

WardWalk Guide: Track Literature Inventory

Step-by-step support for campaign users

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Best for	Admins and Core Leadership users
Guide number	11.3
Keywords	literature, inventory, drops, visit logs, campaign materials

Who This Guide Is For

This guide is for admins and core leadership users who need to complete this WardWalk task.

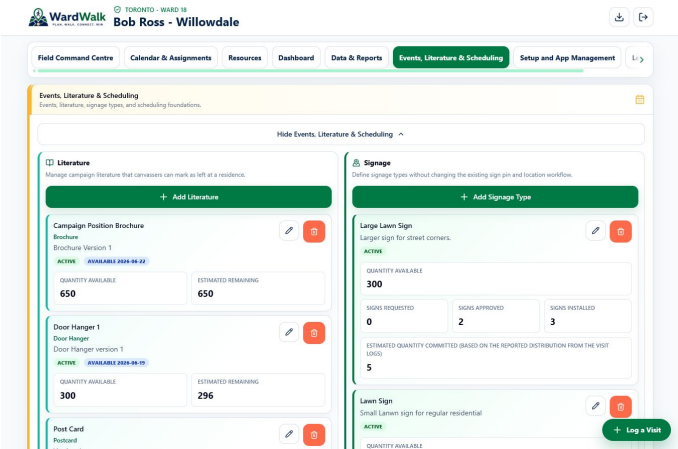
Explains how to track literature stock, drops, and remaining inventory so campaign teams can plan canvassing materials.

What You Will Learn

- Open literature inventory
- Add a literature item
- Set starting quantity
- Track drops through visit logs
- Review remaining inventory
- Correct a literature mistake

Before You Begin

- Use the email address approved for your campaign.
- Use a current browser and a stable internet connection.
- Open the WardWalk app link provided in your setup or invitation email.
- Confirm the campaign has approved the event, material, inventory, or assignment information before saving it.



Example WardWalk screen. Your campaign view may differ based on role and setup.

Step-By-Step Instructions

1. Open literature inventory

Use literature inventory to track approved campaign materials, starting quantities, drops recorded through visit logs, and remaining stock estimates.

2. Add a literature item

Add each major literature type as a separate item, such as main brochure, platform card, volunteer handout, or event flyer.

3. Set starting quantity

Enter the best known starting quantity. If the number is an estimate, add enough description that campaign leads understand the source.

4. Track drops through visit logs

When volunteers record that literature was left at a residence, those records help the campaign estimate distribution activity and remaining materials.

5. Review remaining inventory

Review remaining inventory before canvasses, literature drops, and major events so the team can print or move materials before a shortage occurs.

6. Correct a literature mistake

Correct mistakes as soon as they are found. Add a short note if a quantity adjustment was based on a recount, duplicate entry, or data correction.

Privacy reminder

WardWalk may contain sensitive campaign, voter-list, resident, volunteer, and private campaign information. Do not share screenshots, exports, voter-list files, resident notes, or private campaign materials unless authorized by your campaign.

Common Issues

- Event or assignment missing: check filters, dates, visibility, and role access.
- Inventory count looks wrong: confirm recent visit logs, drops, commitments, and manual adjustments.
- Assigned user cannot see the item: confirm their role and whether they have active campaign access.

Related Guides

- 11.1 - Events, Literature & Scheduling Overview ([wardwalk-11-events-literature-scheduling-overview.pdf](#))
- 11.2 - Create and Manage Campaign Events ([wardwalk-11-create-manage-campaign-events.pdf](#))
- 11.4 - Manage Signage Types and Inventory ([wardwalk-11-manage-signage-types-inventory.pdf](#))
- 11.5 - Schedule Campaign Assignments ([wardwalk-11-schedule-campaign-assignments.pdf](#))

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Visit www.wardwalk.ca/support or contact WardWalk Support through the Contact Us form. Please do not include sensitive voter-list data, resident notes, private campaign files, or exported data unless requested by WardWalk through an approved process.