EVERYONE



## How to Change the Note View and Sort Notes

Go to 'Home' and select 'JOIN' to access the target wall.

To change the way notes are viewed, select the 'View' icon to open the drop down menu. Card View is GoWall's default.

## **CHANGE NOTE VIEW**

Select the desired view and the 'View' icon will change accordingly to:



Card View - Familiar, 'notes on a wall' display.

**Expanded View - Great for seeing Sub-topics** 

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List View - Ideal to see maximum number of inputs

Randall Washington

(location TBD but prefer Las Vega

or Hawaii) to discuss strategy and create a roadmap moving forward.

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Chris Ardito

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Chip O'Hare

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Next Step

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## How to Change the Note View and Sort Notes (Continued)

## **CHANGE SORT ORDER**

To change how notes are sorted, select the 'Sort' icon and choose from the four options listed.



Notes in GoWall can be sorted in either ascending or descending mode by:

🚹 🛧 Note Entry Order:



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As a default, the most recent input appears at the top of the Note Wall. This causes older notes to scroll rapidly downward making it difficult to read and 'Like' other comments as they move. Changing the sort order to 'Oldest Notes First' causes new notes to post at the bottom eliminating any issues related to scrolling.

Notes in GoWall can be sorted in either ascending or descending mode by:

Number of Likes:



The 'Like' button serves two purposes. One is the standard indicator of "I agree" or "I like what you're saying". Secondarily, 'Like' can be used a a simple voting capability. Sorting 'Like' in descending order allows top 'Like' or vote-getters to rise to the top and is a useful tool to establish priority amongst ideas.