How To's

How can I perform more accountable communication?

If engagement is a prerequisite for true accountability, then communication (conversation) is the super-glue that holds it all together. You can perform more accountable communication using the notes, action items and other features in the Whizzyle app.

How to Organize a Business Message?

The following steps apply for a wide range of business messages:

1) Present: Start by stating the purpose of the message; show why you're writing, and why now.
2) Past: Give relevant background information; how did we get to "now" from where we were before?
3) Future: End with an action, e.g., a request, a suggestion, an invitation to respond.

How can the tool help me organise so that I can easily revisit my chats?

As most of the communication tends to be unstructured and clustered, it is hard to find particular conversation. Whizzyle helps to resolve this problem via search functionality tab, mark notes and favorite discussions.

What types of files are supported in the attachment?

We support most of the document formats like PDF, docx, excel and others. Also, support image and video files.

What's the purpose of Search functionality?

Users can search for people, messages, notes and action items with Whizzyle advanced search feature.
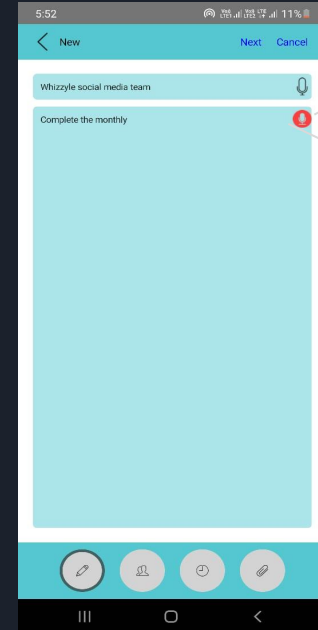
How to invite friends and colleagues ?

You can invite friends and colleagues by the following ways:

- Swiping down the horizontal bar that opens up the user invite page.
- Invite while adding members if they don't find the person in search.
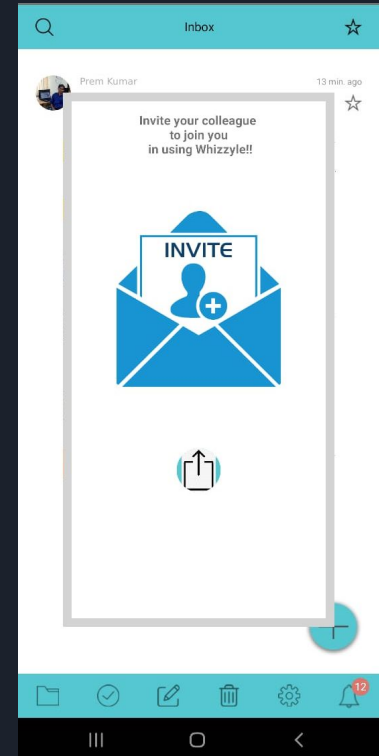
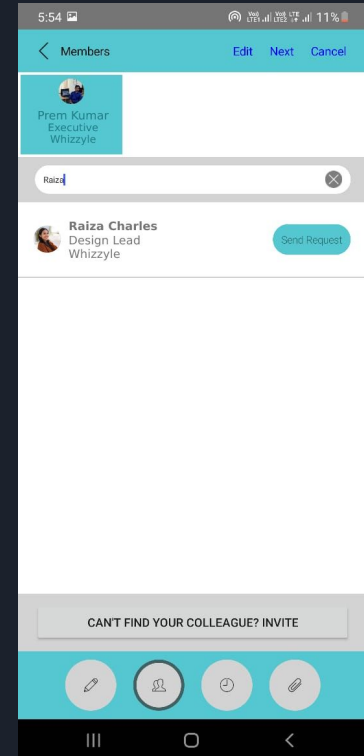**How should I set up a conversation so that everybody is on the same page and have a common goal to be achieved?**
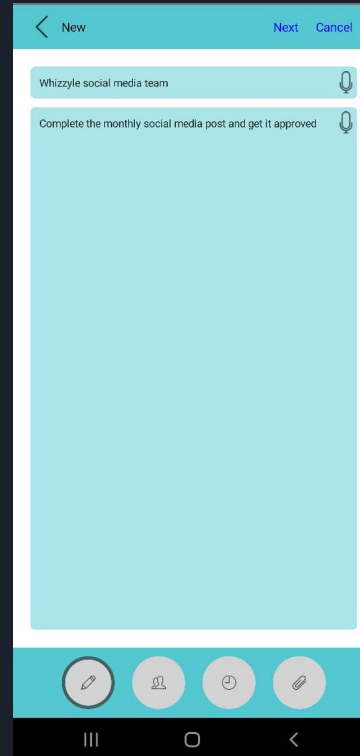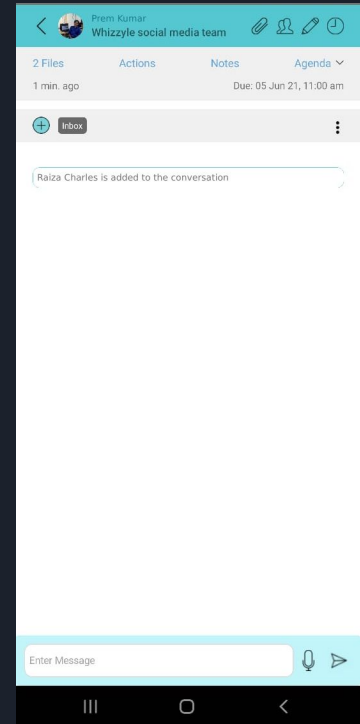
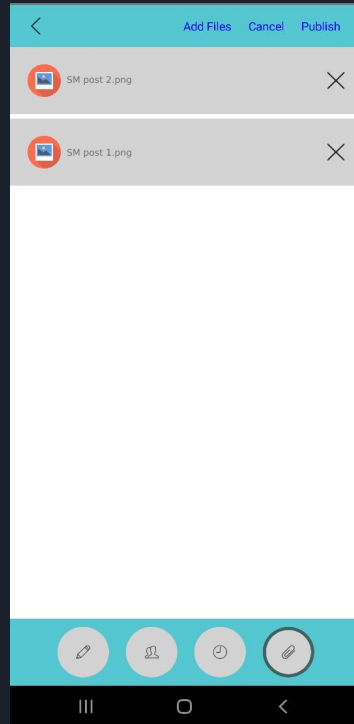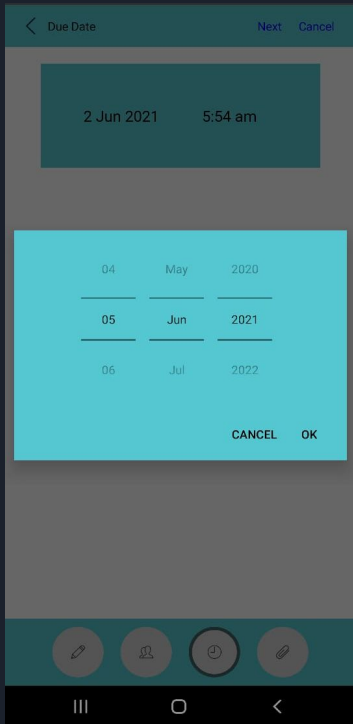Step 1: Add your topic and Agenda to the conversation.
Step 2: Add/Invite Team Members
Step 3: Add Due Date
Step 4: Add Files
Step 5: Click Publish to create a conversation

How to mark notes?

Select in the message you want to add to the note and select "Add to note" to attach it in the notes section.

How to assign action items?

Select in the message you want to assign as an action to a member. Select "Add as Action item" and choose the participant to assign that action item.
Note: This feature is available only for Thread owners.

How to mark the action items as completed?

Go to action items from the conversation thread and click the Tick button to mark the action items as completed.
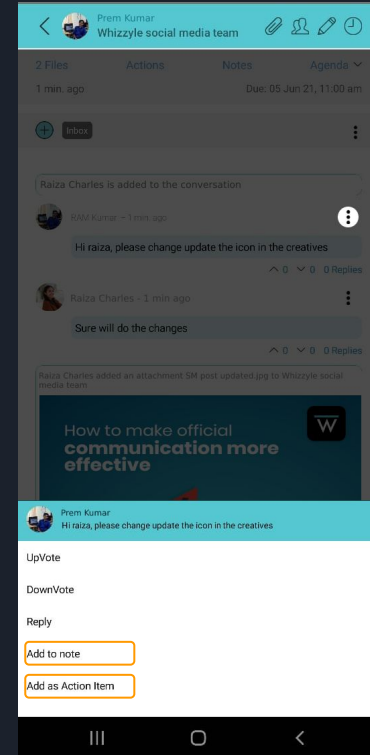
How to add members to the discussion?

Select this people icon and add the participants by searching them by their names. Else, you can invite them via email to sign up for the app.
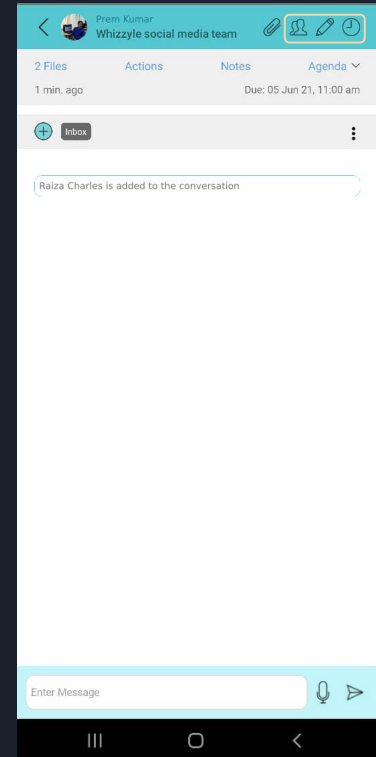
How to edit an agenda?

Select the pencil icon in the conversation thread to edit the agenda and click save.(Inform client about save feature)

How to edit the due date?

Select the time icon in the conversation thread to edit the due date.

How to mark and view the favourite discussion?

In the Dashboard page, click the star icon to mark a discussion as favourite and to view the favourite discussion click star icon at the top.

How to add and view the conversation in the folder?

Select this add icon to create and add the conversation thread in a folder. To view the conversation, select the folders icon in the Menu.

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