



User Guide
v0.1 - Oct 2021

How To Use Griot

[Signing In](#)

[The Home Screen](#)

[Inviting Team Members](#)

[Channels](#)

[Direct Messages](#)

[Knowledge Feed](#)

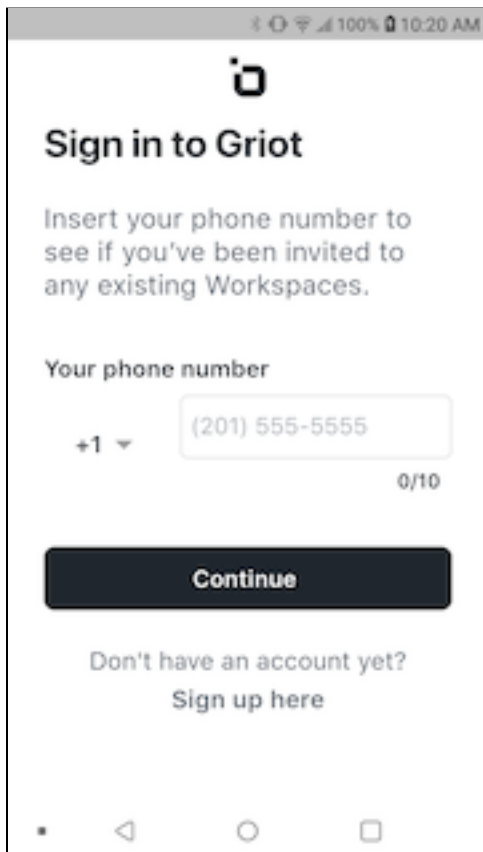
[Call Assets](#)

[Making Calls](#)

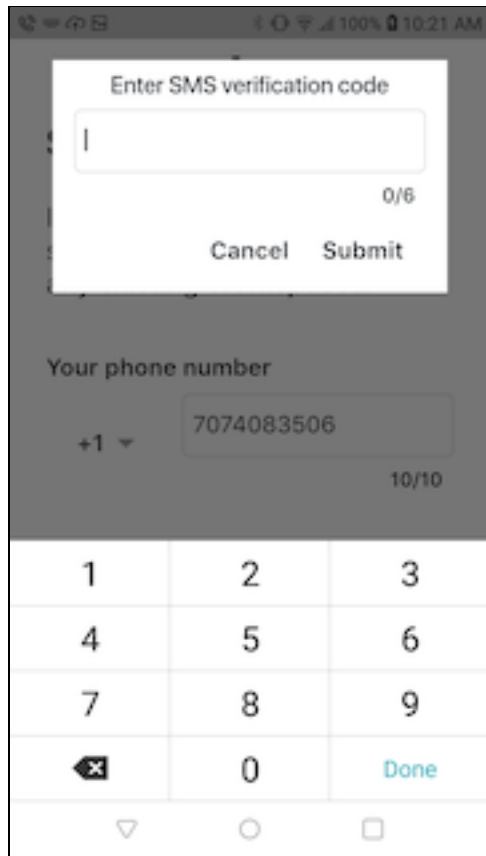
[Support](#)

Griot is a powerful tool to help you coordinate your day to day work, share knowledge within and across teams and eliminate delays and wasteful duplication of information.

Signing In



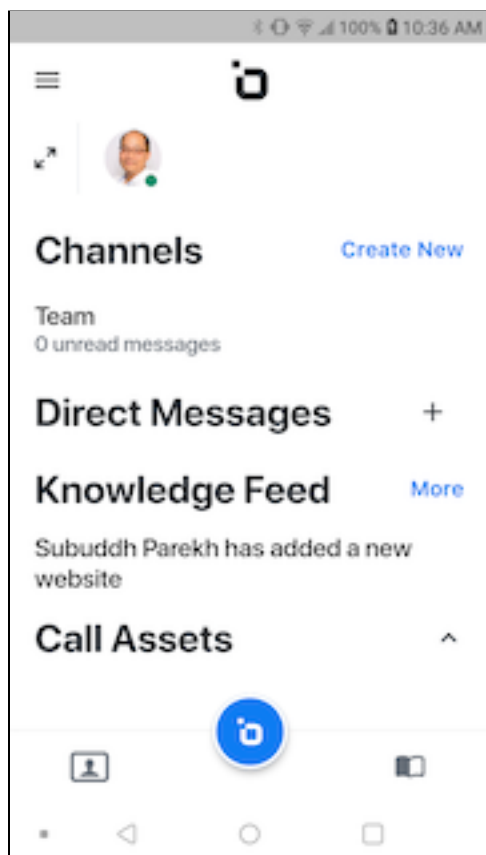
When you open your Griot App for the first time you will be prompted to sign in with your phone number. When you do an SMS with an auth code will be sent to your phone.



Enter in the auth code and you will see the workspaces you have been invited into. Select the workspace you want and you will be taken to the **Griot Home Screen**.




The Home Screen

The Home Screen is your main space for accessing all of your Griot content.




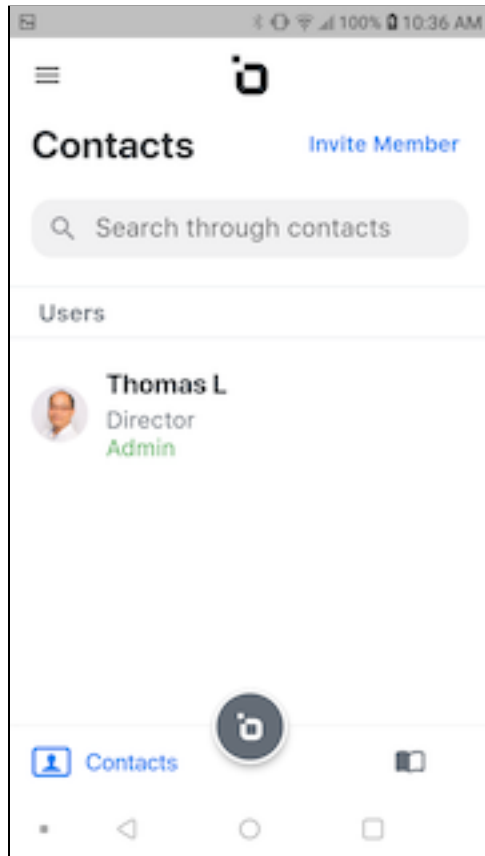
There are four main sections of the App accessible via the home screen - Channels, Direct Messages, Knowledge Feed and Call Assets.

At the bottom of the home screen you will see the **Home Screen Navigation Bar**.

The  button takes you back to the home screen. The  button takes you the knowledge feed. The  icon takes you to the list of people in your workspace.

Inviting Team Members

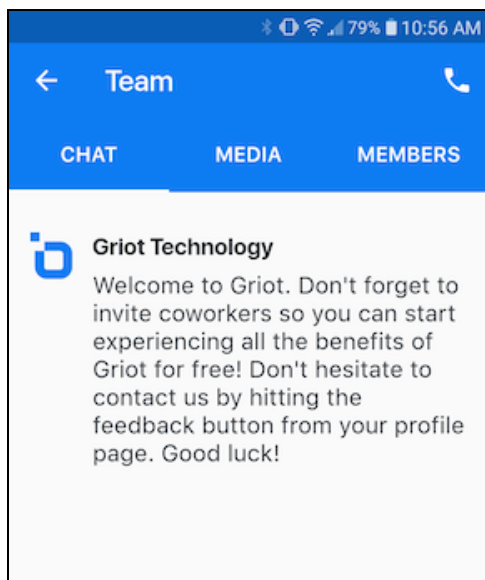
When you go to your contacts page via the  button on the home screen navigation bar, you will see the list of people in your workspace and the option to invite a new person to your workspace.



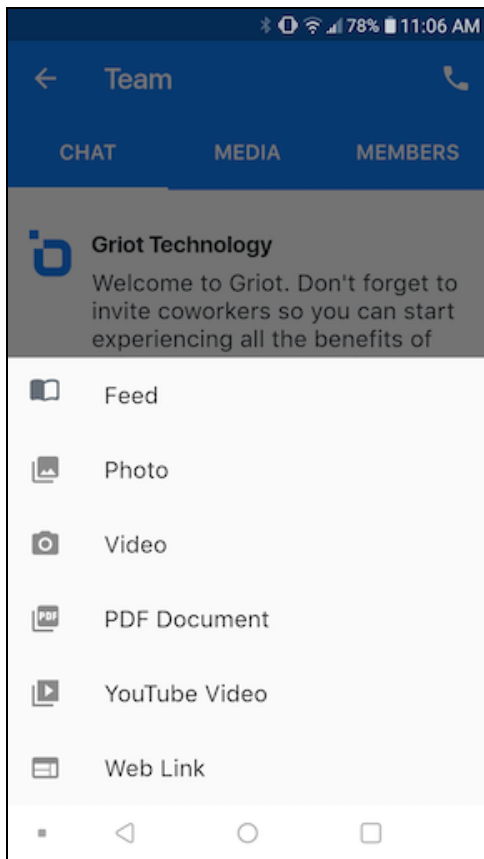
You can select any one of your phone contacts to invite by tapping "invite member". This will open up your phone contact list. Once you select a contact an SMS message will be created in edit form inviting them to get the App and sign in. To complete the invitation process send the SMS. As you add team members you will see them listed on the top of the home screen.


Channels

Channels are similar to WhatsApp groups. Every channel you are invited to will be listed in this section.



A default Team channel that holds all your team members is already created. Tapping on the channel name takes you to the individual channel.




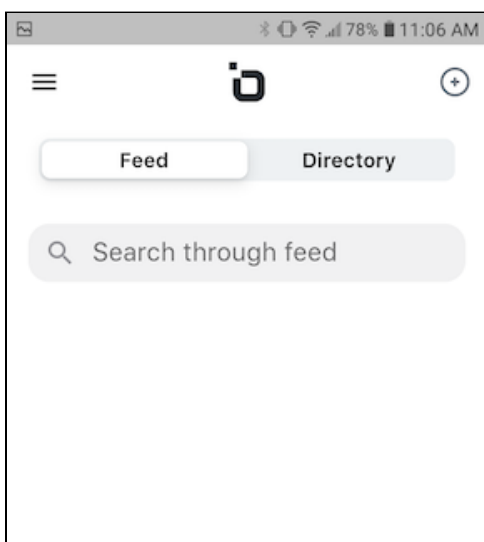
You can post messages to the channel as well as files, photos, links and YouTube videos by tapping on the  icon in the bottom left corner. You can also share items from the knowledge feed into the channel.

Direct Messages


You can send messages to individual team members, as well as groups of team members. All your individual chats will appear in this section.

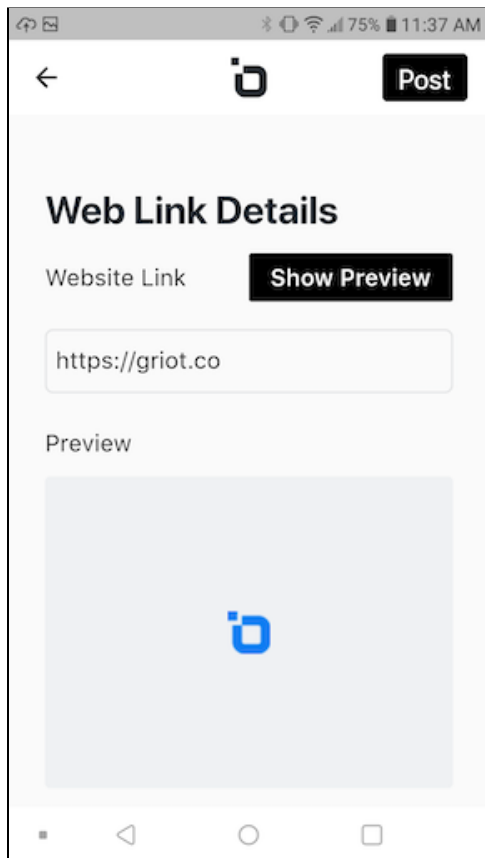
Knowledge Feed

The knowledge feed is a special section where you can post important information that you want to have available to everyone in the team that can be easily accessed long after a job is completed. You can go to the feed by tapping on the  icon in the navigation bar.

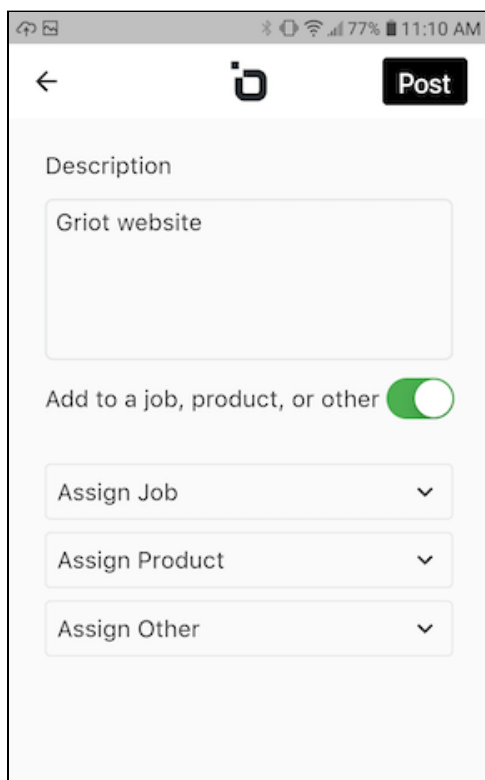


In the feed you will see two views, a **feed** view that gives you a chronological list of items posted and a **directory** view that sorts the items posted by the labels you have given them.

When on the feed screen you can share a file, a photo, a video, a YouTube link or a web link to the knowledge feed by tapping on the  icon in the upper right corner and selecting the type of item you want to share.

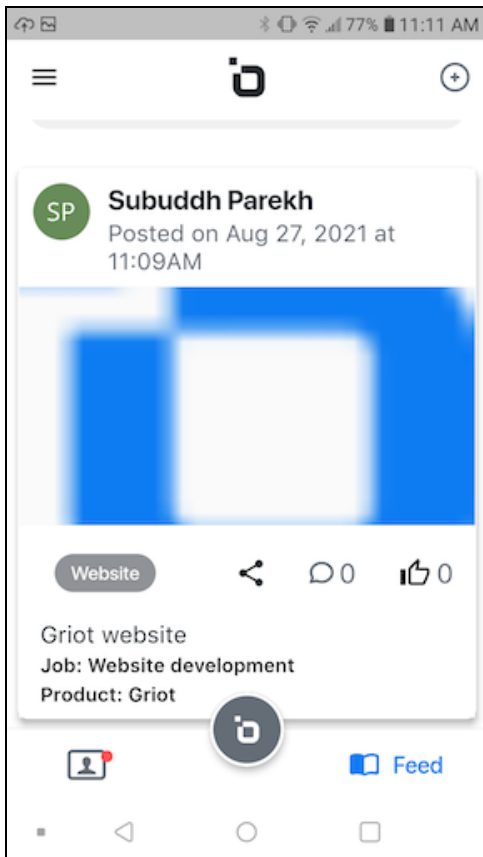


On the share screen you can enter in the details of the item you want to share.

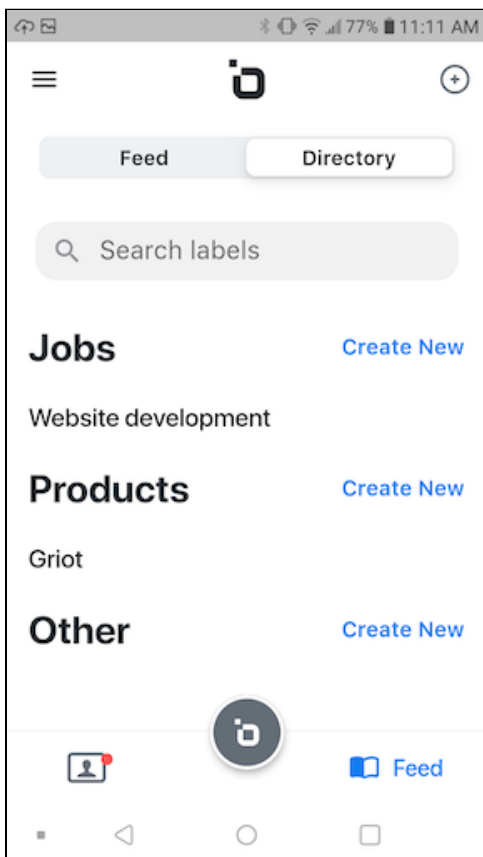


The share screen also gives you the option to tag the item with a Job label, a Product label or some other label that you created.

Once an item is posted you can go to the feed and edit it to add and delete labels.



The **feed** view shows you a chronological listing of items posted.



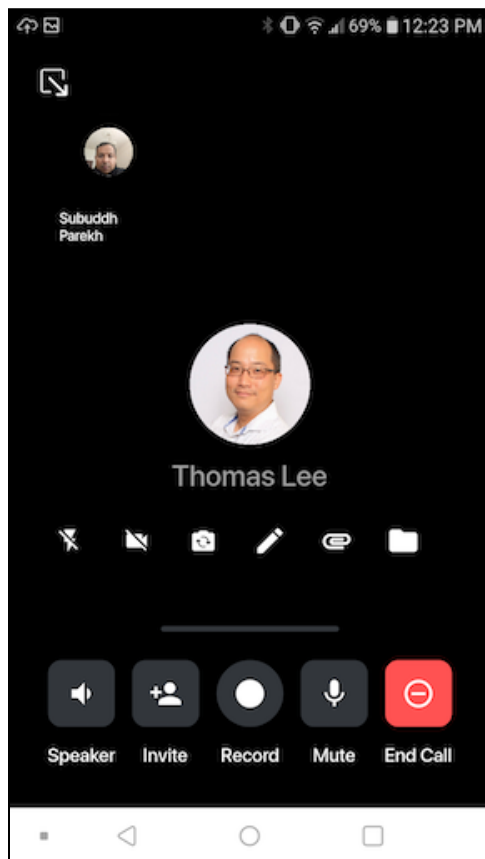
The **directory** view sorts the items by the labels you have created.




Call Assets

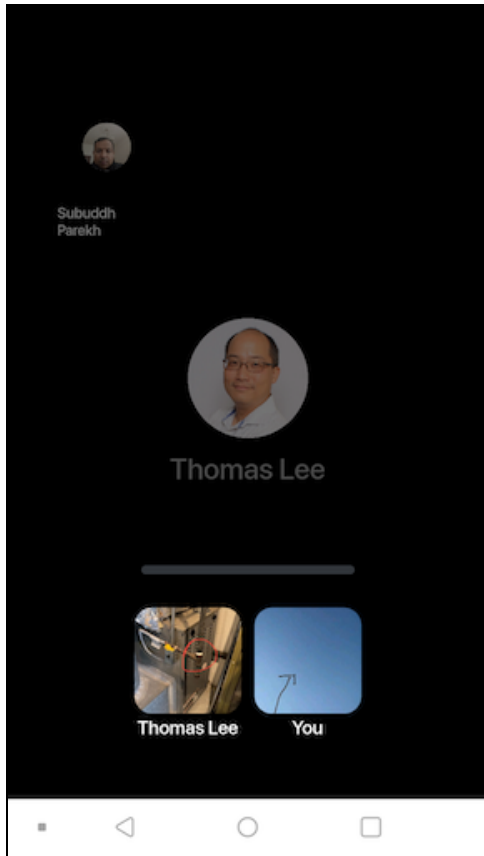
Call Assets are items you shared when on a call with team members. These can be photos or files. When a call is completed anything you shared on the call will appear as a call asset. The person who shared the asset then has the ability to assign the asset to a job, product or other label. When they do so, the asset gets posted to the feed. (More on call assets in the section below)

Making Calls

With Griot you can make calls to any team members and include up to 3 other team members on the call (for a total of 4 participants). Your call screen will look like this.



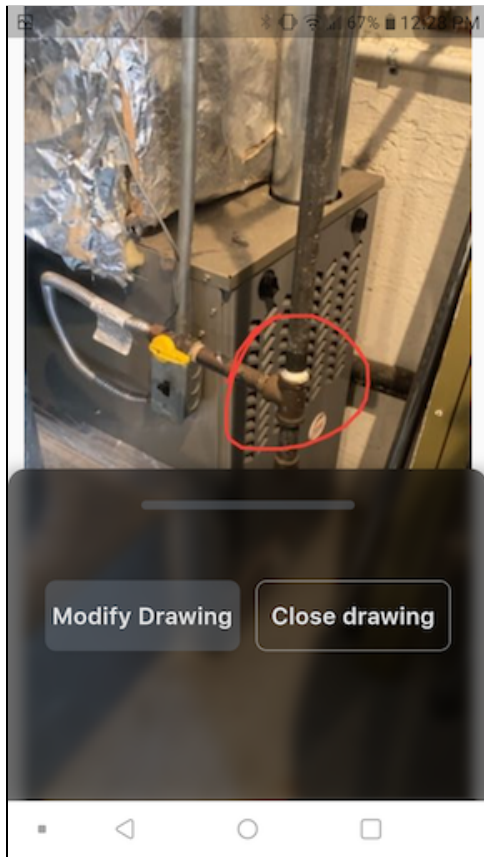
On every call you have the option to share a file, photo or screenshot via the  icon. All your shared call assets can be accessed via the  icon. You have the option to create a screenshot and draw on it via the  icon.



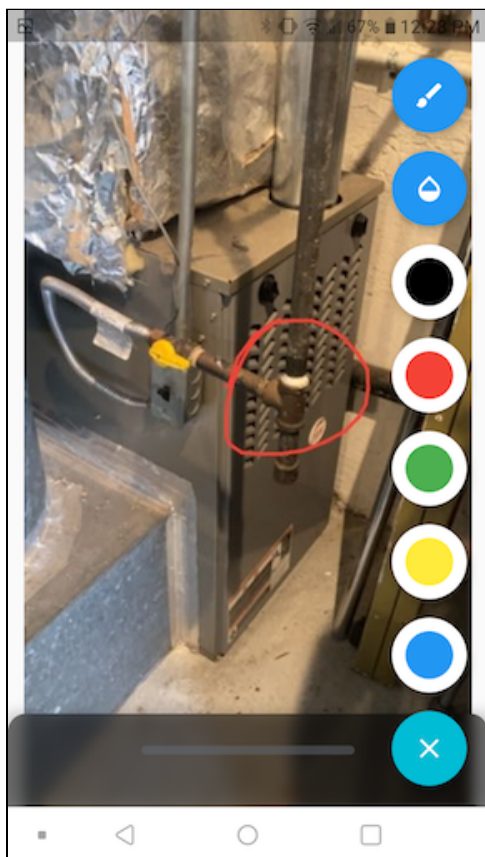
Tapping the folder icon shows you the call assets. Each person on the call can use the share functionality and there can be multiple call assets.


You can view a call asset by tapping on it.





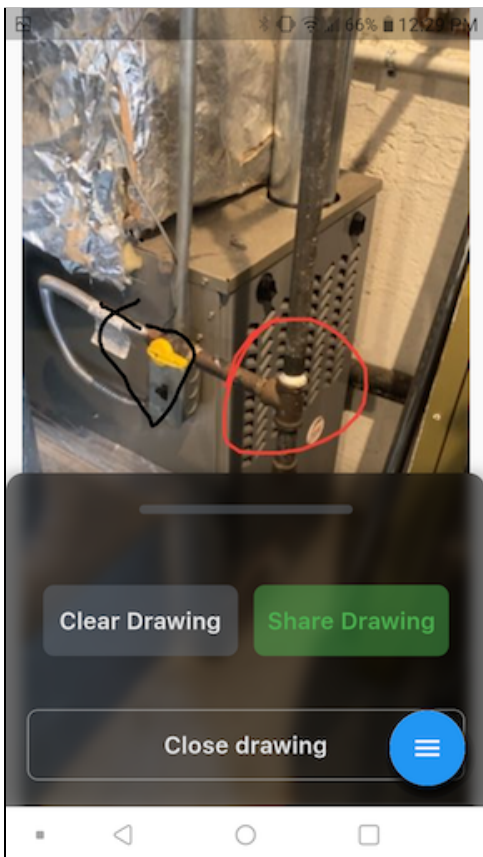
When viewing a call asset you can open the tray and get the option to modify the drawing.



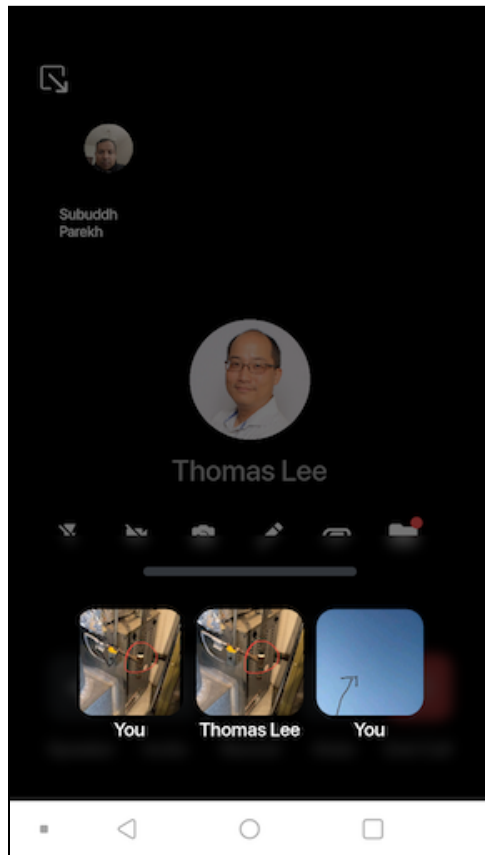
You can use the  icon to open up the drawing palette.



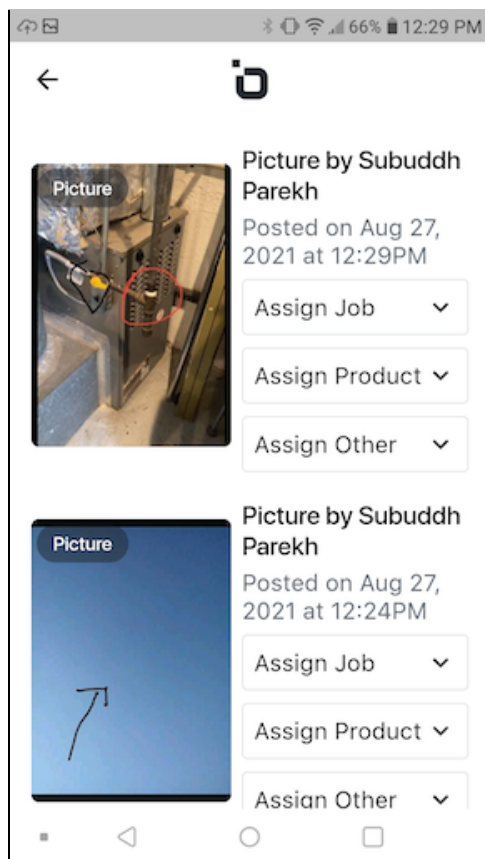
Using the palette you can complete your modifications.



After you have completed your modifications, opening the tray again gives you the option to share the modified drawing.



The share of the modified drawing will appear as a new call asset.



Once the call is completed, the call assets you have created will appear in the **Call Assets** section of the home screen. You have the option to assign labels to them and insert them into the knowledge feed.

Support

For further information please contact support@griot.co.