

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

1.

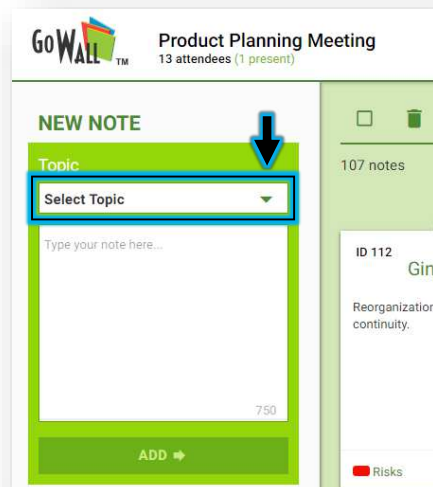
Go to My Walls
& select 'RUN'.

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

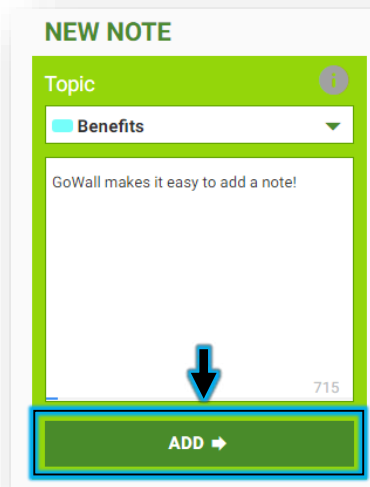


ADD A NOTE

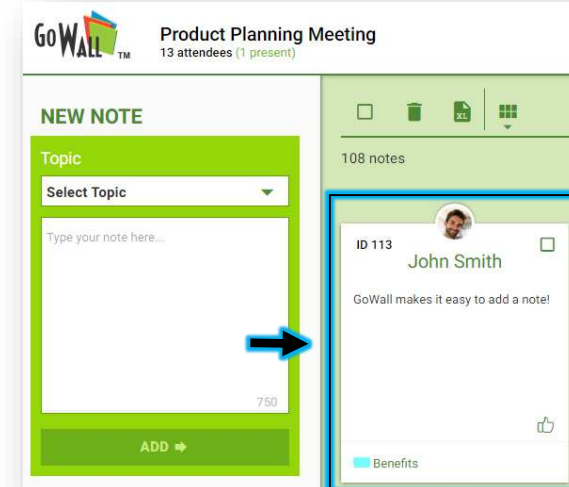
To add a note, select a Topic from the drop down menu.



Type your note content & select 'ADD'.



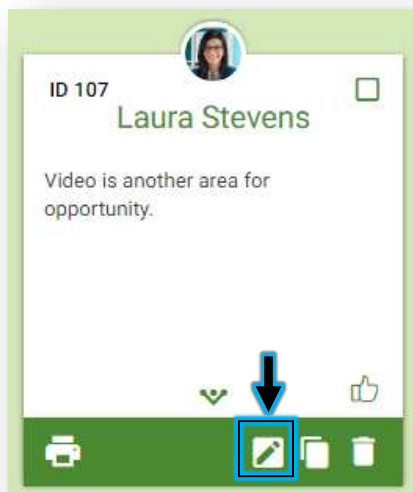
Your new note will appear on the Note Wall.



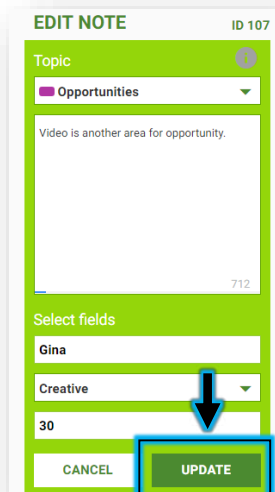
How to Add, Edit, Delete, Duplicate or Like a Note (cont'd)

EDIT A NOTE

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

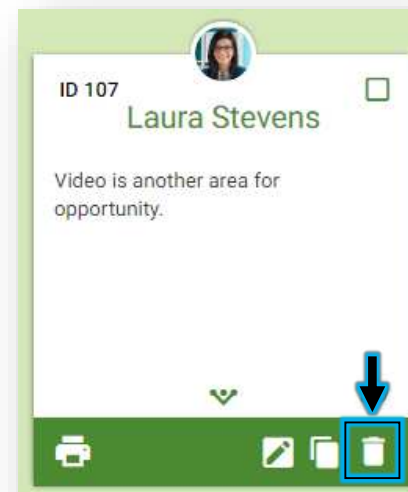


Make any desired edits & select 'UPDATE'.

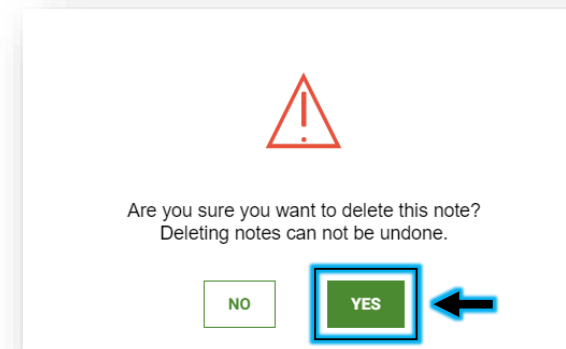


DELETE A NOTE

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



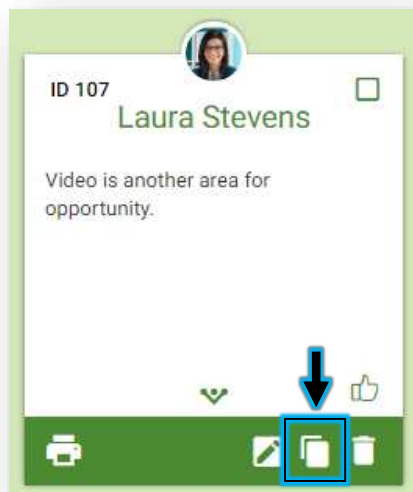
Select 'YES' to delete this note.



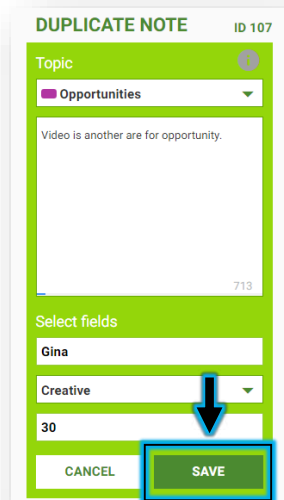
How to Add, Edit, Delete, Duplicate or Like a Note (cont'd)

DUPLICATE A NOTE

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

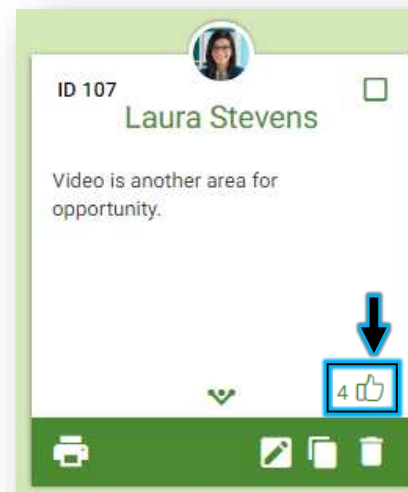


Make any desired edits & select 'SAVE'. Your duplicated note will appear on the Note Wall as a new note.



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.

