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How to Use The List Library - Introduction

WHY LISTS AND A LIBRARY?

GoWall's SMART note technology enables each high level Topic to include up to 6 Sup-Topics that can be used to gather more specific information from participants. This structure improves input quality and enables better analysis of meeting dialogue. Facilitators can use Sub-Topics and choice lists to collect information in almost any area like priority, budget, timing, volume, department, calendar, likert scales, WBS elements, etc. to name a few. These lists can be stored templates in a personal 'List Library' and reused from wall to wall. A small set of sample lists is included here.

Budget

- 0 - $100K
- $100K - $500K
- $500K - $1M
- Over $1M

Volume

- 1-5
- 6-10
- 11-20
- More Than 20

Timing

- Weekly
- Monthly
- Quarterly
- Annually
- Other
- Enter list item — None

Likert Scales

- Strongly Agree — None
- Agree — None
- No Opinion — None
- Disagree — None
- Strongly Disagree — None

Calendar

- 4Q 2017
- 1Q 2018
- 2Q 2018
- 2H 2018

WBS Elements

- Requirements — None
- Design — None
- Development — None
- Testing — None
- Auditing — None

Simple Priority

- High
- Medium
- Low

Custom Priority

- Essential - Table Stakes
- Critical
- Priority 2
- Priority 3

Department

- Sales & Marketing
- Customer Success
- Product Development
- QA Testing
- IT Engineering
- Accounting

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How to Use The List Library

You can store any list for reuse in a List Library. Simply give the list a name in the 'To Add this list…' field at the bottom of the 'EDIT LIST' form. Then click 'ADD & DONE'. This places the list in your library under the 'My Stored Lists' tab.

Each user has their own unique library that can be viewed and accessed from the 'My Stored Lists' tab in the 'Setup' screen of any wall. Meeting owners can continue to create template lists from the 'EDIT LIST' form or directly in this 'My Stored Lists' environment. Simply select 'ADD LIST' and the 'CREATE LIST' form appears. You can enter list items with any of the available options. When complete, give your list a name in the 'To Add to list library, enter name here' field and your new list will be saved as a list template for ongoing use. Lists saved in this manner can be edited, cloned and deleted directly in 'My Stored Lists'.
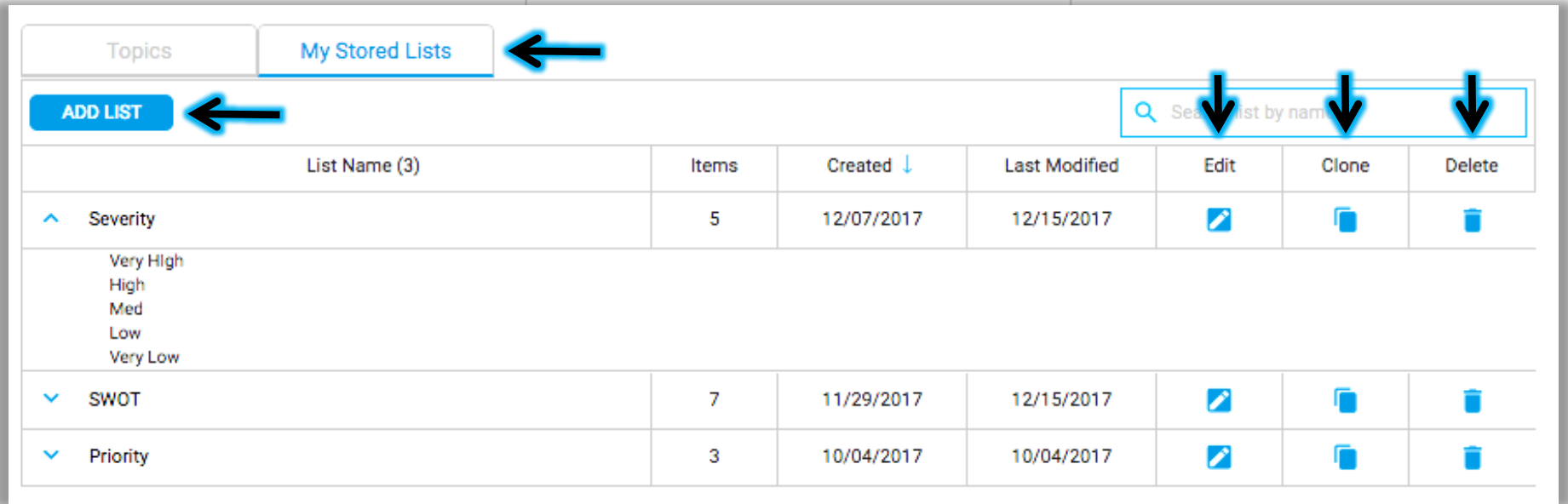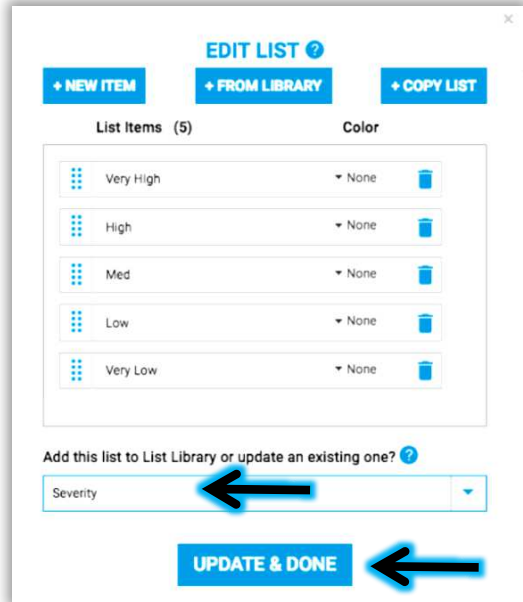
How to Use The List Library (Continued)

EDIT, DELETE, CLONE A LIST

Once a list has been placed in your List Library it can be accessed and managed from any Wall you Facilitate.
To access your List Library click on 'Setup' and the 'My Stored Lists' tab.

From the 'My Stored Lists' tab you can create a new list, edit an existing list or delete a list. You can also create a new list based on an existing list by clicking 'Clone', modifying the copy and saving it with a new name.

ADOPT A LIST

You may add lists from other Facilitators. Simply join their wall as a facilitator. Open the Sub-Topics tab containing the list you want to adopt. Select the target 'List' to open the 'EDIT LIST' screen.

With the list open, provide a new name and select 'ADD & DONE' to add this list to your List Library.

CAUTION: Do not make any changes to the list until AFTER saving it to your library. Once it is in your Library you may edit, delete, or clone your list.