Global Board
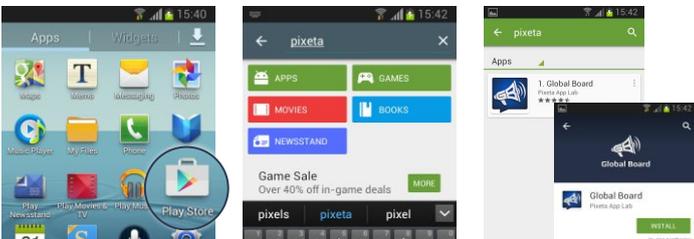
USER'S GUIDE

HOW TO DOWNLOAD:

Downloading of Global Board is as simple as downloading other apps from the App stores. If you have downloaded any App before, it is extremely simple for you to download Global Board.
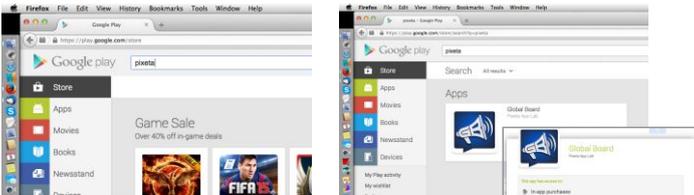
Download on mobile or tablet directly:

Go to Google Pay store in your mobile

Type "globalboard" or "pixeta"

Select Global Boad from the list and tap "Install"

The Global Board app will soon be downloaded on your device.

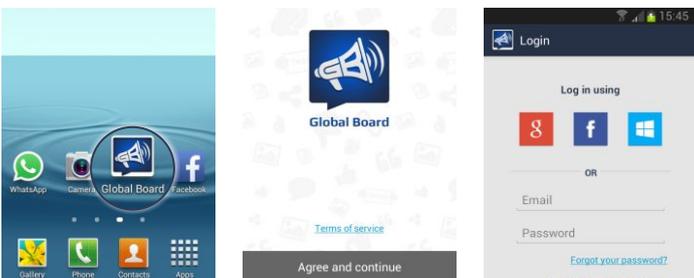**Download through laptop or computer:**

Go to https://play.google.com. If you are not logged in then login with your google id and password. Type "globalboard" or "pixeta" in search box

Select Global Board from the list of results and tap "Install". Choose your device and click "Install"

You will get a message "Congratulations! 'Global Board will be installed on your device soon", click 'ok' and you are done!

LOGIN TO GLOBAL BOARD:

After installing, Global Board's icon will appear on home screen of your device. Tap on it to open Global Board app.

After installing, Global Board's icon ...

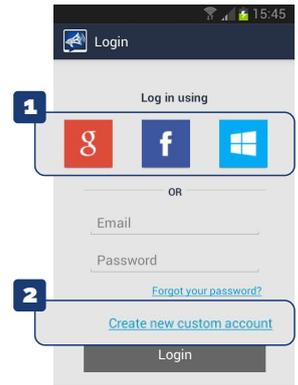Open Global Board. Tap "Agree and Continue" This will lead to Log in screen

Log in with any of four different options available on screen

Log in Options:

Log in to Global Board is one time process unless user log out from the App. User can log in the same device or other device or in multiple devices.

Option 1: Existing accounts

- You can login using your existing Google, Facebook or Windows account.
- It is recommended, as you do not have to manage another account for this app.
- When you login with existing account Global Board only get your email account from the login providers (Google, Facebook or Windows), so it is completely safe.

Option 2: Create new custom account

If do not have any existing account or if you do not want to log in with your existing account, create Global Board account by giving your e mail address with password. After login to Global Board you are ready to use the app. No further information is required!

START USING GLOBAL BOARD:

Once login it is possible to create your own board to share information with others, follow other boards of your interest or can have posting right of other's board. Boards of different categories are indicated by different color bars on home screen.

Create Board: Go to Option menu on main screen and tap 'Create Board'
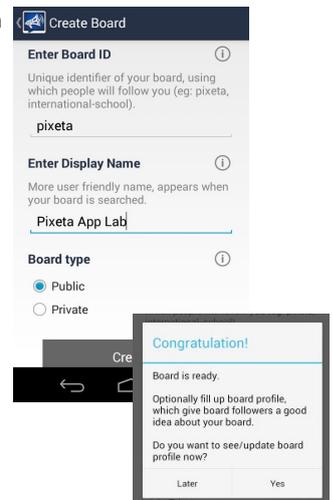
Board ID: Select appropriate Board ID and name

Decide reach of your message by choosing from Public or Private board For more information and help, tap on the i icon buttons.

Now, tap 'Create' button to create board.

A success message will appear and asks to fill up the board profile. Tap 'Later' to fill the board profile later and 'Yes' if you want to fill the board profile.

Now the board is created successfully and you can start posting.

PUBLIC AND PRIVATE BOARD:

Public Board
- Followed by unlimited anonymous users
- Best when one want to share information with anyone and everyone

Private Board
- Followed by selected users chosen by Board owner
- Best when want to communicate certain confidential information within group, for example employees, distributors etc

In private board you must enter the Global Board log in email id of the person you want to follow your board.. Only these person are authorised to follow your board. To add members in private board go to board profile, tap on option menu, select 'Add members' then enter email id and name of a member in a **'Single member'** tab. If you want to add more than one member go to **'Bulk member'** tab and enter email ids separated by comma. You can edit their name afterward by taping on **'Manage member'** on option menu of the board profile screen.
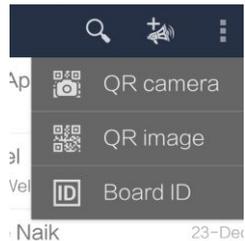
FOLLOWING THE BOARD:

To follow a board go to 'Follow' button on Boards (main) screen.

QR camera: Scan the displayed QR image with camera and start following Board

QR image: This is useful when someone send you QR code

QR image normally get stored in Gallery, select this image with this option and start following Board

Board ID: If you know Board ID then open search screen by tapping on option "Board ID", type ID and tap search button on keypad. Profile of related board will appear with "Follow" button. Tap on button and start following

PRINT AND SHARE BOARD QR IMAGE:
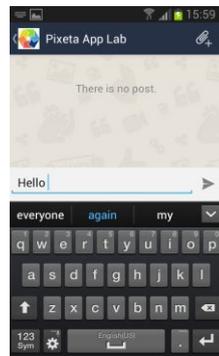
You can view your board QR image in two ways:

1. Tap and hold your board on 'Boards' screen list. A menu will appear, tap 'QR code'. Your board QR code will open in a new screen.

2. Go to your board profile screen, tap to open option menu and select option 'QR code'. Your board QR code will open in a new screen, on that screen there is a share menu option. Tap on share, a list sharing options will appear. Select the app with which you want to share QR code. To print the QR codes send it to your mail and get the printing of it from there.

POSTING ON A BOARD:

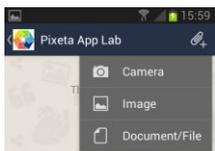On 'Boards' screen, tap on the board you own or having post right. A new screen for posting will open.

Posting text:

At the bottom of posting screen there is a text field. Tap on it and the keypad will appear, type the text you want to post. Now tap on the 'Arrow' button on the right side of the text field to send the post. A confirmation message will appear, review your post and then tap 'Yes' to post and 'Cancel' if you want to do any change in the post.

Posting image:

You can click photo and post it with the 'Camera' button on the left of the text field or tap on 'Attach' menu button on the top bar of the screen, select 'Camera' option. On taping 'Camera' button your device camera will get active and you can click photo, review your photo and if you are satisfied tap on check mark. A confirmation message will appear, tap 'Yes' to post and 'Cancel' if you want to do any change in the post.

If you already have an image in your device's image gallery then tap on 'Attach' menu button on the top bar of the screen, select 'Image' option. Select your photo from gallery. A confirmation message will appear, tap 'Yes' to post and 'Cancel' if you want to do any change in the post.

Document or any other file post:

If you want to post any kind of file or document then tap on 'Attach' menu button on the top bar of the screen, select 'Document/File' option. Select your document/file from file selector. A confirmation message will appear, tap 'Yes' to post and 'Cancel' if you want to do any change in the post.

You can post any kind of documents (doc, pdf, ppt etc.), audio files, video files, etc. with this option.
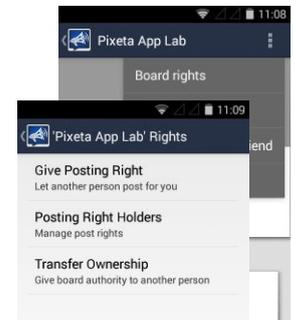
GIVING POSTING RIGHT:

Board owner can give posting rights to selected followers of board. A person with the posting right can put post on the board but can't change board profile and can't view the viewer's rating statistics.

To give posting right go to profile screen of the board. For that tap and hold your board name on 'Board' screen, from the menu select board profile or go to board's post screen and tap your board name in top bar of the screen.

For owner of the board:

- Tap on option menu and select 'Board rights' option.
- On a new screen select 'Give posting right' option.
- An OTP will be generated, give this OTP to the person you want to take posting right of the board. OTP will expire in 10 minutes.
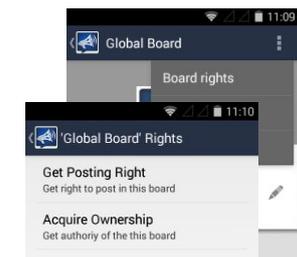
Owner can take back posting right any time when required. Go to 'Board rights' option in option menu of the board profile and select 'Manage post right' to perform this operation.

For follower of the board:

- Tap on option menu and select 'Board rights' option.
- On a new screen select 'Get posting right' option.
- An OTP will be asked, give this OTP given to you by board owner. Type your name in the second text field. This name will only be visible to board owner in the post.

Follower can give up posting right whenever required. Go to 'Board rights' option in option menu of the board profile and select 'Give up post right' to perform this operation. This option will get activated only if you have post right of that board.

Transfer the board:

Board ownership is transferable. Owner can transfer the board to any desired follower. Once the board is transferred the prior owner will automatically become the follower of the board and will no longer be able to manage or post on that board.

To transfer the board go to profile screen of the board. For that tap and hold your board name on 'Board' screen, from the menu select board profile or go to board's post screen and tap your board name in top bar of the screen.

For owner of the board:

- Tap on option menu and select 'Board rights' option.
- On a new screen select 'Transfer ownership' option.
- A dialog box asking to re-login will appear.
- Click 'Yes' and re-login to Global Board with the same account.
- After re-login, you will be asked the confirmation of transferring the board. Click 'Yes' to transfer the board.
- An OTP will be generated, give this OTP to the person you want to give ownership of the board. OTP will expire in 10 minutes.

For follower of the board:

- Tap on option menu and select 'Board rights' option.
- On a new screen select 'Acquire ownership' option.
- An OTP will be asked, give this OTP given to you by board owner. Type your name in the second text field. This name will only be visible to board owner in the notification.