

WardWalk Guide: Review Follow-Up Lists

Step-by-step support for campaign users

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Best for	Core Leadership and Admin users
Guide number	07.2
Keywords	follow-up, follow up list, callback, return visit, action list

Who This Guide Is For

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

Explains how to review visits marked for follow-up.

What You Will Learn

- What follow-up means
- Open follow-up list
- Review notes
- Complete a follow-up
- Export follow-up list

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.

Step-By-Step Instructions

1. What follow-up means

Use Follow-up Needed when someone should call, return, review an issue, deliver a sign, or complete another campaign action.

2. Open follow-up list

Use Follow-up Needed when someone should call, return, review an issue, deliver a sign, or complete another campaign action.

3. Review notes

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

4. Complete a follow-up

Use Follow-up Needed when someone should call, return, review an issue, deliver a sign, or complete another campaign action.

5. Export follow-up list

Use Follow-up Needed when someone should call, return, review an issue, deliver a sign, or complete another campaign action.

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

- Refresh or reopen WardWalk if the screen looks stale.
- Confirm you are using the correct campaign email.
- Contact support if the issue repeats after checking your role and connection.

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.