GoWall

More on Using Sub-Topic Lists - Introduction

WHY SUB-TOPICS AND LISTS?

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 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

V3

More on Using Sub-Topic Lists (Continued)

A 'List' is one of three types of 'Sub-Topic'. The 'List' contains a predefined, configurable set of values or choices that participants can select when contributing a Note. Sub-Topics are located below the main note field.

To add a list to a Sub-Topic:
1. Select the 'Setup' icon.
2. Create or expand an existing Topic.
3. Select the 'Sub-Topics' tab.
4. Select the 'List' box.
5. The 'Edit List' form will appear. Begin entering your choice items until complete.
6. Select 'DONE' and your list of choice items will be saved.
7. The 'Sub-Topic' name field is now activated. Give your Sub-Topic a name, e.g. Severity
8. Note the counter on the 'List' box indicates the number of choice items in this Sub-Topic

You can select from two other time-saving options to enter lists described on the next page:

+FROM LIBRARY: Re-use a pre-existing list from your list library.
+COPY LIST: Copy and paste a list from Excel, Word or a text file.
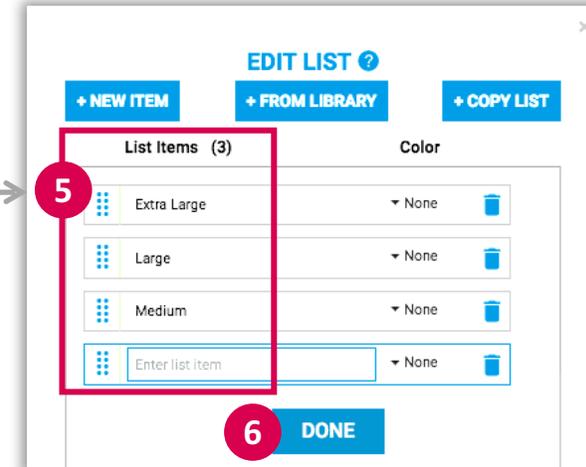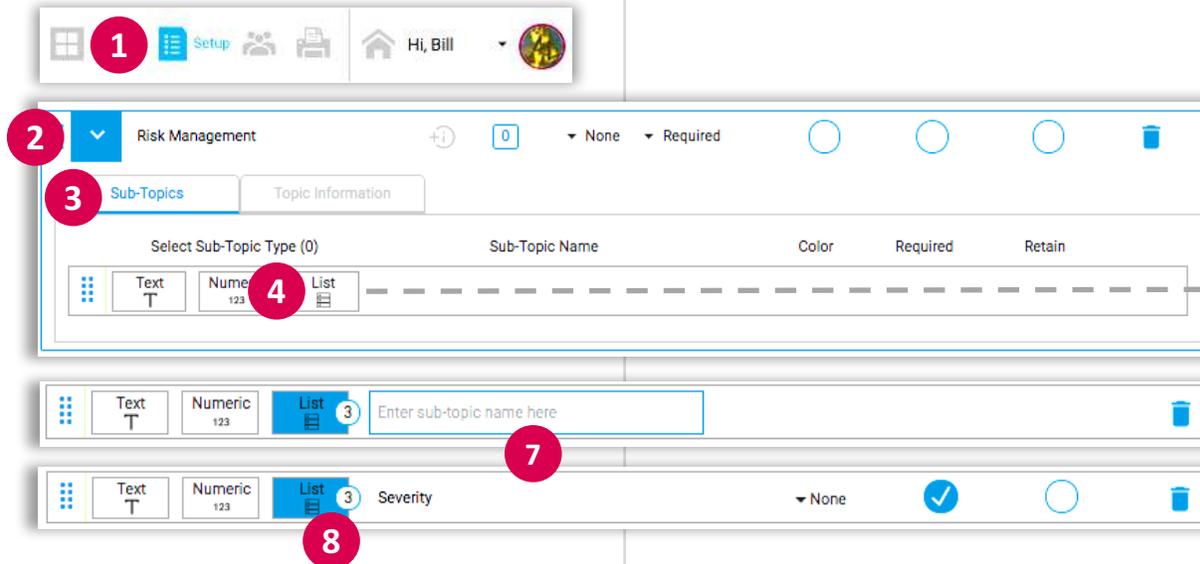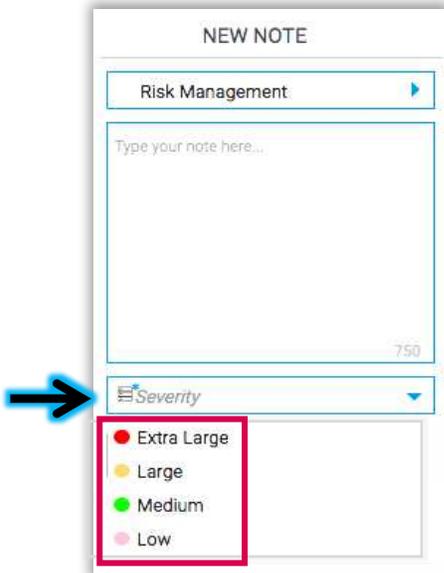
More on Using Sub-Topic Lists (Continued)

+COPY LIST

Select '+COPY LIST' to import a text list from Word, Excel, or any text editor. Simply copy the list from the originating application and paste it into the window provided. Then select 'ADD' to accept the list.

You may add, delete or modify the list or simply select 'DONE' when complete. The list will now be saved and you can name your 'Sub-Topic'.

+FROM LIBRARY

From the 'LIST LIBRARY' screen, click on the LIST you want to reuse. You may preview the contents of the list by expanding the item. Click 'ADD' to bring the list into your 'EDIT LIST' form.

Your list has now been added to the 'EDIT LIST' form. You may accept the list 'as is' or modify the items by adding, deleting or editing any of the choices.

Note: You may combine +NEW ITEM, +FROM LIBRARY and +COPY LIST functions to add to your list.