

WardWalk Guide: Manage Signage Types and Inventory

Step-by-step support for campaign users

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Best for	Admins and Core Leadership users
Guide number	11.4
Keywords	signage, signs, inventory, commitments, drops, sign pins

Who This Guide Is For

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

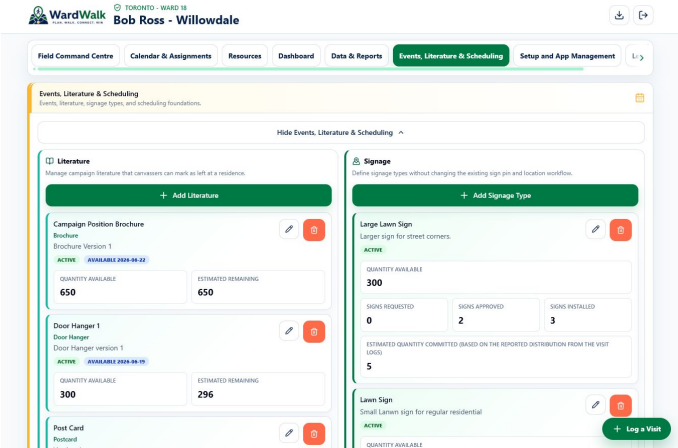
Explains how signage types, estimated inventory, household commitments, and sign drops connect to campaign tracking.

What You Will Learn

- Open signage inventory
- Add or update signage types
- Estimate starting quantity
- Track commitments and drops
- Review household signs and sign pins
- Correct a signage 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 signage inventory

Use signage inventory to define sign types and estimate stock. Visit logs and sign-pin records help track requests, commitments, drops, and standalone sign locations.

2. Add or update signage types

Use signage inventory to define sign types and estimate stock. Visit logs and sign-pin records help track requests, commitments, drops, and standalone sign locations.

3. Estimate 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 commitments and drops

Track household commitments from visit logs and dropped signs from sign-pin records. Review both before ordering or delivering more signs.

5. Review household signs and sign pins

Household sign entries connect to residents and visits. Sign pins represent standalone sign locations. Review both when planning delivery, replacement, or removal.

6. Correct a signage mistake

Open the related household sign entry or sign pin, correct the details, and save. Recheck the signage workflow after editing.

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](#))
- 11.3 - Track Literature Inventory ([wardwalk-11-track-literature-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.