

WardWalk Guide: Understand Document Visibility

Step-by-step support for campaign users

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Best for	All users
Guide number	08.2
Keywords	document visibility, role access, campaign documents, volunteer documents, admin documents

Who This Guide Is For

This guide is for all users who need to complete this WardWalk task.

Explains that users may only see documents made available to their role.

What You Will Learn

- Why document visibility matters
- Volunteer documents
- Core Leadership documents
- Admin documents
- Updating visibility
- Sensitive campaign information

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 your campaign has approved the data, document, or export you are about to use.

Step-By-Step Instructions

1. Why document visibility matters

Set visibility based on the most restrictive audience that still needs the material: Volunteer, Core Leadership, or Admin.

2. Volunteer documents

Follow the on-screen WardWalk controls for volunteer documents. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

3. Core Leadership documents

Core Leadership users usually have volunteer tools plus progress review, action lists, exports, documents, calendar, and coordination tools.

4. Admin documents

Follow the on-screen WardWalk controls for admin documents. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

5. Updating visibility

Set visibility based on the most restrictive audience that still needs the material: Volunteer, Core Leadership, or Admin.

6. Sensitive campaign information

Follow the on-screen WardWalk controls for sensitive campaign information. Pause and ask your campaign Admin if the task affects users, voter data, exports, or campaign setup.

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

- Document missing: check role visibility and upload status.
- Assistant answer missing: confirm the material was uploaded and approved for use.
- Do not enter unnecessary personal or private voter data into assistant prompts.

Related Guides

- 01.1 - Accept Your Invitation (wardwalk-01-accept-your-invitation.pdf)
- 01.2 - Sign In for the First Time (wardwalk-01-sign-in-first-time.pdf)
- 01.3 - Install WardWalk on iPhone or Android (wardwalk-01-install-on-phone.pdf)
- 01.4 - Understand Your User Access (wardwalk-01-understand-user-access.pdf)

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Still Need Help?

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.