Group Chat

Setting up a group chat facility, adding members and sending messages

Add Group Chat to a group

Authorised administrators can add the group chat facility to any group.
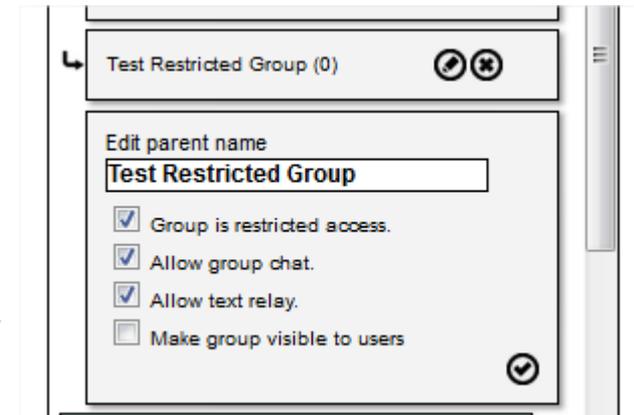
Use the "Profiling Tools" button on the bottom row of buttons to access the "Community contacts" system.
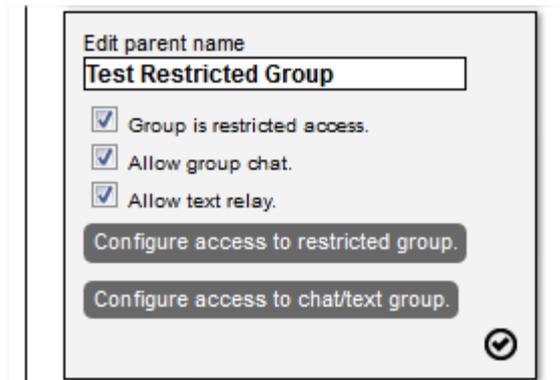
Drill down the areas to the level that you want the group to apply to

Expand the groups until you find a group that you want to add Group Chat to or add a new group by using the +

Click the "pencil" edit icon to access the configuration options
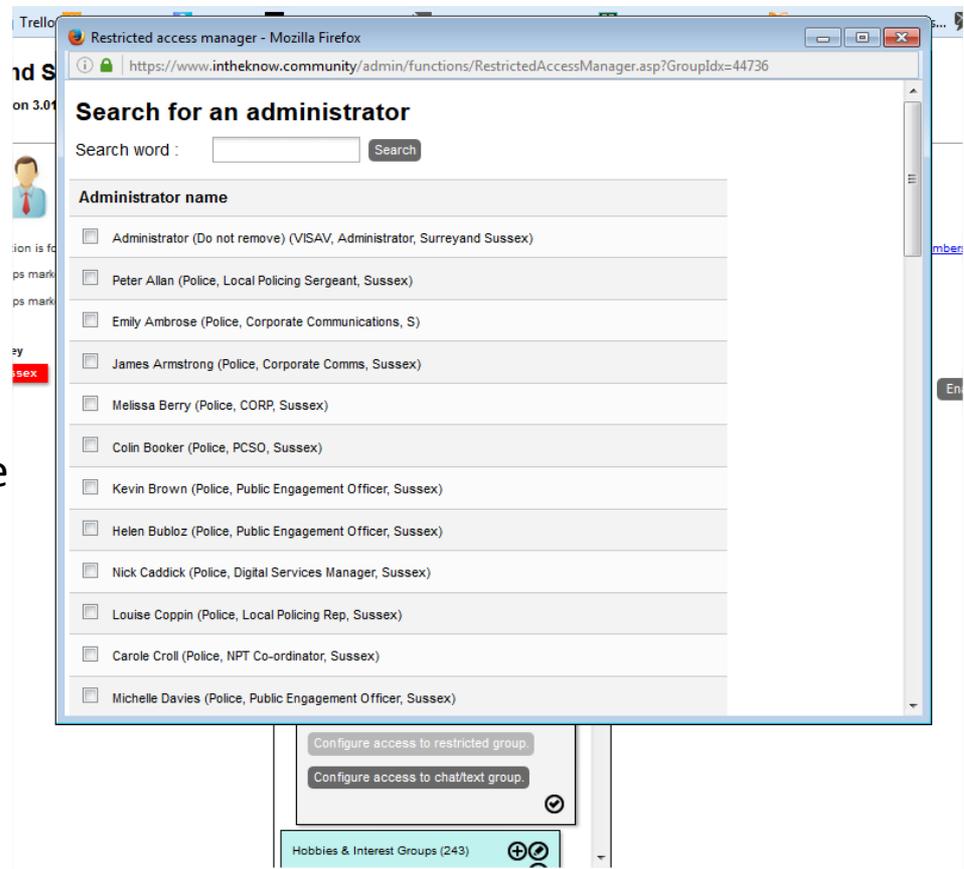
Select Authorised Administrators

From these options you can configure which administrators have access to restricted groups and can control access to the chat and text options.

If you require access to these sections and cannot see these options, please contact support@neighbourhoodalert.co.uk

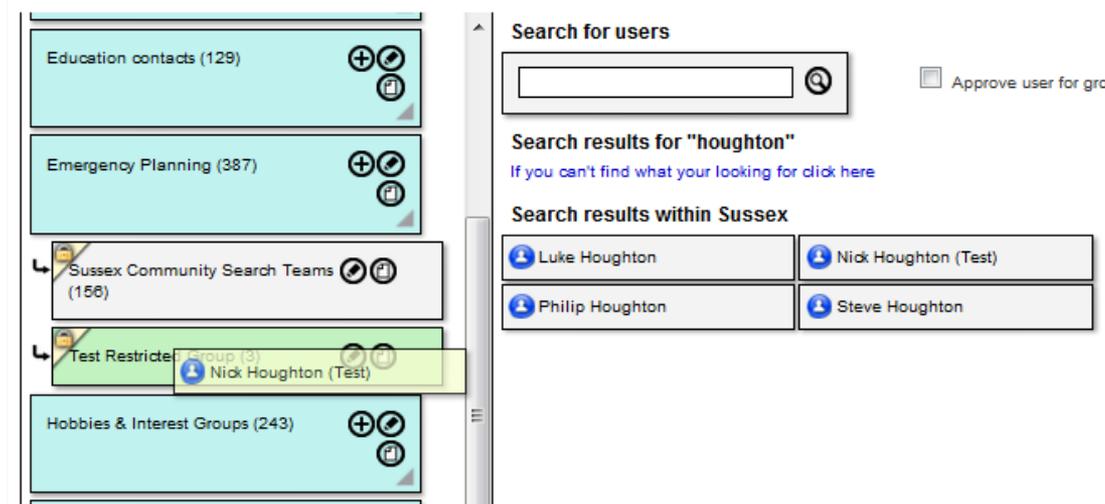# Drag users into the restricted group
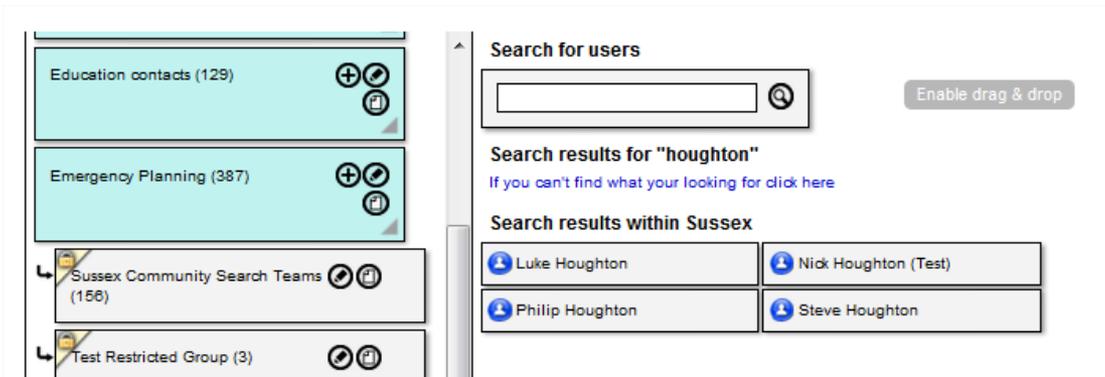
Click on the group name to list all the current members of the group.

Use the search box to search for any registered members who need adding to the group

Click "Enable Drag & Drop"

"Drag" the users from the list and "Drop" them into the group box to add them.

The box will turn green if the user is registered within the area that the group covers or red if it is not (you cannot add users that are registered outside of the area the group covers.

Text, Chat, Email

Everyone in the group can send a text to the Alert text relay number (07860 022900) and it will be relayed to all group members instantly by text message (where they have a mobile number on their account) and email.

Each text message includes a link to an online chat facility for the group.
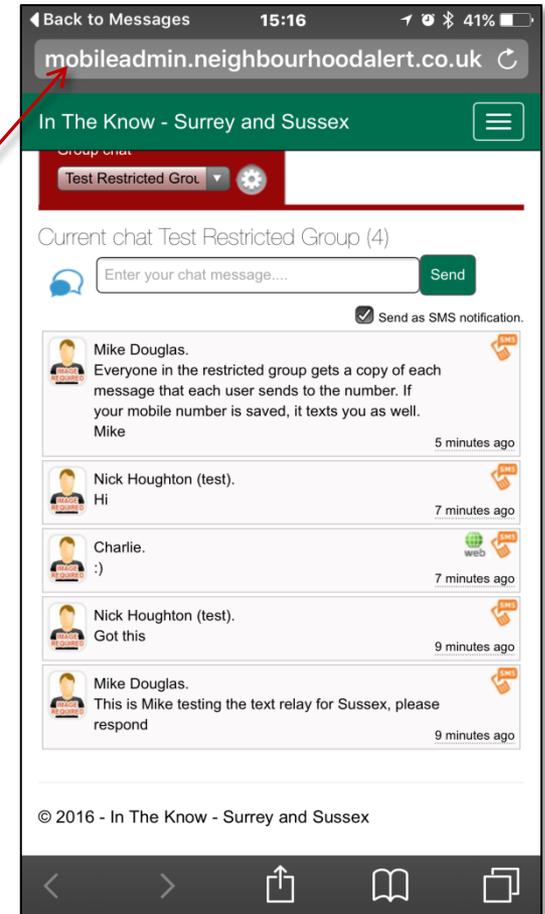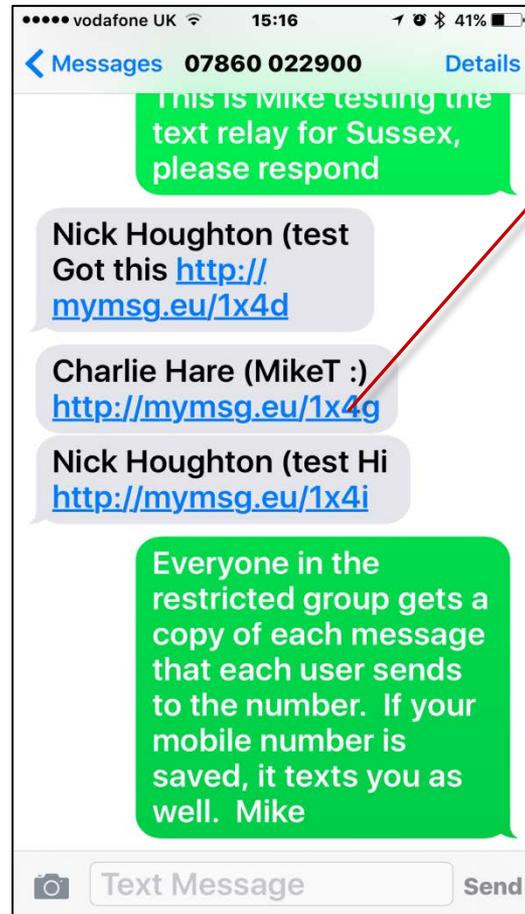
Member Admin View

End users can review and contribute to the conversation by logging in to their member admin page.

This is viewed directly from the short link included in each text message (previous page) or by logging in.

Members of a group that has "Group Chat" added will have an additional option in their member admin menu

Your admin area
Edit your details
- Personal information
- Community interests
Unsubscribe options
Report information
Previous reports
Message settings
- Information providers
- Message types
- Priority level
- Alerting areas
E-mail sharing
Previous messages
Scheme admin
Group chat
Your business
Log out

Member Adminis

You are now logged in and from this area create or manage a Neighbourhood or H the Police and Neighbourhood Watch an *next* suggestions below or browse the na

Your details (edit)

Mike Douglas

Email : mike@visav.co.uk (Verified)

What to do next

Please let us know **your interests** and wh in order to receive messages best suited

Configure who can see you.

Member Admin View

The ongoing conversation can be viewed from this section and new messages sent to the group.