



Facilitator Basics

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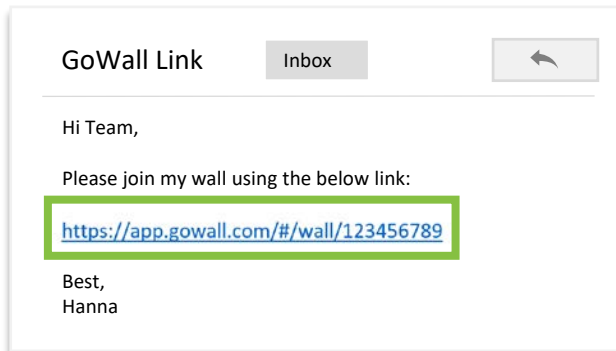
1

You log into GoWall and easily create a digital note wall you can customize



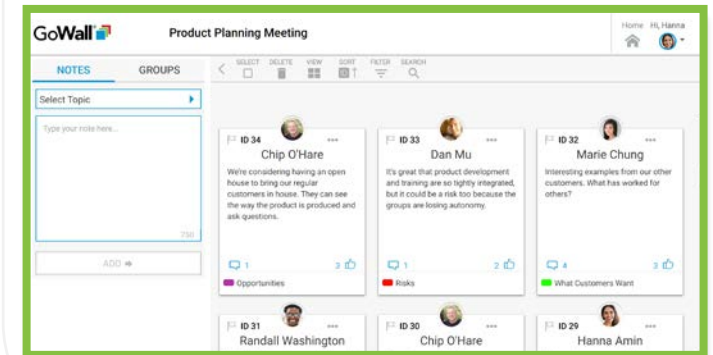
2

You invite people to join your wall using a link you share via email or IM



3

People then create, add, view and interact with notes on your wall



 GoWall is a distinct and separate app from web-conferencing software.

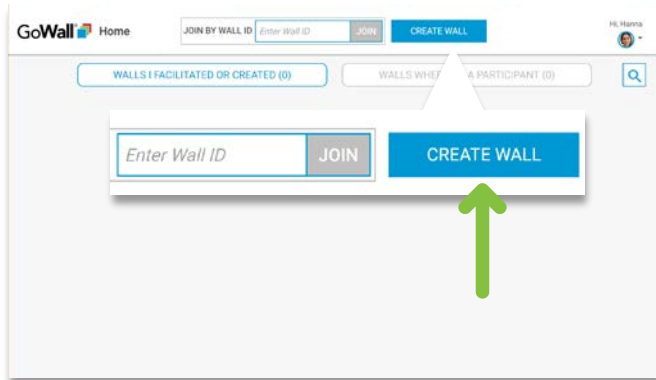
Roles Comparison

	Participant People invited to join a Wall enter as a Participant	Facilitator A Participant can be upgraded to a Facilitator	Wall Owner The Wall Owner is the person who created the Wall
Join a Wall the Wall Owner Created	✓	✓	✓
Create and View Notes	✓	✓	✓
Like, Comment, Vote on Notes	✓	✓	✓
Edit or Delete your Note	✓	✓	✓
Edit or Delete any Note	✗	✓	✓
Invite People + Change Roles + Remove People	✗	✓	✓
Create Topics + Change Topic Settings	✗	✓	✓
Create Groups + Group Notes	✗	✓	✓
Access 'Setup' Screen + Access 'People' Screen	✗	✓	✓
Activate Voting + Push Display + Own Notes Only	✗	✓	✓
Export Note Data + Print Notes + Share Templates	✗	✓	✓
Delete a Wall the Wall Owner Created	✗	✗	✓

Create a Wall

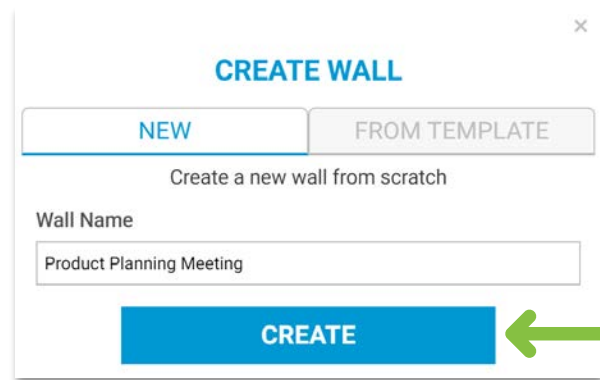
1

From 'Home' screen,
select 'Create Wall'



2

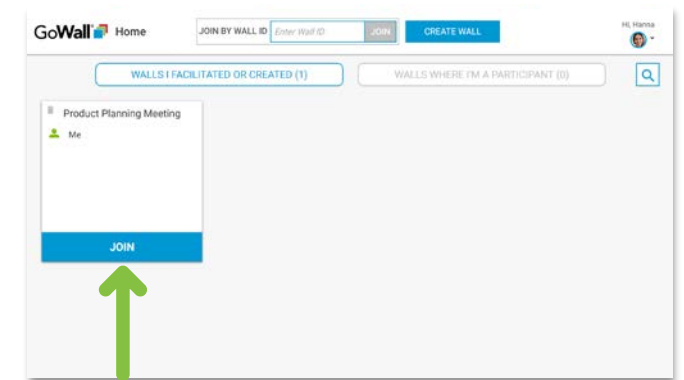
Name your wall
and select 'Create'



You can also select the 'From Template' tab
to create a wall from an existing template.

3

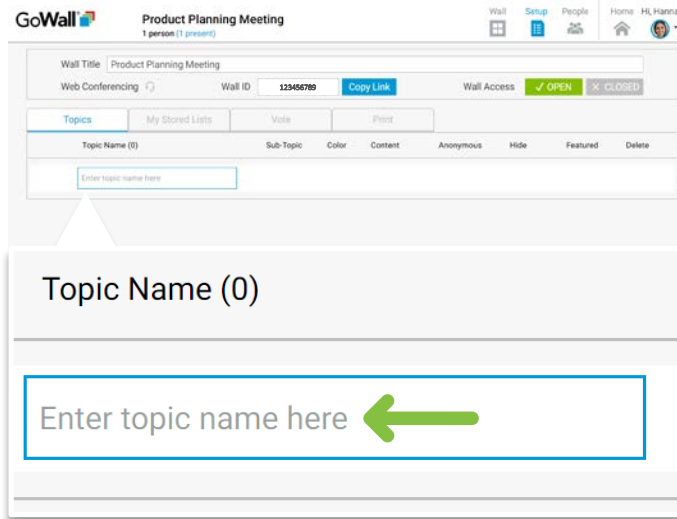
Select 'Join' to join
your new wall



Create a Topic

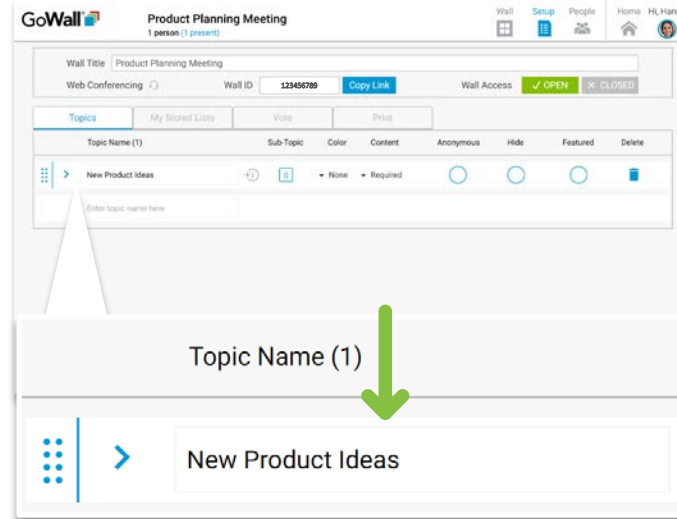
1

From 'Setup', select the 'Enter topic name here' box to name your topic



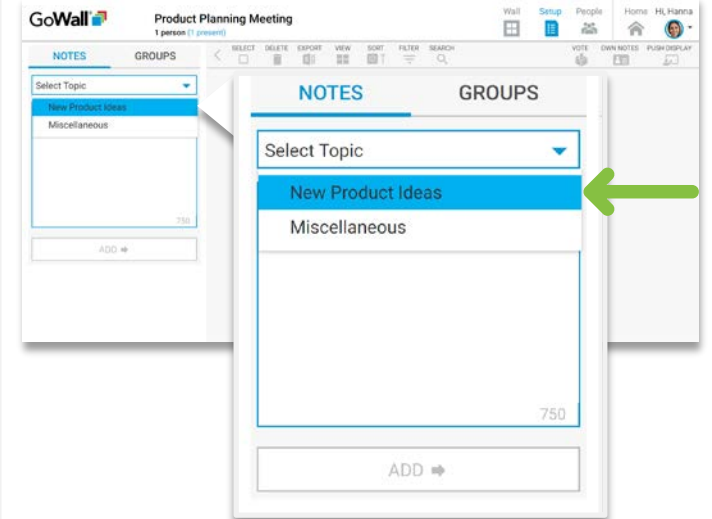
2

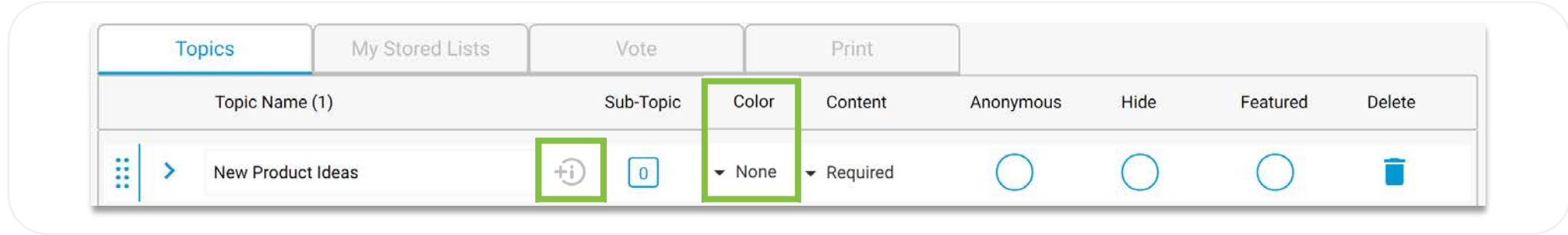
Press enter to add your topic (repeat 1 & 2 to add additional topics)



3

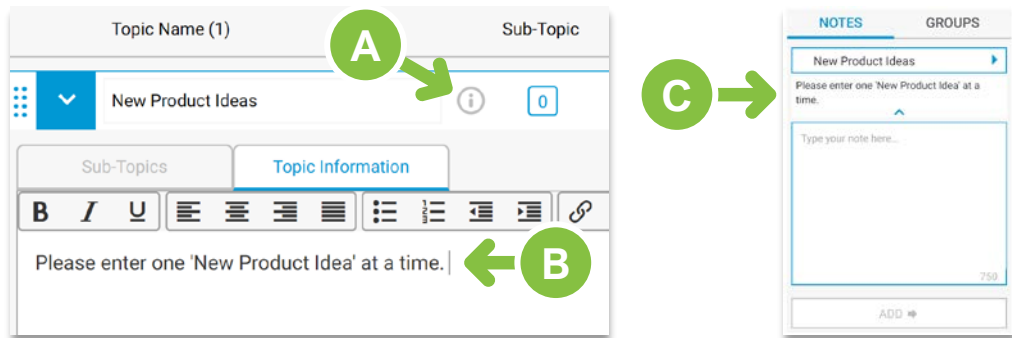
Go to 'Wall' to see your newly created topic as a 'Select Topic' selection





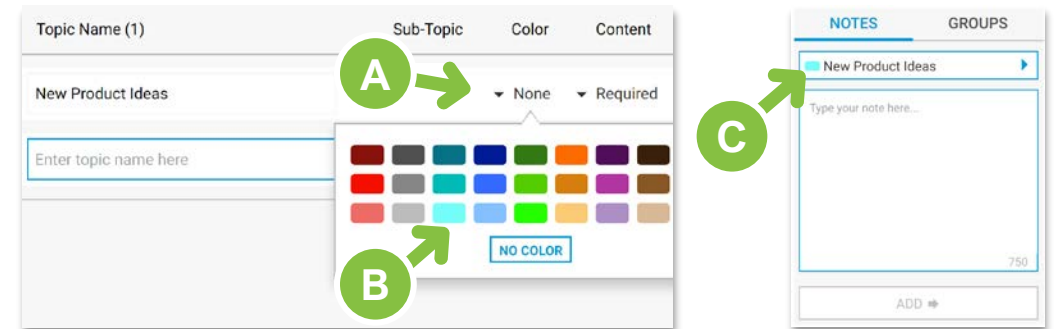
Topic Info




Tap **+i** to add topic info that will appear when people select this topic




Topic Color

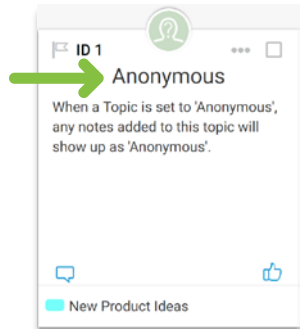
Tap **None** to add topic color that will appear when people select this topic




Topics	My Stored Lists	Vote	Print				
Topic Name (1)	Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
 > New Product Ideas	 	None	Required	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

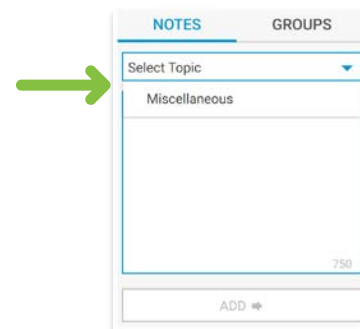
Anonymous

Tap  to make new notes added to this topic show up as anonymous




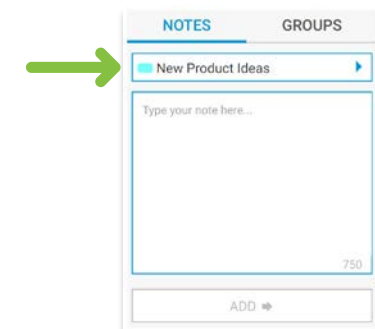
Hide

Tap  to hide a topic so that it does not appear in the drop down menu



Featured

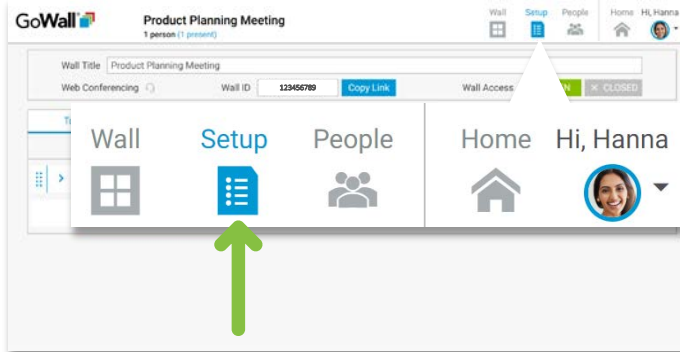
Tap  to feature a topic so that it's the drop down menu default selection



Invite People

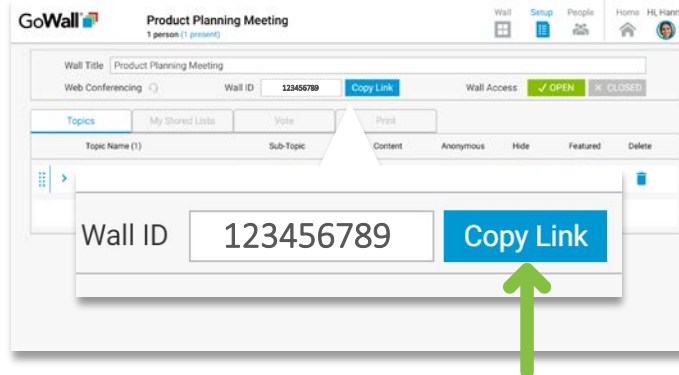
1

From within your Wall, select 'Setup'



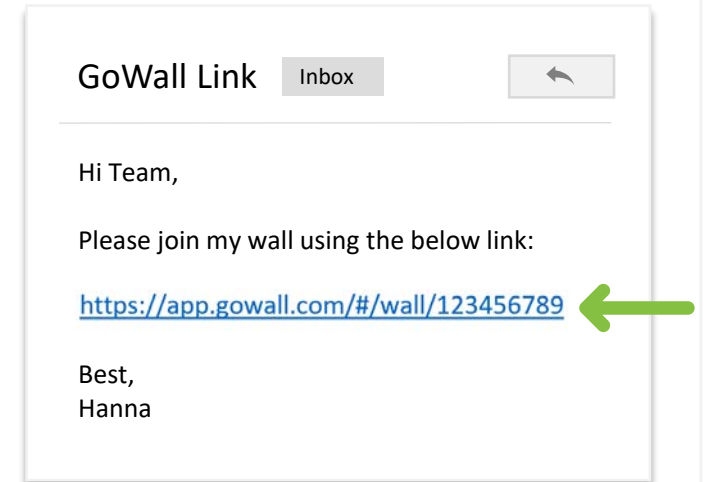
2

Select the blue 'Copy Link' button



3

Paste link into email or instant message



People Settings

Select 'People' to access this screen

Wall Setup People Home Hi, Hanna

GoWall Product Planning Meeting
7 people (2 present)

People ↓		Roles	Notes	Comments	Likes	Engagement	Shared
2 Present Now 0 Not Present		1 Facilitators 0 Participants	Total: 1 Avg: 1.0	Total: 0 Avg: 0.0	Total: 0 Avg: 0.0	Total: 1 Avg: 1.0	
	Hanna Amin	Wall Owner	0	0	0	0	
	Randall Washington	Participant ▼	3	1	3	7	
	Chip O'Hare	Participant ▼	5	0	7	12	
	Marie Chung	Participant ▼	6	0	8	14	
	John Smith	Participant ▼	8	4	6	18	
	Chris Ardito	Facilitator	2	1	5	8	
	Anonymous		9				

Counter shows people who are present in wall



Checkmark indicates this person is now present in wall



'Anonymous' shows notes added under topics set to Anonymous



Engagement represents sum of notes, likes and comments.



Remove a User from the Wall



Use drop down arrow to change a Person's role



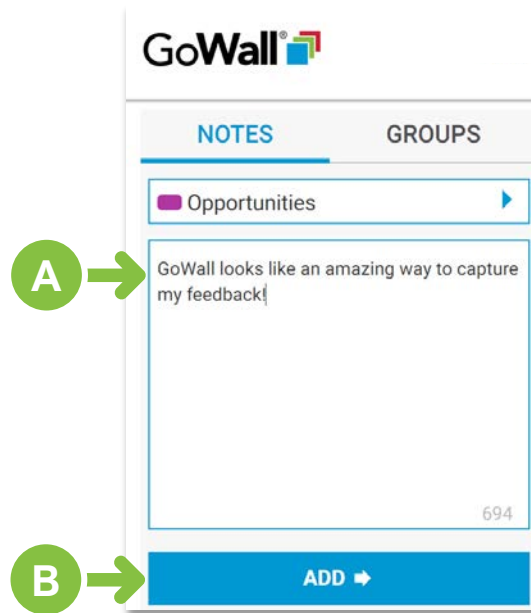
1

Select a Topic



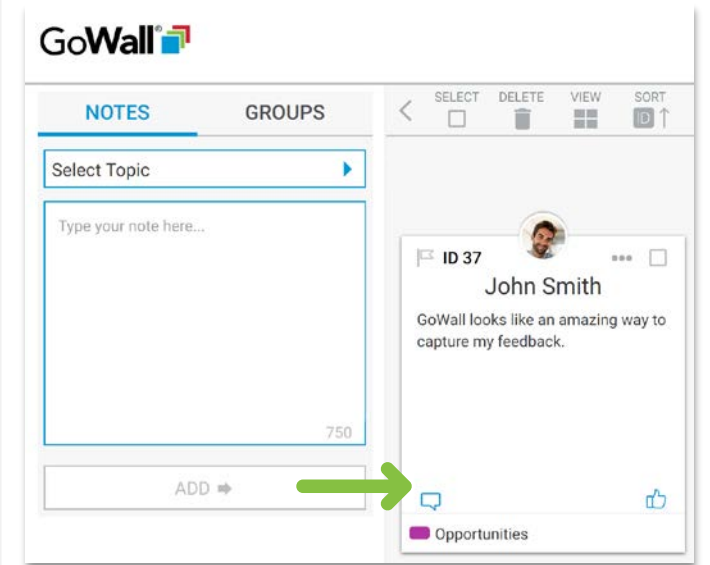
2

Add your Note



3

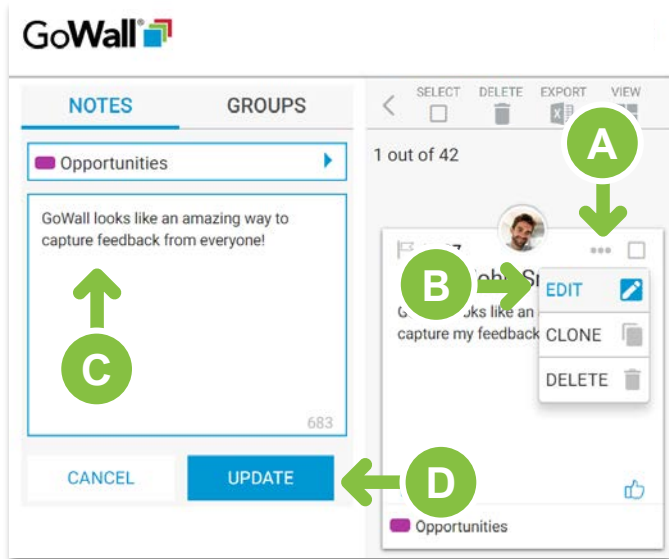
View your Note



Edit, Clone, Delete

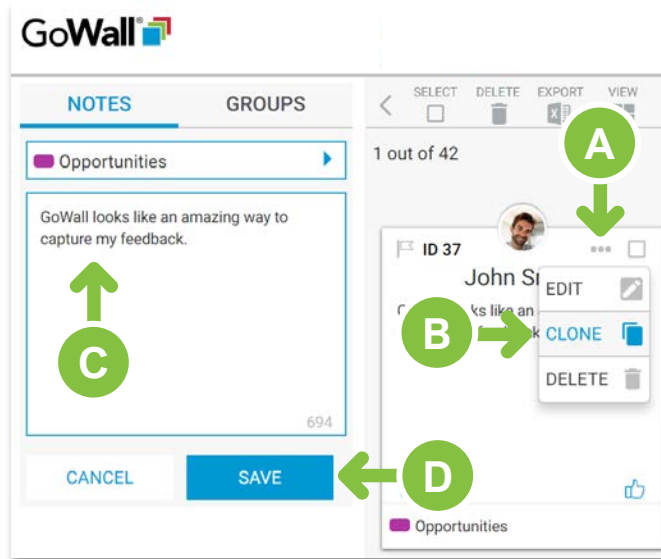
Edit

Click **⋮** and select **EDIT**



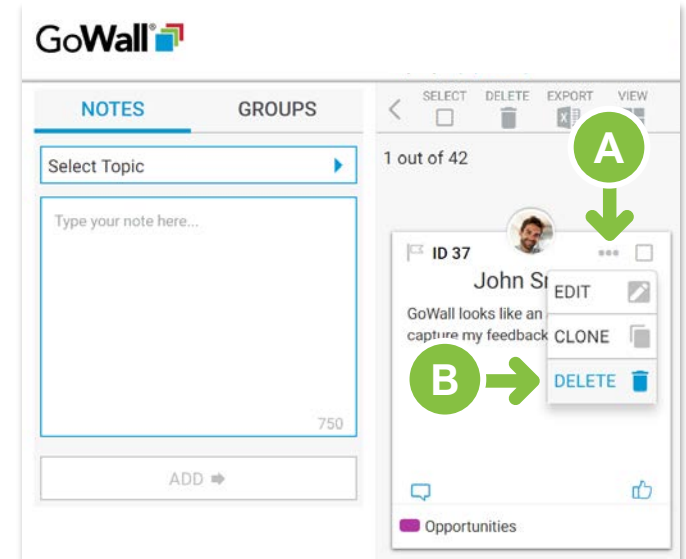
Clone

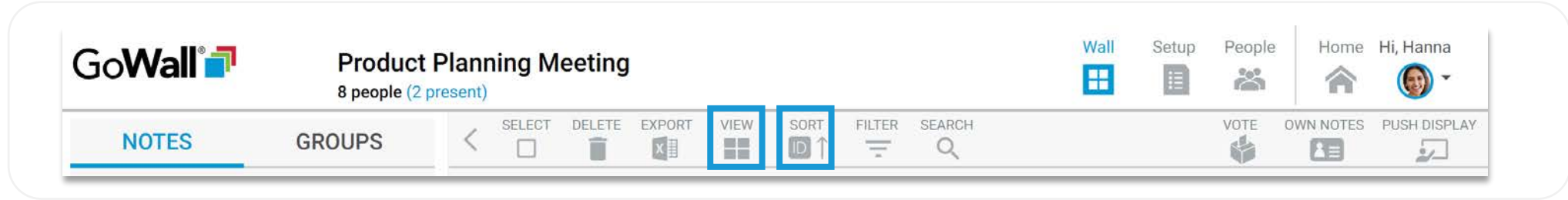
Click **⋮** and select **CLONE**



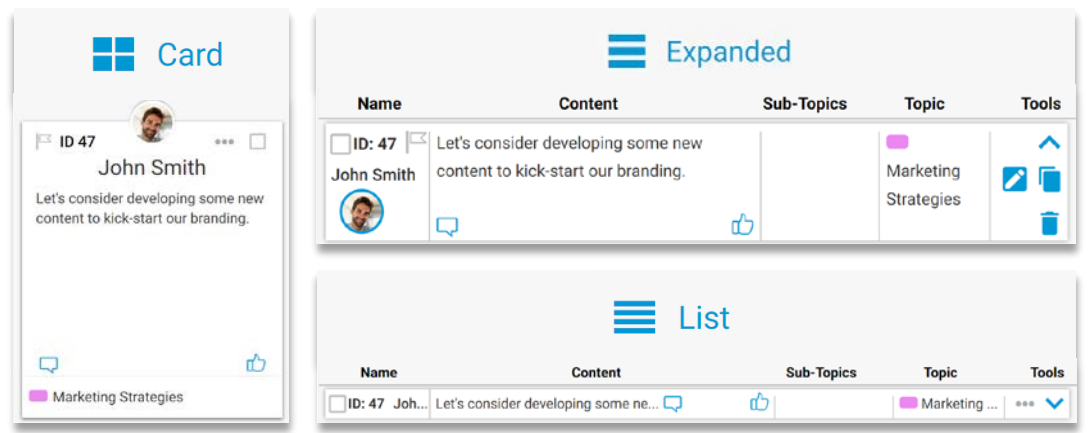
Delete

Click **⋮** and select **DELETE**

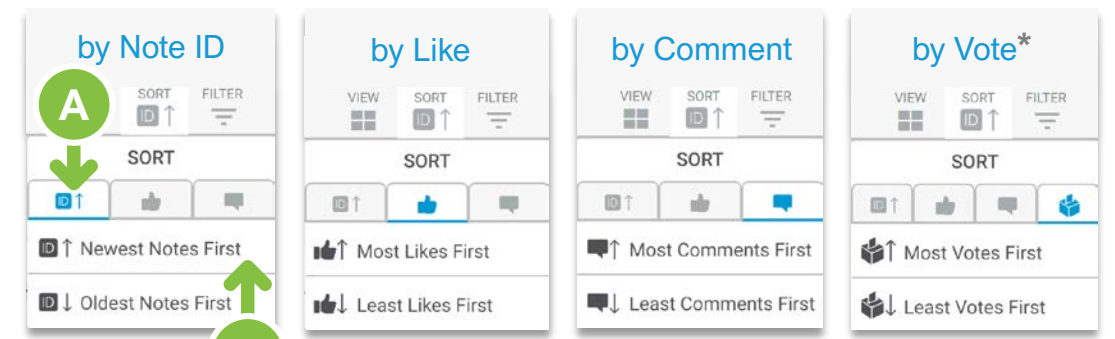




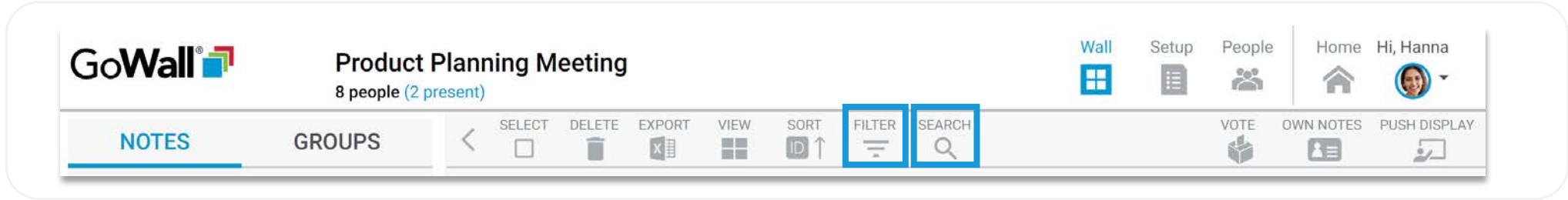
Tap  to change the note view



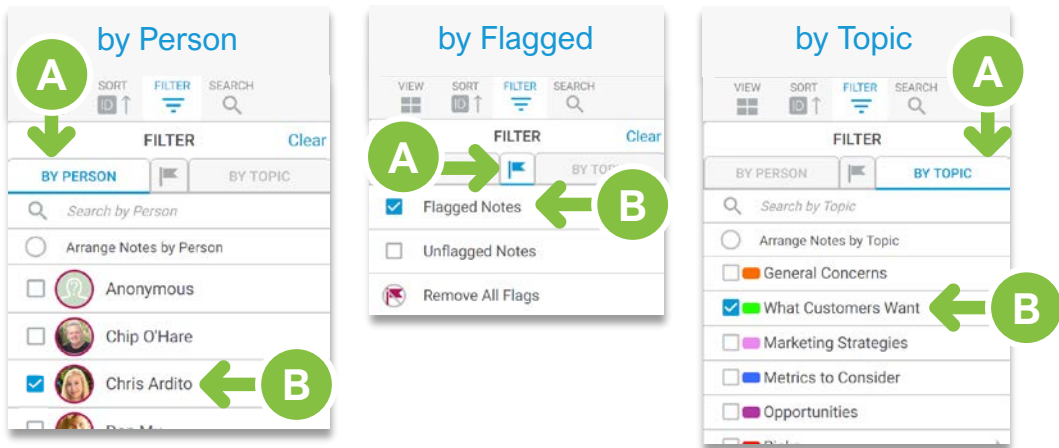
Tap  to sort notes



*by Vote appears when voting is activated



Tap  to filter notes

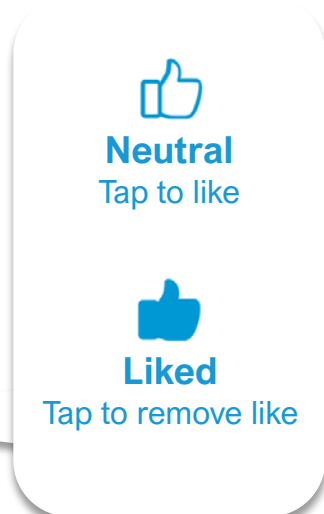
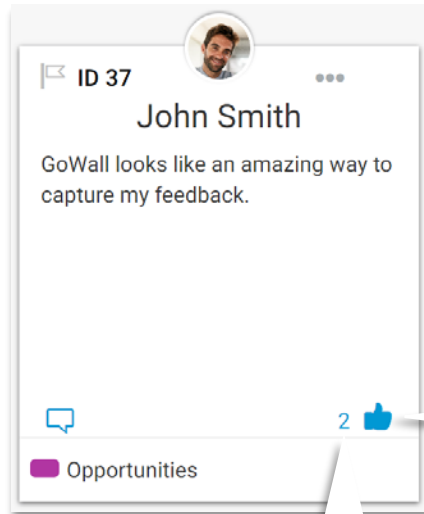


Tap  to search notes



Like

Tap  to add a like

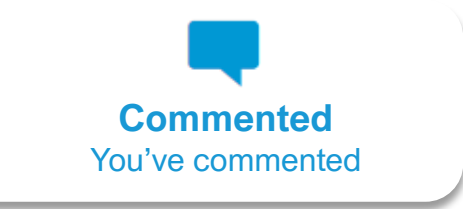
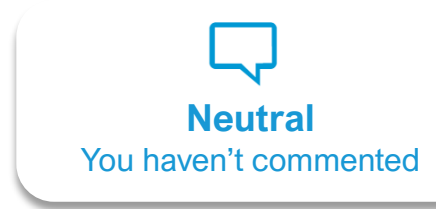
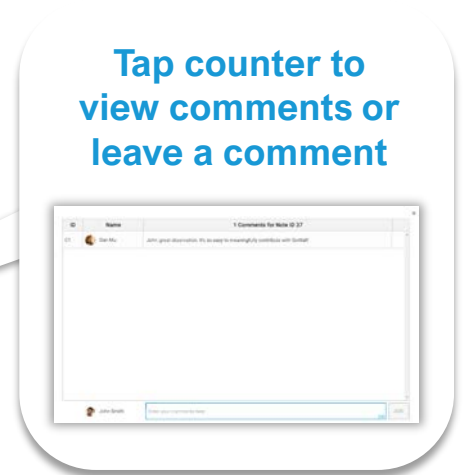
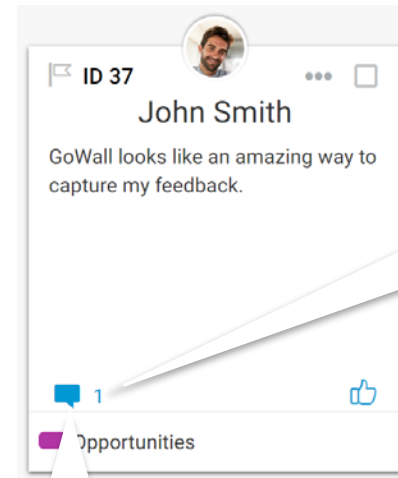


Tap numeric counter to view list of likers



Comment

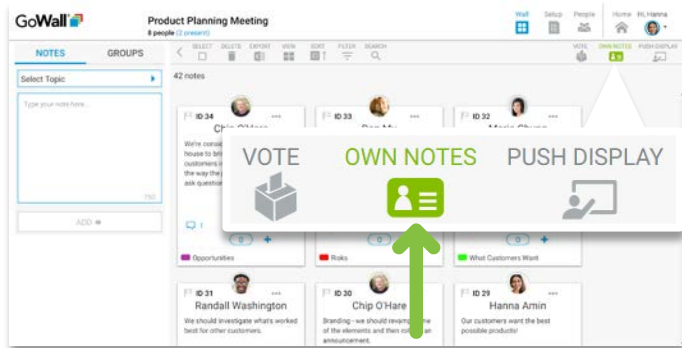
Tap  to comment



Own Notes Only

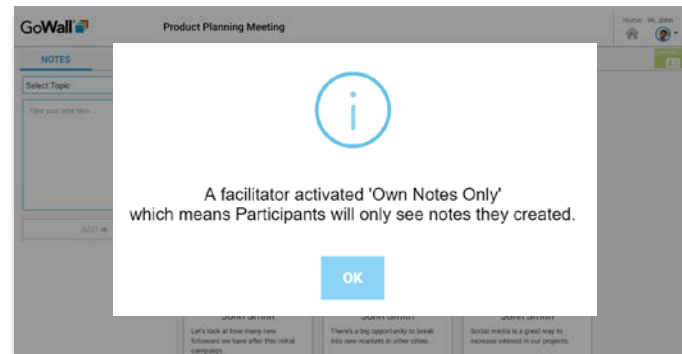
1

From the 'Wall', select 'Own Notes' to activate Own Notes Only



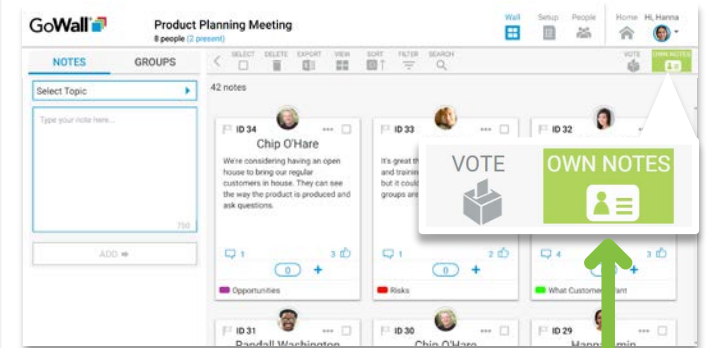
2

All Participants will now only see the notes they've created



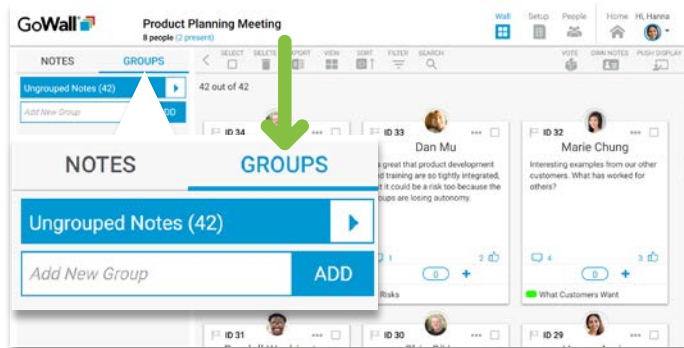
3

To turn off Own Notes Only, select 'Own Notes'



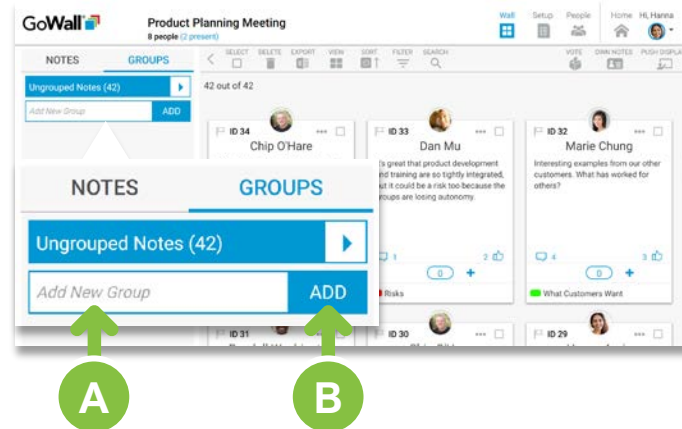
1

From the 'Wall', select the 'Groups' tab if you want to group notes



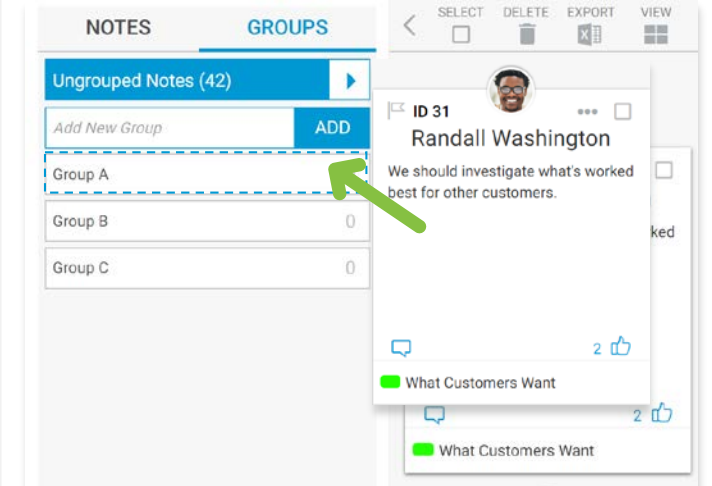
2

To create a group, name it and select 'ADD' (repeat 2 as needed)



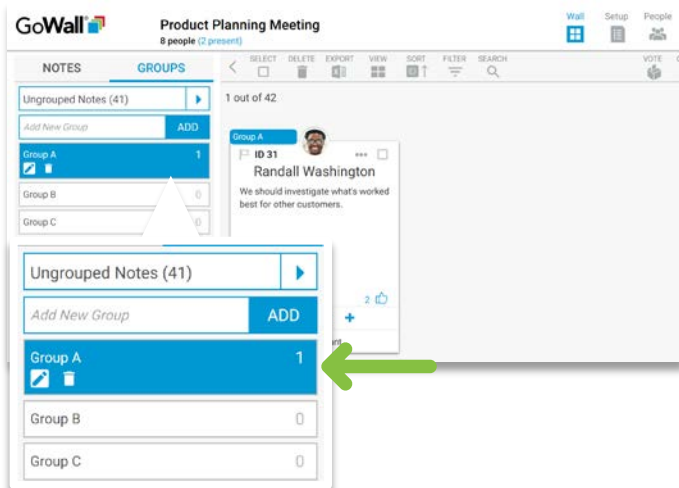
3


Drag & drop notes from 'Ungrouped Notes' into the group(s) you created

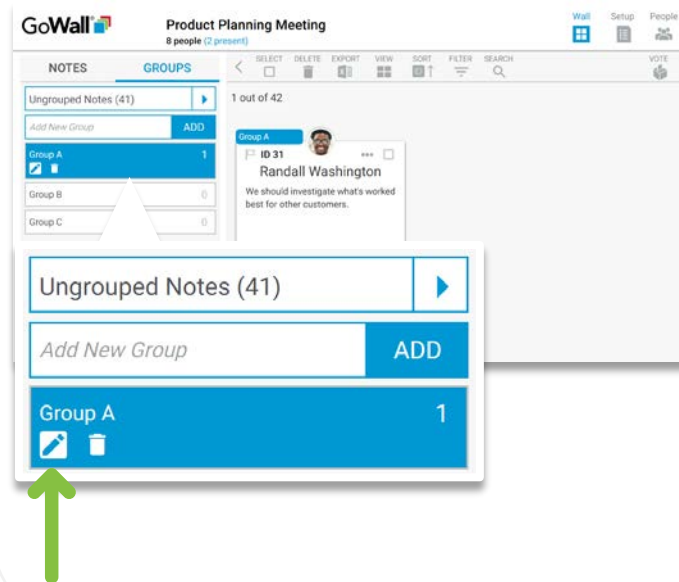



4

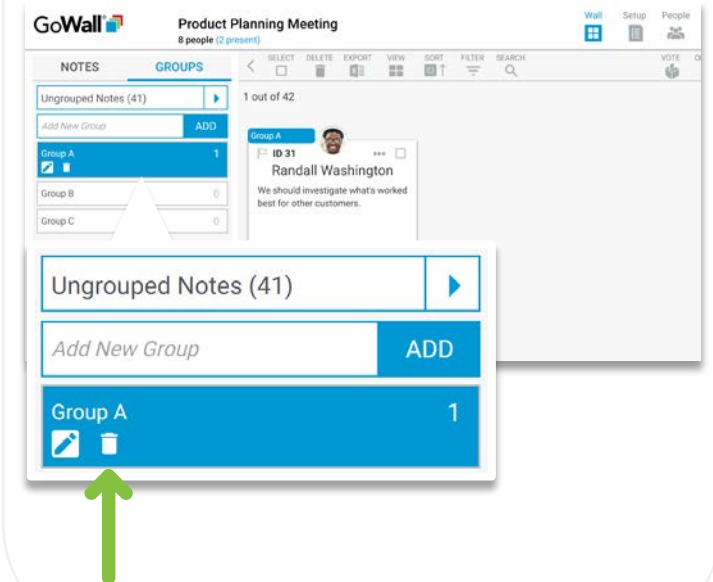
Select a group to view all notes associated with that specific group

 Edit

To edit a group name, select it, then select the edit icon ()

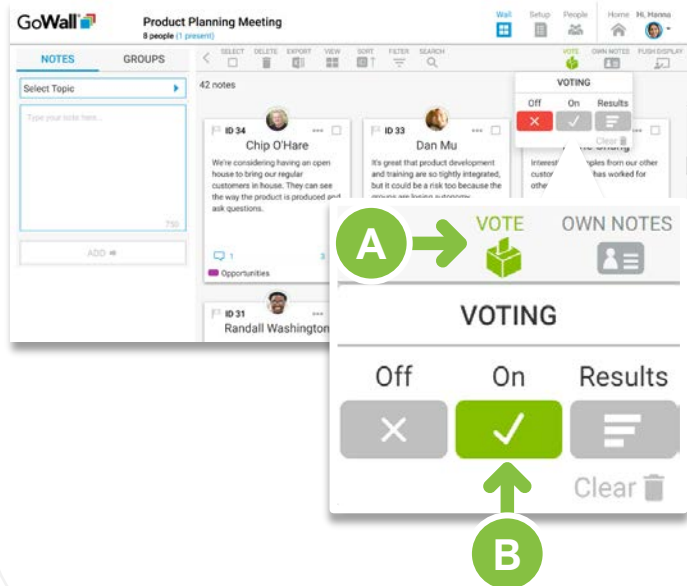
 Delete

To delete a group, select it, then select the delete icon ()



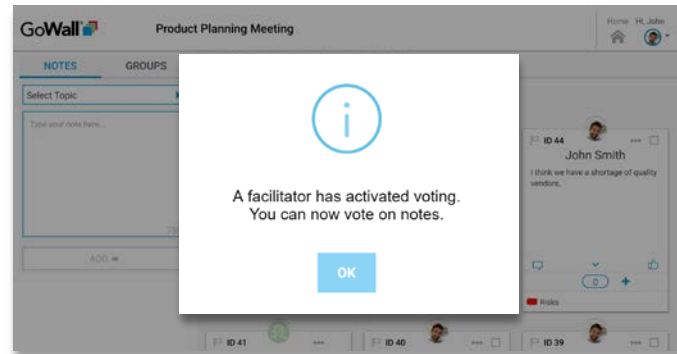
1

From the 'Wall', select the 'Vote' icon, then select 'On'



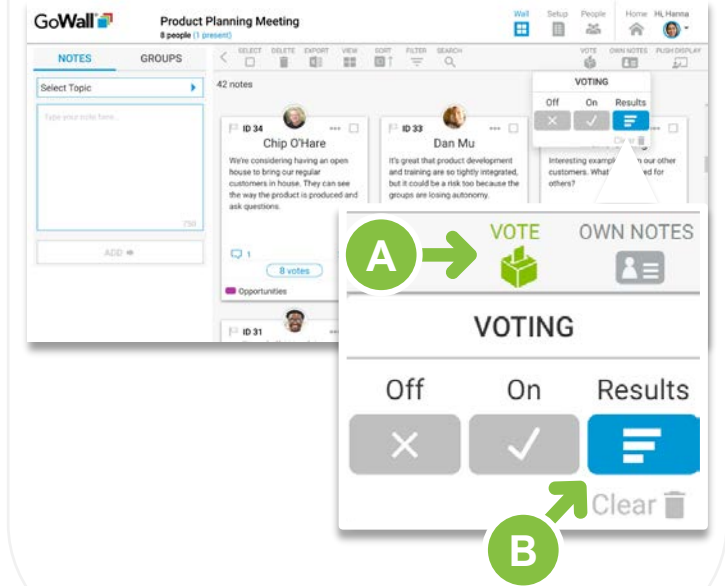
2

Everyone will receive a notification they can now vote



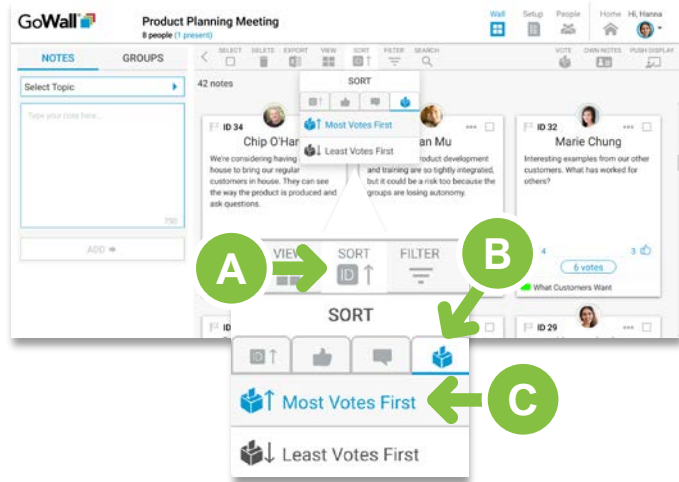
3

When voting is complete, select 'Results' to view voting results



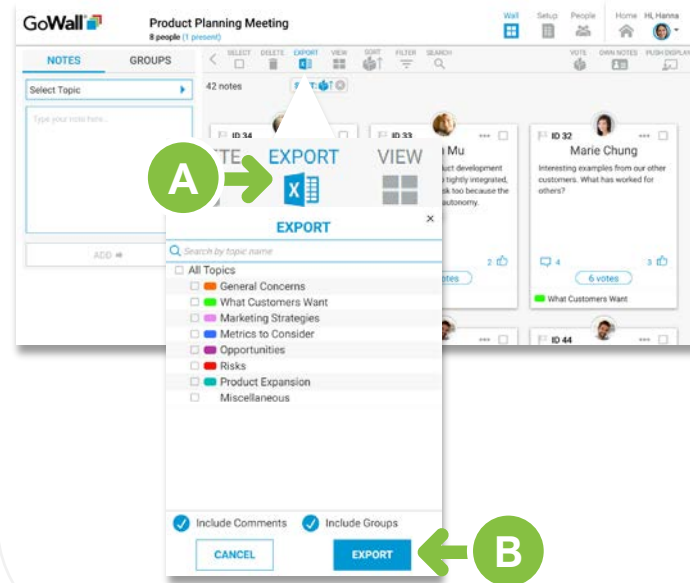
4

Use 'Sort' to sort by 'Most Votes First' to review votes



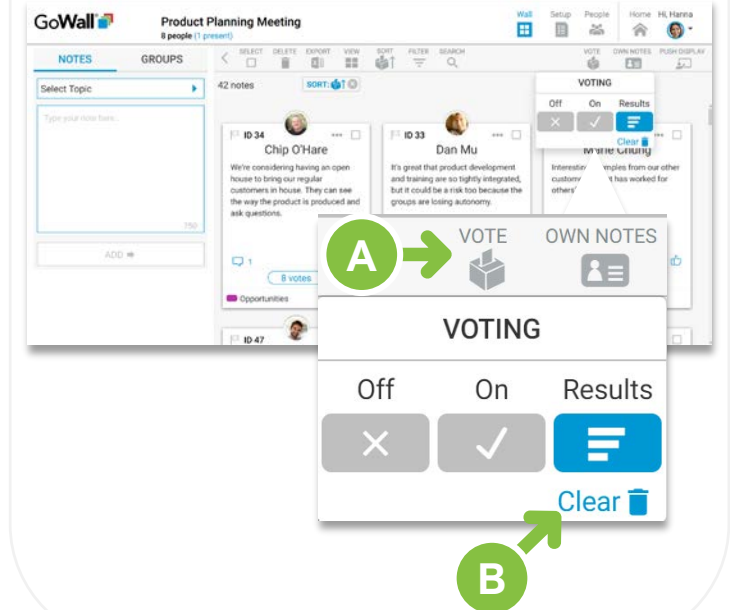
5

(Optional) Export to Excel to capture total votes for each note



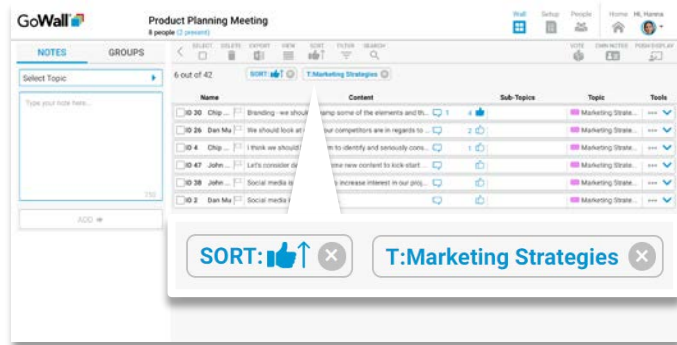
6

Select 'Vote', then 'Clear' to erase all existing votes and turn voting off



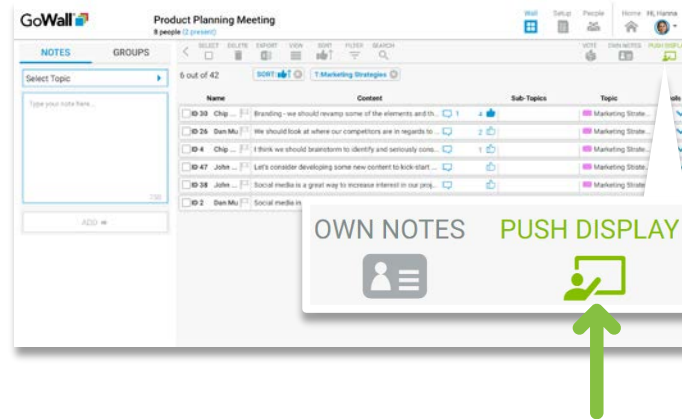
1

From the 'Wall', apply your desired criteria (sort, filter, search, view)



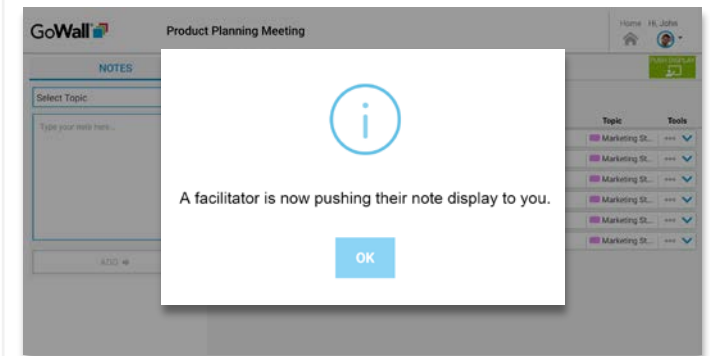
2

Select 'Push Display' to push your applied criteria to everyone else



3

Everyone else will now have your applied criteria applied to their screen



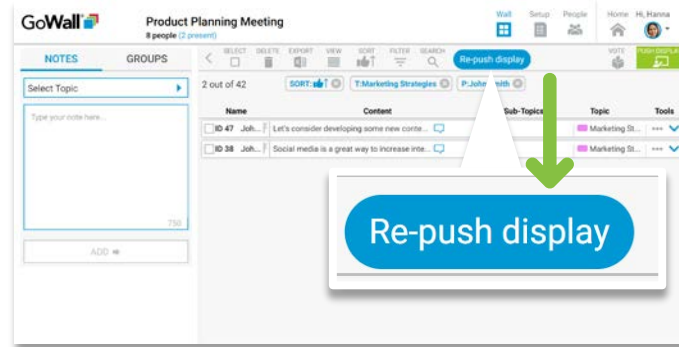
4

If you update your applied criteria, a blue Re-push Display button will appear



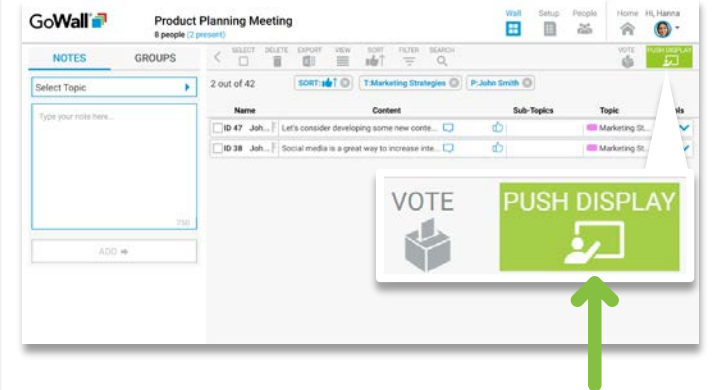
5

Select this button to update everyone else to your most current criteria



6

To turn off Push Display, select the 'Push Display' icon



Export to Excel

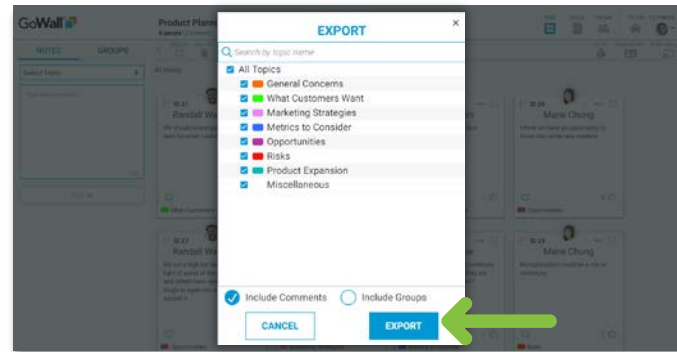
1

From the 'Wall', select the 'Export' icon to open the export pop-up



2

Select 'Export' to export selected data



3

Your export will appear in your downloads folder as an Excel spreadsheet





Thanks for checking out this guide. Reach out to us if you have questions, would like an in-person walkthrough or have feedback to share.

support@gowall.com