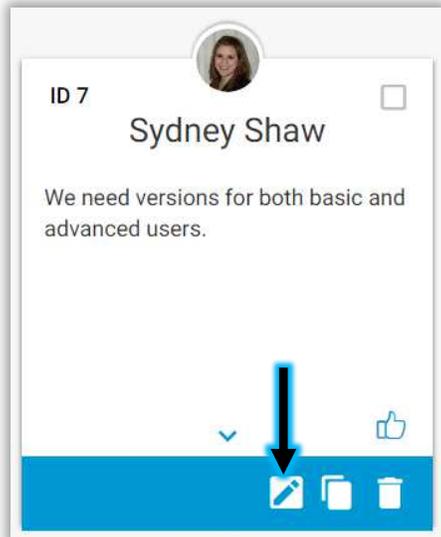
How to Add, Edit, Delete, Duplicate or Like a Note (Continued)

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EDIT A NOTE

Go to any note and select 'EDIT'. The note will be reloaded into the Note Station where it will be displayed for editing.

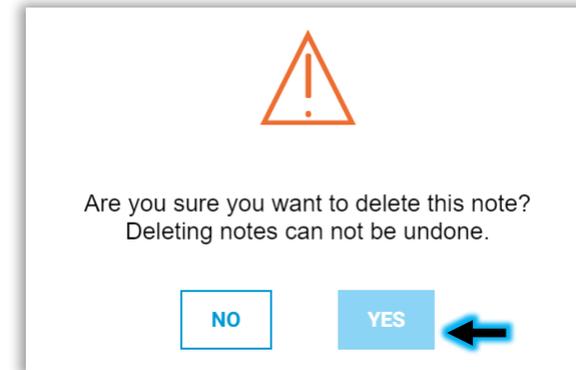
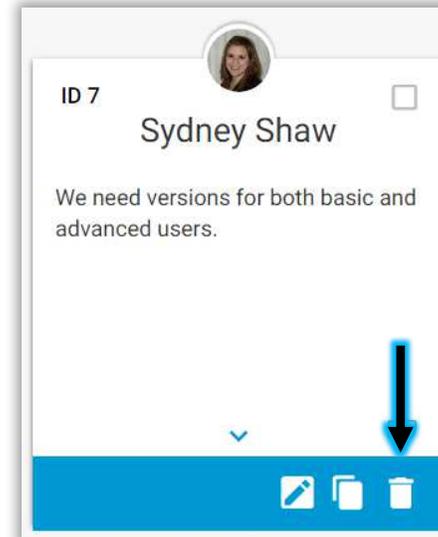
Make any desired edits and select 'UPDATE'. The note will return to its previous location on the wall with edits applied.



DELETE A NOTE

Go to any note and select "DELETE".

Select 'YES' to delete this note. This is an operation that cannot be undone.

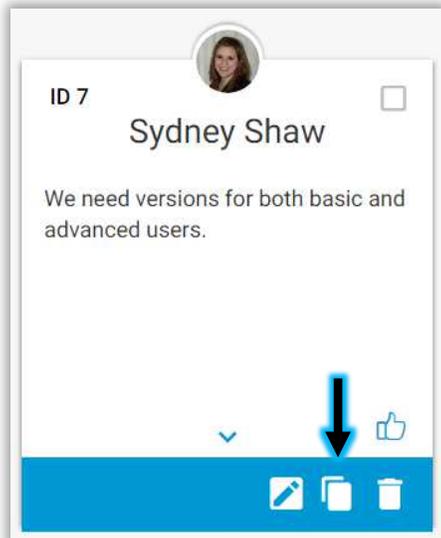


How to Add, Edit, Delete, Duplicate or Like a Note (Continued)

DUPLICATE A NOTE

Go to any note and select "DUPLICATE". The note to be duplicated will appear in the Note Station ready for editing.

Make desired edits and select 'SAVE'. The edited note will be assigned a new, unique Note ID number and appear on the Note Wall.



LIKE A NOTE

Go to any note and select the 'LIKE' icon. The icon will turn blue indicating you've successfully liked this note. Select again to remove your 'LIKE'.

If one or more people have liked a note, select the note counter to see a list of others who have liked this note.

