

Add a Group Post

Group Owners and Group Members can share posts to their Public/Private Groups.

Members can report offensive/inappropriate posts to ABC support.

1. Open **Family** and under the **Groups** section, tap on the Group name to open.

OR

Open the **Nearby** tab in the bottom menu and under **My Groups**, tap on the Group to open.

1. Press **Add Group Post**.
2. Upload a video or photo and add descriptive text in the narration field.
3. Press **Create Post** to share it to the Group's feed.

Hide Group Posts

When you hide a post, it only hides it from your view of the Group's feed. Other Group Members will still see the post in their Group feed view.

1. In the Group's feed, tap on the Dots menu next to the relevant post and choose **Hide Post**.
2. The member's post will no longer be visible when you view the Group's feed.

Edit Group Posts

Group Members can edit their own posts shared to the Group's feed.

1. In the Group's feed, tap on the Dots menu next to the relevant post and choose **Edit Post**.

Note: Only the text may be changed. You cannot edit the photo/video shared with the post.

2. Update the text as required and press **Update Post** to reflect your changes in the Group's feed.

Delete Group Posts

Group Members can permanently delete their own posts from the Group's feed.

1. In the Group's feed, tap on the Dots menu next to the relevant post and choose **Delete Post**.
2. Press **Yes** to confirm and the post will no longer be visible in the Group's feed.

Business Messaging

The ABC Messaging feature allows business owners to send private messages to other users and businesses registered on the ABC app, as well as archive and delete existing messages.

Messaging is restricted to text with emojis and does not allow the upload and sending of files or multimedia. If you receive unwanted communication, you can block users from sending you private messages.

Create a New Message

1. To send a private message to users and businesses, tap on the message icon in the top toolbar.
2. Tap on the **Business Inbox** to open.
3. Tap the search field or press the **Edit** icon to start a new chat.
4. By default, the Users tab is displayed. If the recipient is a user, enter the User's name and choose the relevant person from the search results.
5. If the recipient is a business, open on the **Business** tab. Enter the name of the business and choose the name from the search results.
6. The new message screen opens where you can enter your conversation text in the field at the bottom of the screen.
7. Tap the arrow icon to send your message.

Read and Reply To Messages

When you receive a private ABC message, an alert will show on the message icon in the top toolbar.

If you receive a chat in a message that was previously archived, the message thread will automatically move back to the Inbox.

1. To read a message, tap on the message icon.
2. New messages are displayed under the **Business Inbox** tab, highlighted with a green indicator.
3. Tap on the new message to open and read.
4. Reply to the message by adding your conversation text in the field at the bottom of the screen.
5. Tap the arrow icon to send a reply.

Archive Messages

Archiving messages allows you to move existing messages from your **Business Inbox** and store them in your **Business Archive**.

1. To archive a message, tap on the message icon.
2. Open the message to archive and tap on the Dots menu.
3. Choose **Archive Message** and press **Yes** to confirm.

It will be moved to the **Archive** tab.

Unarchive Messages

When you unarchive a chat, the entire message thread from that recipient will be moved back into your **Business Inbox**.

1. To unarchive a chat, tap on the message icon in the top toolbar.
2. Tap on the **Business Inbox** and then the **Archive** tab.
3. Open the chat message and tap the Dots menu and choose **Unarchive chat**.
4. The selected chat will now be available in your **Business Inbox**.