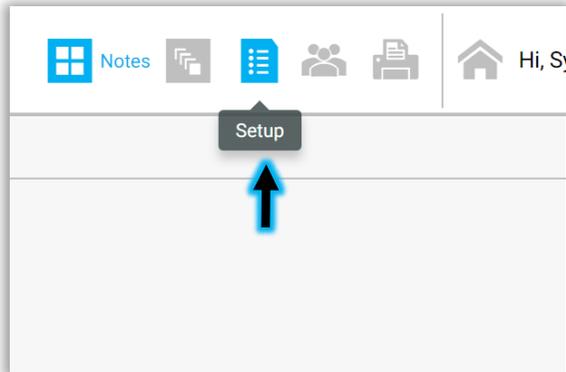


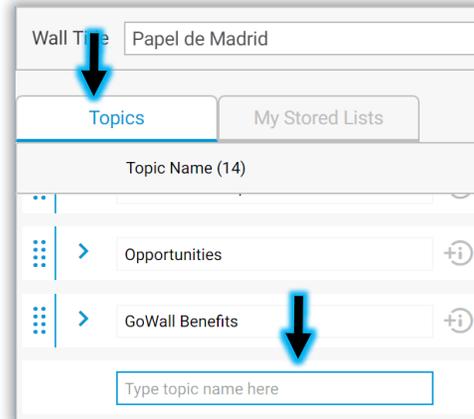
How to Create Topics and Sub-Topics

CREATE TOPICS

From the 'Home' screen join the meeting and click on the 'Setup' icon to display the 'Setup' screen.



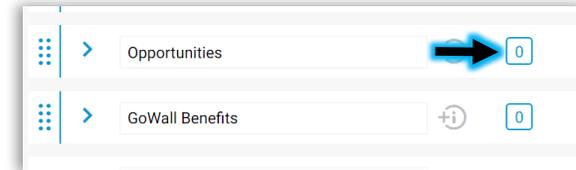
Click on the 'Topics' tab. Scroll to the bottom of the topics list and type the name of your new Topic. Your new topic is added to the bottom of the list.



Click on the 'Information' icon to add a description of the topic. Descriptions are viewable by participants when that Topic is selected in the 'NOTE STATION'.



The 'Sub-Topic' icon displays the number of subtopics for this topic. To add a Sub-Topic click on the button to display the SUB-TOPIC setup screen. Refer to 'How to Create Sub-Topics' in this section for more detail.



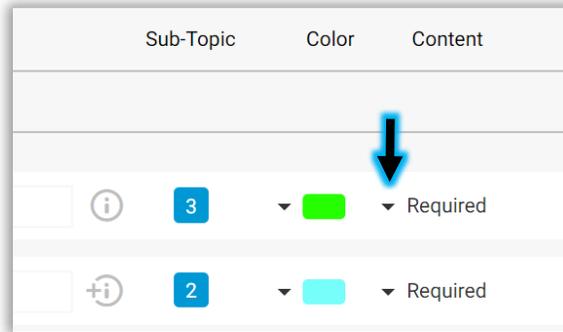
How to Create Topics and Sub-topics (Continued)

CREATE TOPICS (Continued)

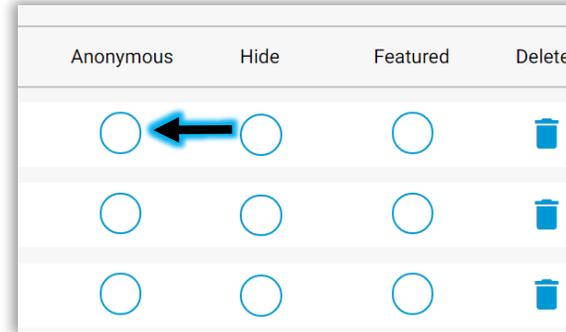
Select a 'Color' for the Topic (optional). Topic colors are displayed on the NOTES WALL for all notes of that Topic.



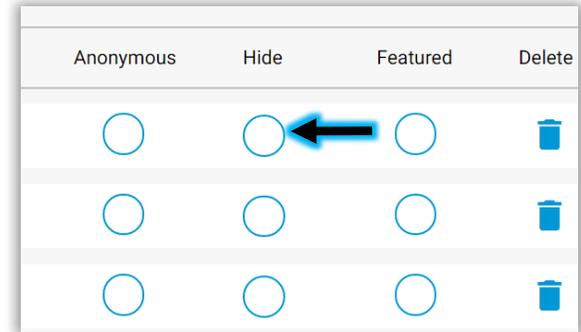
Use the dropdown list in the 'Content' field to indicate if this topic requires text in each note or if content is optional. If 'Required' is selected, Participants will not be able to add a note without text.



Select 'Anonymous' to indicate that all notes within the Topic will show 'Anonymous' as the contributor.



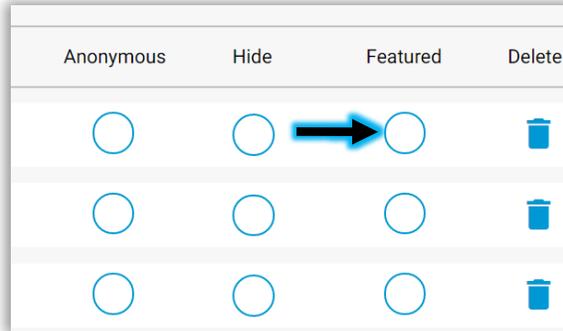
Check 'Hide' to hide the topic from the dropdown list used by participants for adding a note. The topic can be unhidden at any time by un-checking 'Hide'.



How to Create Topics and Sub-topics (Continued)

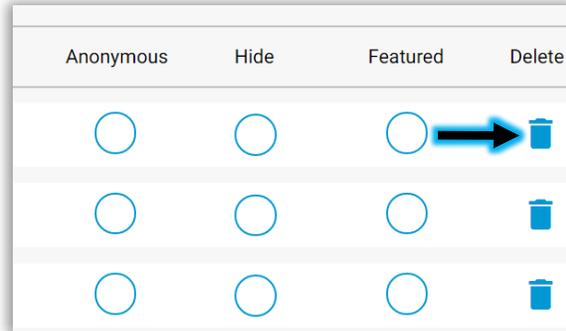
CREATE TOPICS

Check **'Featured'** to have the topic pre-loaded in the 'Select Topic' dropdown list thereby eliminating the need for a participant to choose it prior to adding a note.



To delete a topic, select **'Delete'** to the far right of the topic.

IMPORTANT: Notes using the deleted topic are automatically moved to the "MISCELLANEOUS" topic.

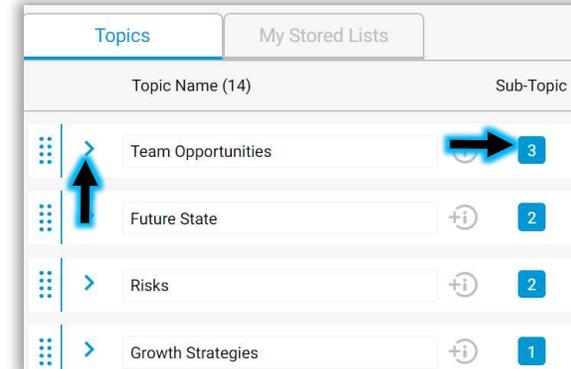


The order of 'Topics' in the list may be changed by clicking and holding the 'MOVE' icon (the two rows of dots). Then drag the individual items to the desired location in the list and release the icon.



CREATE SUB-TOPICS

To create or edit Sub-Topics, click on the 'SUB-TOPIC' count button on the topics list OR click on the down arrow next to the topic name. Then click on the "SUB-TOPICS" Tab.

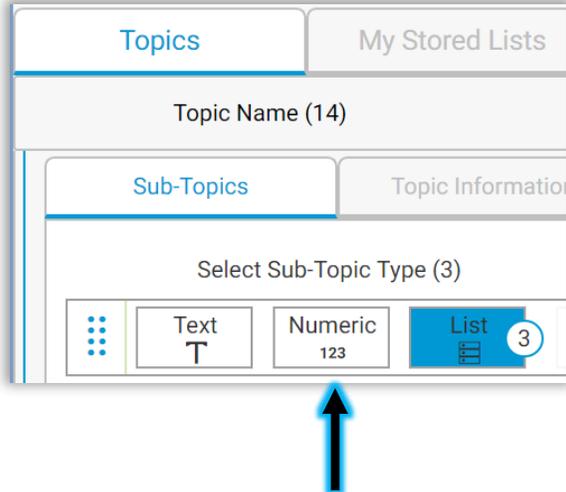


How to Create Topics and Sub-Topics (Continued)

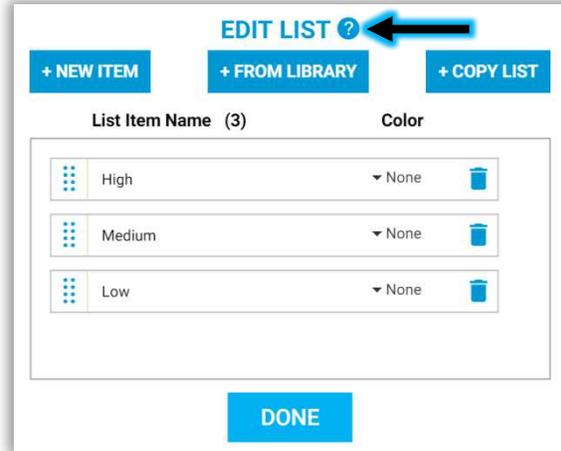
CREATE SUB-TOPICS

Select the 'Sub-Topic Type'. Types are:

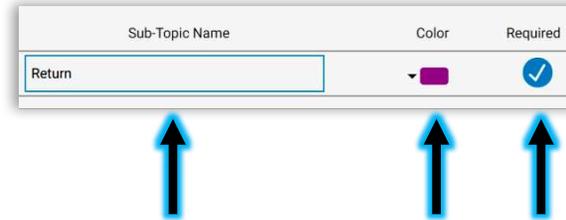
- Text: Open text values
- Numeric: Numeric Values
- List: Predefined value list



If 'LIST' is selected the 'EDIT LIST' window will open. Click on the 'QUESTION' button for descriptions of each option. (See 'More on Using Sub-Topic Lists' and 'How to Use the List Library' PDFs for more information).



Enter the 'Sub-Topic Name', select a 'Color', and indicate if a value is 'Required' when adding a note.



If you want the Sub-Topic value entered by a participant to be repeated on subsequent notes from that that participant, check 'Retain'.

