

# My GAI app

User guide for IOS Users



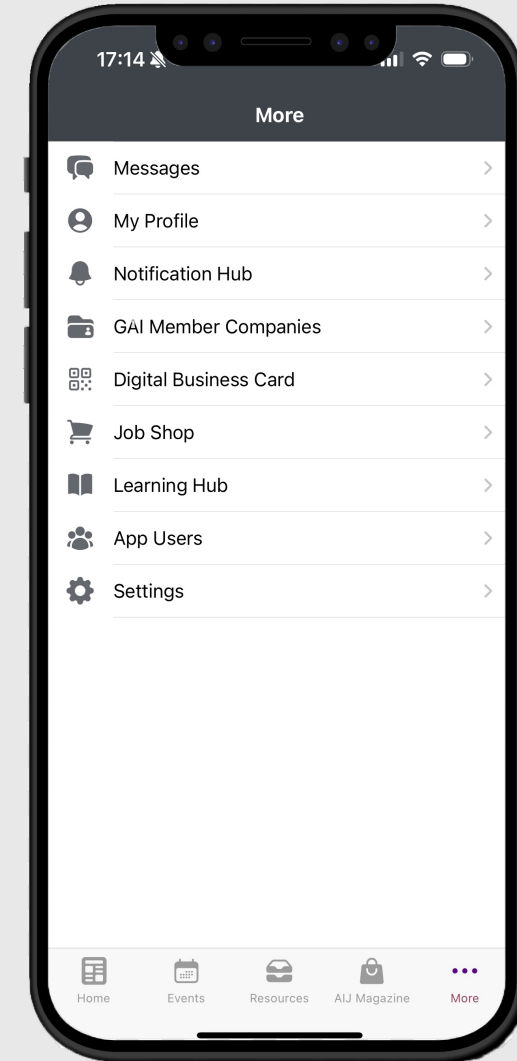
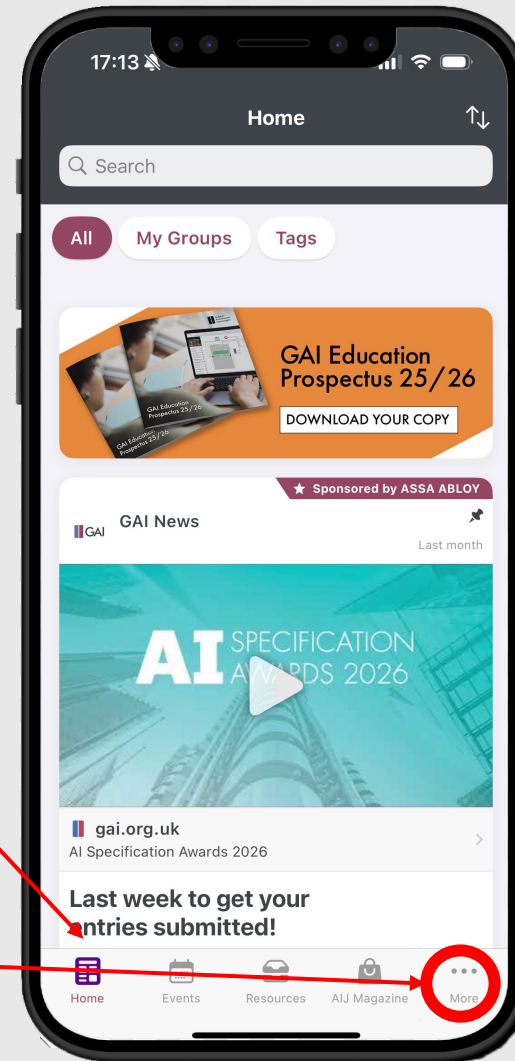
# How to download & log-in

- Click the App Store button or scan the QR code (below).
- Alternatively, access the App Store on your preferred mobile device.
- Search for the “my GAI” app and download it for free.
- Your username and password are the same as your [www.gai.org.uk](http://www.gai.org.uk) credentials.
  - All usernames are your email address
  - Not sure of your password? [Click here to reset](#)



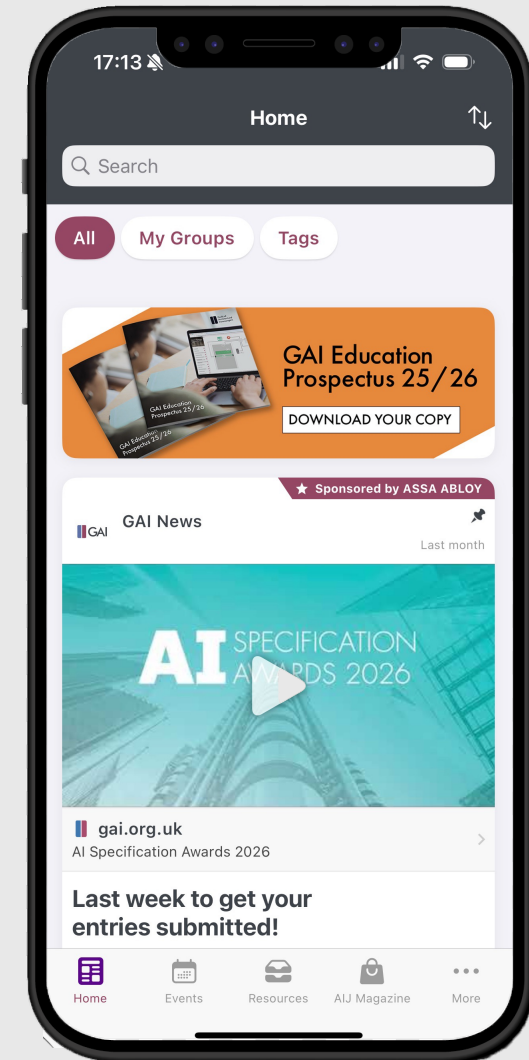
# Navigation

- The bottom Navigation Bar has the most important areas of the App permanently accessible wherever you are in the app. These are Home, Events, Resources and AIJ Magazine.
- The other areas of the App are accessed in the 'More' section of the bottom navigation bar.



# Home / News feed

- The Home page is where we share all the most recent GAI news and updates.
- You can interact with content while on the Home screen by liking, commenting, saving, and sharing the post.
  - Like by clicking the “Like”/heart icon underneath the post.
  - Comment by first clicking on the post then clicking “Your text here...” at the bottom.
  - Save content to your profile by clicking the “Bookmark”/flag icon.
  - Share by clicking the “Share” icon.
  - Reply to other members’ comments by clicking “Reply” at the bottom right.
  - Filter by keyword. Click on the tag in a post or use the “tags” button at the top of the feed.
  - Search for articles and updates by clicking on the search icon at the top of the feed.



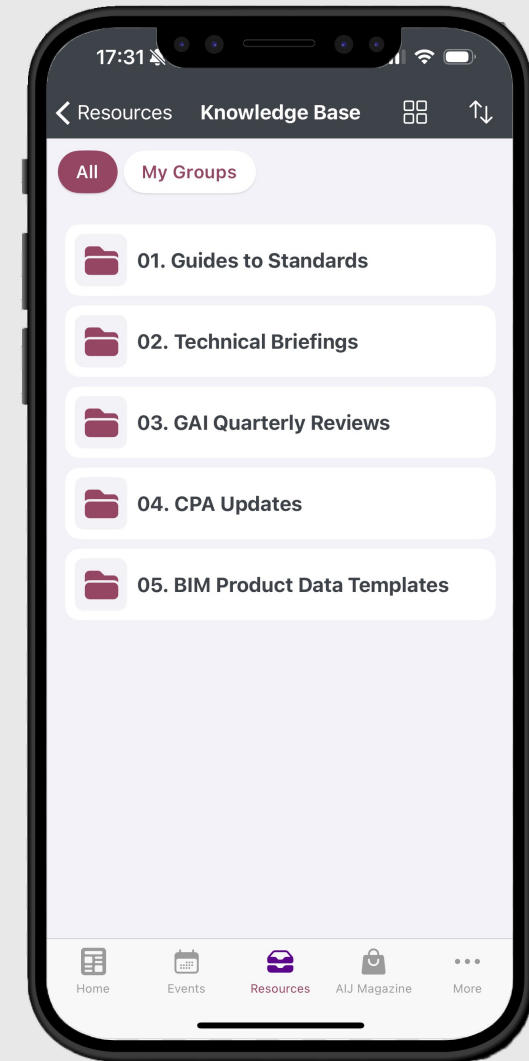
# Events

- Scroll through upcoming events or view in a “Calendar” format by clicking on the calendar icon at the top right. You can filter events by category or month as well.
- Share events by clicking the “share” icon then selecting recipients within the app from the list that appears. You can search for recipients in the top search bar.
- Add an event to your schedule by clicking the “Add to Schedule”/calendar icon on the bottom left corner of an event. The event will be saved in the “Schedule” tab of your profile.
- You can register for an event by clicking on the register button and following the instructions.



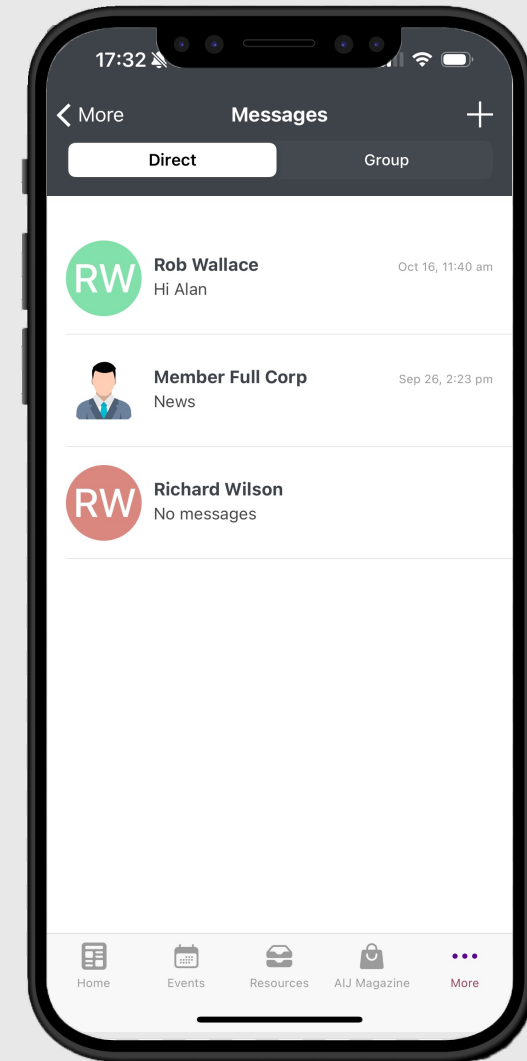
# Resources

- The Resources section is an ever-growing place for GAI to provide you with downloads and images that you need.
- Here you can access all the Technical Knowledge base documents for access on the go.
- You can also find additional resources from the GAI website here.



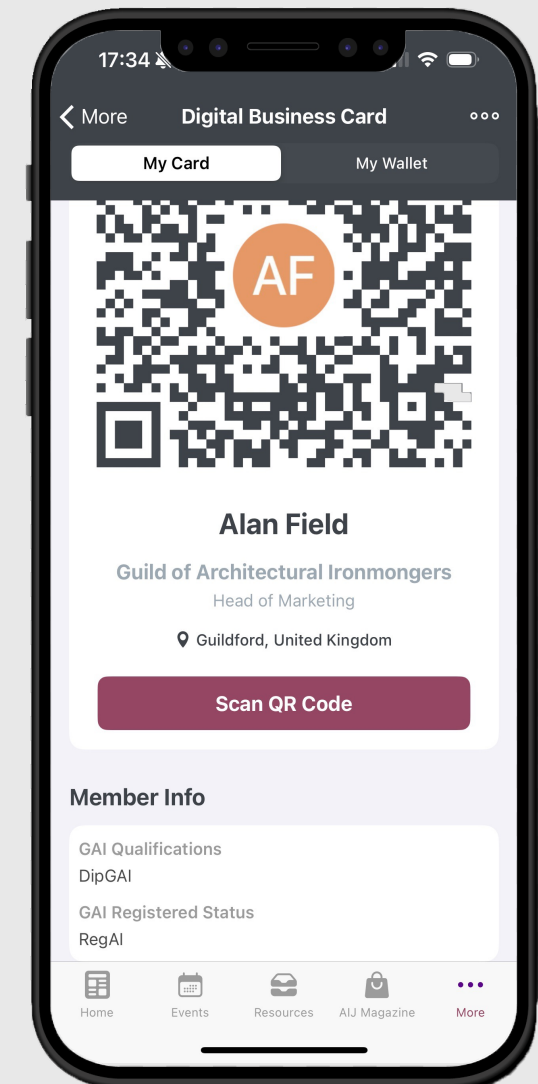
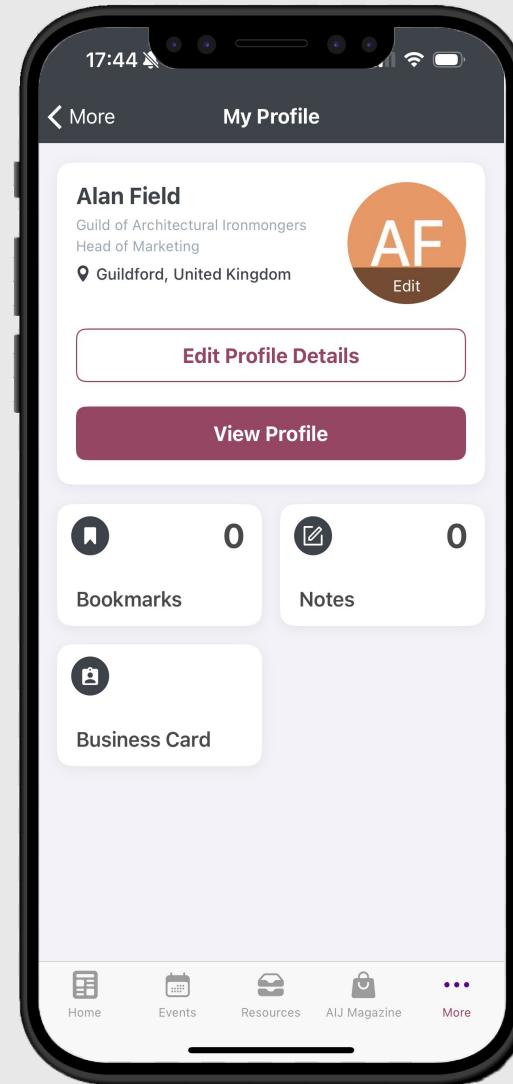
# Messages

- View your sent and received messages in the “Direct” and “Group” options at the top of the tab
- Create a new direct group message by clicking the “+” icon in the top right corner and selecting the member/s you want to chat with or select an existing group you are already a member of.
- Inside of messages you have the ability to attach photos or files by clicking the bottom left paperclip icon as well as visit other member’ profiles, add additional members to the chat and clear history by clicking the top right menu icon.



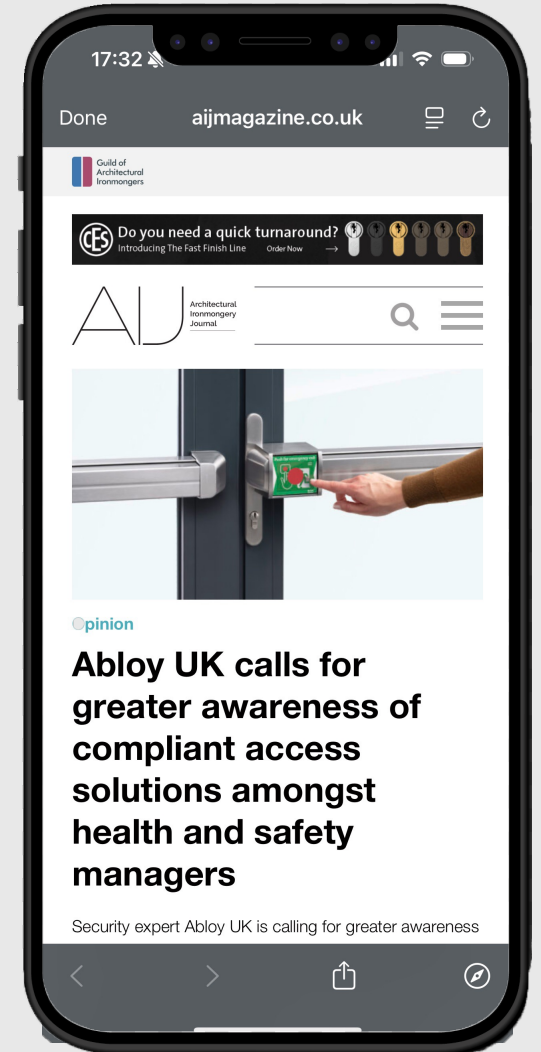
# My Account

- View and Edit Profile Details
- Profile Picture
  - Your Biography
  - Company Info
- View your Business Card
- View your Bookmarks
- View your internal notes



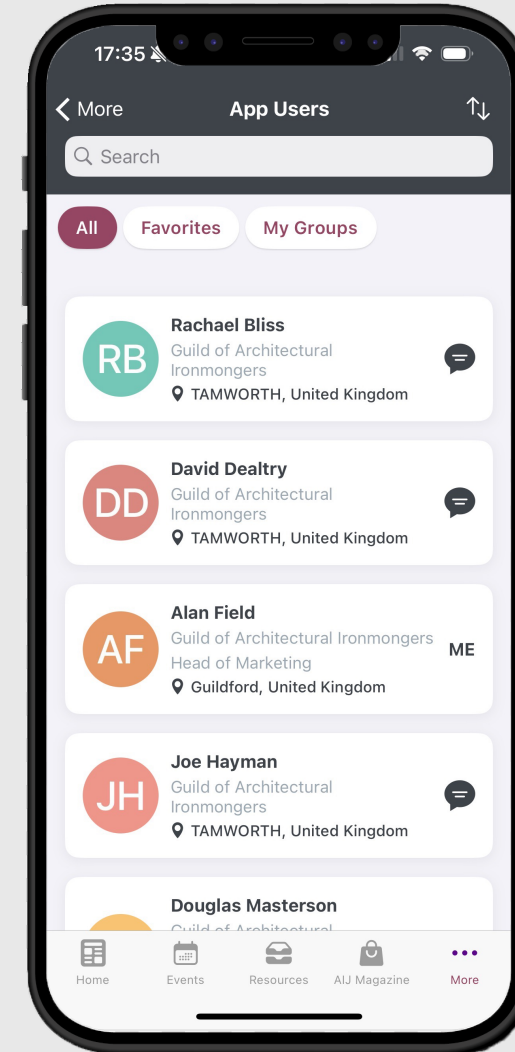
# Linking to Learning Hub and AIJ online

- Go straight to the GAI Learning Hub through the menu and jump right into your learning.
- Direct access to the Architectural Ironmongery Journal online.



# App Users Directory

- Easily view all app users here. Use our smart search feature at the top to quickly find who you're looking for.
- Search members by location by clicking the pin icon in the top right corner
- Click the speech icon to the right of a member to start a direct chat with them.
- Add a member to your "Favourites" list by first selecting the member then click the "Favourite" / star icon.



# Settings

- Contact Details – update your primary contact information here, like address and phone numbers.
- I'm available for Near Me - shows your location in the App Users list.
- Show In-App Chat Notifications - puts a red notification bubble on the ABS Connect app icon with an alert that you have a message.

