

WALLXY USER GUIDE

Simple steps for first-time Wallxy users

CREATE • ORGANIZE • COLLABORATE



STEP 1

Create Your Account

Projects keep drawings, tasks, media, discussions, and people together.

- 1 Go to the sign-up page
Open app.wallxy.com/signup.
- 2 Enter your details
Add your email and a password,
or tap Continue with Google.
- 3 Accept the terms
Review and accept the Terms of
Service & Privacy Policy.
- 4 Add a referral code
Optional — skip it if you don't
have one.
- 6 Click Sign Up
We'll email you a 6-digit verification code.

**YOU'RE DONE WHEN**

The project dashboard is open.

Create Workspace

Create your Wallxy account to upload designs and showcase your architecture projects.

Email address

 Use your professional email

Password

 Secure your account with a strong passw 

Confirm password

▼ Have a referral code?

☐ By creating your workspace you agree to our [Terms](#) and [Privacy Policy](#).

Create Workspace

Or continue with

 Sign in with Google

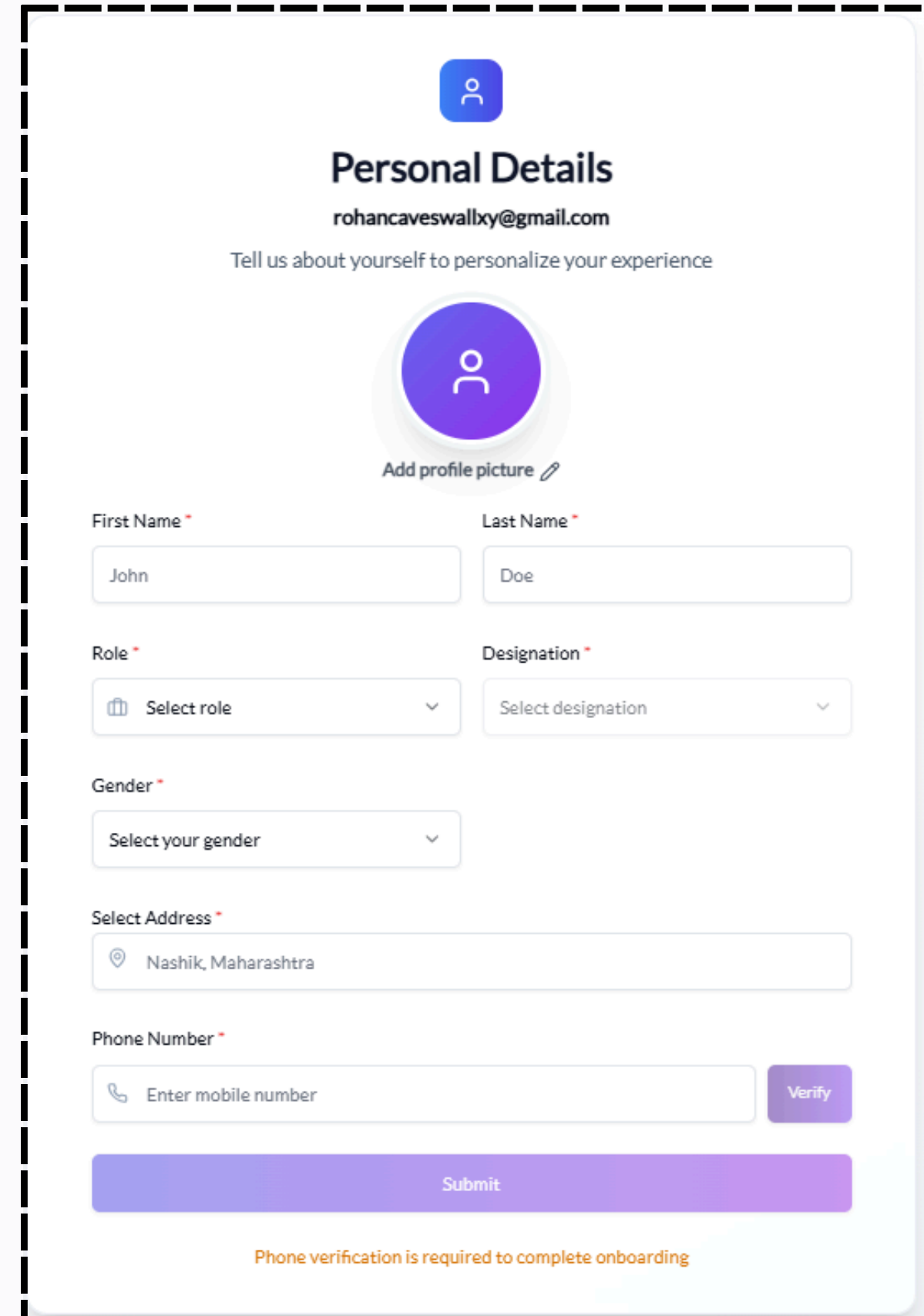
Already have a Wallxy account? [Sign in](#)

STEP 2

Onboarding on Wallxy

Tell us about yourself — Wallxy uses this to personalize your dashboard and connect you with the right people.

- 1 Enter your name
Add your First Name and Last Name (profile picture is optional).
- 2 Select your Role
Choose your professional category — e.g. Design & Planning, Engineering & Consulting.
- 3 Select your Designation & Gender
Pick your specific title under that role, then your gender.
- 4 Add your address
Search and select your city from the suggestions.
- 6 Verify your phone number
Completes onboarding and opens your dashboard.
- 7 Click Submit
Completes onboarding and opens your dashboard.



The screenshot shows the 'Personal Details' onboarding form. At the top, there's a blue profile icon placeholder and the email 'rohancaveswallxy@gmail.com'. Below this is a large purple circular profile picture placeholder with the text 'Add profile picture' and a pencil icon. The form fields are as follows:

- First Name ***: Text input with 'John' entered.
- Last Name ***: Text input with 'Doe' entered.
- Role ***: Dropdown menu with 'Select role' and a downward arrow.
- Designation ***: Dropdown menu with 'Select designation' and a downward arrow.
- Gender ***: Dropdown menu with 'Select your gender' and a downward arrow.
- Select Address ***: Text input with a location pin icon and 'Nashik, Maharashtra' entered.
- Phone Number ***: Text input with a phone icon and 'Enter mobile number' placeholder, followed by a purple 'Verify' button.

At the bottom is a large purple 'Submit' button. Below the form, a message states: 'Phone verification is required to complete onboarding'.

OK

YOU'RE DONE WHEN

The project dashboard is open.

STEP 2-A



Role (Category)	Designations (Sub-roles)
Design & Planning	Architectural Designer, Interior Designer, Urban Planner, Landscape Architect, Project Planner, Architect,
Engineering & Consulting	MEP Consultant - Mechanical, Structural Engineer, Legal Consultant, Sustainability, Vastu /
Construction & Execution	Civil Contractor, Project Contractor, Site Supervisor, PMC - Project Management Consultant, QC -
Product & Materials	Manufacturer, Product Supplier, Showroom, Material Consultant, Brand, Vendor, Dealership
Clients & Project Owners	Homeowner, Developer, Real Estate Agent, Private Project Owner, Real Estate Promoter, Broker
Visual Media & Content Creation	3D Visualizer, BIM Modeler, Content Creator, Graphic Designer, Professional Photographer,
Freelancers & Independent Professionals	Freelance Architect, Independent 3D Artist, Solo Practitioner (Any Role), Freelance Interior Designer,
Students & Emerging Talent	Student - Architecture, Intern, Trainee, Recent Graduate, Student - Civil, Student - Interior Design

Personal Details

rohancaveswallxy@gmail.com

Tell us about yourself to personalize your experience

Add profile picture

First Name *

John

Last Name *

Doe

Role *

Select role

Designation *

Select designation

Gender *

Select your gender

Select Address *

Nashik, Maharashtra

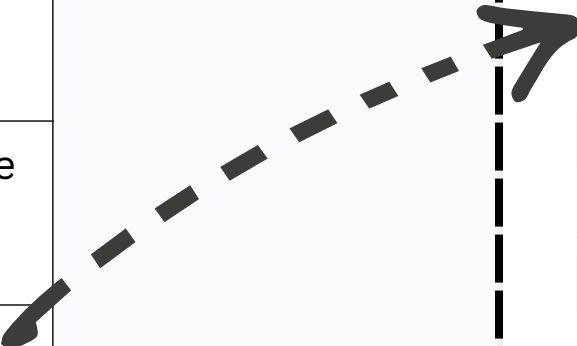
Phone Number *

Enter mobile number

Verify

Submit

Phone verification is required to complete onboarding

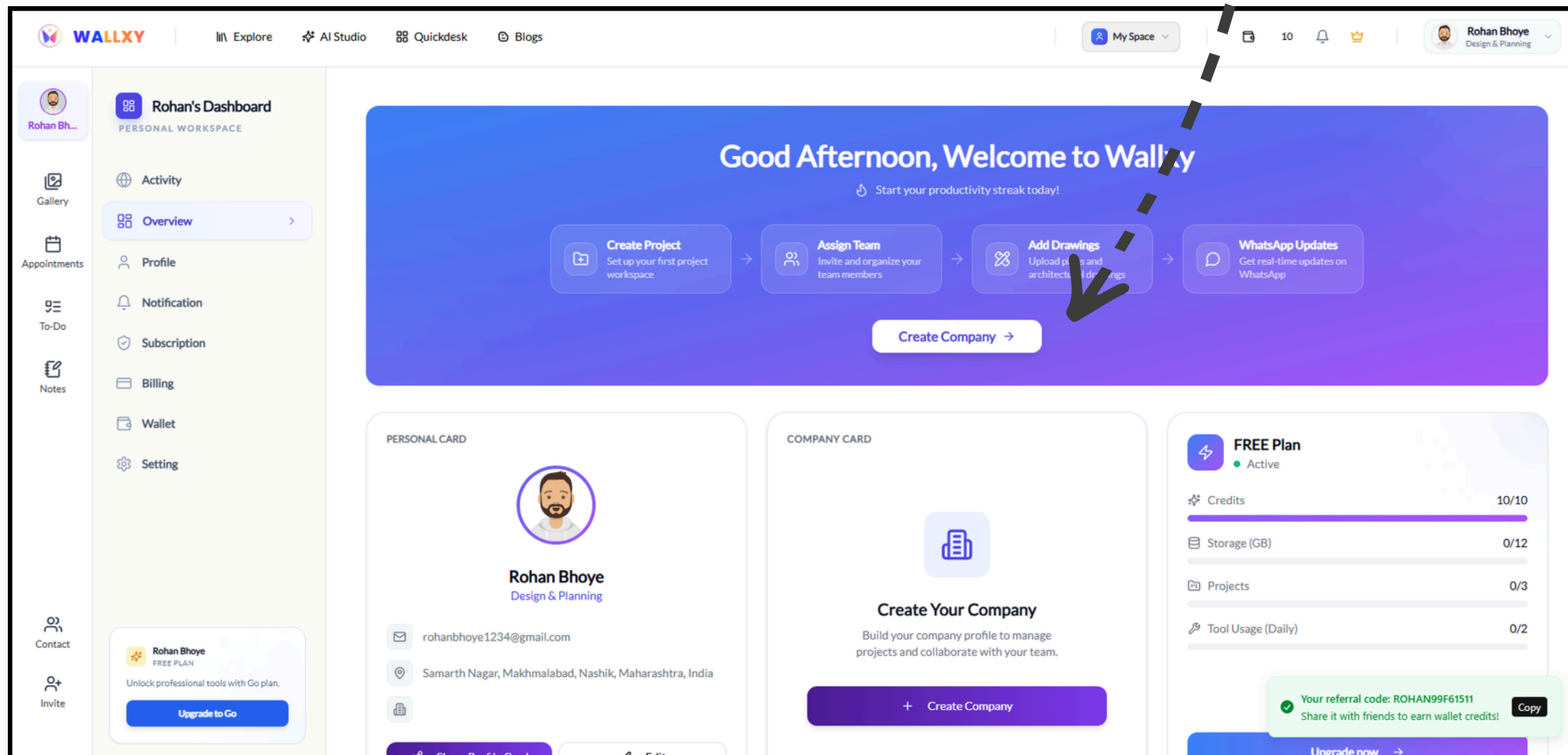




STEP 3

How To Create Company

Click On Create Company Button



Click on the “Create Company” button to set up your organization and start managing projects, teams, tasks, and workflows efficiently.

STEP 4

Create Your Company

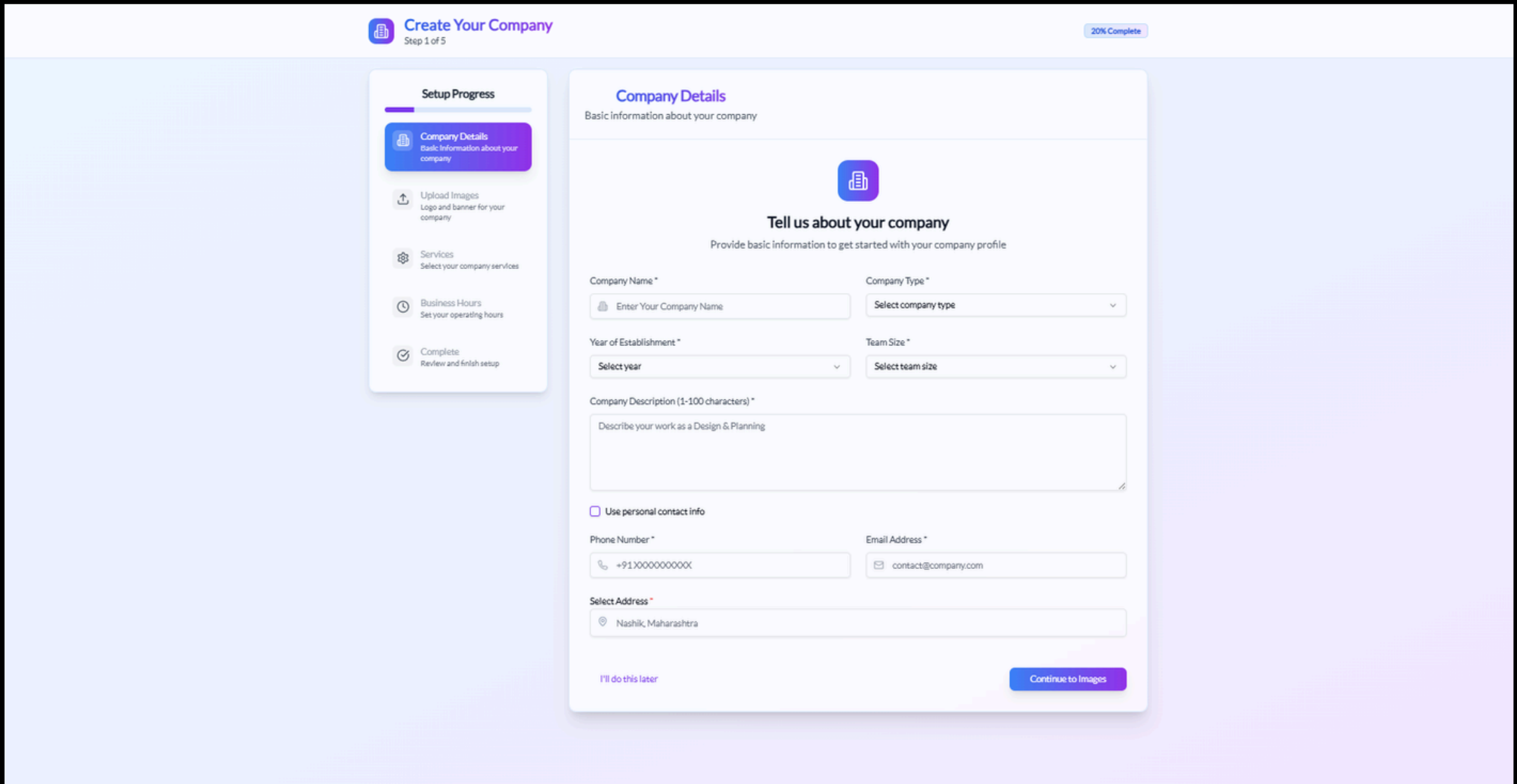
Projects keep drawings, tasks, media, discussions, and people together.

- 1 Click Create Company to begin your setup.
- 2 Enter your company name, company type, team size, and basic company details.
- 3 Add your company description, contact details, phone number, email, and address.
- 4 Upload your company logo and complete the required information.
- 5 Upload your company logo and complete the required information.
- 6 Click Continue to Projects to move to the next step.



YOU'RE DONE WHEN

The project dashboard is open.



Create Your Company
Step 1 of 5 20% Complete

Setup Progress

- Company Details** Basic Information about your company
- Upload Images Logo and banner for your company
- Services Select your company services
- Business Hours Set your operating hours
- Complete Review and finish setup

Company Details
Basic information about your company

Tell us about your company
Provide basic information to get started with your company profile

Company Name *
Enter Your Company Name

Company Type *
Select company type

Year of Establishment *
Select year

Team Size *
Select team size

Company Description (1-100 characters) *
Describe your work as a Design & Planning

☐ Use personal contact info

Phone Number *
+91XXXXXXXXXX

Email Address *
contact@company.com

Select Address *
Nashik, Maharashtra

[I'll do this later](#) [Continue to Images](#)

Understand the project roles

Roles decide what each person can see or change.

- 1 Admin: manages the project, people, and permissions.
- 2 Contributor: uploads or updates permitted project information.
- 3 Viewer: sees selected information but cannot edit it.
- 4 Project Owner: monitors the project and approves milestones.
- 5 Associate Company: an external firm added to the project with access limited to their scope of work.
- 6 Moderator: helps run the project — invites members and assigns tasks, without access to remove people or change roles.
- 7 Company Partner : holds the same full authority as Admin (manages team, departments, role assignments)
- 8 Team Lead: a Moderator who can also create new projects, but can't remove people or change roles



STEP 5

Create a new project

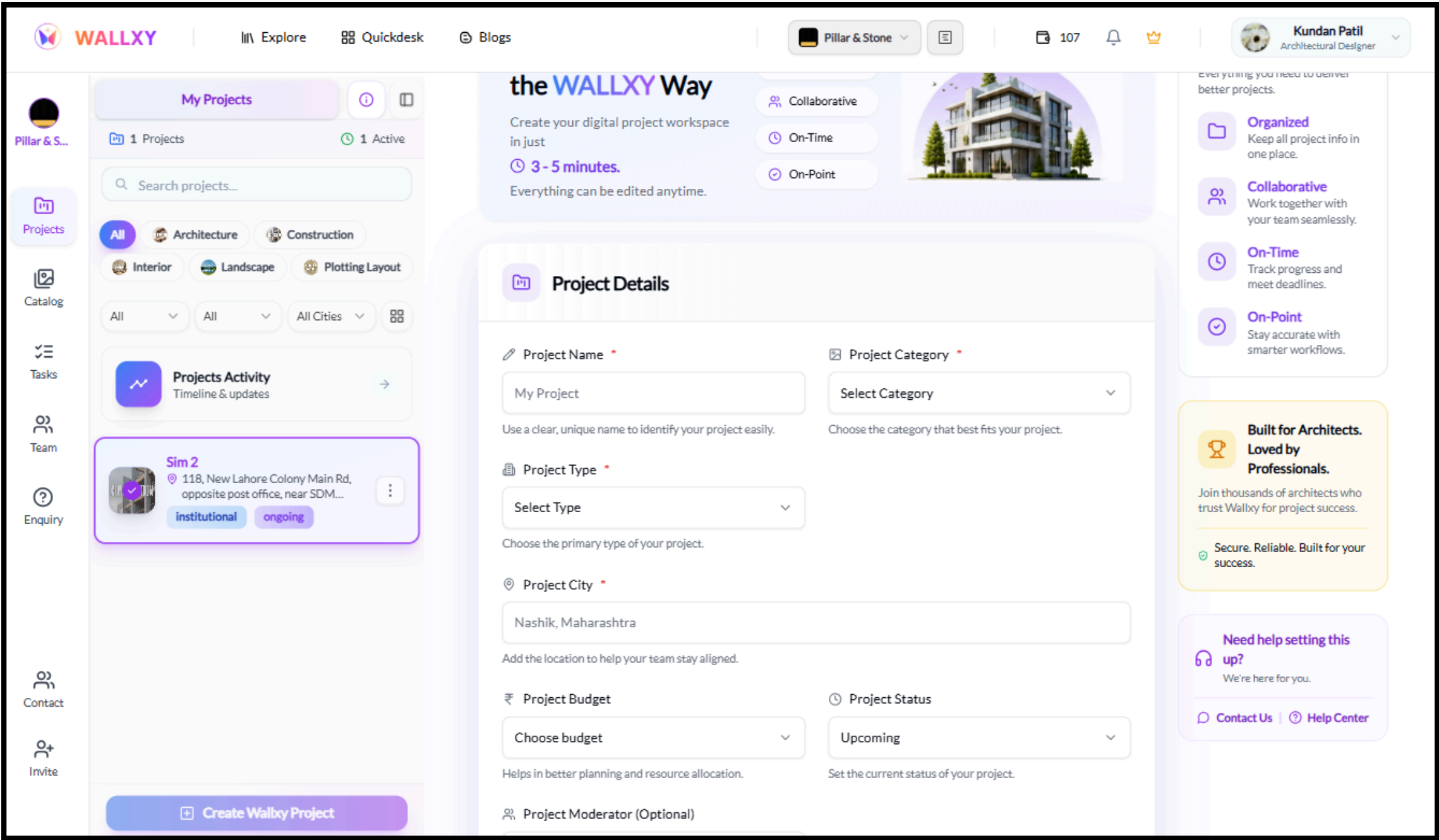
Start with the important information. You can add more details later.

- 1 Enter the project name.
- 2 Select the category and project status.
- 3 Add the location and budget if available.
- 4 Choose a moderator or project admin.
- 5 Click Save & Next.

OK

YOU'RE DONE WHEN

Your new project appears in the Projects list.



STEP 6

Add and check drawings

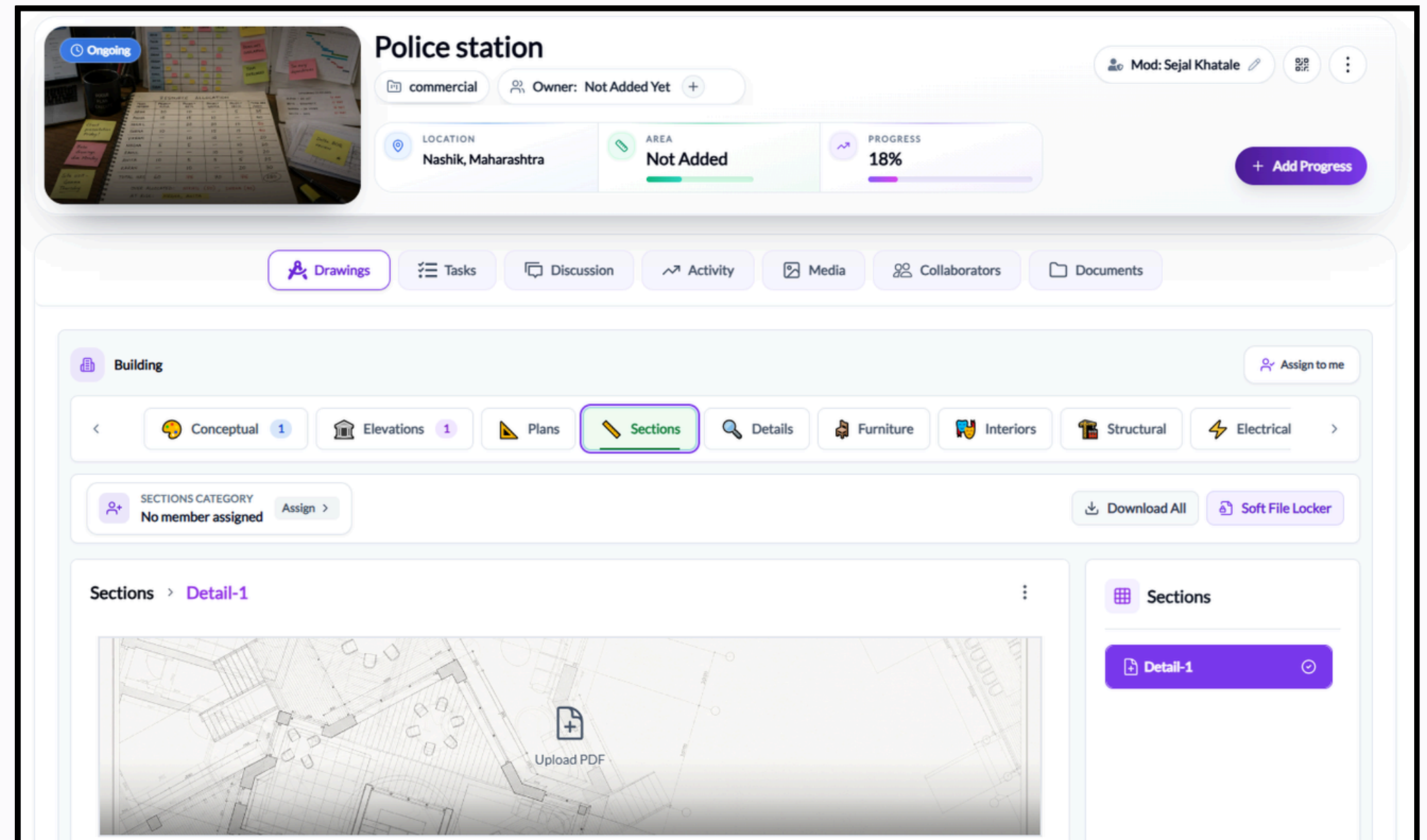
Use clear categories so the team can find the correct drawing quickly.

- 1 Open the Drawings tab.
- 2 Choose Plans, Elevations, Sections, Structural, or MEP.
- 3 Upload the PDF drawing.
- 4 Give access to the required team members.
- 5 Check approval status before site use.



YOU'RE DONE WHEN

The drawing name, version, uploader, and status are visible.

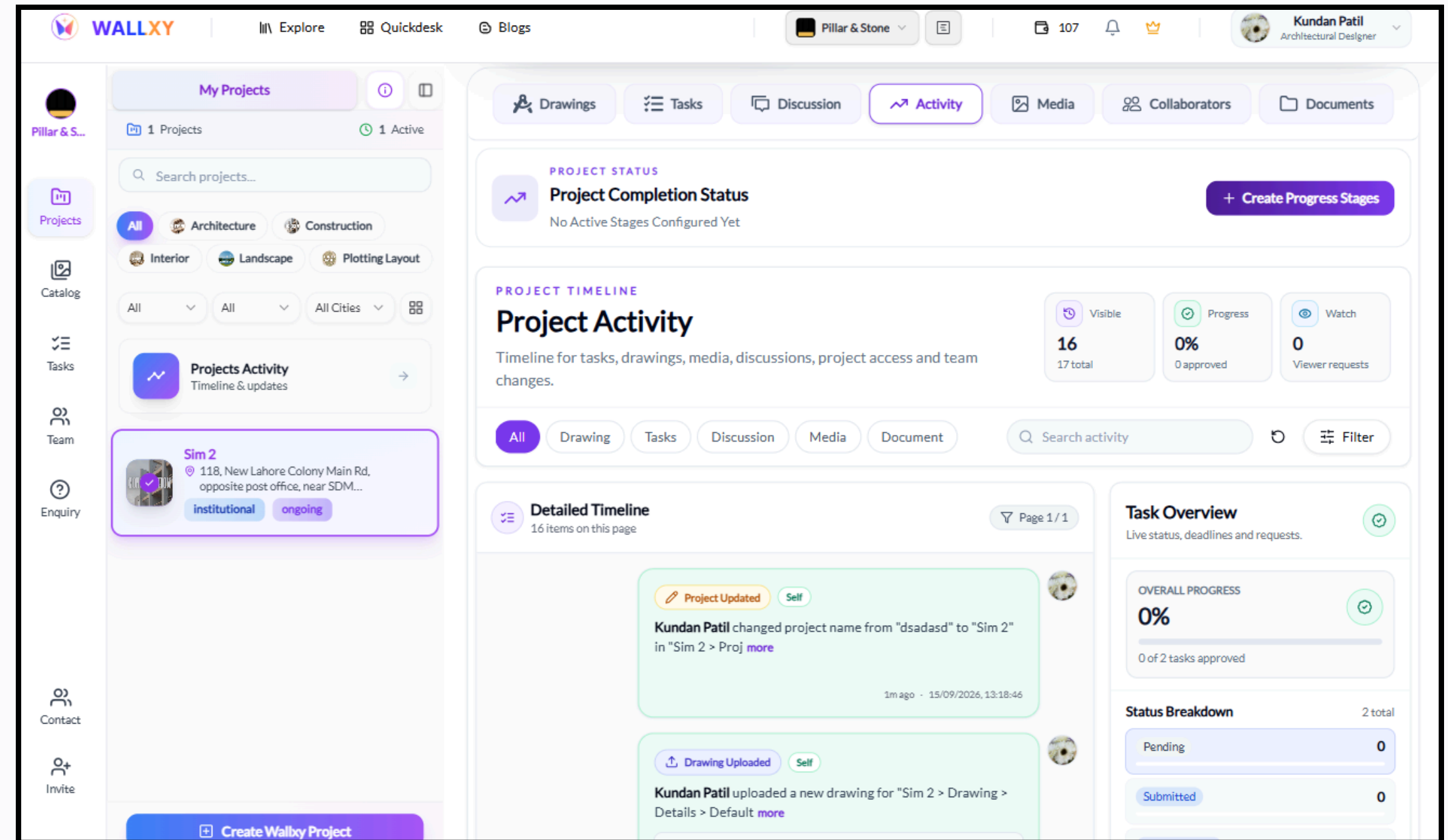


STEP 7

Check project activity

Activity shows who changed something and when it happened.

- 1 Open the Activity tab.
- 2 Read the newest updates first.
- 3 Use Search or Filter to find a person, date, or item.
- 4 Open an activity item for more information.



YOU'RE DONE WHEN

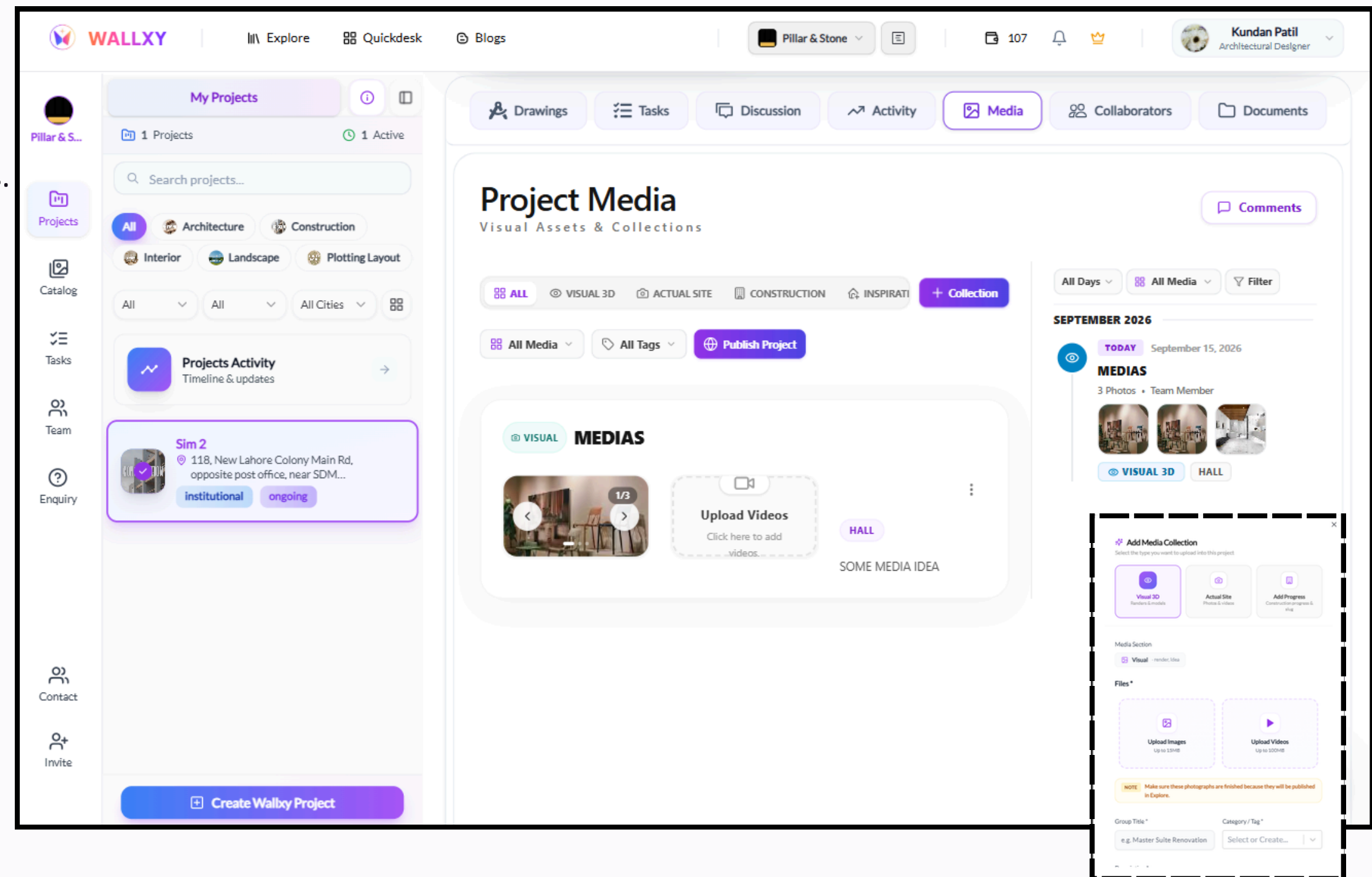
You can identify the latest update and who made it.

STEP 8

Add project media

Use Media for design images, site photographs, videos, and progress updates.

- 1 Open the Media tab.
- 2 Choose Visual for renders or Site for actual photographs.
- 3 Click Upload and select images or videos.
- 4 Add a title, category, and short description.
- 5 Click Complete Upload.



OK

YOU'RE DONE WHEN

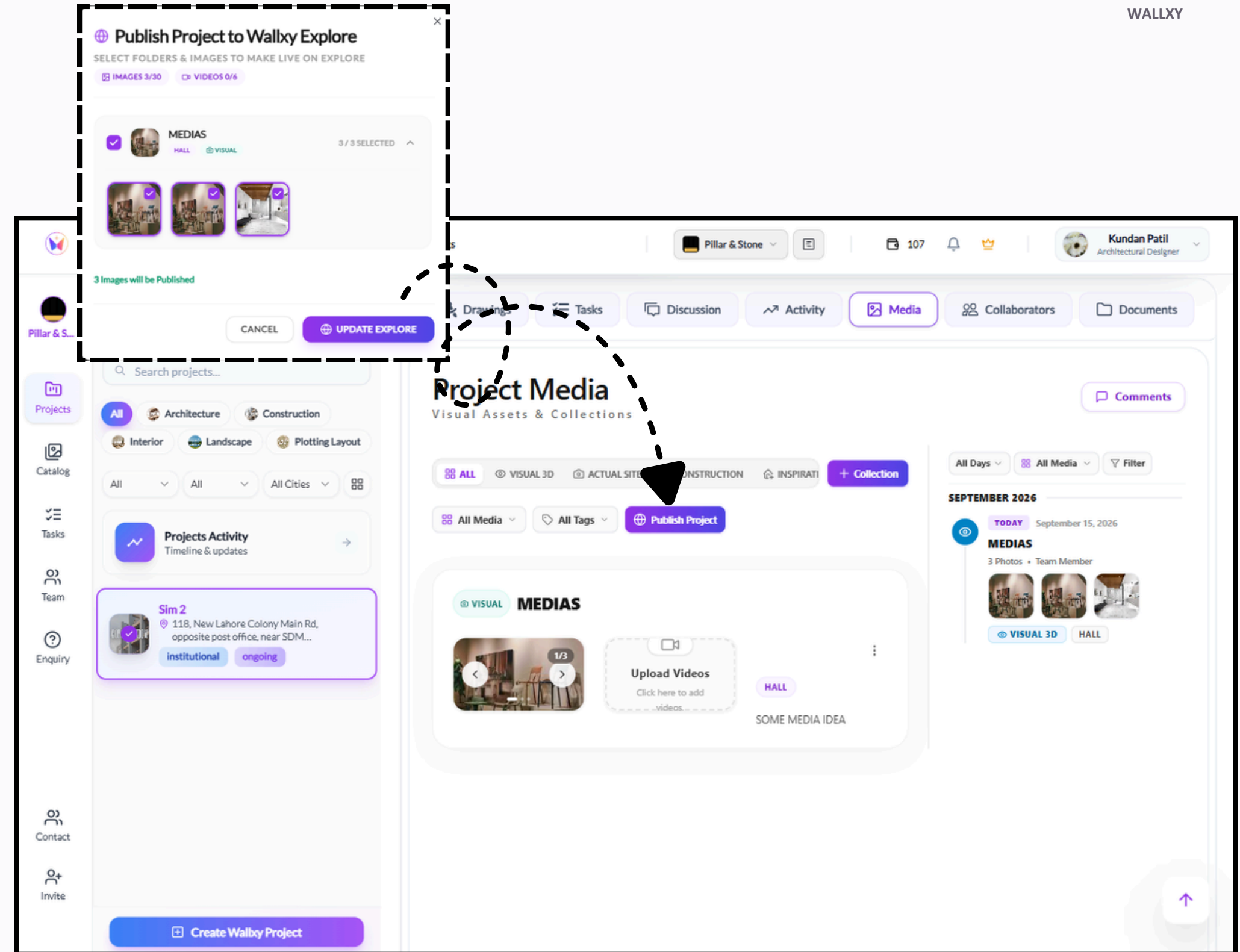
Your media appears in the correct category.

STEP 9

Share selected media publicly

Publish only approved images that are ready for public viewing.

- 1 Select the media group you want to publish.
- 2 Choose only approved images or videos.
- 3 Review the number of selected items.
- 4 Click Update Explore.



YOU'RE DONE WHEN

Only your selected media appears on Wallxy Explore.

STEP 10

Start a project discussion

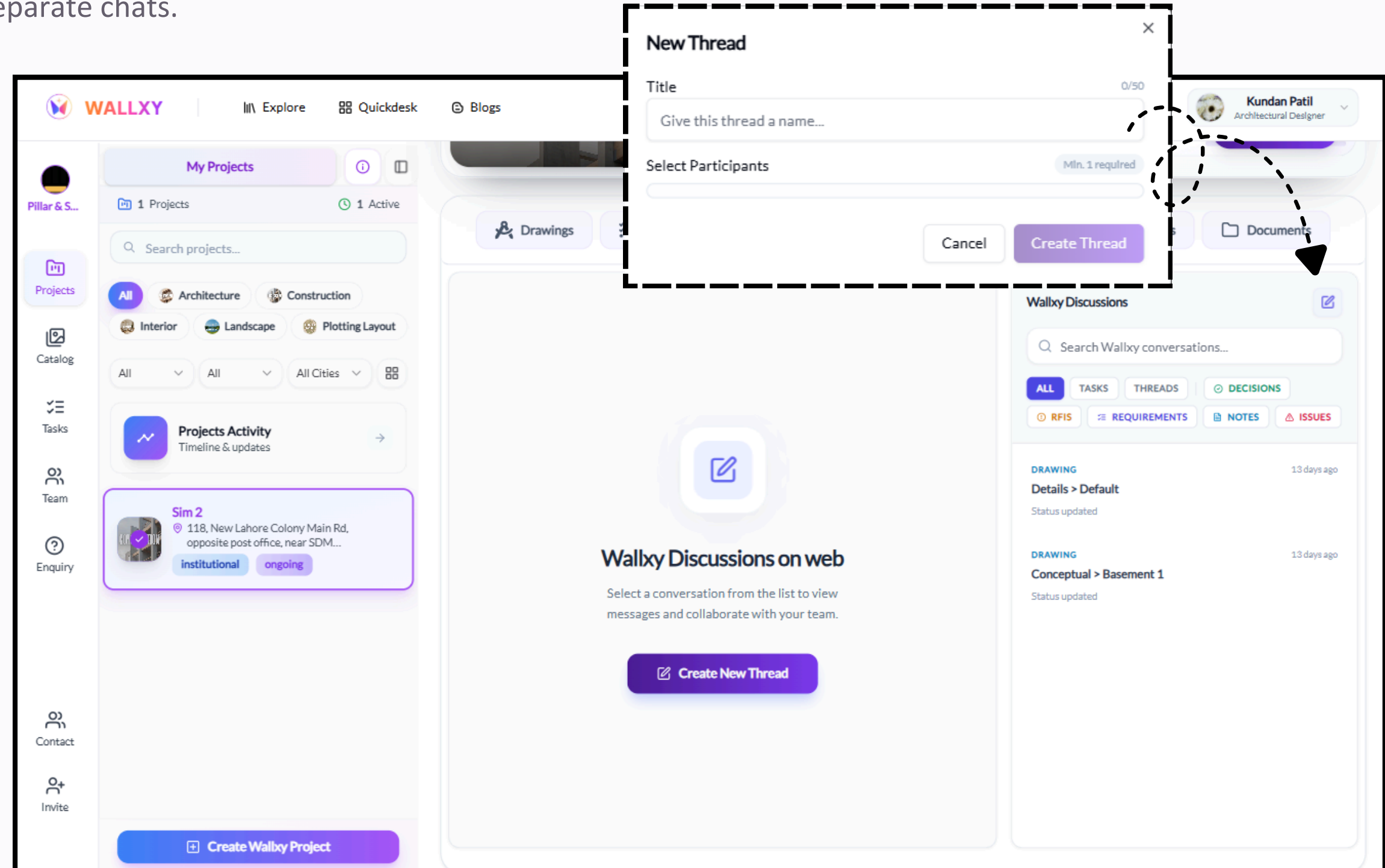
Keep project decisions together instead of losing them in separate chats.

- 1 Open the Discussion tab.
- 2 Click New Thread or New Discussion.
- 3 Write a clear title, such as Kitchen drawing approval.
- 4 Select the people who should join.
- 5 Write the first message and create the discussion.



YOU'RE DONE WHEN

The discussion is visible to the selected participants.



Add collaborators

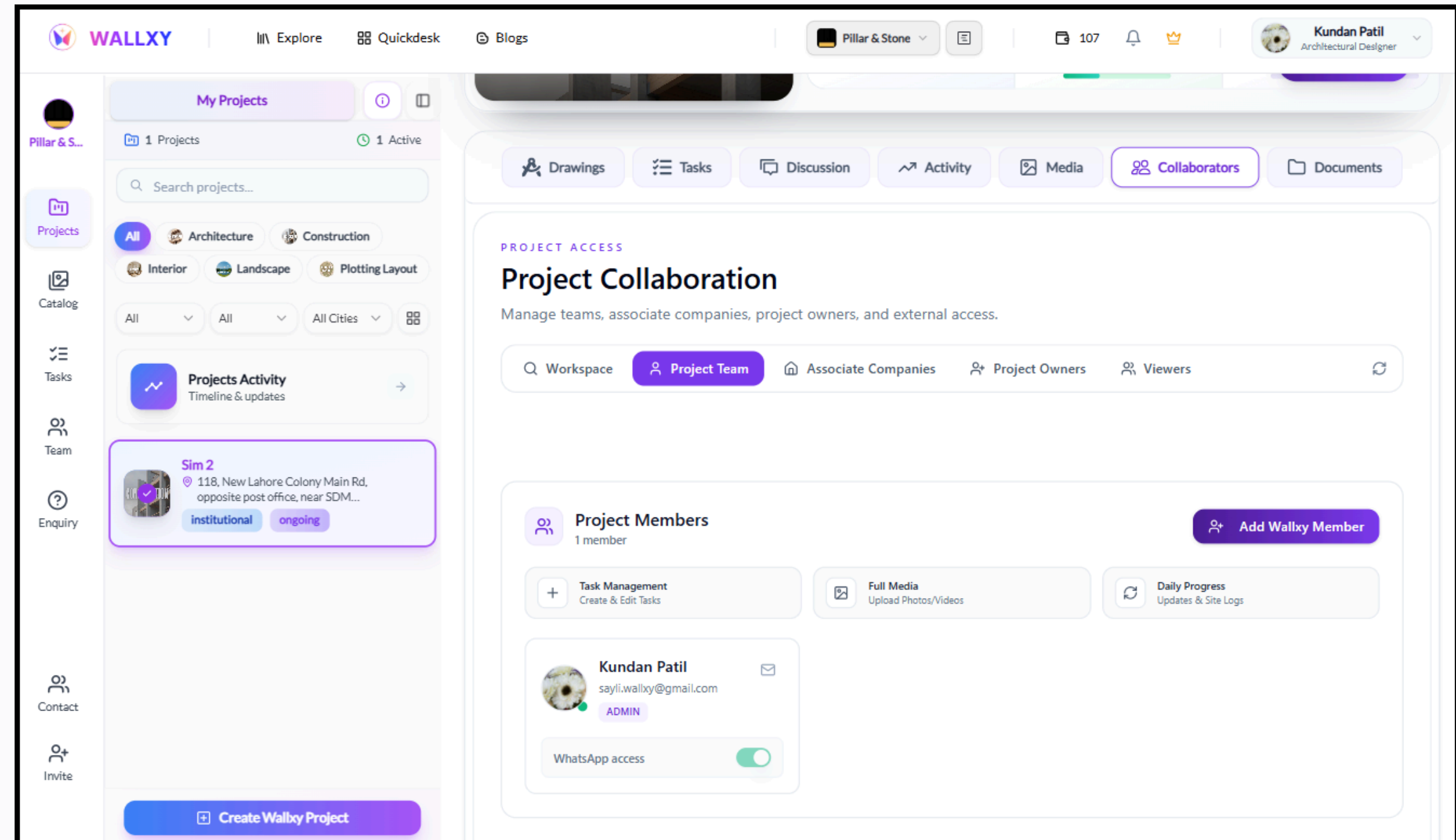
Invite the people who will actively work on the project.

- 1 Open Collaborators.
- 2 Click Add or Invite Member.
- 3 Search by email or mobile number.
- 4 Choose Admin, Contributor, or Viewer access.
- 5 Turn on WhatsApp alerts only when required.



YOU'RE DONE WHEN

The person's name and correct role appear in Collaborators.



STEP 12

Add a project owner

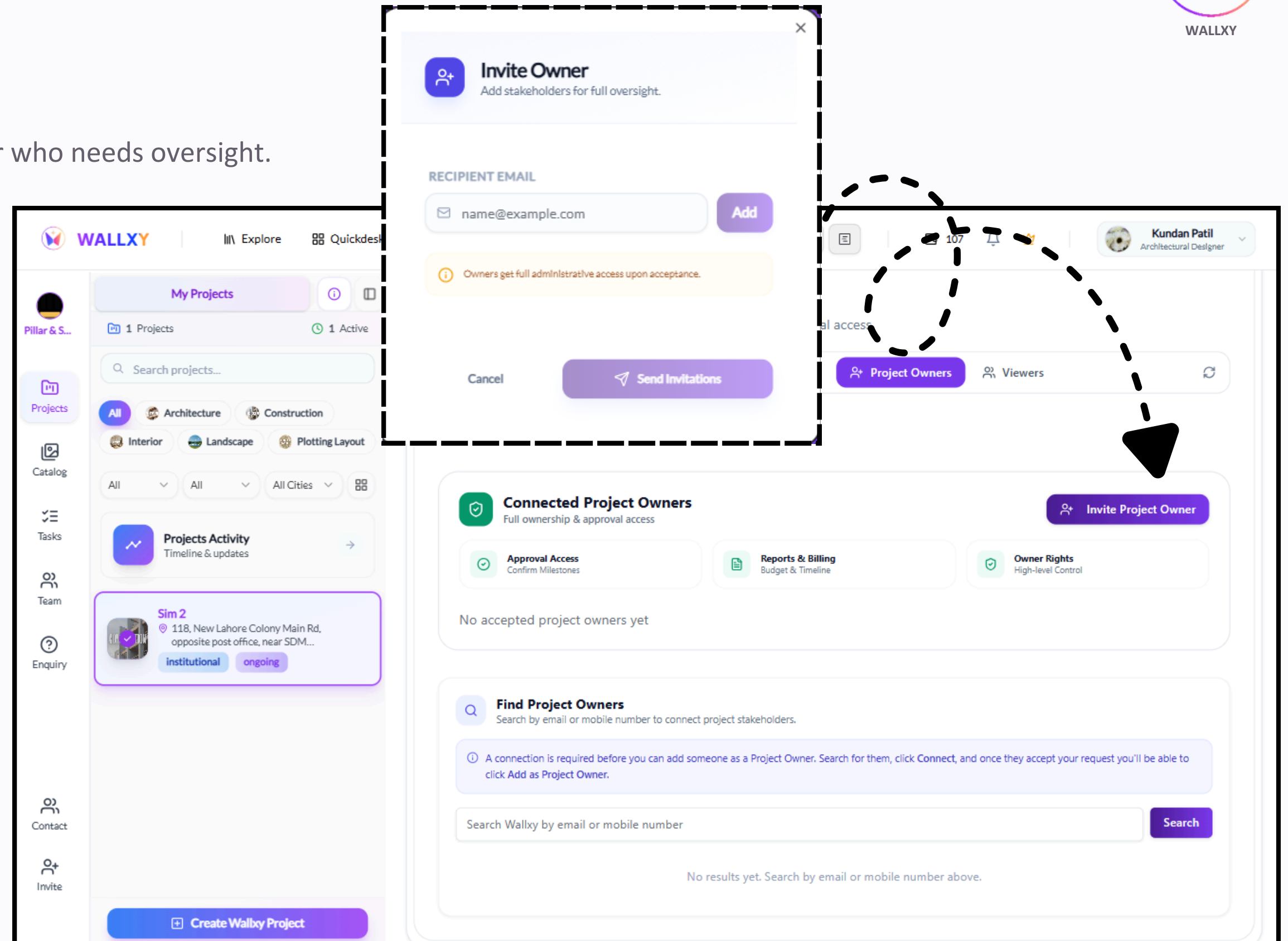
Use Project Owner access for a client or main stakeholder who needs oversight.

- 1 Open Project Owners.
- 2 Click Invite Owner.
- 3 Search by email or mobile number.
- 4 Review access before sending the invitation.
- 5 Enable WhatsApp updates if required.



YOU'RE DONE WHEN

The invited owner appears in the owners list.



The screenshot displays the WALLXY application interface. On the left, a sidebar contains navigation icons for 'Projects', 'Catalog', 'Tasks', 'Team', 'Enquiry', 'Contact', and 'Invite'. The main content area is divided into two panels. The left panel, titled 'My Projects', shows a list of projects with filters for 'All', 'Architecture', 'Construction', 'Interior', 'Landscape', and 'Plotting Layout'. A project named 'Sim 2' is highlighted. The right panel, titled 'Project Owners', shows a list of project owners with filters for 'All', 'Architecture', 'Construction', 'Interior', 'Landscape', and 'Plotting Layout'. A project named 'Sim 2' is highlighted. A modal window titled 'Invite Owner' is open, showing a search bar for 'RECIPIENT EMAIL' with the value 'name@example.com' and an 'Add' button. Below the search bar, there is a note: 'Owners get full administrative access upon acceptance.' and buttons for 'Cancel' and 'Send Invitations'. A dashed arrow points from the 'Send Invitations' button in the modal to the 'Project Owners' list in the main panel.

STEP 13

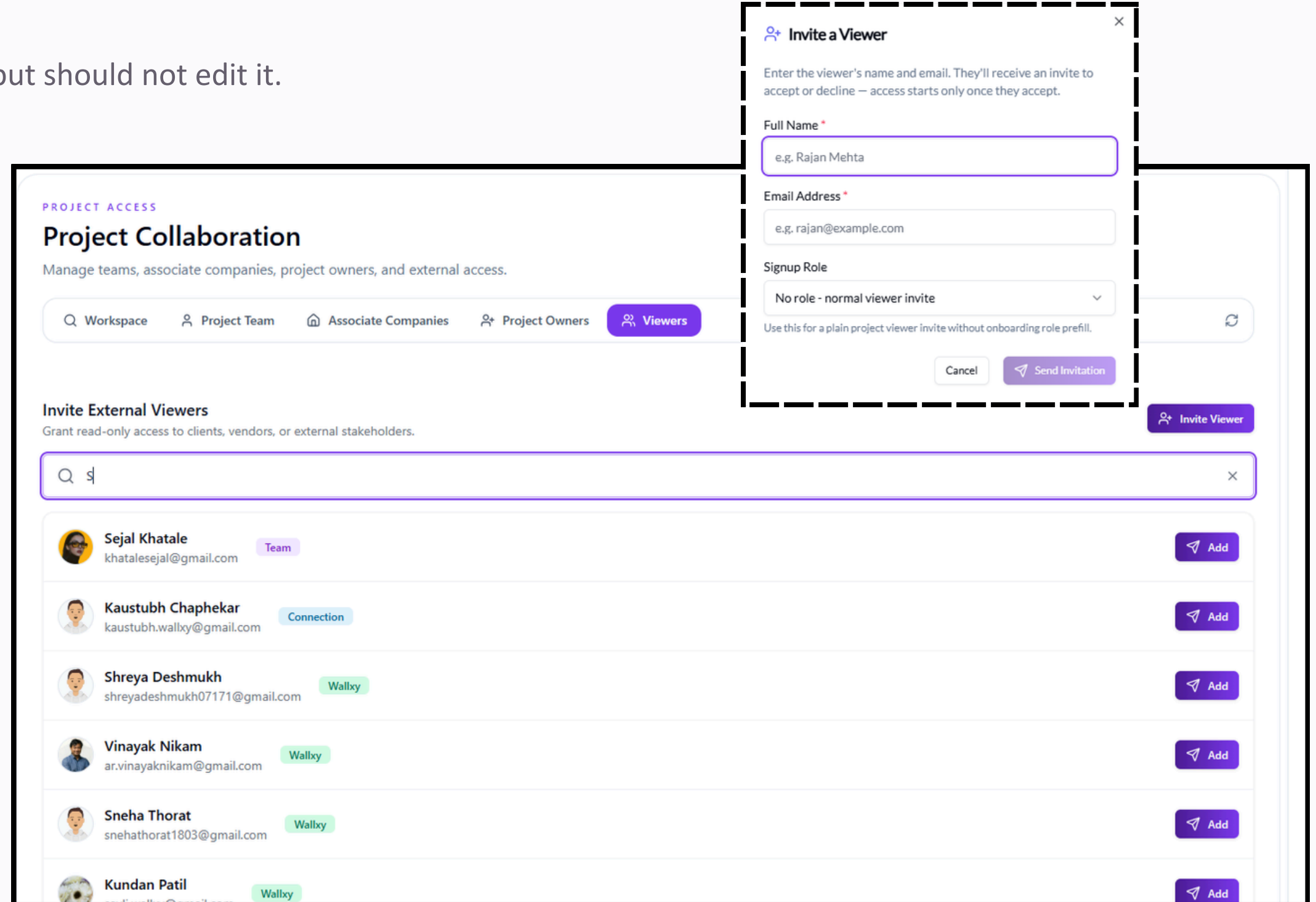
Invite a viewer or guest

Viewer access is best for someone who needs information but should not edit it.

- 1 Open Viewers.
- 2 Click Invite Viewer.
- 3 Enter the person's name and email.
- 4 Choose exactly which modules they may see.
- 5 Send the invitation.

**YOU'RE DONE WHEN**

The viewer is active and sees only selected modules.



The screenshot displays the Wallxy Project Collaboration interface. The main page is titled "Project Collaboration" and includes a navigation bar with tabs: Workspace, Project Team, Associate Companies, Project Owners, and Viewers. The "Viewers" tab is selected. Below the navigation bar, there is a section titled "Invite External Viewers" with a description: "Grant read-only access to clients, vendors, or external stakeholders." A search bar is present, and a list of users is shown, each with a profile picture, name, email, and a status tag (Team, Connection, or Wallxy). Each user entry has an "Add" button. An "Invite Viewer" button is located in the top right corner of the main page. A modal window titled "Invite a Viewer" is open, showing a form to enter the viewer's name and email, a dropdown for "Signup Role" (set to "No role - normal viewer invite"), and buttons for "Cancel" and "Send Invitation".

STEP 14

Organize project documents

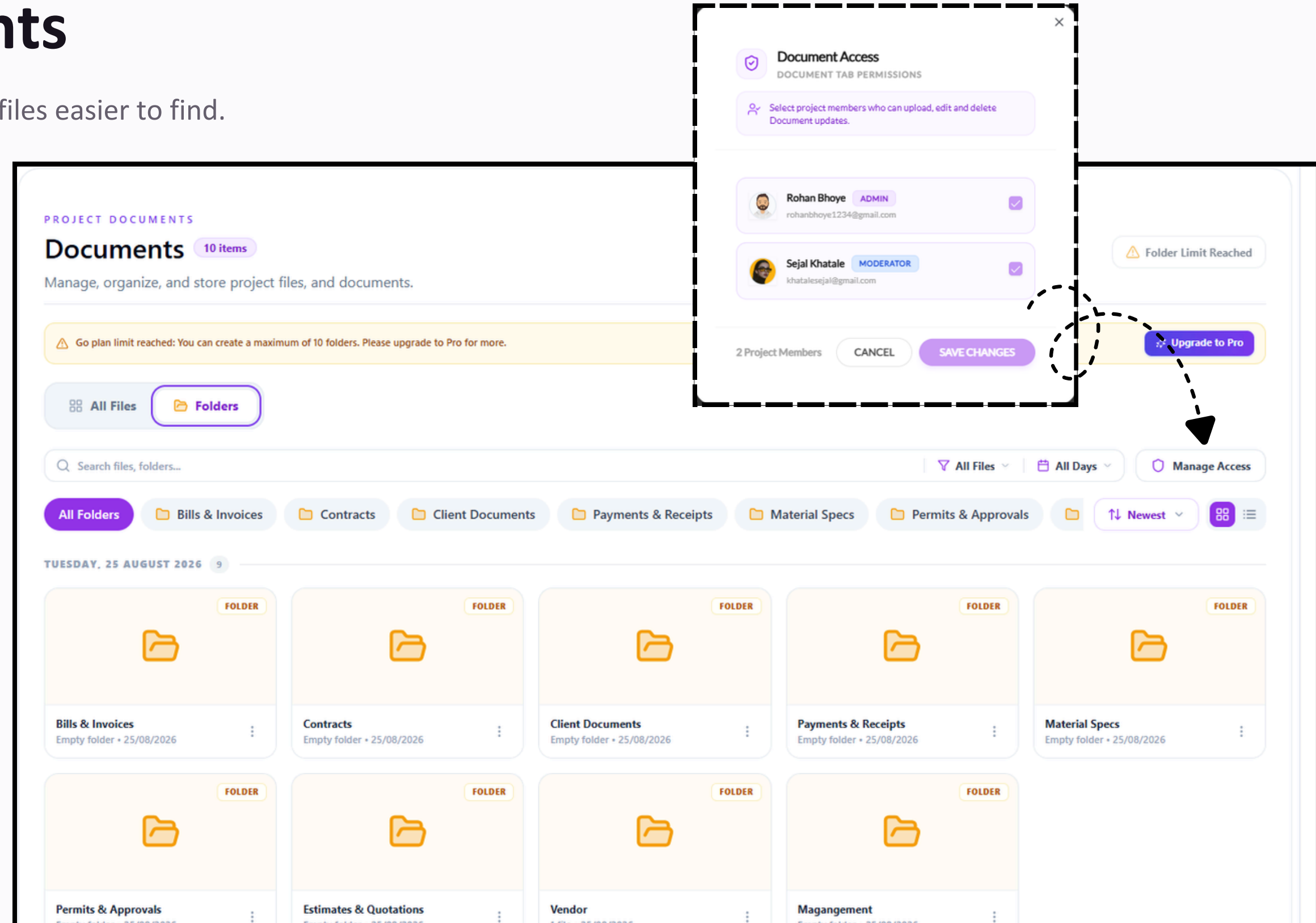
Folders make contracts, reports, approvals, and reference files easier to find.

- 1 Open Documents.
- 2 Create a folder with a clear name.
- 3 Open the folder and click Upload Files.
- 4 Select who can view or download the folder.
- 5 Use Search or filters to find files later.

OK

YOU'RE DONE WHEN

The file is in the correct folder with the right access.



OTHER WALLXY FEATURES

Feature	What it does
Tasks (project tab)	Assign tasks, set due dates, track status within a project
Catalog	Showcase your company's products/services/portfolio
Team	Manage your company's internal members & workspace roles
Enquiry	Inbox for leads submitted via your public Explore/company
Contact	Your network of connections on Wallxy
Invite (company-level)	Invite people to join your company workspace
Explore	Public directory to discover people, companies, and
Generate Board	Printable project sheet with scannable QR codes, from a
WhatsApp group linking	Link a WhatsApp group to a project for site issue reporting
Notifications	Central notification feed

Feature	What it does
Subscription & Billing	View/upgrade plan (Free / Go / Pro), billing history
Wallet	Referral credits & balance
Affiliate program	Earn by referring Wallxy
Settings	Edit profile/company details after onboarding
Personal Tools	Gallery, Appointments, To-Do, Notes (individual accounts)
QuickDesk File Sharing	W-Transfer & W-Link – quick file transfer and shareable gallery
Convertors	PDF→DXF, AutoCAD file converters
Calculators & Estimators	Construction/design calculation tools
Blogs	Wallxy's content/blog hub
AI Studio	Text-to-Image, Room Transformer, AI Moodboard (confirm it's publicly live before adding)

FINISH

Your first-project checklist

Tick each item after completing it in Wallxy.

- ☐ Project created and saved
- ☐ Required drawings uploaded
- ☐ Media added to the correct category
- ☐ Discussion created for important communication
- ☐ Collaborators added with correct roles
- ☐ Owner or viewer invited if required
- ☐ Documents organized into folders

Need help?

Contact the Wallxy team if a button or permission is not visible in your account.

contactus@wallxy.com

www.wallxy.com