GoWall®

Facilitator Guide

start here ➡ 📍 **Navigation Overview and GoWall Overview** p.2
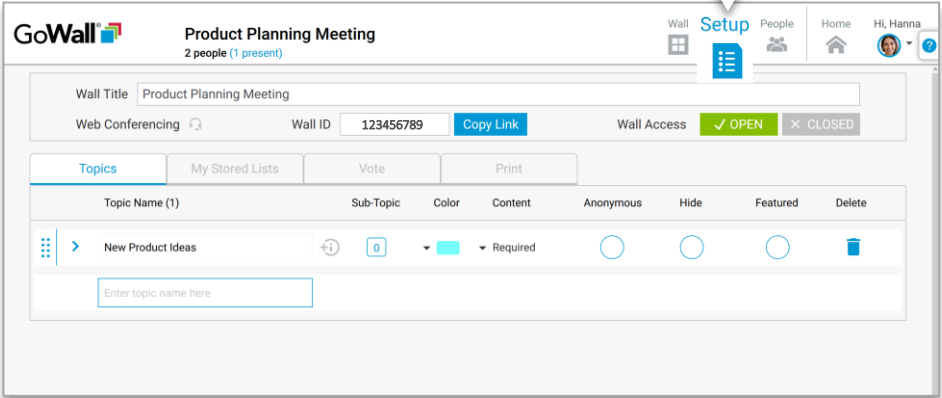
Version 1.2

Navigation Overview

Home
'Home' is where you create a Wall or access a Wall you have previously joined based upon your role
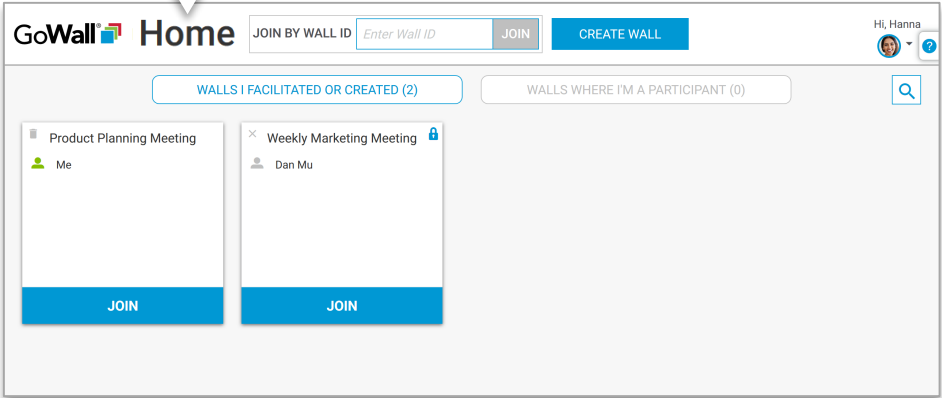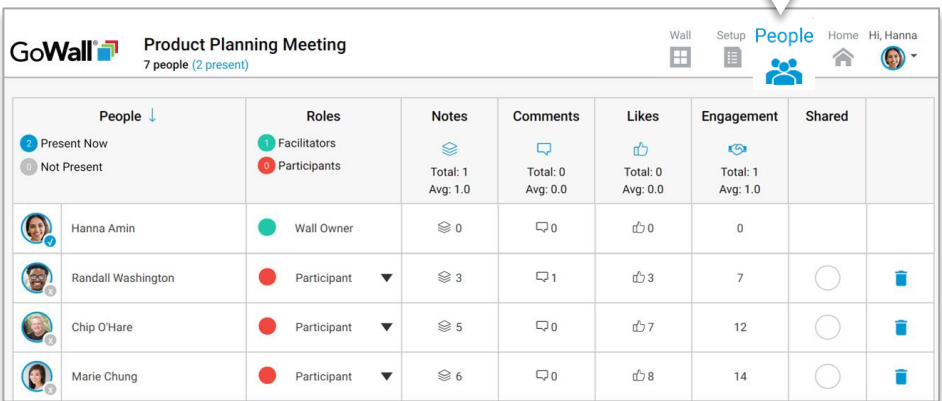
Setup
'Setup' is a Facilitator only part of a 'Wall' where you create topics, find a shareable invite link, and more

Wall
A 'Wall' is what you create or join and is the shared place everyone adds, views and interacts with notes
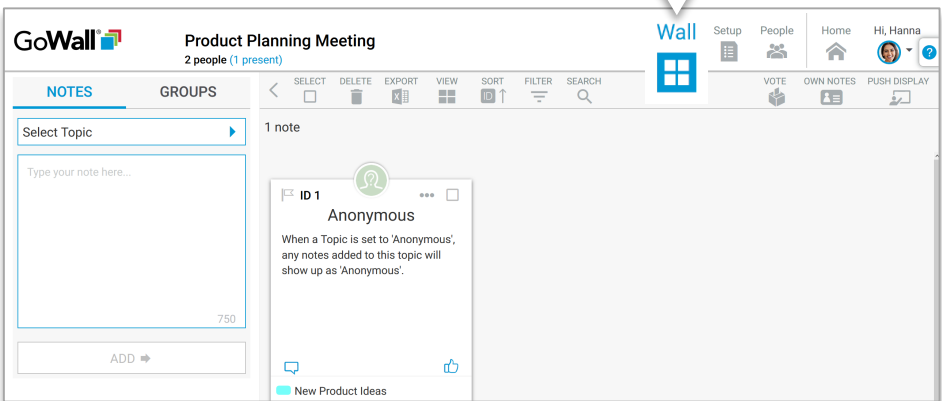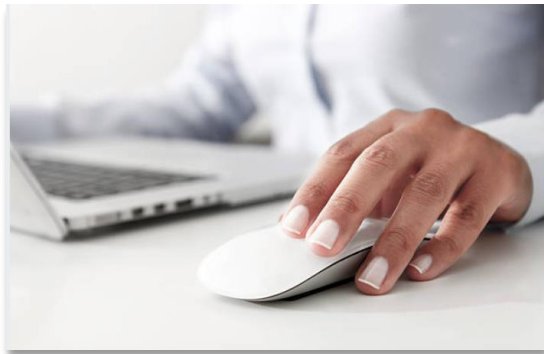
People
'People' is a Facilitator only part of a 'Wall' where you see who's present, see stats, change roles and more
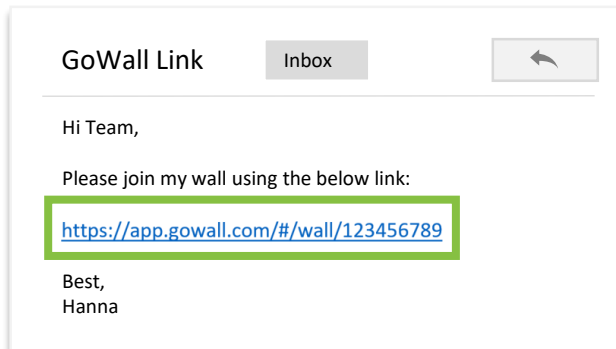
Home screen
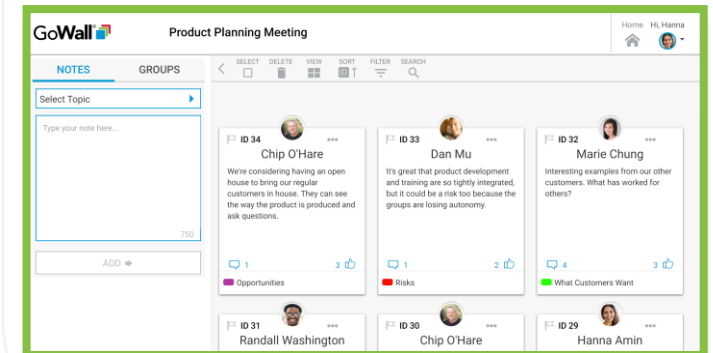
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Most people access GoWall via a Facilitator provided link. However, a Facilitator may choose to share a Wall ID. If you've been given a Wall ID, enter it here to join that Wall.

Select 'Create Wall' to create a new Wall – either from scratch or from an existing template, including GoWall Best Practice Templates.

GoWall® Home

JOIN BY WALL ID | Enter Wall ID | JOIN

CREATE WALL

Hi, Hanna

Access 'Help'.

Any Wall Owner can select the trash icon to permanently delete their Wall.

WALLS I FACILITATED OR CREATED (2)

WALLS WHERE I'M A PARTICIPANT (0)

🗑 Product Planning Meeting

👤 Me

✕ Weekly Marketing Meeting 🔒

👤 Dan Mu

Select this tab to see any Walls that you created or have been made a Facilitator.

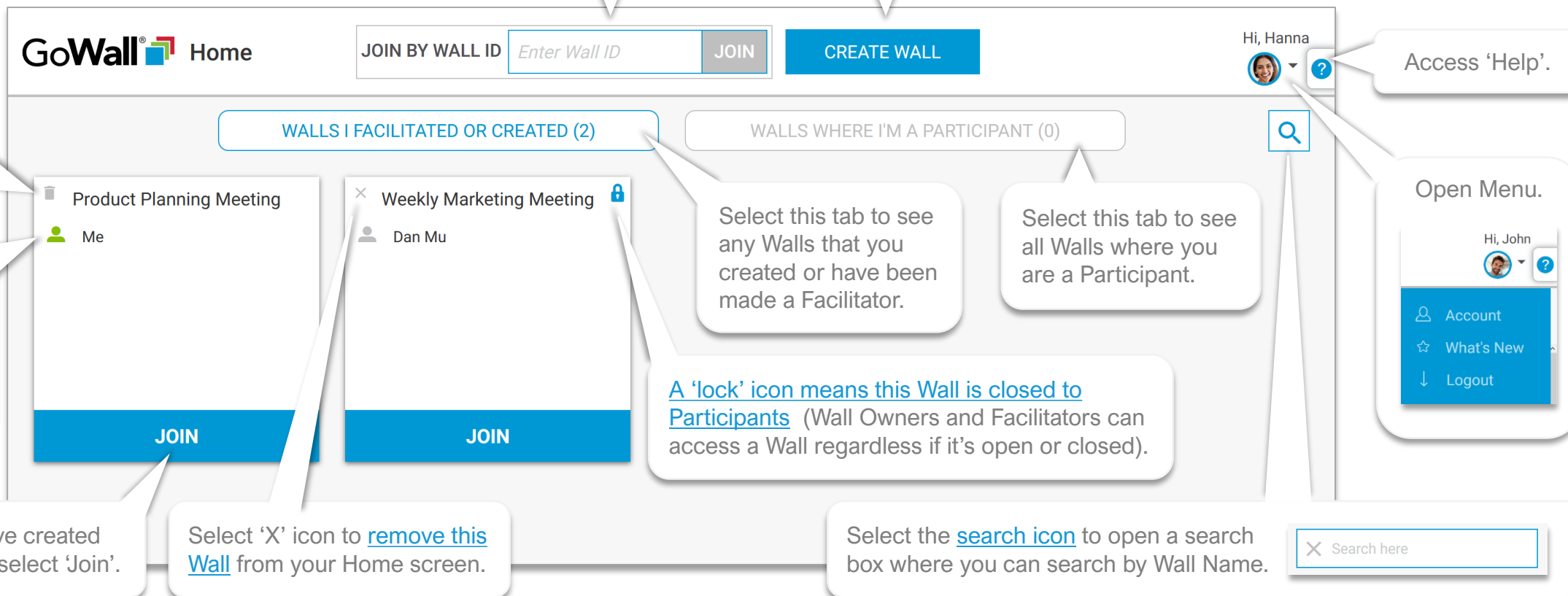Select this tab to see all Walls where you are a Participant.

Open Menu.

Hi, John

👤 Account

☆ What's New

↓ Logout

The name next to profile icon shows who created Wall ('Me' is displayed when you created the Wall).

JOIN

JOIN

A 'lock' icon means this Wall is closed to Participants (Wall Owners and Facilitators can access a Wall regardless if it's open or closed).

To re-join a Wall you've created or that you Facilitate, select 'Join'.

Select 'X' icon to remove this Wall from your Home screen.

Select the search icon to open a search box where you can search by Wall Name.

✕ Search here

ⓘ **Learn more by clicking on blue underlined text.**

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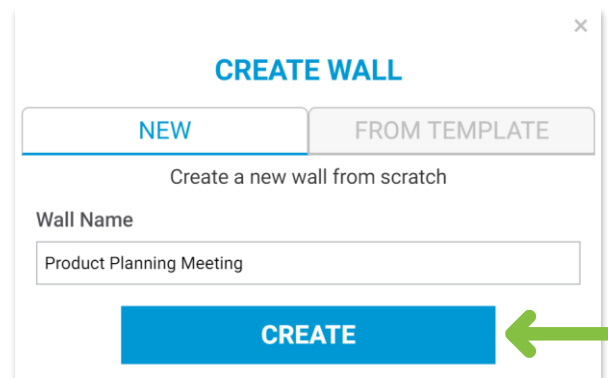# Create a Wall

1

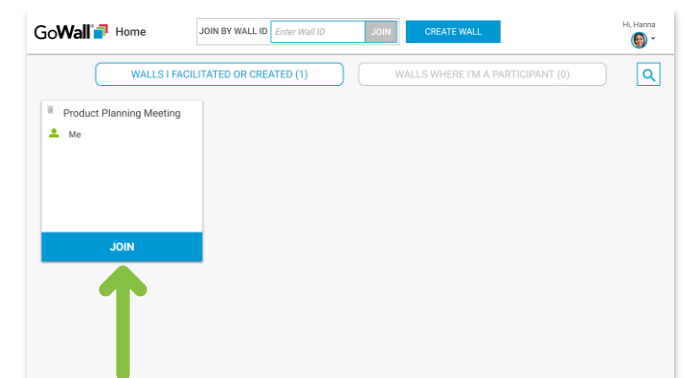## From 'Home' screen, select 'Create Wall'
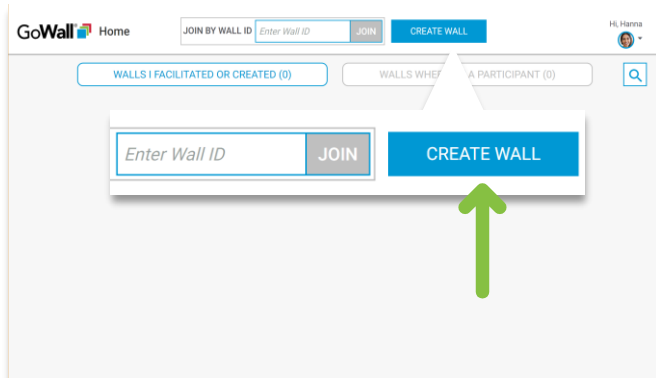
2

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

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Create Wall from Template

Overview

You can create a new wall from scratch or from one of three template types:

📁 **Best Practice Templates**
Use a ready-to-use GoWall created template as the basis for a new Wall

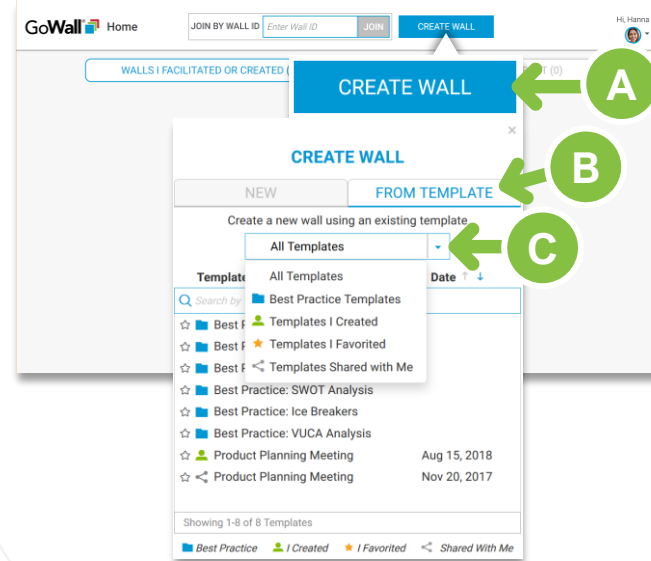👤 **Templates I Created**
Use an existing Wall you previously created as the basis for a new Wall

🔗 **Templates Shared with Me**
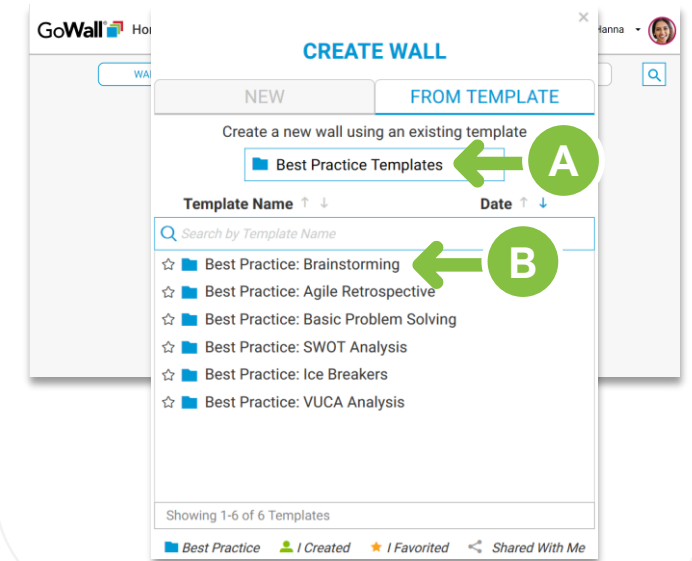Use an existing Wall some-one shared with you as the basis for a new Wall

1

From 'Home', select 'Create Wall', then 'From Template', then open the drop down menu

2

Make a selection, then chose an available Template to use as the basis to create a new Wall
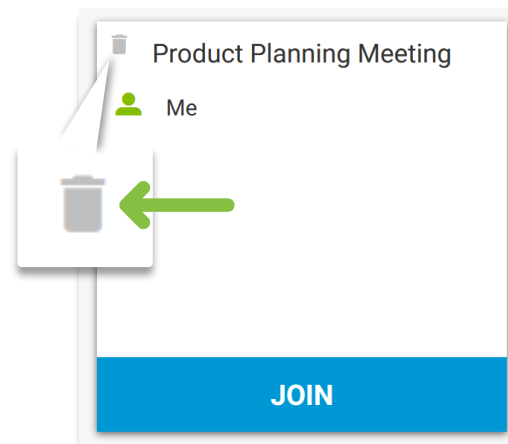
Delete / Remove a Wall

Overview

A Wall Owner has the option to permanently delete a Wall. If a Wall is deleted, no one can access the Wall again and all content is deleted forever. Only a Wall Owner can delete a Wall.

A Facilitator or Participant has the option to remove a Wall from their 'Home' screen so it's no longer visible to them.

Delete

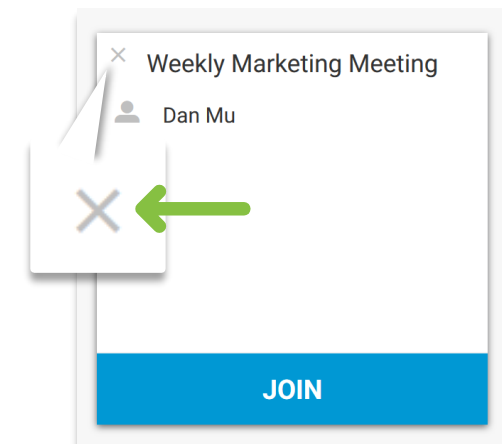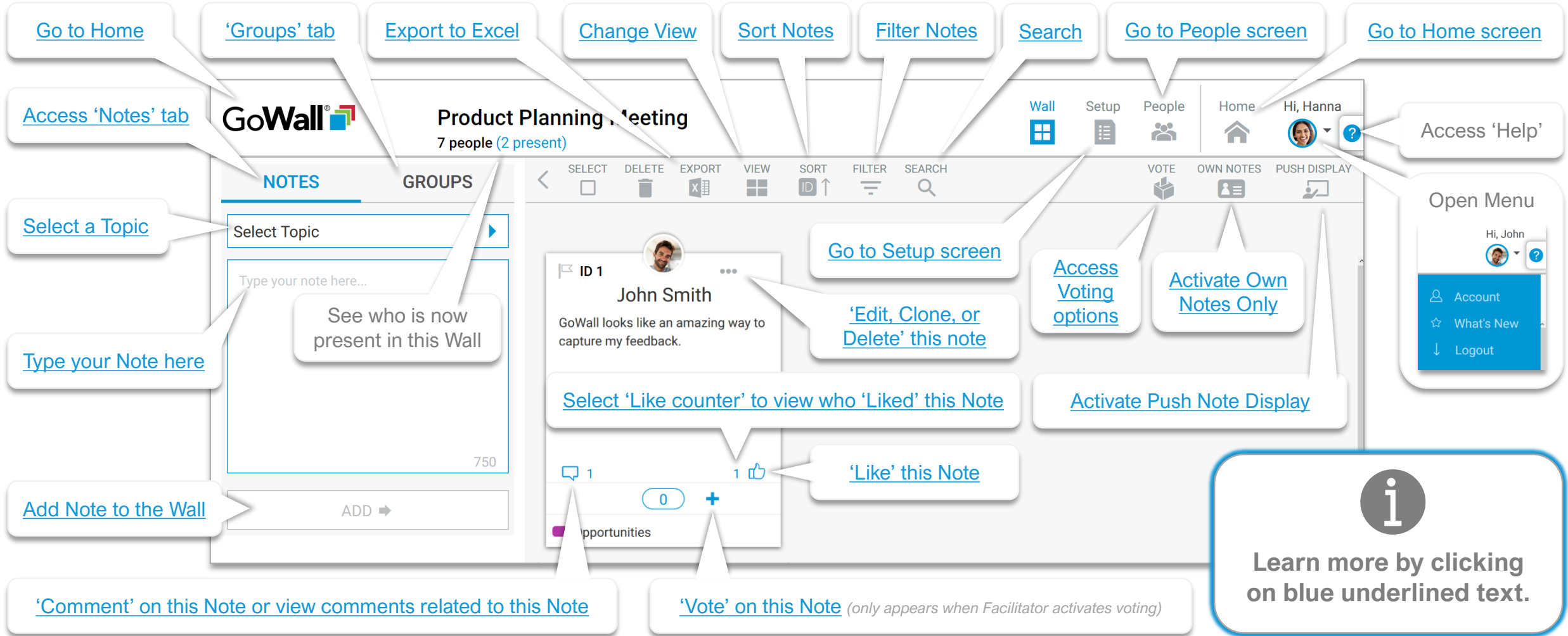**(Wall Owners only)**
Go to 'Home', select
'Trash' icon to delete

Product Planning Meeting

👤 Me

JOIN

Remove

(Facilitator or Participant)
Go to 'Home', select
'X' icon to remove

Weekly Marketing Meeting

👤 Dan Mu

JOIN

Go to Home

'Groups' tab

Export to Excel

Change View

Sort Notes

Filter Notes

Search

Go to People screen

Go to Home screen

Access 'Notes' tab

Access 'Help'

Select a Topic

Type your Note here

Add Note to the Wall

See who is now present in this Wall

Go to Setup screen

'Edit, Clone, or Delete' this note

Access Voting options

Activate Own Notes Only

Activate Push Note Display

Select 'Like counter' to view who 'Liked' this Note

'Like' this Note

'Comment' on this Note or view comments related to this Note

'Vote' on this Note *(only appears when Facilitator activates voting)*

Learn more by clicking on blue underlined text.

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Product Planning Meeting
7 people (2 present)

NOTES   GROUPS

Select Topic

Type your note here...

750

ADD ➡

ID 1

John Smith

GoWall looks like an amazing way to capture my feedback.

Opportunities

1   1 👍

0 +

Wall   Setup   People   Home   Hi, Hanna

SELECT   DELETE   EXPORT   VIEW   SORT   FILTER   SEARCH   VOTE   OWN NOTES   PUSH DISPLAY

Open Menu

Hi, John

Account
What's New
Logout

Add a Note

1 Select a Topic

2 Add your Note
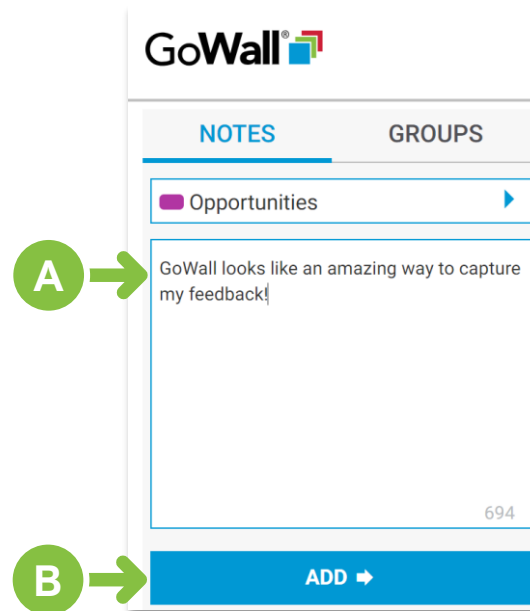
3 View your Note
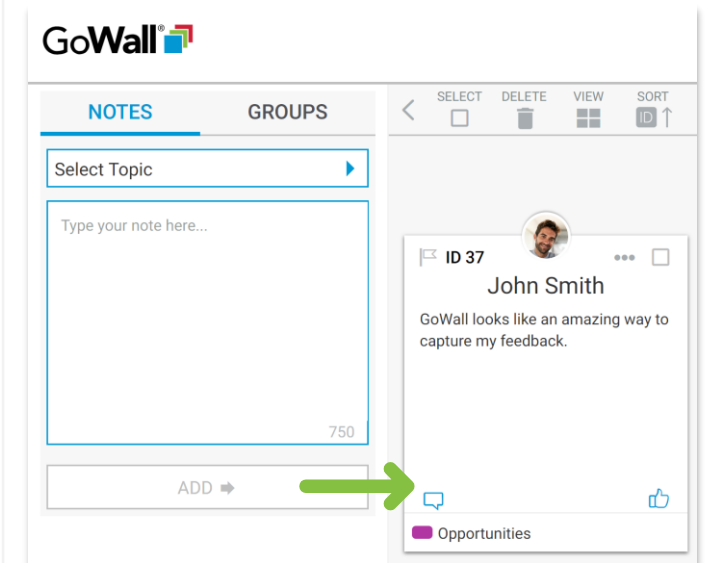
Edit, Clone, Delete
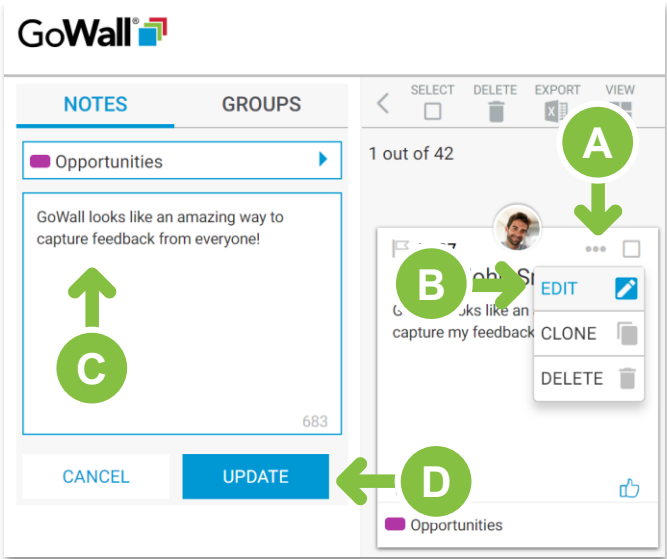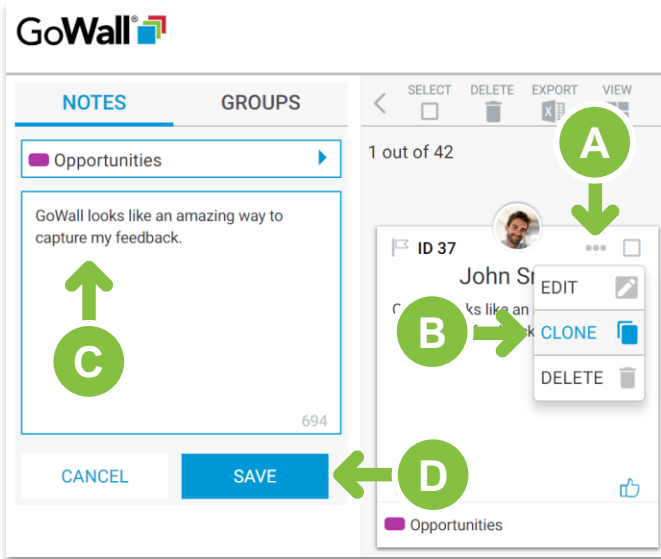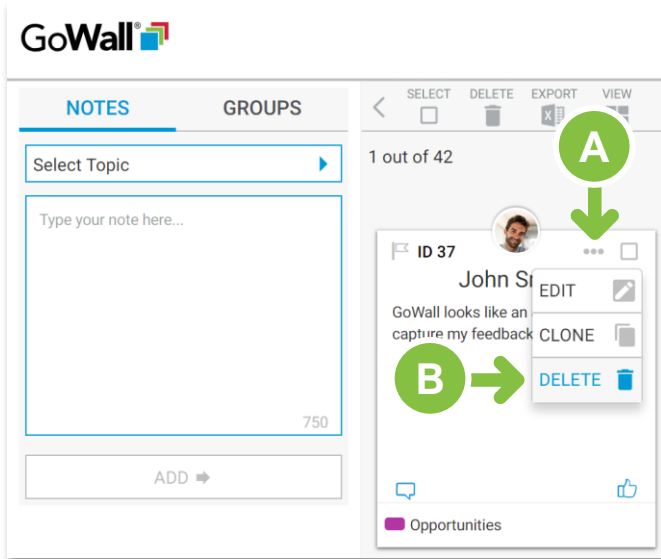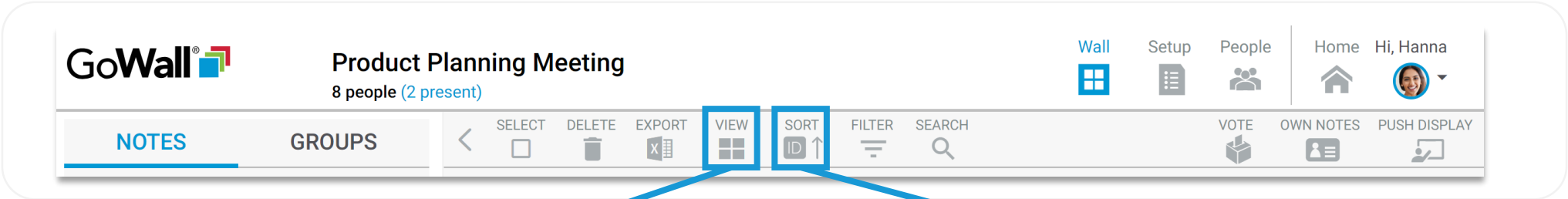
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Product Planning Meeting
8 people (2 present)

Wall · Setup · People · Home · Hi, Hanna

NOTES · GROUPS

SELECT · DELETE · EXPORT · VIEW · SORT · FILTER · SEARCH · VOTE · OWN NOTES · PUSH DISPLAY

FILTER — Filter

Tap FILTER to filter notes

by Person

VIEW · SORT · FILTER · SEARCH

A

FILTER — Clear

BY PERSON · BY TOPIC

Search by Person

○ Arrange Notes by Person

☐ Anonymous
☐ Chip O'Hare
☑ Chris Ardito **B**

by Flagged

VIEW · SORT · FILTER · SEARCH

FILTER — Clear

BY PERSON **A** · BY TOPIC

☑ Flagged Notes **B**
☐ Unflagged Notes
☐ Remove All Flags

by Topic

VIEW · SORT · FILTER · SEARCH

A

FILTER

BY PERSON · BY TOPIC

Search by Topic

○ Arrange Notes by Topic

☐ General Concerns
☑ What Customers Want **B**
☐ Marketing Strategies
☐ Metrics to Consider
☐ Opportunities

SEARCH — Search

Tap SEARCH to search notes

Wall · Setup · People · Home · Hi, Hanna

SEARCH **A**

VOTE · OWN NOTES · PUSH DISPLAY

Wall · Setup · People · Home · Hi, Hanna

✕ Search phrase **B** · ⦿ Search All

VOTE · OWN NOTES · PUSH DISPLAY
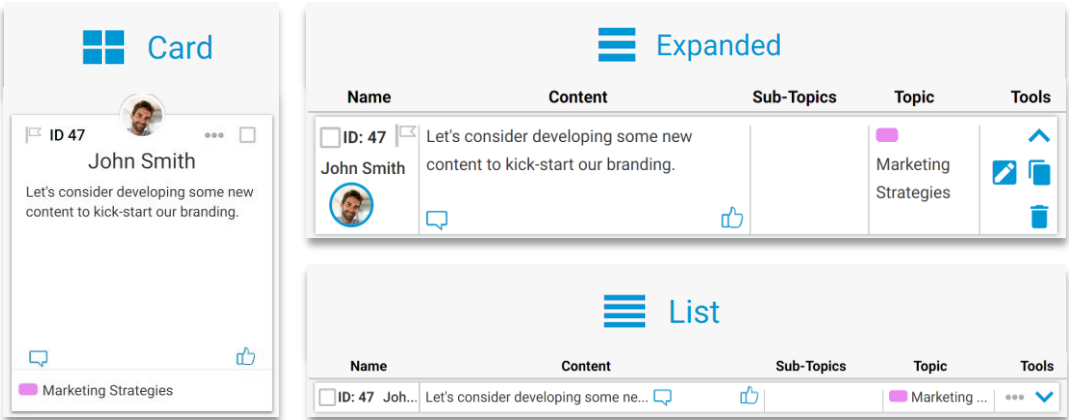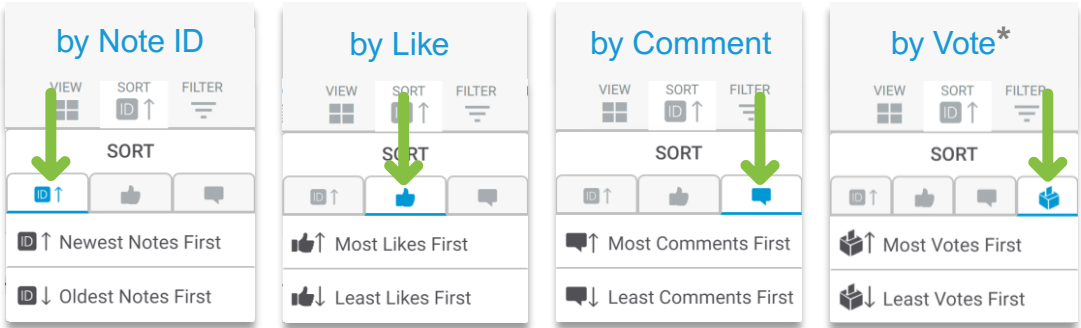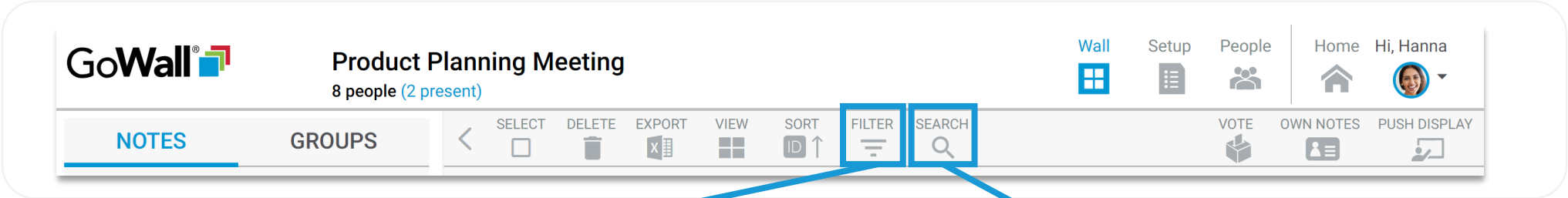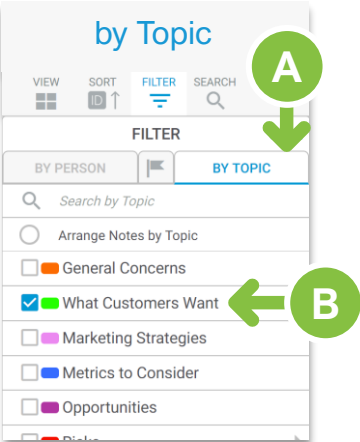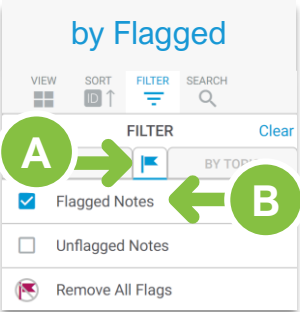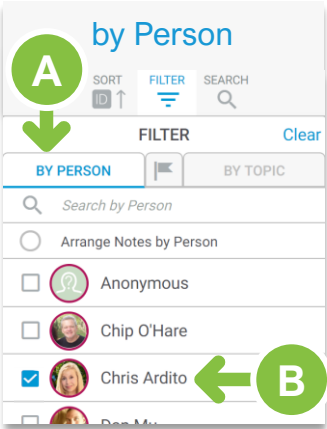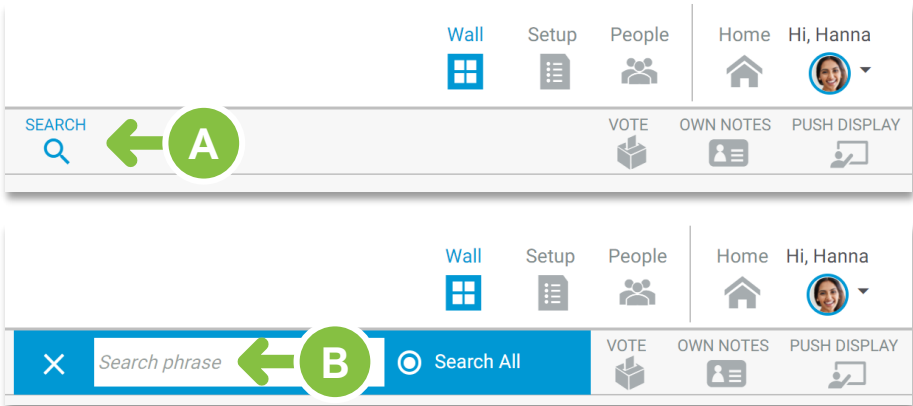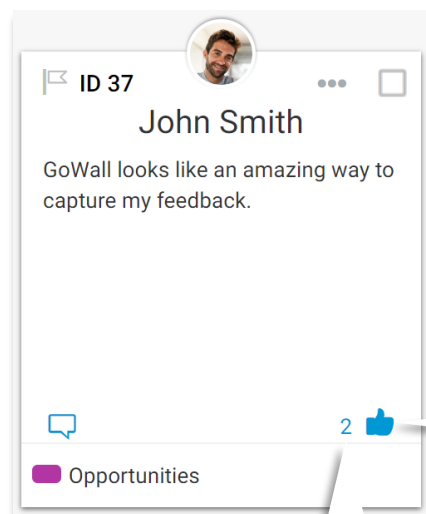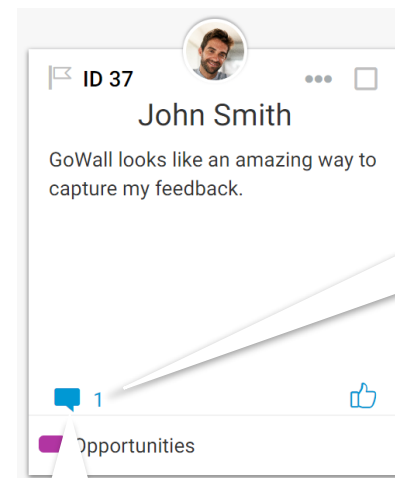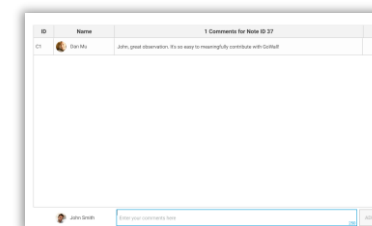
Overview

In order to avoid bias, Facilitators may want to limit Participants from viewing other contributor's notes.

When the 'Own Notes Only' feature is activated, Participants can only see notes they've created.

Participants receive a pop-up notification when 'Own Notes Only' is activated or deactivated.

1

From the 'Wall', select 'Own Notes' to activate Own Notes Only
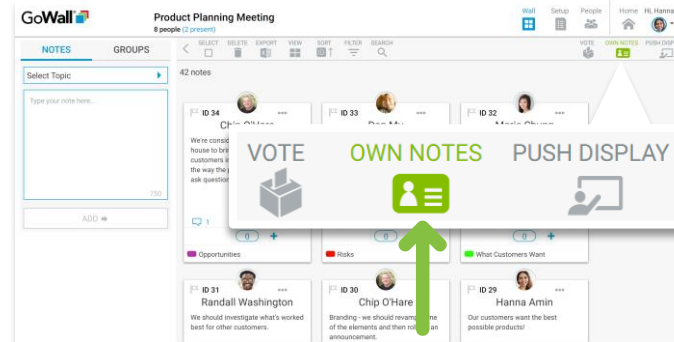
2

To turn off Own Notes Only, select the flashing 'Own Notes' icon
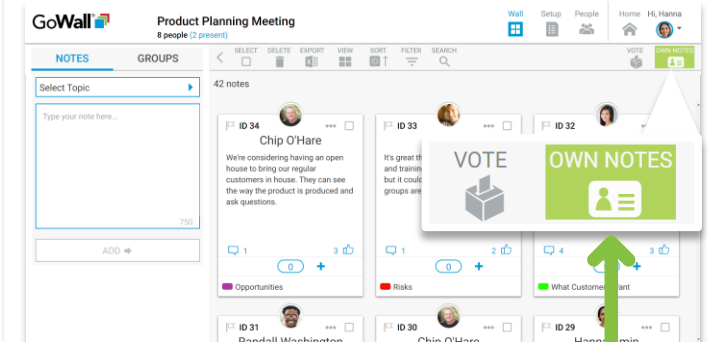
Overview

Only Facilitators have the option to consolidate feedback by dragging and dropping notes into 'Groups'.

Any Facilitator can access the 'Groups' tab to create groups and drag and drop notes into these groups.

Participants can also access the 'Groups' tab, but cannot create groups or drag and drop notes into groups.

1

From the 'Wall', select the 'Groups' tab if you want to group notes
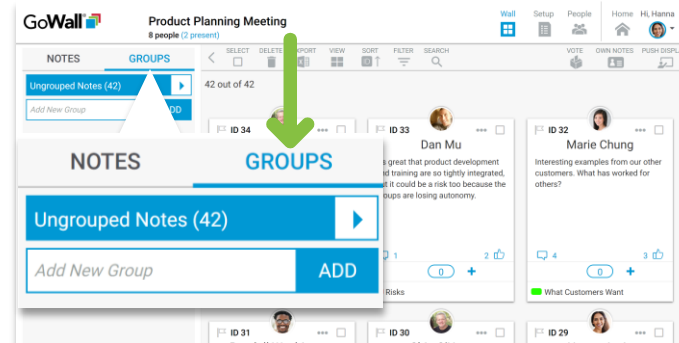
2

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
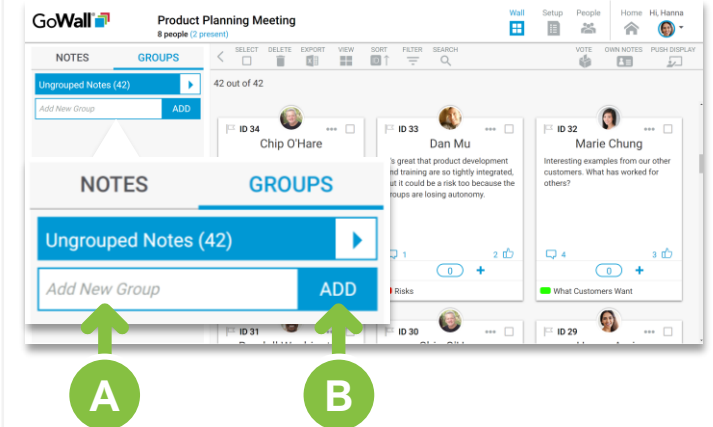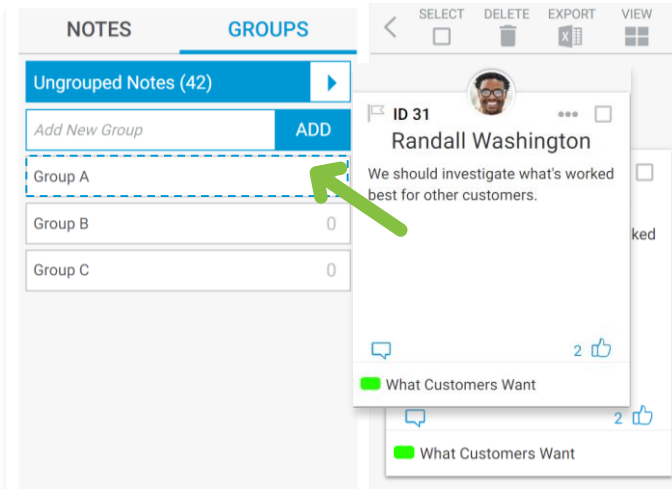

4

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

More Views

In addition to the default selection of 'Ungrouped Notes', Facilitators can also access a drop down menu that provides three more ways to 'view' group data.

Read on to learn more about these three additional views.

'All Notes'
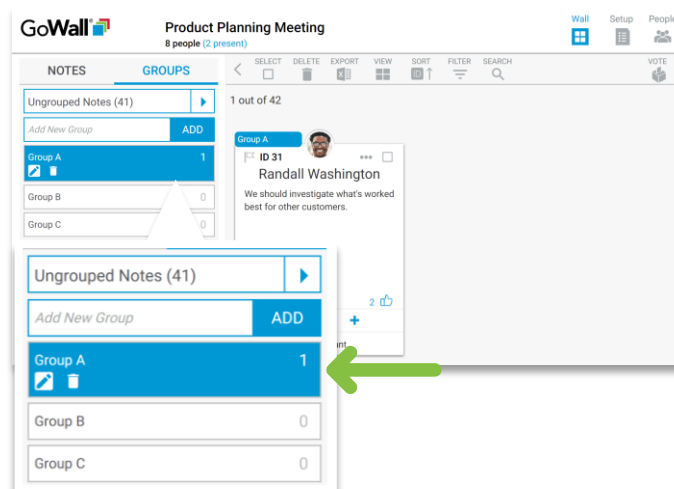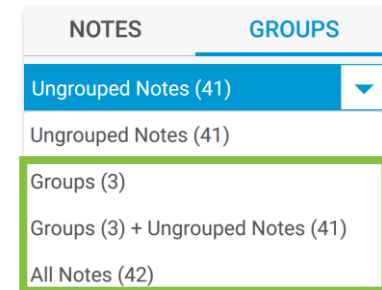
To view 'All Notes' (both Ungrouped and Grouped notes), select that option
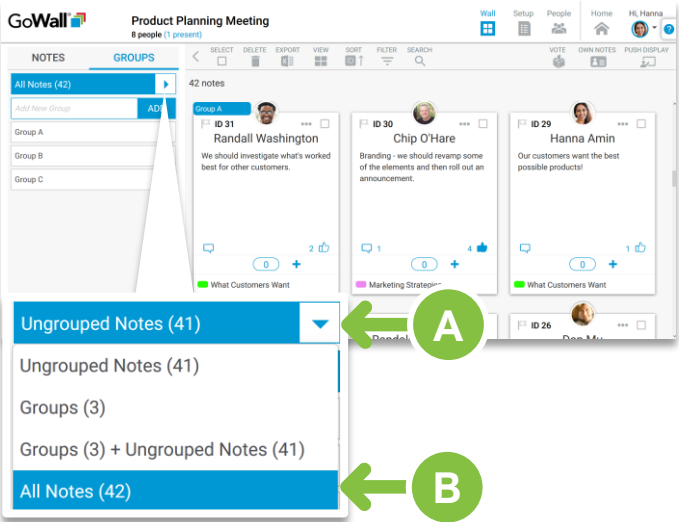
'Groups + Ungrouped Notes'

To simultaneously view 'Groups + Ungrouped Notes', select that option
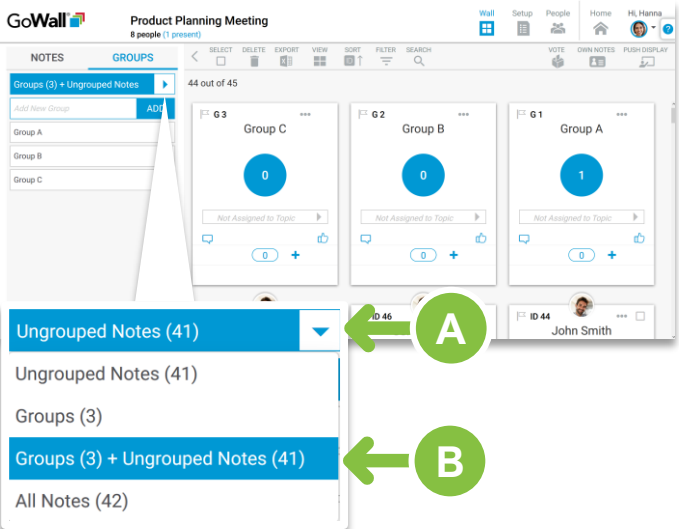
'Groups' 1 of 2

To view each group as a 'group card', select the 'Groups' option

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'Groups' 2 of 2

Group cards can be assigned to a topic (and voted on, liked, etc.)

✎ 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 (🗑)

Overview
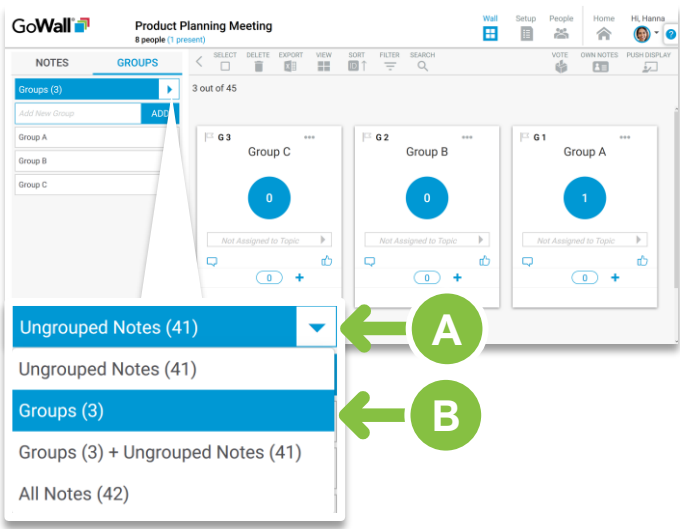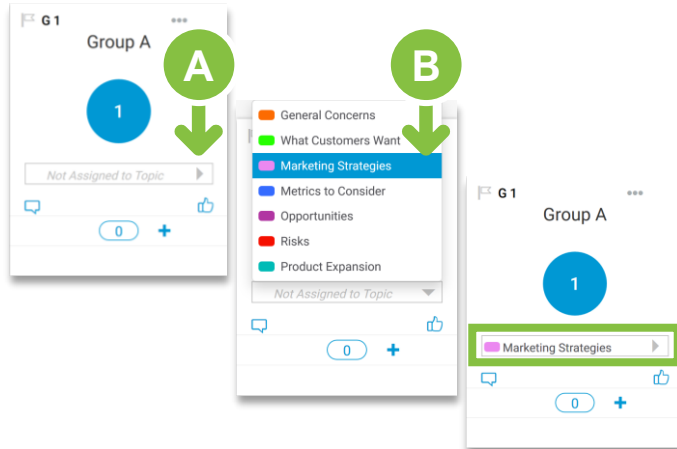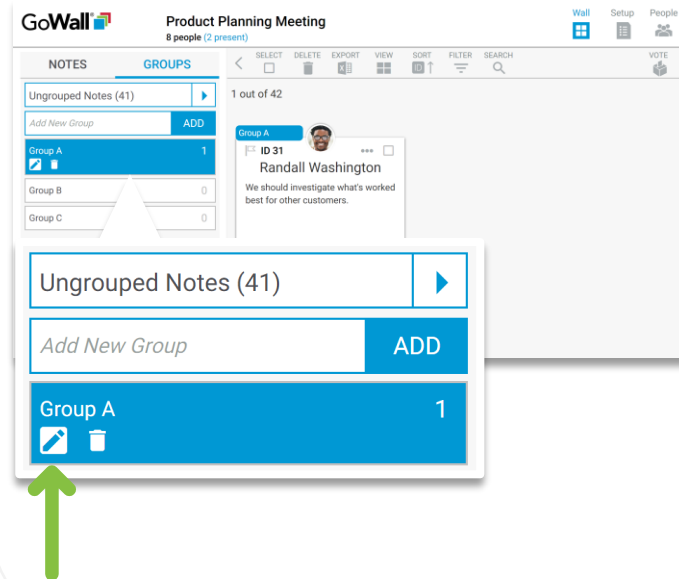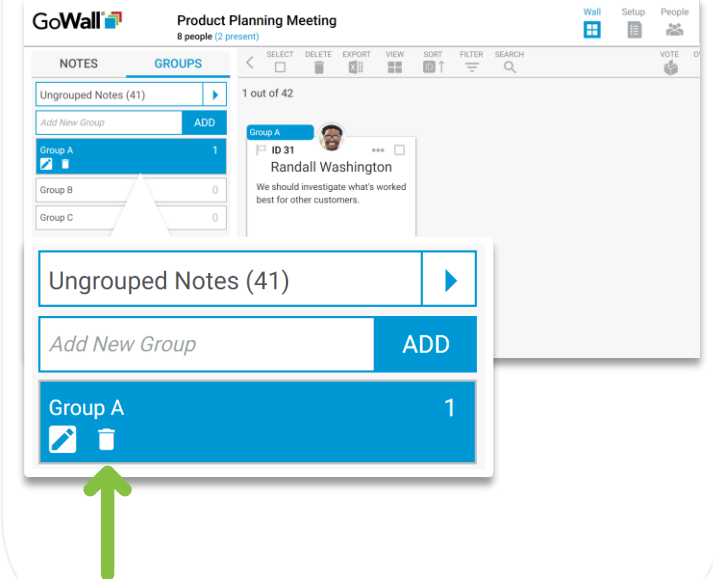
Synchronizing all attendee views is challenging especially when voting or reviewing notes.

So, Facilitators have the ability to push their current sort, filter, search and view by using the 'Push Display' feature to override and synchronize everybody's note view with yours for discussion, voting and more.

Everyone receives a pop-up notification when 'Push Display' is activated or deactivated.

1

From the 'Wall', apply your desired criteria (sort, filter, search, view)
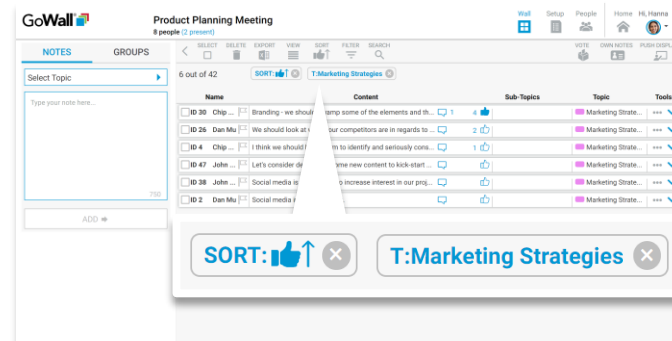
2

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

3

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

4
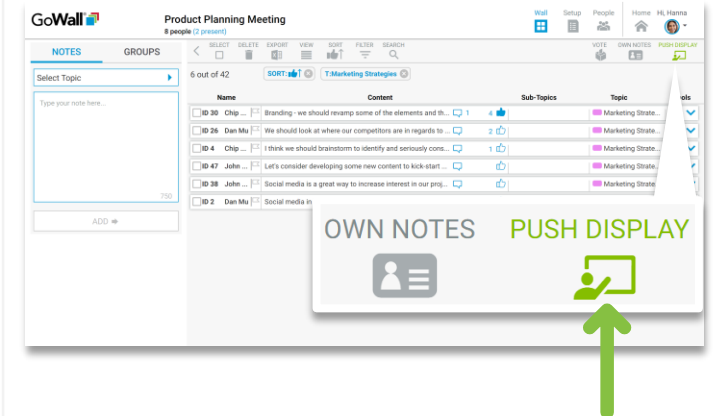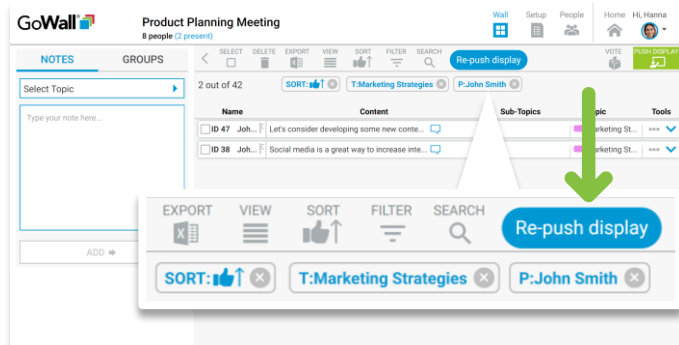
Select this button to update everyone else to your most current criteria
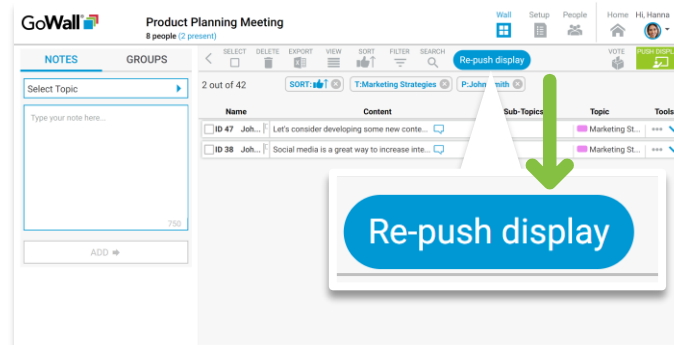
5

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

Export to Excel

1
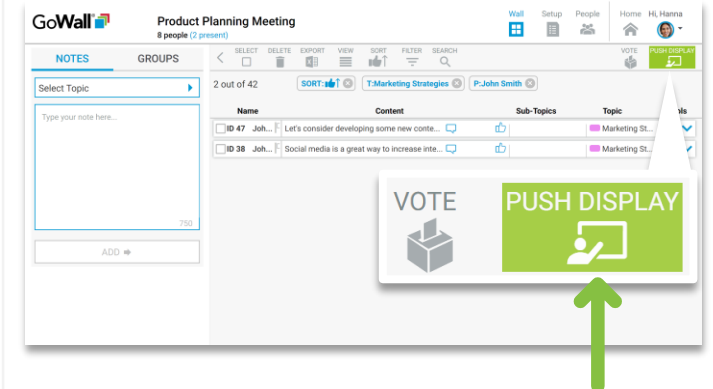
From the 'Wall', select the 'Export' icon to open the export pop-up
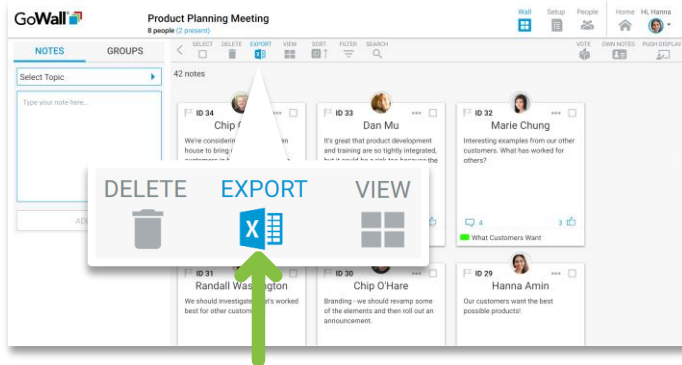
2

Select 'Export' to export selected data
(including optional export of comments and groups)

3

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

The Wall ID is a series of numbers that identifies this particular Wall. Every Wall has its own unique Wall ID.
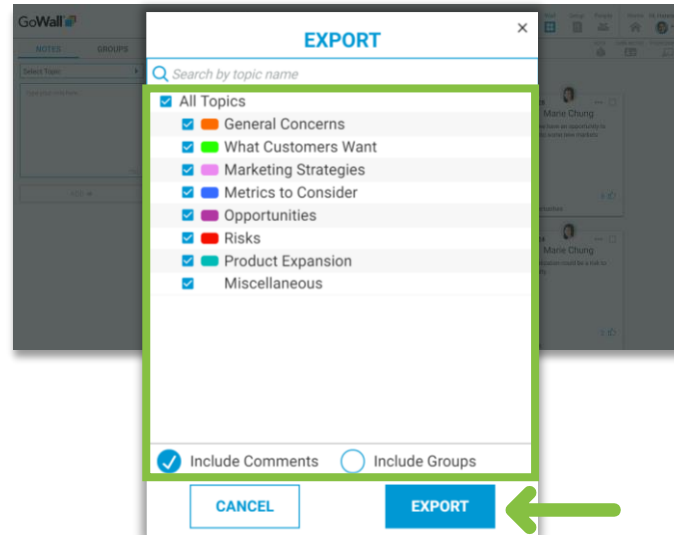
This button automatically creates a shareable hyperlink to join your Wall. Paste and share this hyperlink in email, IM and more.

Click inside box to update Wall Title.
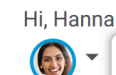
Select headset icon to add a 3rd party web-conferencing link.

Select 'Topics' tab to create a new topic, adjust topic settings and more.

Existing 'Topics' are displayed under the 'Topic Name' heading. (Press and hold on the 8 dots to rearrange the order of topics).

Select 'Vote' tab to access vote setup.

'Open' or 'Close' Participant access to this Wall. (Both Wall Owners and Facilitators can access a Wall even if it's set to 'closed'.

Select 'Print' tab to access print options.

Delete this topic.

GoWall® Product Planning Meeting
7 people (2 present)

Wall | Setup | People | Home | Hi, Hanna

Wall Title | Product Planning Meeting

Web Conferencing 🎧 | Wall ID | 1234567890 | Copy Link | Wall Access | ✓ OPEN | ✕ CLOSED

| Topics | My Stored Lists | Vote | Print |

Topic Name (1)		Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
> New Product Ideas	+ⓘ	0	▾ 🟦 ▾	Required	✓	◯	◯	🗑
Enter topic name here								

Select 'My Stored Lists' tab to edit and create new lists.

Add Topic Information.

Adjust a variety of topic settings for each available topic.

Type inside box to create a new topic. (Click inside an existing topic title to rename it).

Create a sub-topic for a particular topic.

Make note content 'Required', 'Optional' or not allowed ('Off').

ⓘ

Learn more by clicking on blue underlined text.

Overview

Facilitators may want to restrict access to a Wall for many different reasons.

So, Facilitators have the option to close a Wall so that Participants cannot enter or remain present in that Wall until it's opened.

Any Facilitator can access their Wall whether it's open or closed.

By default, Walls are set to 'Open' but can be toggled between 'Open' and 'Closed'.

Close

To close an 'Open' Wall, go to 'Setup' and select 'Closed'

Wall   Setup   People

Wall Access   ✓ OPEN   ✕ CLOSED
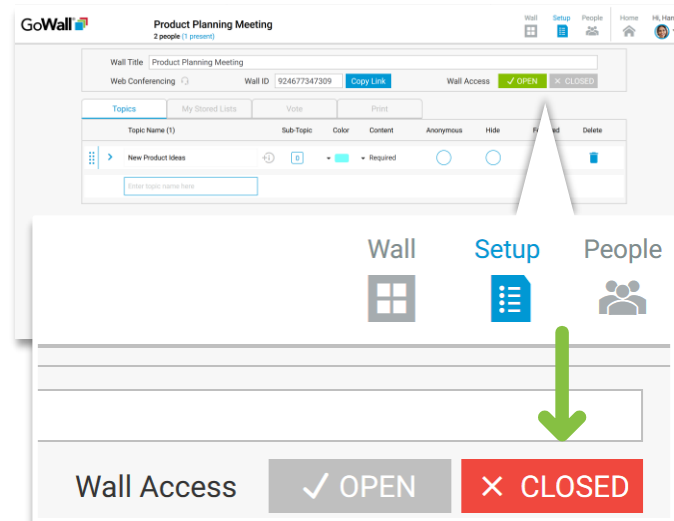
Open

To open a 'Closed' Wall, go to 'Setup' and select 'Open'

Wall   Setup   People

Wall Access   ✓ OPEN   ✕ CLOSED

GoWall®
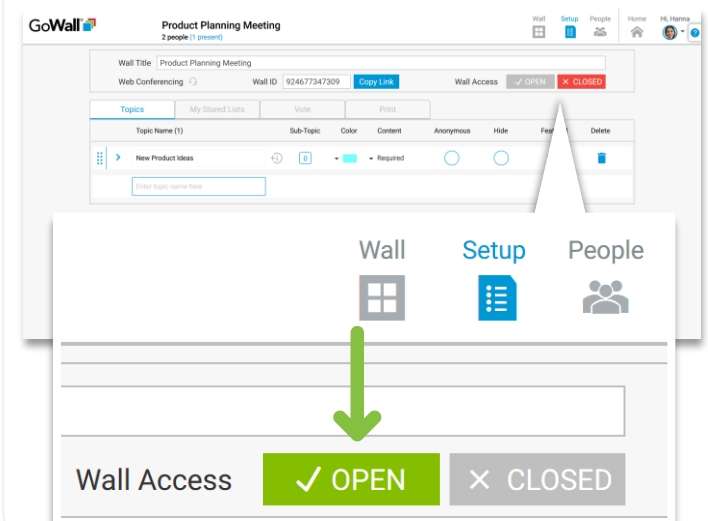
1

From within your Wall, select 'Setup'
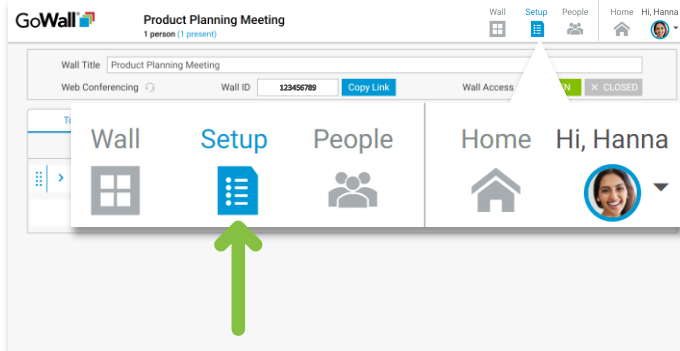
2

Select the blue 'Copy Link' button
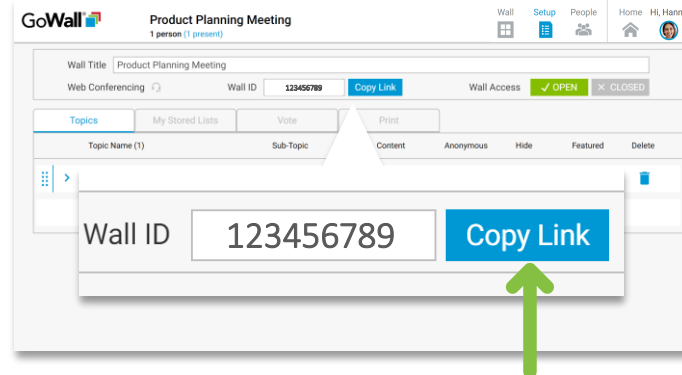
3

Paste link into email or instant message

Create a Topic
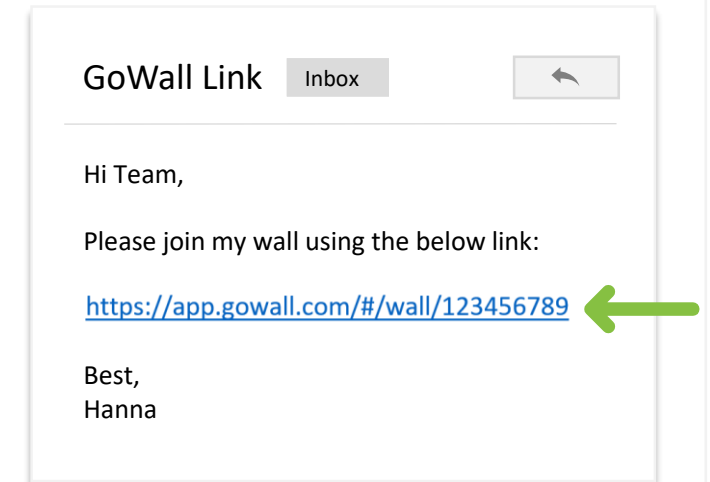
Overview Topics provide an opportunity to focus in on specific discussion areas. Topics are frequently used as part of an agenda to narrow in on individual agenda items.

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 to add detailed info that will appear when people select this topic

Topic Color

Tap to add topic color that will appear when people select this topic
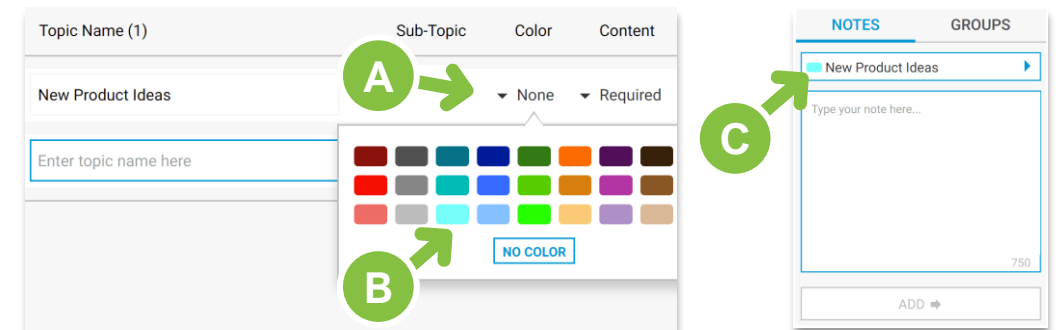
| Topics | My Stored Lists | Vote | Print |

Topic Name (1)	Sub-Topic	Color	Content	Anonymous	Hide	Featured	Delete
New Product Ideas		None	Required	○	○	○	🗑

Anonymous

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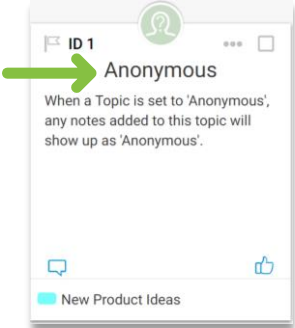
Hide

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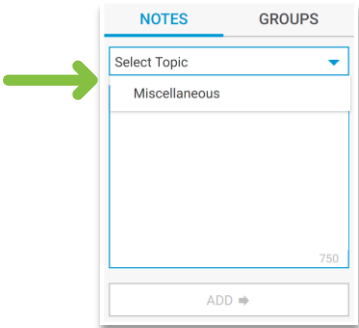
Featured

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

GoWall®
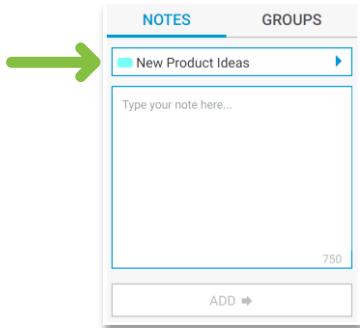
Overview

After you create a topic, you can also create up to six sub-topics to capture more data related to your topic.

Each time you create a sub-topic, choose from 1 of 3 types:

Text T **Text**

Numeric 123 **Numeric**

List **List** (multiple choice)

Read on to learn how to create sub-topics.

1

Once you've created your topic, select the 'Sub-Topic' box

Sub-Topic

0

2
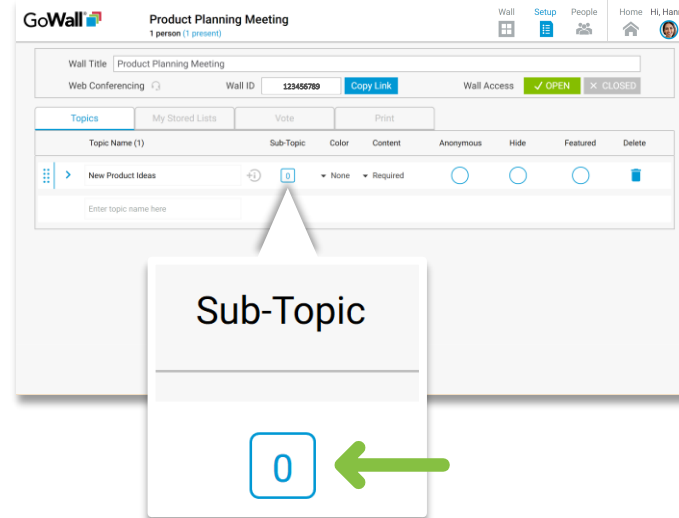
You can now chose your sub-topic type: Text, Numeric, or List

Topics | My Stored Lists | Vote

Topic Name (1) Sub-Topic

New Product Ideas

Sub-Topics | Topic Information

Select Sub-Topic Type (0) Sub-Top

Text T | Numeric 123 | List

GoWall®
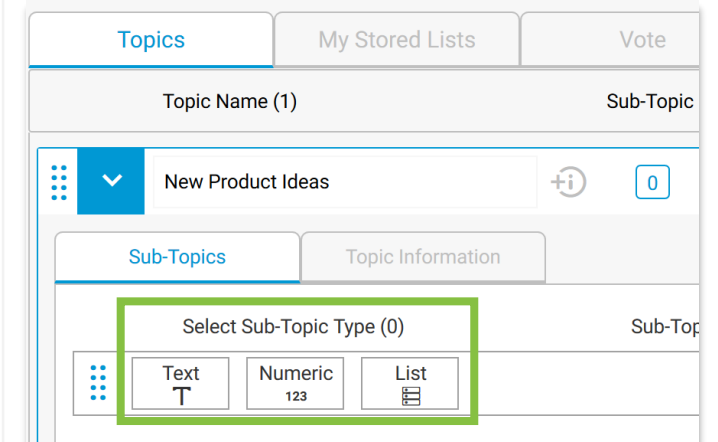
Text 1 of 3

Select 'Text' to create an input field that allows alphanumeric text

Text 2 of 3

Name your 'Text' sub-topic and press enter to save it

Text 3 of 3

When this topic is chosen on the 'Wall', text input is now required

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Numeric 1 of 3

Select 'Numeric' to create an input field that allows numeric input

Numeric 2 of 3

Name your 'Numeric' sub-topic and press enter to save it

Numeric 3 of 3
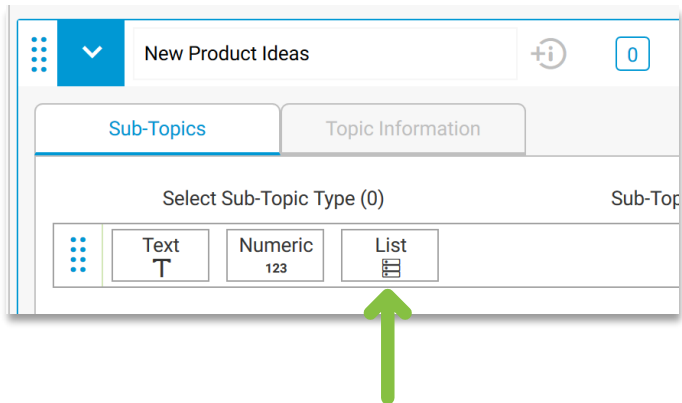
When this topic is chosen on the 'Wall', numeric input is now required

GoWall®

List   1 of 6

Select 'List' to create an input field that allows multiple-choice selections
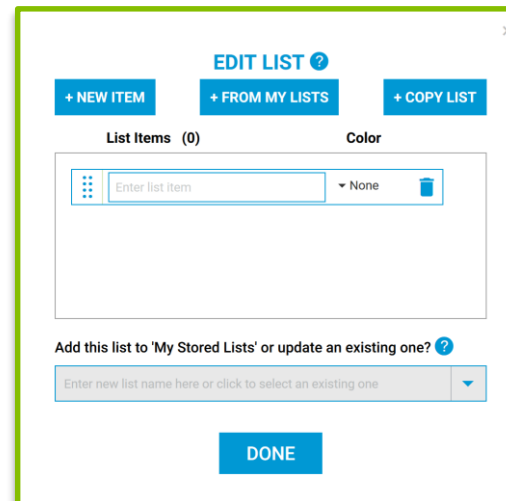
List   2 of 6

A pop-up appears for you to create list items (list item = multiple choice selection)
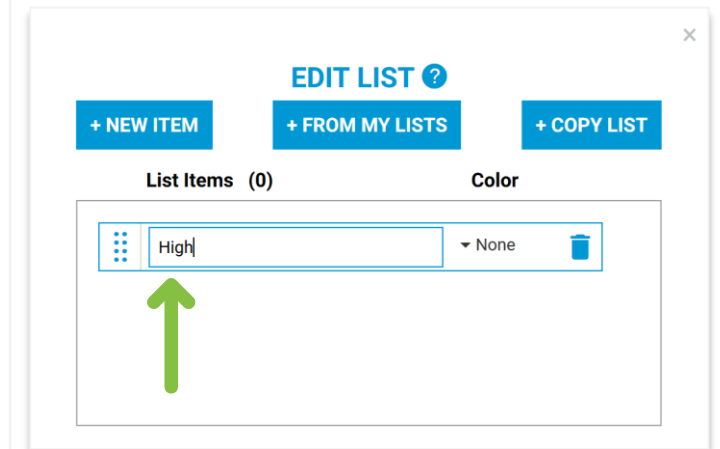
List   3 of 6

To enter a list item, click inside the list item box, name it, and press 'enter'

List   4 of 6

Repeat step 3 of 6 until you're done adding list items, then select 'Done'

List   5 of 6

Name your 'List' sub-topic and press enter to save it

List   6 of 6

When this topic is chosen on the 'Wall', list input is now required

Overview

After you create a sub-topic, you can change the settings for that specific sub-topic.

Here are the default sub-topic settings that you can change:

Color

Required

Retain

Read on to learn how to change sub-topic settings.

1

Once you've created a topic and related sub-topic, click 'Sub-Topic'
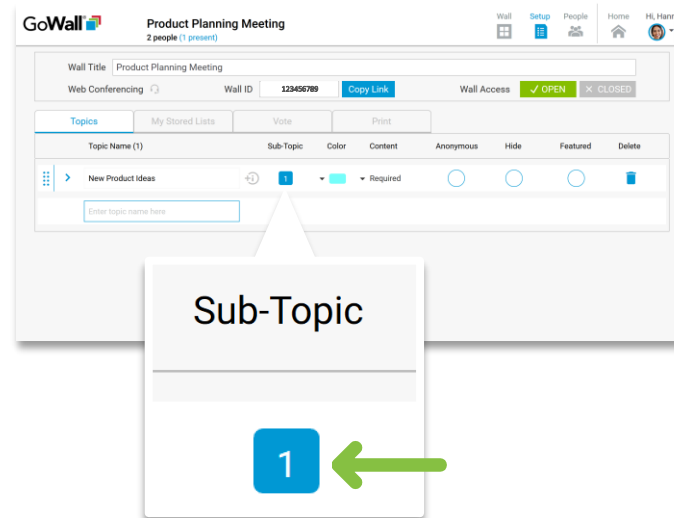
2

You can now change the settings for 'Color', 'Required' and 'Retained'

Required 1 of 3

If a sub-topic is set to 'Required', Users who add a note to the Wall must provide input to this sub-topic.

To change a sub-topic between required and optional, click inside the circular checkbox:

Input Required

Input Optional

When a sub-topic is created it's set to 'Required' by default.

Required 2 of 3

If 'Required' is checked, Users must provide input to be able to add a note

Field 1 is required.

Required 3 of 3

If 'Required' is not checked, Users have the option to provide input

or

Retain 1 of 3

If you want the sub-topic input entered by a user to be repeated (auto-filled) for subsequent notes entered by that same user for that same sub-topic, click inside the circular checkbox:

Retain ○ **Input isn't Retained**

Retain ✓ **Input is Retained**

When a sub-topic is created it is <u>not</u> retained by default.

Retain 2 of 3

If 'Retain' is not checked, a User's sub-topic input isn't auto-filled for future notes

NOTES   GROUPS
New Product Ideas ▶
Create an inexpensive remote-control robot that is solar-powered.
Initial Note
685
Research & Development ▶
ADD ➡

NOTES   GROUPS
New Product Ideas ▶
Type your note here...
Future Notes
750
Enter your department here ▶
ADD ➡

Retain 3 of 3

If 'Retain' is checked, a User's sub-topic input is auto-filled for future notes

NOTES   GROUPS
New Product Ideas ▶
Create an inexpensive remote-control robot that is solar-powered.
Initial Note
685
Research & Development ▶
ADD ➡

NOTES   GROUPS
New Product Ideas ▶
Type your note here...
Future Notes
750
Research & Development ▶
ADD ➡

Overview

A frequently used type of <u>sub-topic</u> is the <u>'List' sub-topic</u>, where you create a list of multiple choice selections.

Instead of creating a new 'List' every time you need one, the 'My Stored Lists' tab lets you create and save a list so you can re-use it at a future date.

'Lists' are user specific so you can always access your lists.

Read on to learn how to create and save a list from 'My Stored Lists', <u>re-use a List</u>, and <u>save a list from the 'Topics' screen</u>.

1

From the 'Setup' screen, select the 'My Stored Lists' tab
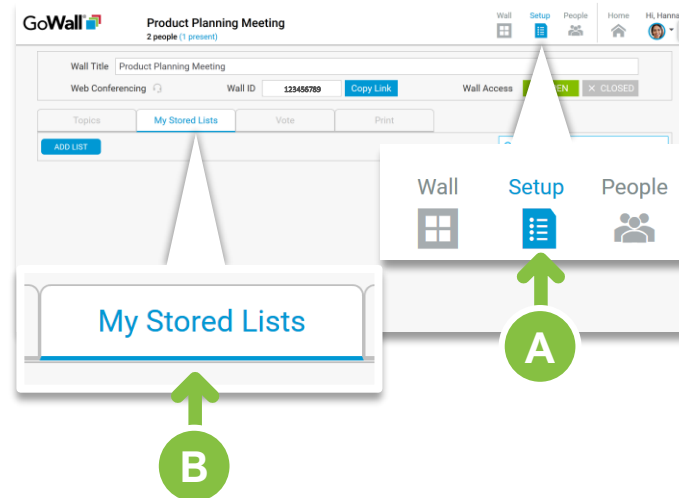
2

Select 'Add List' to create and add a new list to 'My Stored Lists'

3

Type inside the 'Enter list item' box and press enter to add a list item

4

Repeat step 3 as needed and then name your list by typing inside the box

5

Select 'Done' to store your list to 'My Stored Lists'

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Re-Use a List 1 of 9

Once you've saved a list to 'My Stored Lists', you have the option to re-use that list at a future date.

Re-using a list saves you time because you don't have to re-create commonly used lists from scratch every time you need one.

Read on to learn how to re-use a list you've previously saved to 'My Stored Lists'.

Re-Use a List 2 of 9

To re-use a list you've added to 'My Stored Lists', go to 'Topics' tab

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Product Planning Meeting
1 person (1 present)

Wall | Setup | People | Home Hi, Hanna

Wall Title Product Planning Meeting
Web Conferencing Wall ID 924677347309 Copy Link Wall Access ✓ OPEN ✕ CLOSED

Topics | My Stored Lists | Vote | Print

Topic Name (1) Sub-Topic Color Content Anonymous Hide Featured Delete

New Product Ideas +i 0 ▾ None ▾ Required ○ ○ ○ 🗑

Enter topic name here

Topics

Re-Use a List 3 of 9

Select 'Sub-Topic' and then 'List' to open the create a new list pop-up

Topics | My Stored Lists | Vote

Topic Name (1) Sub-Topic

New Product Ideas +i 0 **A**

Sub-Topics | Topic Information

Select Sub-Topic Type (0)

Text T | Numeric 123 | List ☰

B

GoWall®
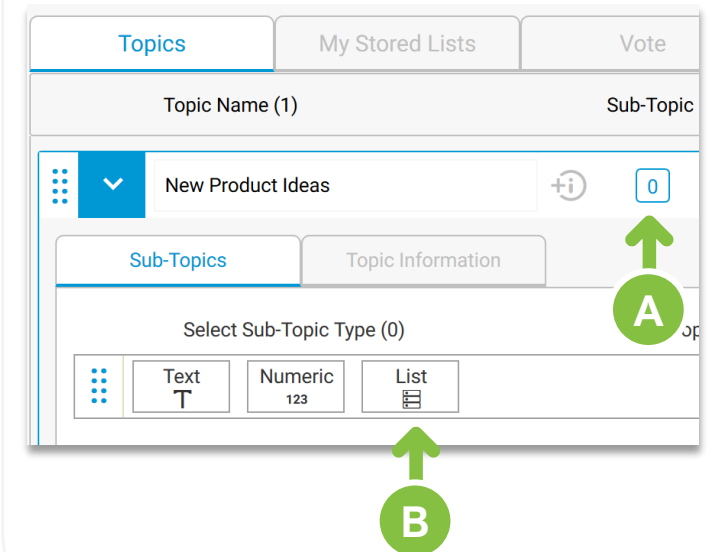
Re-Use a List   4 of 9

Select the 'From My Lists' button to view your stored lists

EDIT LIST

+ NEW ITEM   + FROM MY LISTS   + COPY LIST

List Items (0)   Color

Enter list item   ▾ None

+ FROM MY LISTS

Add this list to 'My Stored Lists' or update an existing one?

Enter new list name here or click to select an existing one

DONE
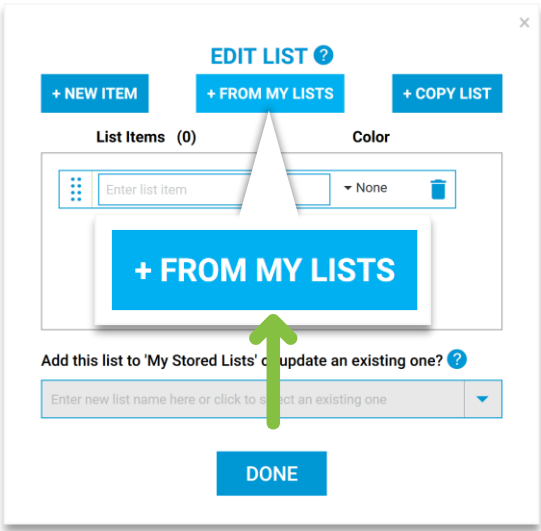
Re-Use a List   5 of 9

Select an existing list, then select 'Add' to re-use that specific list

MY STORED LISTS
Select list to re-use

List Name ↑ ↓   List Item No. ↑ ↓

🔍 Search by list name

❯ H/M/L List   3

Ⓐ

BACK   ADD

Ⓑ
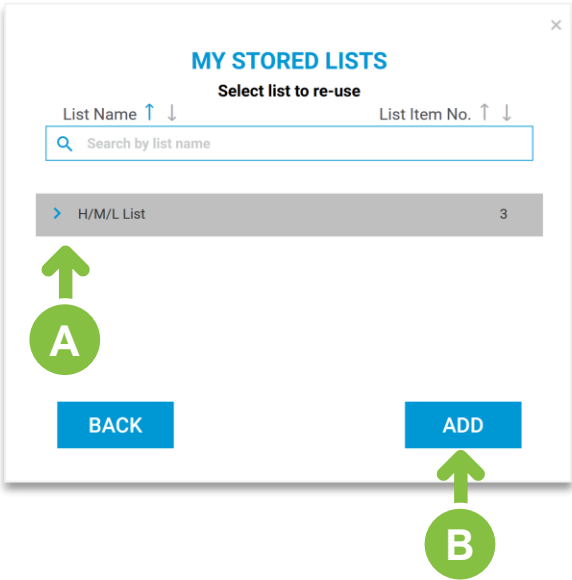
Re-Use a List   6 of 9

(Optional) You can add or remove list items without impacting your stored list

EDIT LIST

+ NEW ITEM   + FROM MY LISTS   + COPY LIST

List Items (3)   Color

High   ▾ None

Medium   ▾ None

Low   ▾ None

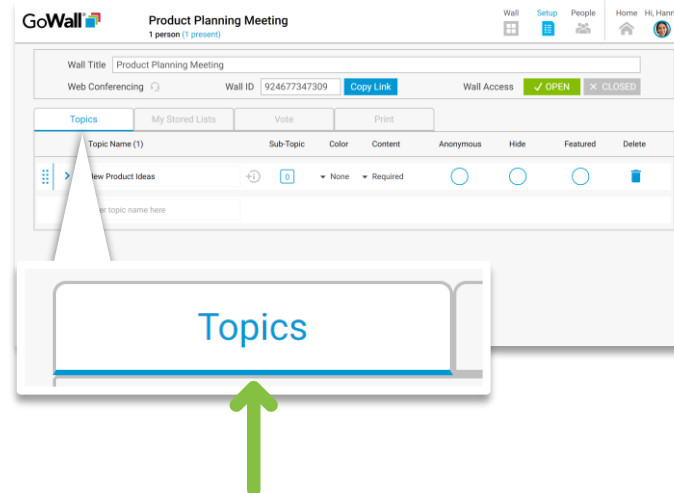Add this list to 'My Stored Lists' or update an existing one?

Enter new list name here or click to select an existing one
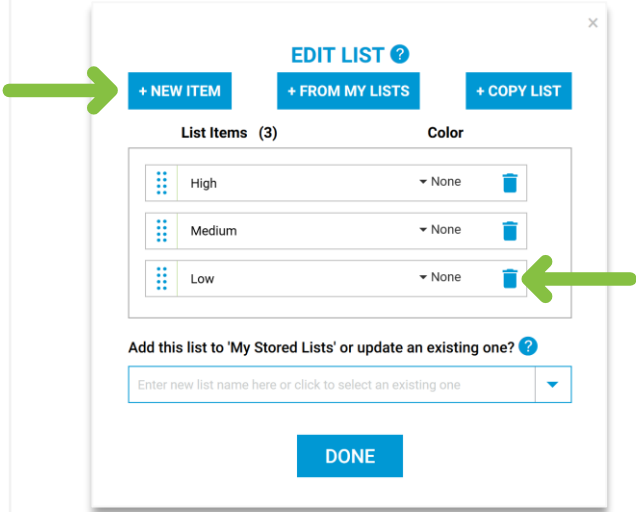
DONE

Re-Use a List 7 of 9

When you're satisfied with the layout of your list, select 'Done'

Re-Use a List 8 of 9

Name your 'List' Sub-Topic and press enter to save it

Re-Use a List 9 of 9

When this topic is chosen on the 'Wall', your 'List' Sub-Topic will now appear

Store a List (from 'Topics' tab) 1 of 6

As previously covered, you can create and store a list from the 'My Stored Lists' tab.

In addition to that approach, you can also store a list you've created from the 'Topics' tab.

Storing a list from the 'Topics' tab is helpful when you are creating a list on the fly but want the option to re-use it later.

Read on to learn how to a save a list to 'My Stored Lists' directly from the 'Topics' tab.

Store a List (from 'Topics' tab) 2 of 6

From the 'Setup' screen, select the 'Topics' tab
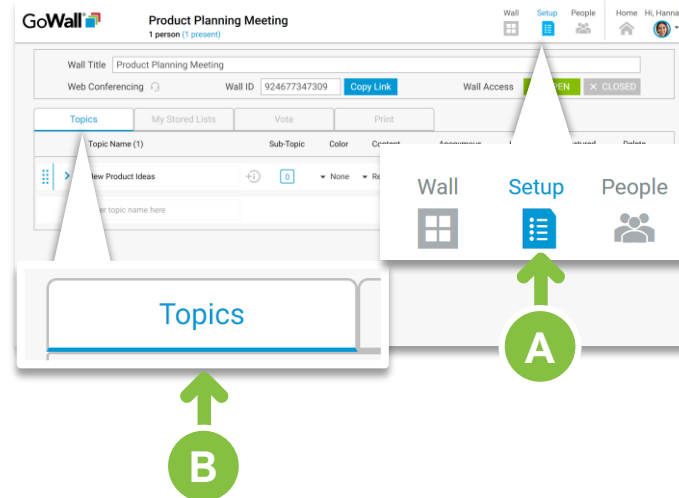
Store a List (from 'Topics' tab) 3 of 6

Select 'Sub-Topic' and then 'List' to open the create a new list pop-up

GoWall®
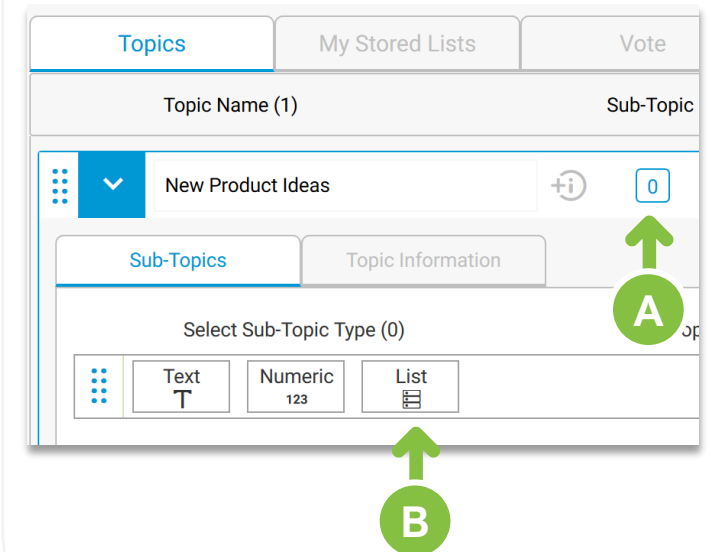
Store a List
(from 'Topics' tab) 4 of 6

Type inside the 'Enter List Item' box and press enter to add a list item

Store a List
(from 'Topics' tab) 5 of 6

When your list is complete, click inside the box to name it

Store a List
(from 'Topics' tab) 6 of 6

Select 'Add & Done' to add this list to your 'My Stored Lists'

Overview

Facilitators have the option to activate voting so that everyone can vote on notes.

Facilitators can change vote settings ('On','Off','Results') directly from the Wall.

By default, each voter can vote up to one time per note.

Optional advanced voting setup (multi-vote, vote cap) is covered here.

1

From the 'Wall', select the 'Vote' icon, then select 'On'
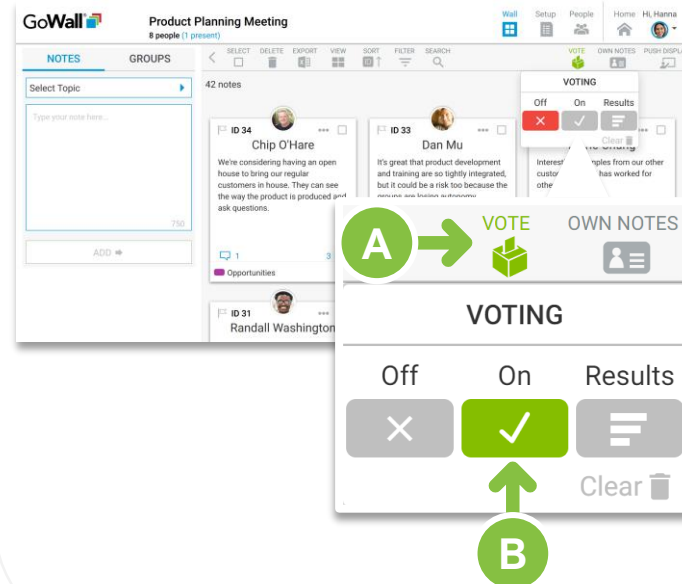
2

When voting is complete, select 'Results' to view voting results
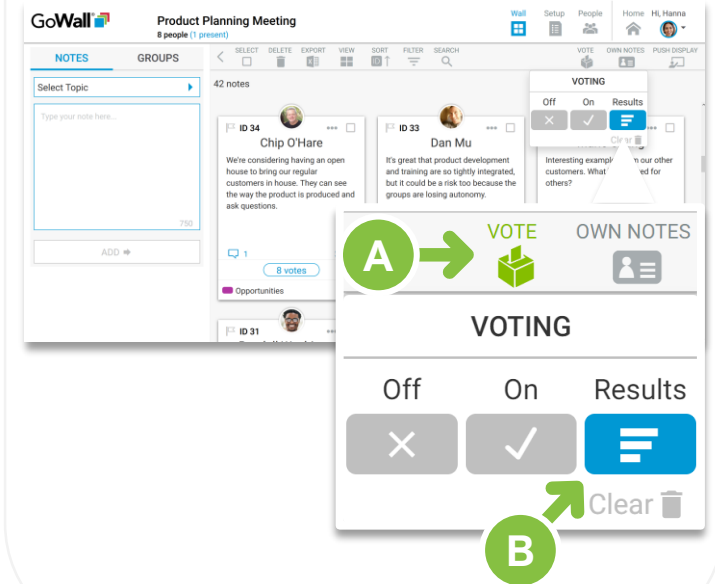
3

Use 'Sort' to sort by 'Most Votes First' to review votes
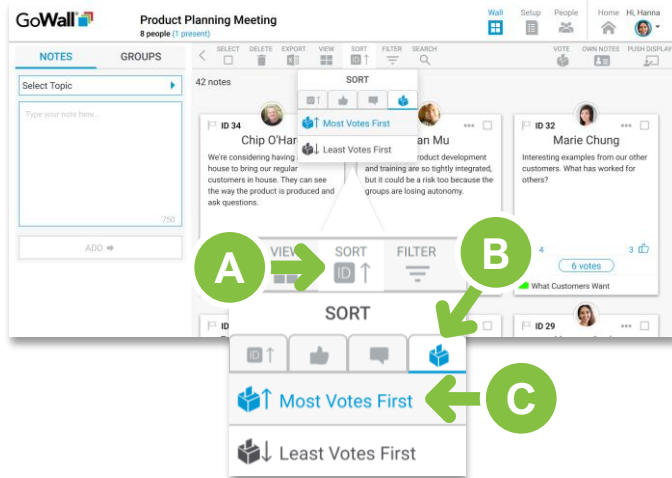
4

(Optional) Export to Excel to capture total votes for each note
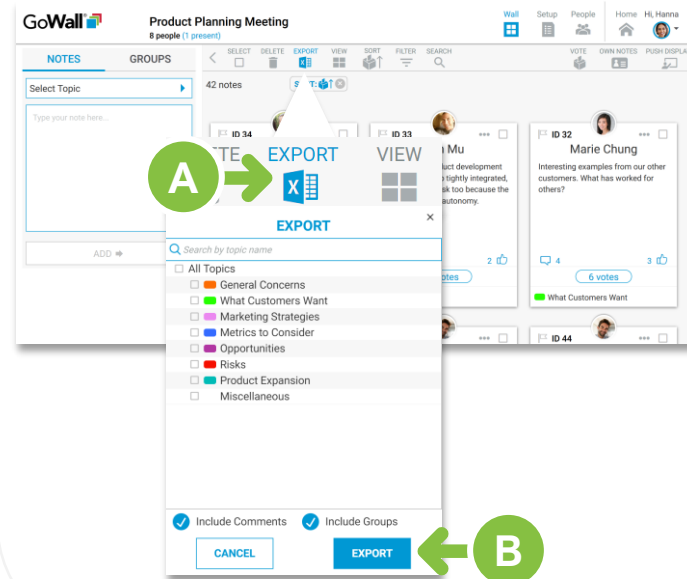
5

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

Go to 'Setup' to access the 'Vote' tab and customize your vote preferences, including whether each voter can vote once or multiple times per note and whether to enable a vote cap that limits the total number of votes each voter can cast.

1 Select the 'Vote' tab.

2 Input a number between 1 and 99 to set the max number of votes each voter can cast per note.

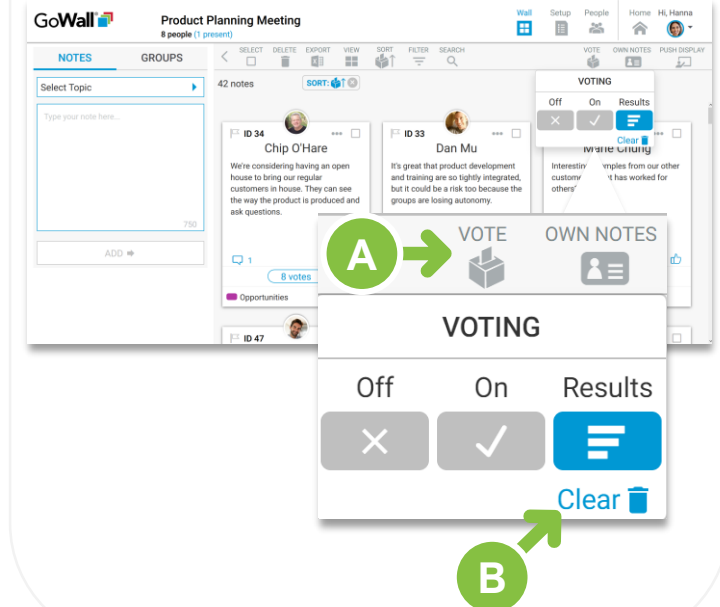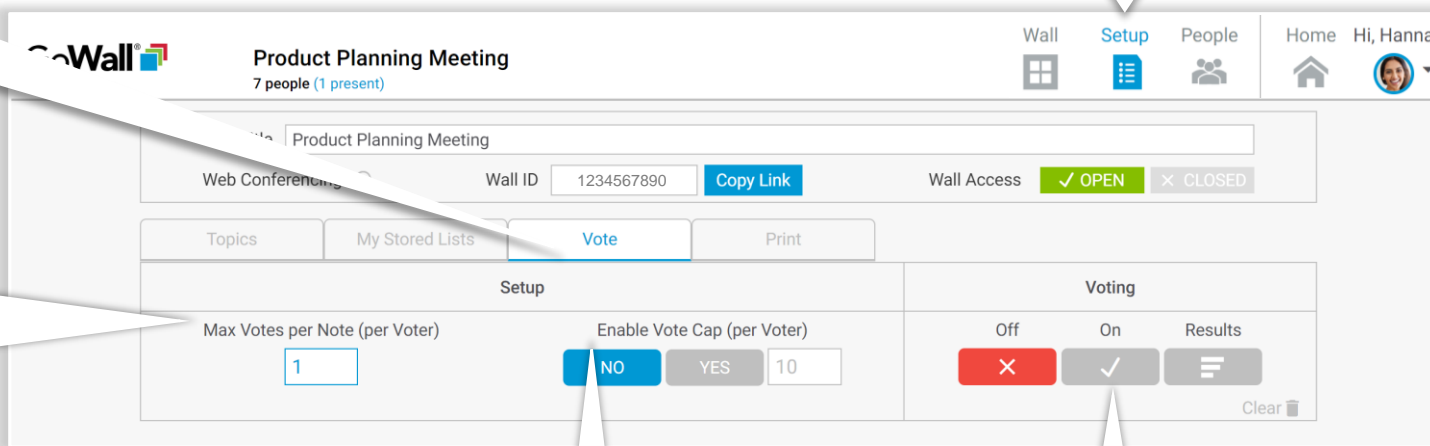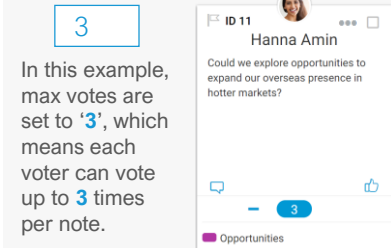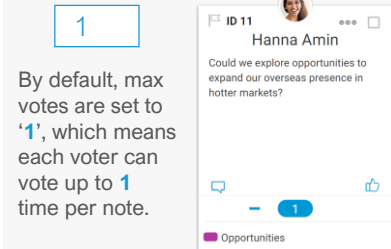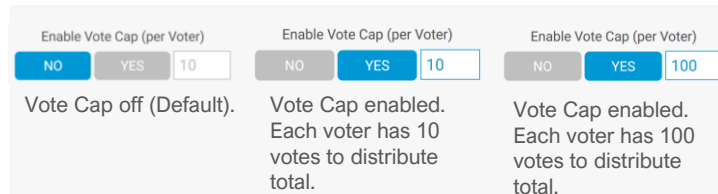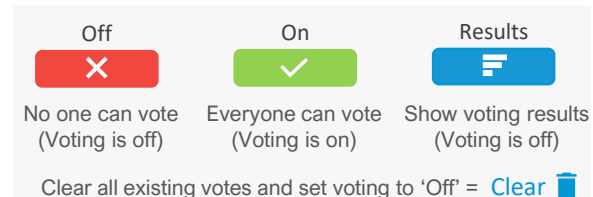By default, max votes are set to '**1**', which means each voter can vote up to **1** time per note.

In this example, max votes are set to '**3**', which means each voter can vote up to **3** times per note.

Product Planning Meeting
7 people (1 present)

Wall | Setup | People | Home | Hi, Hanna

Title | Product Planning Meeting

Web Conferencing | Wall ID | 1234567890 | Copy Link | Wall Access | ✓ OPEN | ✕ CLOSED

Topics | My Stored Lists | Vote | Print

Setup		Voting		
Max Votes per Note (per Voter)	Enable Vote Cap (per Voter)	Off	On	Results
1	NO YES 10	✕	✓	☰
				Clear 🗑

ID 11 — Hanna Amin — Could we explore opportunities to expand our overseas presence in hotter markets? — 1 — Opportunities

ID 11 — Hanna Amin — Could we explore opportunities to expand our overseas presence in hotter markets? — 3 — Opportunities

3 Enable a Vote Cap per Voter if you want to set a maximum number of votes (up to 999) each voter can distribute across all notes.

Enable Vote Cap (per Voter): NO YES 10 — Vote Cap off (Default).

Enable Vote Cap (per Voter): NO YES 10 — Vote Cap enabled. Each voter has 10 votes to distribute total.

Enable Vote Cap (per Voter): NO YES 100 — Vote Cap enabled. Each voter has 100 votes to distribute total.

4 Toggle current Voting status between 'Off', 'On' and 'Results'. Each time the status is changed, everyone is notified.
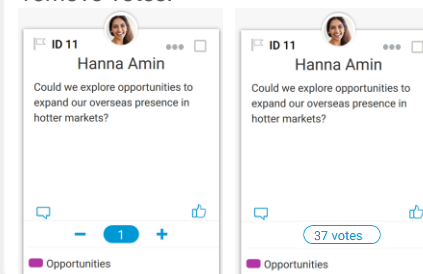
Off	On	Results
✕	✓	☰
No one can vote (Voting is off)	Everyone can vote (Voting is on)	Show voting results (Voting is off)

Clear all existing votes and set voting to 'Off' = Clear 🗑

Toggle Vote Status from the 'Wall'

Facilitators have the option to toggle vote status from within the 'Wall'.

Wall | Setup | People | Home | Hi, Hanna

VOTING
Off	On	Results
✕	✓	☰

Washington | ID — Clear 🗑
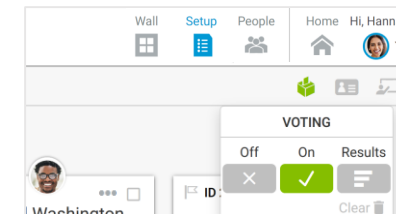
Voting and viewing Vote Results

When Voting is set to 'On', users can use **+** and **–** to add and remove votes.

When Voting is set to 'Results', users view total vote results.

ID 11 — Hanna Amin — Could we explore opportunities to expand our overseas presence in hotter markets? — – 1 + — Opportunities

ID 11 — Hanna Amin — Could we explore opportunities to expand our overseas presence in hotter markets? — 37 votes — Opportunities

Overview

GoWall provides both Wall Owners and Facilitators the option to print notes using the GoWall Printing App, a standard ink-jet printer and GoWall Note Paper.

To print notes, the GoWall Printing App first must be downloaded, installed, and opened. Printing must also be activated from within a Wall. This guide covers:

- Setting up the Printing App
- Printing GoWall Notes
- Forcing the Print Queue
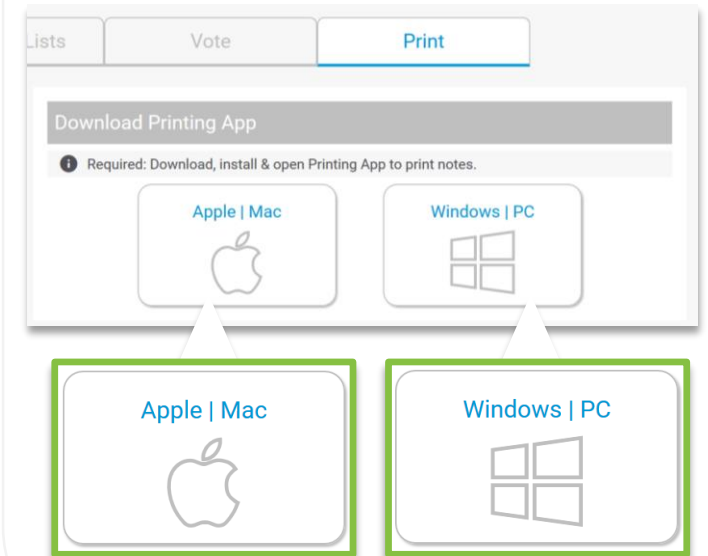- Turning Off Auto-Print
- About GoWall Note Paper

1

To download the GoWall printing app, go to 'Setup', then 'Print' tab
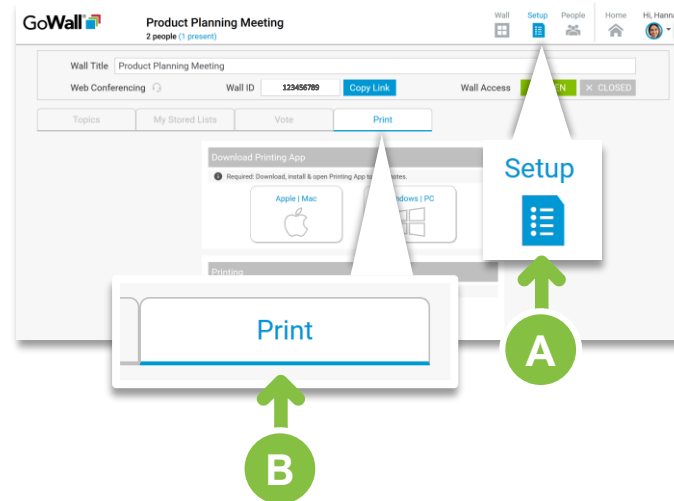
2

Choose your appropriate operating system to begin the download

GoWall®

3

Once downloaded, locate the file, click to install and follow on-screen prompts

Windows 10 screenshot
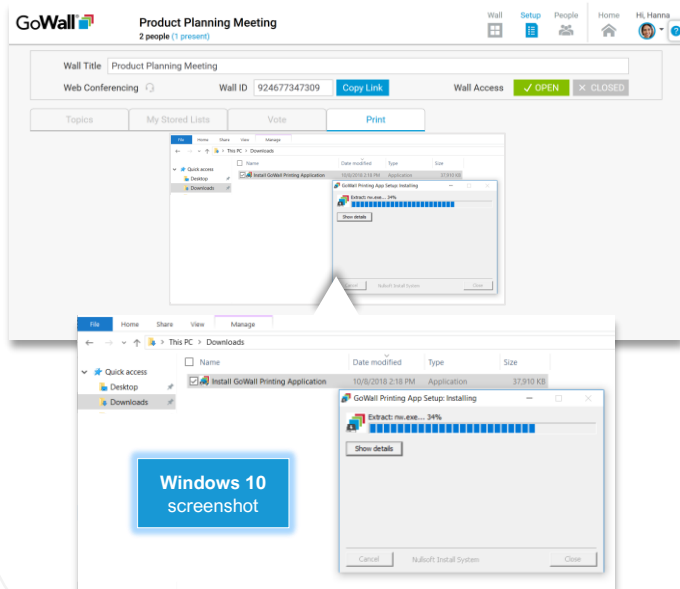
4

Once installed, open the GoWall Printing App
(this can take up to 10 seconds)

Windows 10 screenshot

5

Log-in using your existing GoWall credentials

GoWall Printing App
About

GoWall®

Log In

A → Email
Use your GoWall app e-mail and password.

B → Password
Forgot your password?

C → LOG IN

Don't have an account? Please SIGN UP
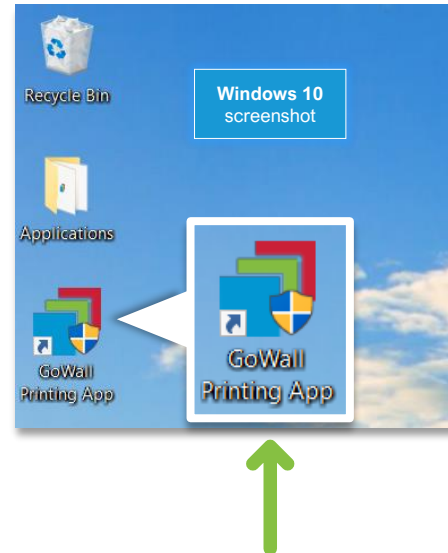
6

Browse the list of printers and locate the specific one you want to use
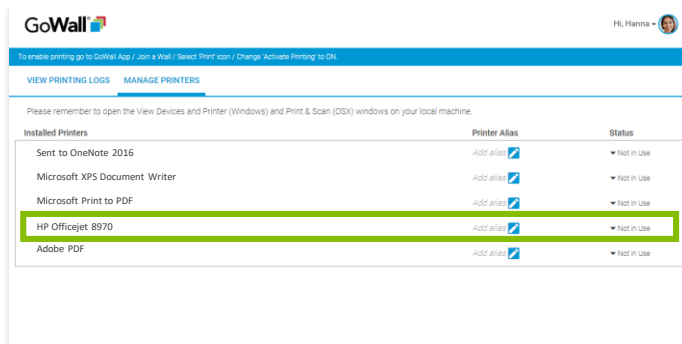
7

Change the status of your desired printer from 'Not In Use' to 'In Use'
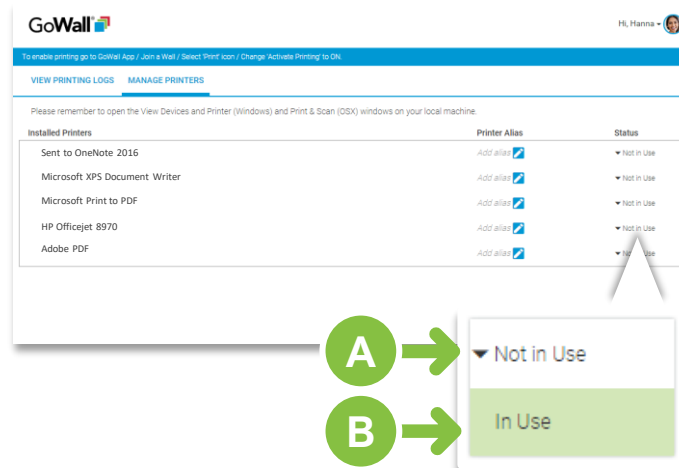
8

Keep Printer App open, return to GoWall and set 'Activate Printing' to 'On'
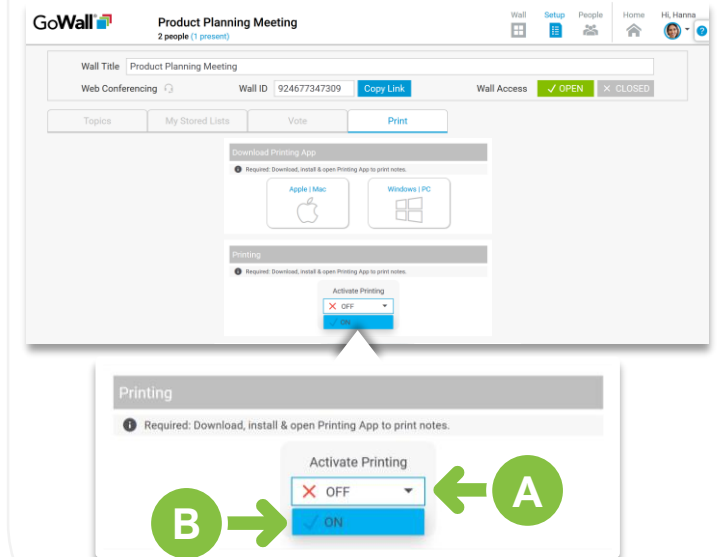
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Print Notes 1 of 9

Once you've downloaded, installed and logged into the GoWall Printing App, printing can be turned 'On' from within a Wall.

(By default, auto-print is set to 'On', which means notes will automatically print as they are created. Auto-print can be turned 'off'.)

Read on to learn helpful info about note printing.

Print Notes 2 of 9

Make sure you're logged into the GoWall Printing App

GoWall Printing App

About

GoWall®

Log In

A → Email

Use your GoWall app e-mail and password.

B → Password

Forgot your password?

C → **LOG IN**

Don't have an account? Please **SIGN UP**

Print Notes 3 of 9

Return to GoWall, go to Setup and select the 'Print' tab

GoWall® Product Planning Meeting
2 people (1 present)

Wall Title | Product Planning Meeting
Web Conferencing | Wall ID | 123456789 | Copy Link | Wall Access | CLOSED

Topics | My Stored Lists | Vote | Print

Download Printing App

Apple | Mac

Setup

A

Print

B
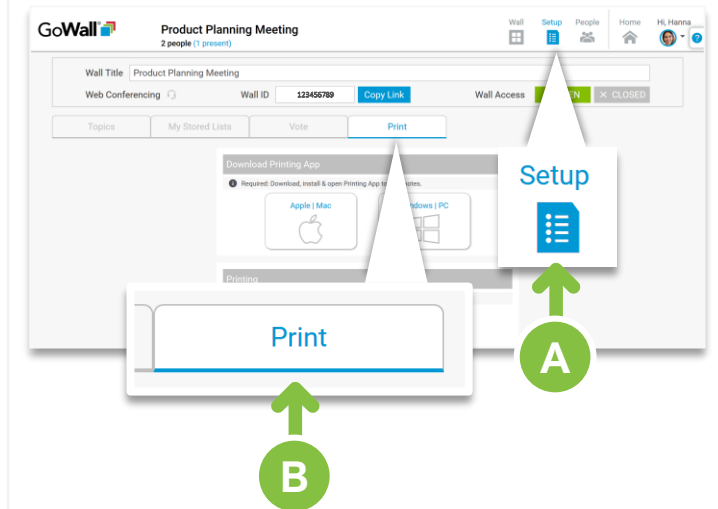
Print Notes 4 of 9

Under 'Activate Printing', set printing to 'On'
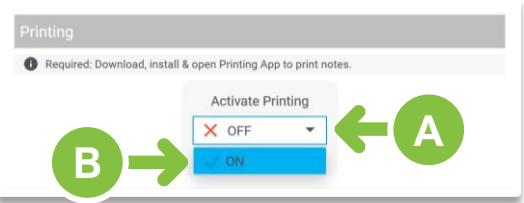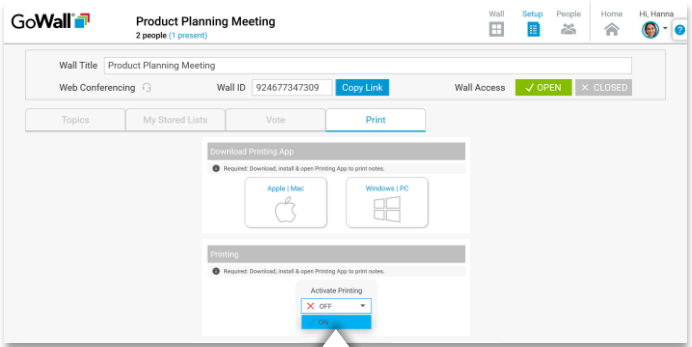
Print Notes 5 of 9

By default, 'Auto Print' is set to 'On' (notes will print as they're created)
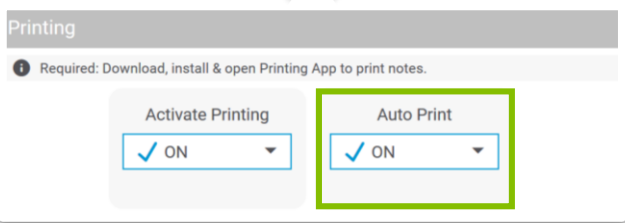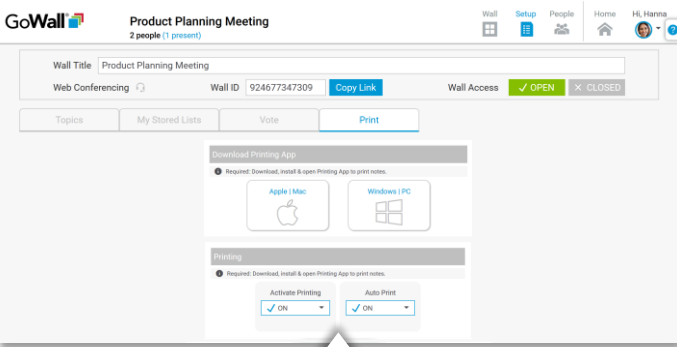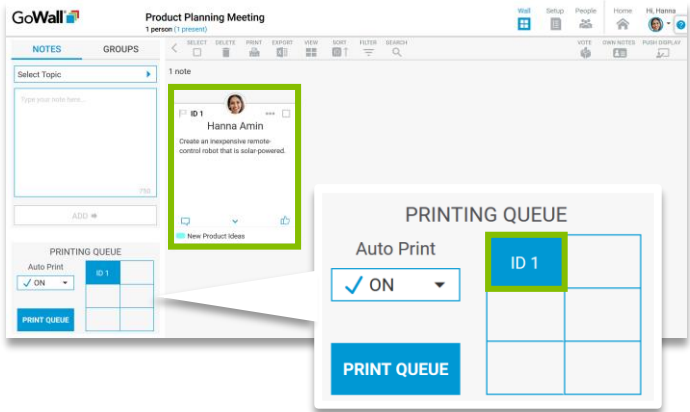

Print Notes 6 of 9

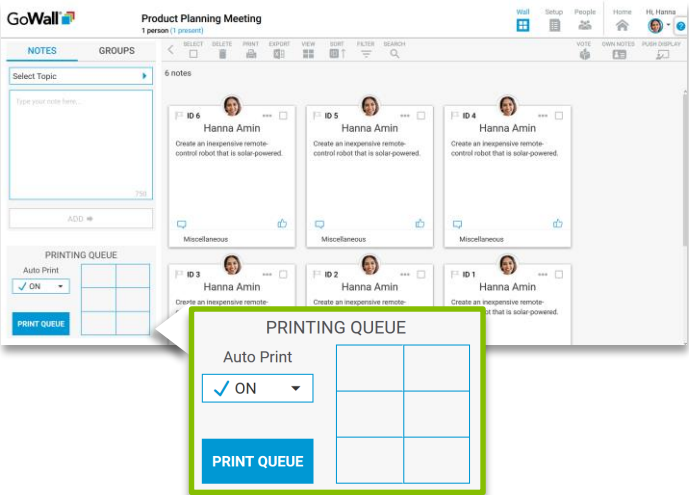**Go to the 'Wall' and you'll notice the printing queue**
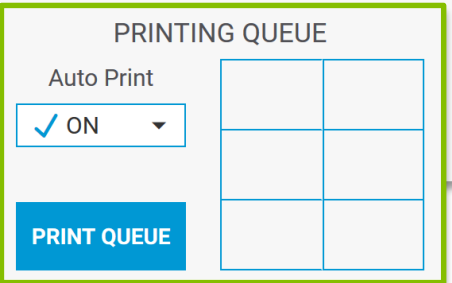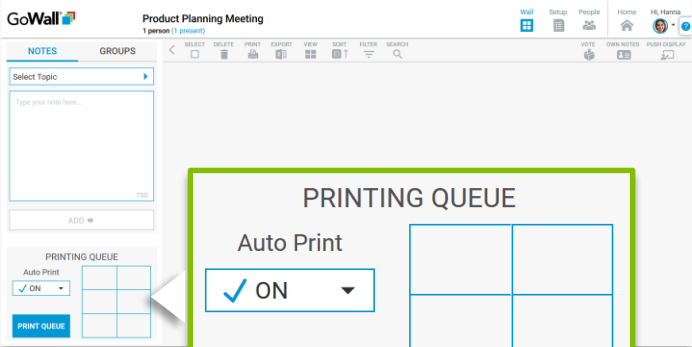
Print Notes 7 of 9

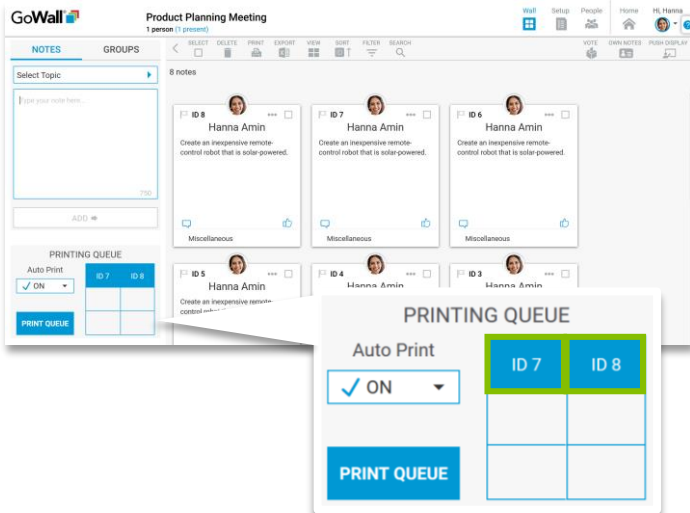As notes are created, they are automatically sent to the queue

Print Notes 8 of 9

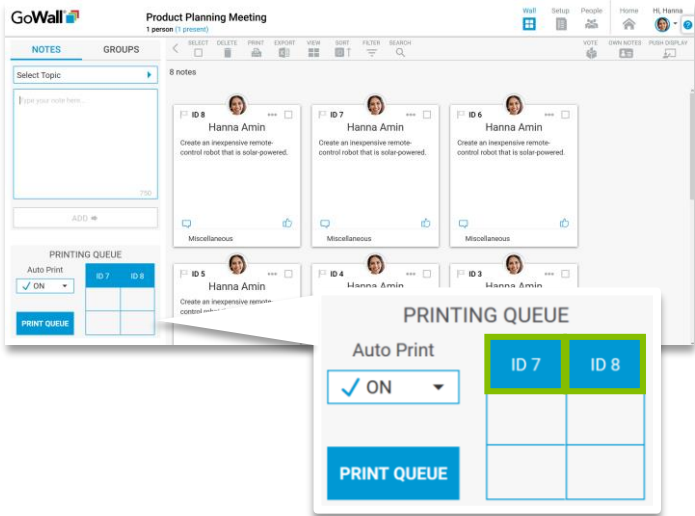Notes are printed out every time the queue fills up with 6 notes

Print Notes 9 of 9

The queue then begins to fill up again and the process repeats

Print Queue 1 of 3

You can print any notes in the Printing Queue whenever you want

Print Queue 2 of 3

To print notes currently in the Printing Queue, select 'Print Queue'
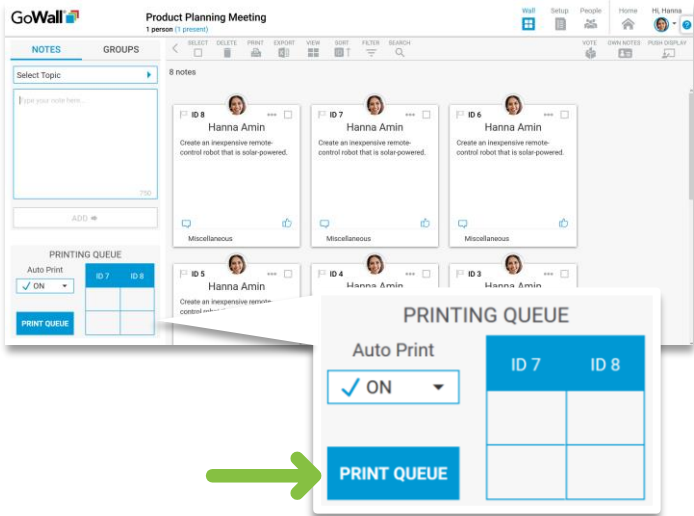
Print Queue 3 of 3

Any notes in the Printing Queue will be printed out

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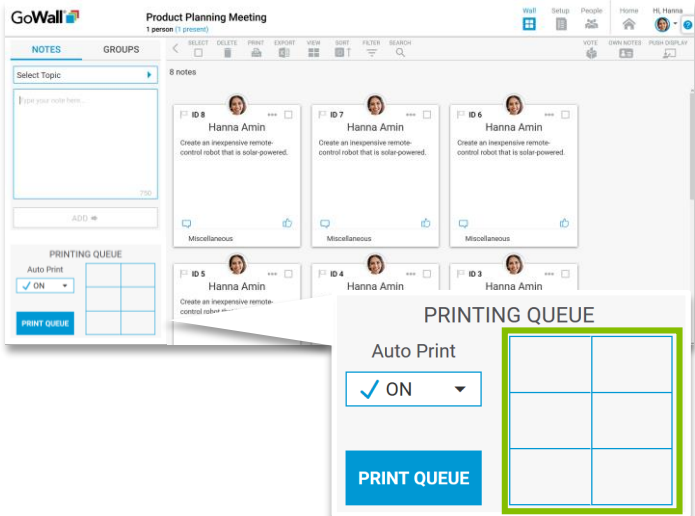
Auto-Print Off — 1 of 3

When printing is turned 'on', auto-print is set to 'on', which means notes automatically print as they are created.

However, auto-print can be turned 'off' to prevent new notes from being auto-printed as they are created.

This will turn off auto-note printing but will not turn off printing.

Auto-Print Off — 2 of 3

Once printing is 'On', go to Wall and change Auto Print from 'On' to 'Off'
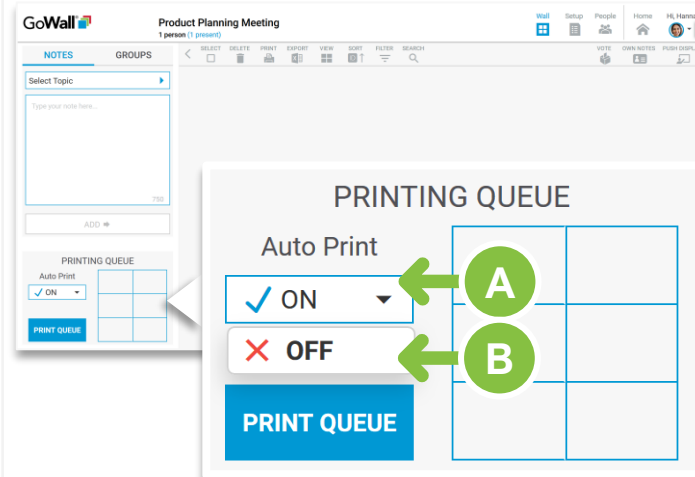
Auto-Print Off — 3 of 3

Notes will not be sent to the queue as they're added to the Wall
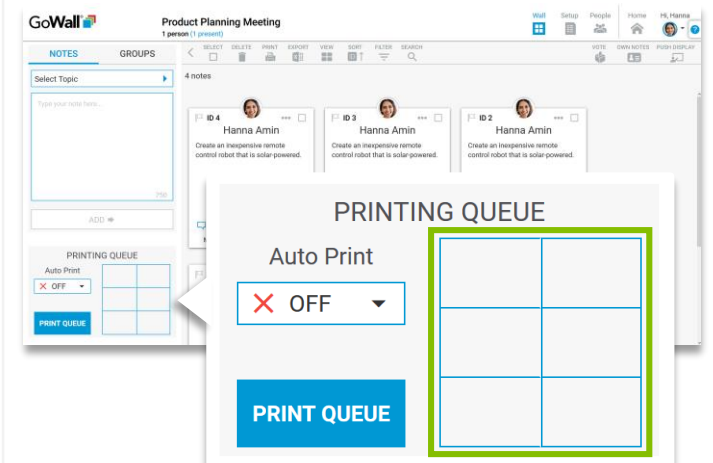
GoWall Note Paper

GoWall Note Paper is 8.5 by 11 inches and includes 6 notes per page. GoWall Note Paper is designed for use with standard ink-jet printers.

Each individual note has a sticky backing so it can be conveniently adhered to surfaces such as butcher block paper or whiteboards.

To purchase GoWall note paper, please email: supplies@gowall.com

Compatible with standard ink-jet printer

Each page is 8.5 x 11 and includes 6 notes per page

Each sticky note peels off and easily adheres to a whiteboard or butcherblock paper
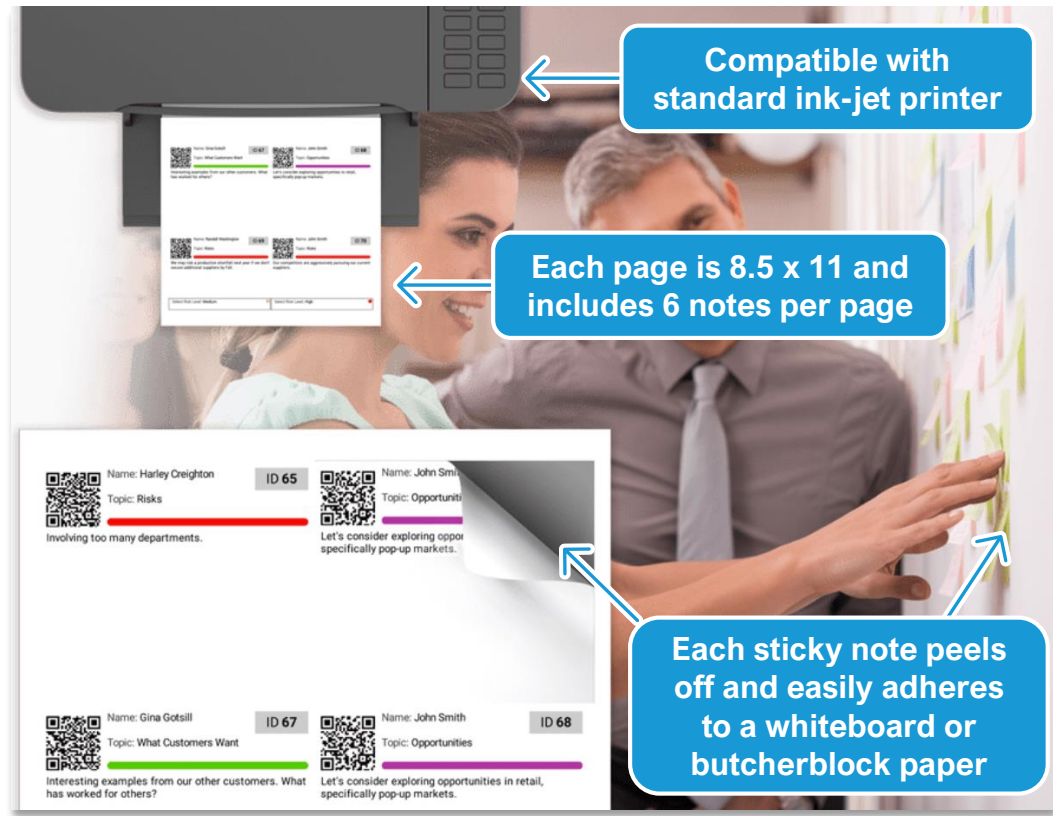
Overview

The downloadable GoWall iOS Scanning App lets Wall Owners and Facilitators scan printed notes back into GoWall using an iOS camera-equipped, internet connected, Apple mobile device (iPhone, iPad or iPod).

Scanning is helpful for in-room meetings when you want to print notes, organize them into groups, and then scan these organized note groups back into GoWall for review and data export. This guide covers:

- Downloading the Scanning App
- Using the Scanning App
- Why use the Scanning App?

1

Use your iPad, iPad or iPhone to access the Apple App Store
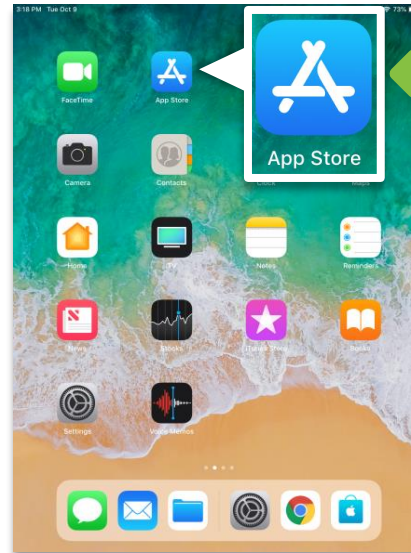
2

Use 'Search' to find, down-load and open the 'GoWall Scanning Application'
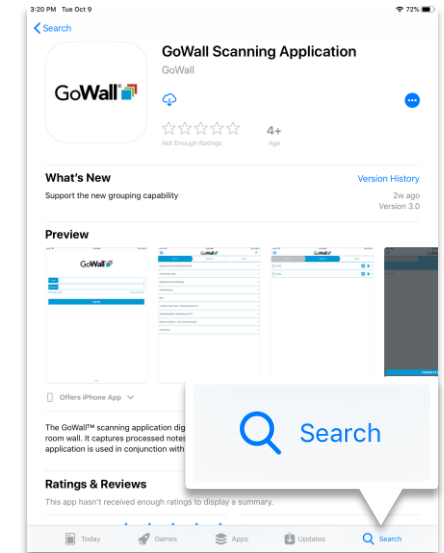
Scan a Note 1 of 15

Once downloaded, tap the GoWall icon to open the Scanning App

Scan a Note 2 of 15

Log in using your existing GoWall credentials

A → Email

B → Password

Remember Email

C → LOG IN
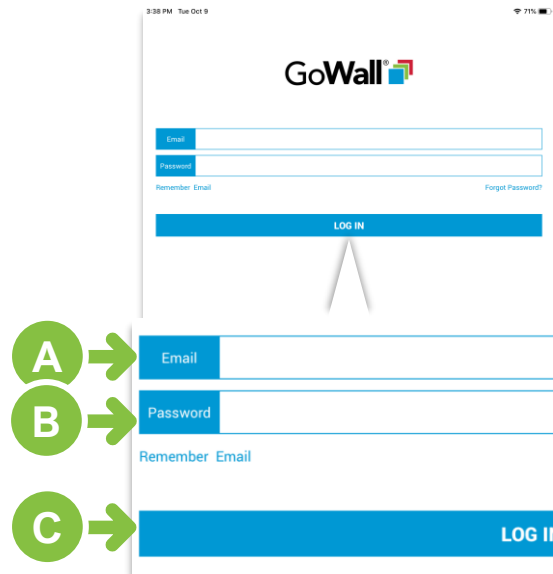
Scan a Note 3 of 15

Under 'Walls', tap the Wall you want to use for scanning

Product Planning Meeting
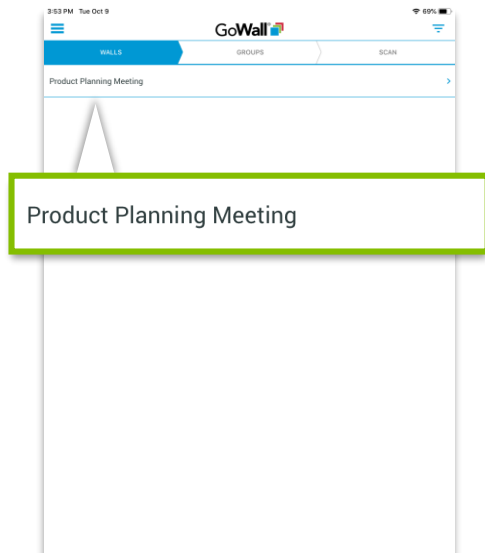
Scan a Note 4 of 15

To create a Group to scan into, tap 'Add Group'

+ ADD GROUP
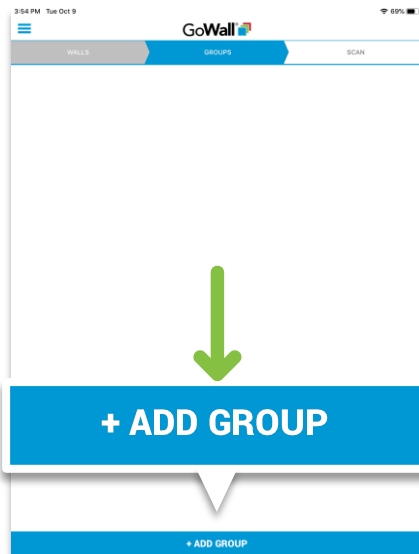
Scan a Note 5 of 15

Name your Group in the box, then tap the 'save' icon

Write the group name here

A

B

Scan a Note 6 of 15

Repeat 4 & 5 as needed, then tap the Group you want to scan into

Group A (0)
Group B (0)
Group C (0)

Group B (0)
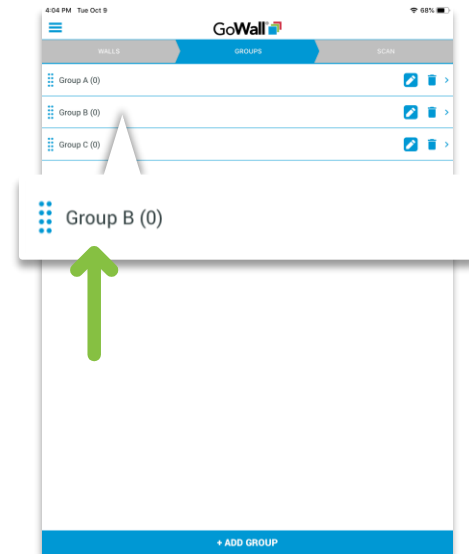
Scan a Note 7 of 15

Tap 'Proceed to Scanning' to scan into that group
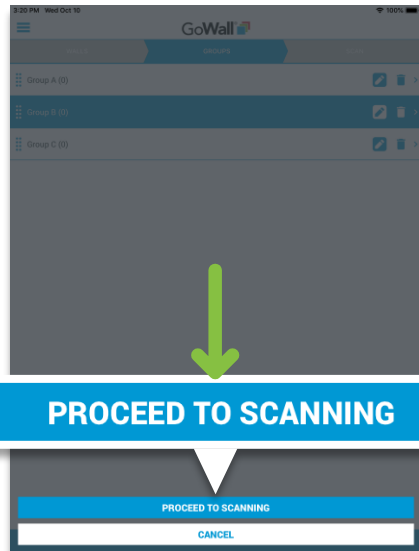
Scan a Note 8 of 15

Hover the scanning window over the QR code of the note you want to scan
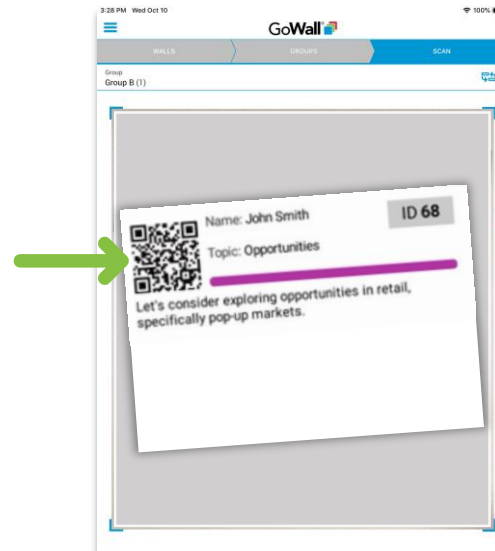
Scan a Note 9 of 15

You'll receive a notification when you've successfully scanned a note
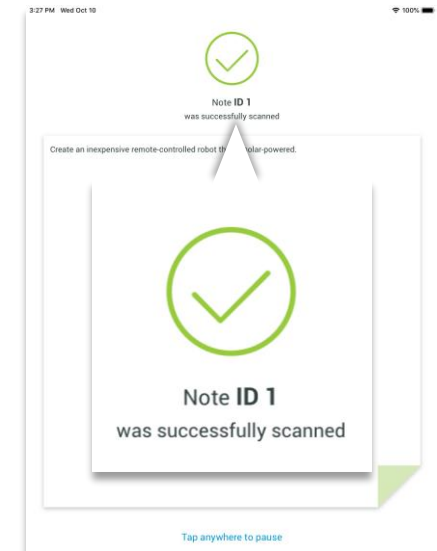
Scan a Note   10 of 15

To scan more notes into your selected Group, repeat steps 8 & 9
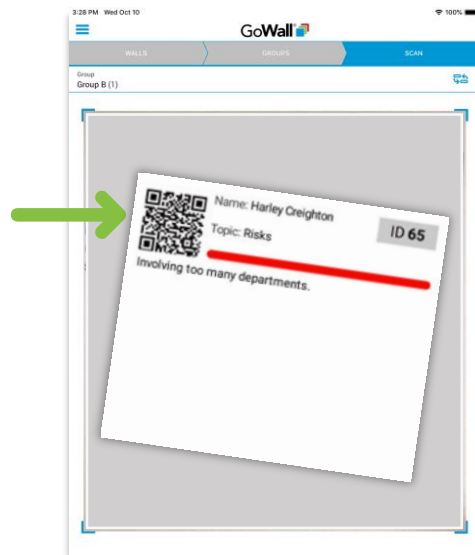
Scan a Note   11 of 15

To scan notes into a different group, tap the 'Switch Group' icon
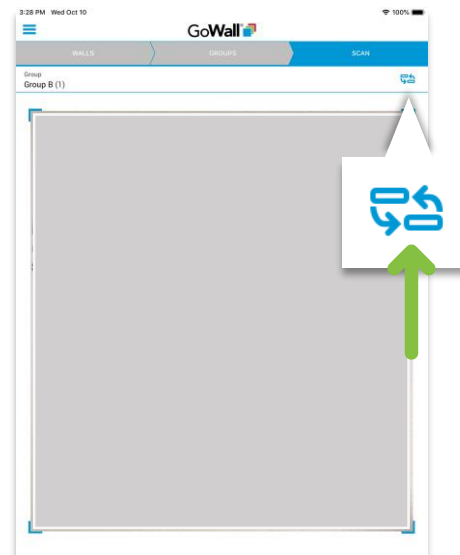
Scan a Note   12 of 15

Scroll through the list, tap the group you want, then tap 'Select'

A

Group A (0)
Group B (1)
Group C (0)
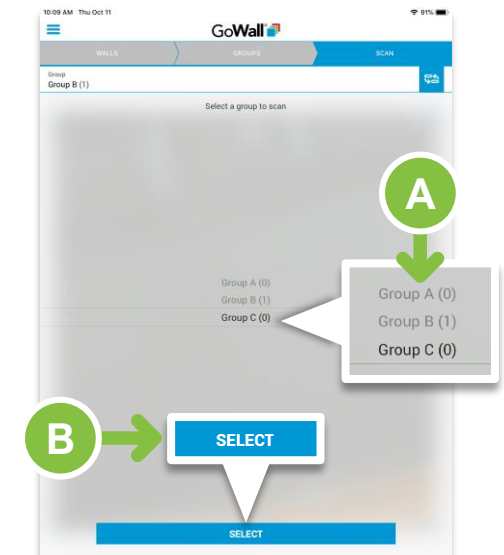
B → SELECT

Scan a Note 13 of 15

You can now scan notes into your selected Group
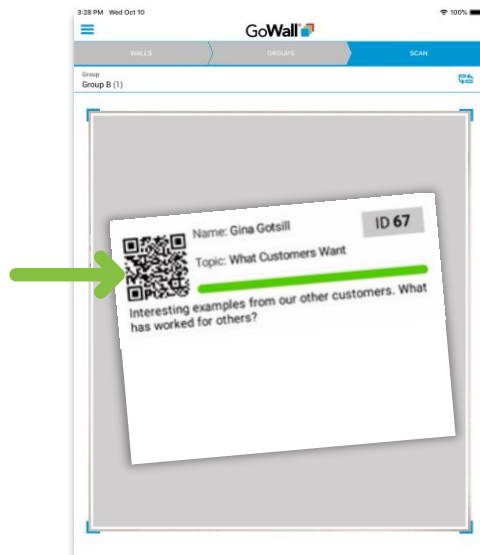
Scan a Note 14 of 15

(Optional) Tap the 'Walls' or 'Groups' tab to select a different Wall or Group
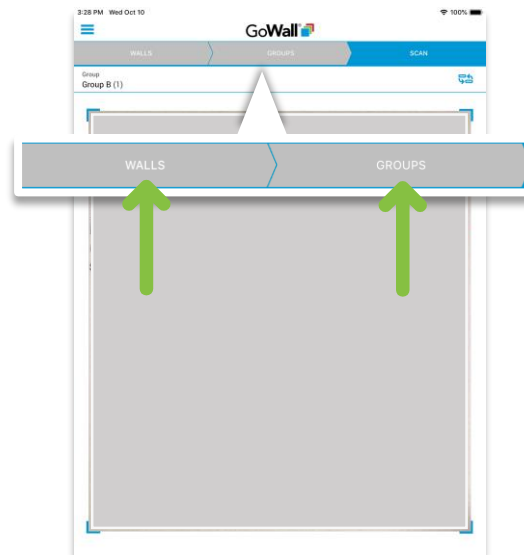
Scan a Note 15 of 15

To log out, tap the menu icon, then tap 'Logout'
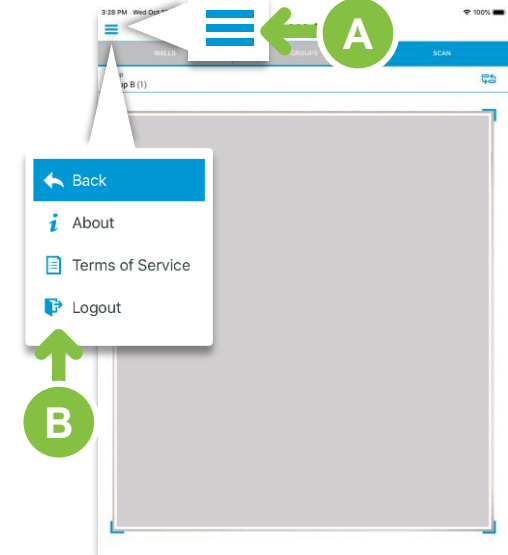
How does the Scanning App interact with GoWall Web App?

When you perform an action using the iOS Scanning App – such as creating a group or scanning a note – your action is automatically synched with and displayed in the GoWall Web-App 'Groups' tab.

For example, if you scan a note into a group using the iOS Scanning App, the result is the same as if you'd dragged and dropped a note into a group using the 'Groups' tab.

And conversely, when you perform an action on the GoWall Web-App – such as creating a group – that action is automatically synched with and displayed in the iOS Scanning App.

When should I consider using the Scanning App?

Use the iOS Scanning App for high-stakes, in-person meetings where it's beneficial to discuss how - and in which categories - notes should be grouped.

Also consider use of the iOS Scanning App in hybrid meetings where there will be both in-person and remote attendees.

In hybrid meetings, in-person attendees can physically print and scan notes. And remote attendees can immediately see in-person scanning results in real-time on their GoWall Web App so they continue to remain involved and engaged.

How do I export data after scanning is complete?

Once you're done scanning notes into groups, a common practice is to then export the data to excel for immediate distribution or analysis.

To export data to excel, return to the actual GoWall Web App, enter the Wall you've been scanning notes into, and select the 'Export to Excel' option.

For more information on how to easily 'Export to Excel', click here.

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Learn more by clicking on blue underlined text.

The '**Notes**', '**Comments**', and '**Likes**' columns calculate both Wall totals and averages for notes, comments, and likes, as well as individual contributions.

2 Counter indicates number of people who are present in the Wall. Click it to see a list of those present.

Engagement tabulates the sum total of all Attendees notes, likes and comments.

Checkmark next to a name means this person is now present in this Wall.

Click inside the 'Shared' check-box to share this wall as a template with this person.

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Product Planning Meeting
7 people (2 present)

Wall | Setup | People | Home | Hi, Hanna

People ↓		Roles	Notes	Comments	Likes	Engagement	Shared	
2 Present Now		**1** Facilitators						
0 Not Present		**0** Participants	Total: 1	Total: 0	Total: 0	Total: 1		
			Avg: 1.0	Avg: 0.0	Avg: 0.0	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					

'Anonymous' reflects all notes entered anonymously.

Use the drop down arrow to change a Person's role.

Remove this user from this Wall.

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Overview
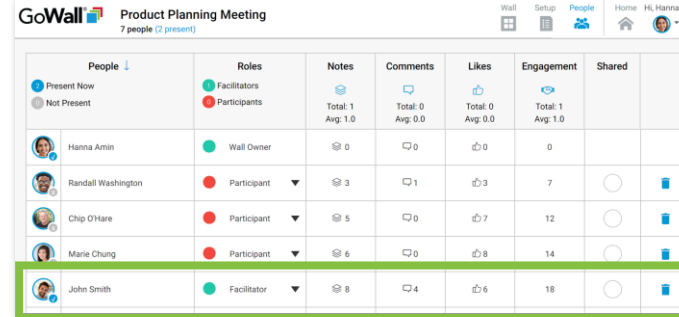
The Wall Owner is the person who creates a Wall.

When the Wall Owner invites people to their wall, these people enter as Participants.

Any Participant can be changed to a Facilitator on the fly and vice versa.

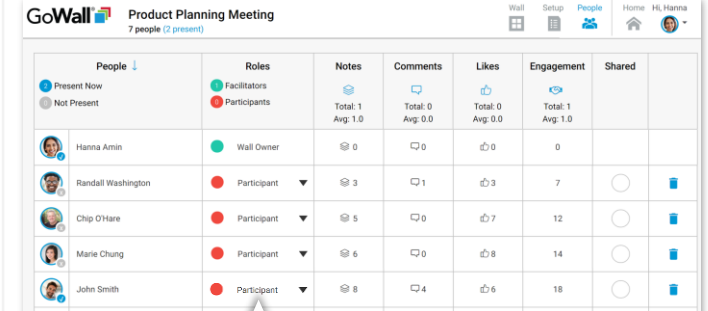Click here to view a chart that compares roles and role privileges.

1

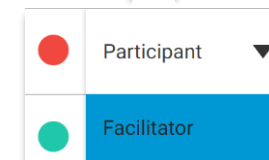**Go to 'People' screen and find the person whose role you want to change**

2

Under 'Roles' column, select the black arrow to change their role

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	✗	✗	✓

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Share a Wall Template

Overview

Facilitators have the option to 'Share' a Wall template with anyone who has joined their Wall.

When a Wall is shared with someone, they can use this shared wall template as the basis to create a new Wall.

Existing topics, topic settings, and groups are shared but Wall input (notes) are never shared.

Share a Wall Template

Go to 'People' and select the empty circular checkbox to share with that specific Person

Not Shared →

Shared →

Use a shared Wall Template

From 'Home', select 'Create Wall', then 'From Template', then 'Templates Shared with Me'

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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