



MvBii Ventures Ltd

z-Track 2.0 Messaging Guide

www.mvbii.com



z-Track 2 Messaging Guide

The MvBii app allows you to message, send Zingers and share information with your MvBii friends, individually or via your Group. This brief guide tells you how to use these messaging features. It assumes you have already managed to install the MvBii app on your iOS or Android phone and create a new user account.

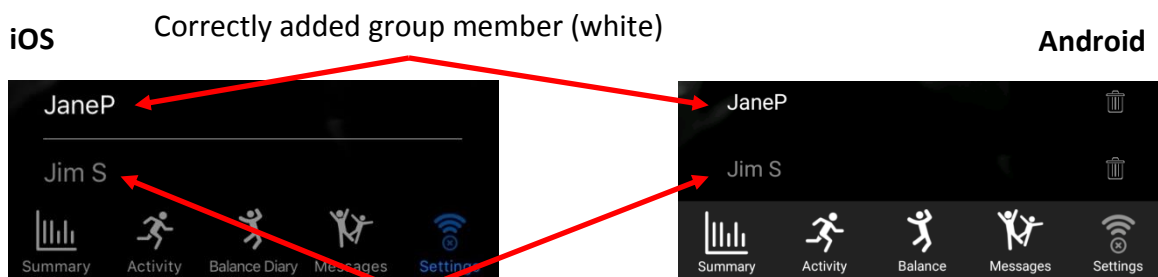
Things you need to know:

- You have your own Group of MvBii friends and your Group is independent of any other user's Group.
- You choose which MvBii friends to add to your Group and your friends choose who to add to their Groups.
- To add a friend to your Group you need ask them for the exact username they used when creating their MvBii account. Similarly they will need to know your username. For your security, app users cannot search for you.
- To successfully send a message to a friend, you must add their MvBii username to your Group and they must add your MvBii username to their Group. Conversely, if you no longer want to send or receive messages to/from someone, just remove them from your Group.

Adding your MvBii friends to your Group

To add a friend to your group:

1. In the MvBii app, select **Settings** and then select **My Group**.
2. To add a person, tap on the + (iOS) or **ADD** (Android) in the top right corner of the screen.
3. Enter your friend's exact username and select **Add** (iOS) or **OK** (Android).
4. The username changes to white if it is valid (and you have an internet connection).
If the username is not valid it will remain grey then you will need to delete it (see below) and try again.



Invalid group member (grey)



Removing a friend from your Group

To remove a friend from your group:

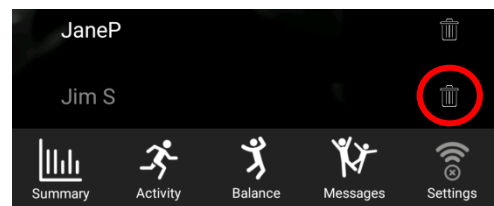
1. In the MvBii app, select **Settings** and then select **My Group**.
2. In iOS, drag your finger from right to left over the name and the **Delete** icon will appear – tap this and they will be deleted

In Android, tap on the dustbin icon to the right of the name, select OK on the pop-up to confirm the deletion.

iOS



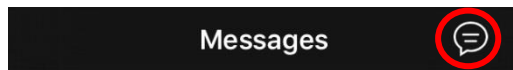
Android



Sending a message to your Group or a friend

To send a message (once you have added friends to your Group):

1. In the MvBii app, select **Messages**.
2. Tap on the **New Message** icon in the top right of the screen.



This brings up the Compose Messages screen:

3. Tap in the **To** box and select a friend's name or **Group** to send to your whole Group.
4. Now tap in the **Message** box and type in the text you want to send.
5. Tap on **Send** in the top right corner of the screen and the message will be sent.

A record of the message will be stored in the **Messages** timeline page of the app.

Zingers

In addition to being able to send text, your app comes with a whole series of audio emoticons known as **Zingers** - animated sound clips that will amuse your friends and help you share your mood.

If you want to send a Zinger, after step 4. above, tap the **With Zinger** button and scroll down to the Zinger you want to send and select it by tapping on it



When you send a message on its own without a Zinger then your profile picture will appear alongside the message in your and your friend's MvBii app.

If you have included a Zinger, then the Zinger icon will appear instead. The Zinger sound will play as a message notification unless you have set your notification sounds to be off on the pad/phone.

Receiving messages

When you are sent a MvBii message it will appear in the **Messages** timeline section of the MvBii app. A notification will appear on your device's screen if your phone is on its lock screen.

To view the message, open the app, go into the messages timeline. You can read messages directly on this screen or you can tap on the message to enlarge it in a new screen. The MvBii username of the friend who has sent the message will appear at the top left of the message and the time it was sent at the top right.

You can reply to the message which brings up the Compose Message screen with the To field set to username of the friend who sent message.

Deleting messages

All sent and received messages appear in the **Messages** timeline section of the MvBii app. To delete messages:

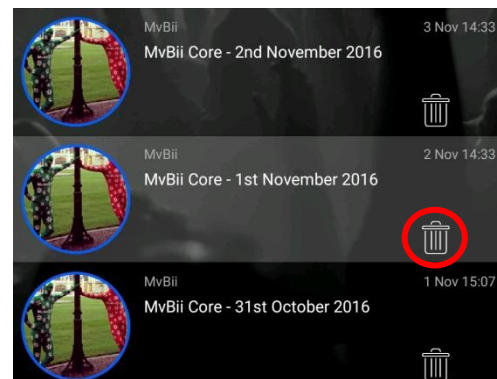
1. In the MvBii app, select **Messages**.
2. Find the message to delete.
3. In iOS, drag your finger from right to left over the message and the **Delete** icon will appear – tap this and the message will be deleted.

In Android, tap on the dustbin icon to the right of the name, the message will be deleted without any confirmation.

iOS




Android





Sharing screens with your MvBii friends

You can share a Summary, Activity or Balance Diary screen with your MvBii friends via the messaging system. There is also the option to post the screen to Facebook instead.

1. In the MvBii app, select **Summary, Activity** or **Balance Diary** and scroll to the day you want to share.
2. Touch on the Post icon  on the right hand side of the screen.
3. Enter a message and touch on **Share in App**, to send the message with the screen attached.

Sharing an annotation

If you have added an annotation to an Activity or Balance Diary screen, and wish to share it, touch the annotation and then touch the Post icon as above. This will share your screen using the annotation text as the message text.