How to use the Melrose Arch Communicator App

1) Go to your app store, and search for Melrose Arch Communicator and install it on your phone.
2) Open the app once it has installed, and complete the registration form. Click Submit, and wait for a push message to be sent to your phone confirming you have been approved to be on the app. Please do not click update as this will send multiple emails to the vetting administrator.
3) On the Melrose Arch Communicator, there are the following modules:

Notifications:
Any important or urgent messages will be under this icon. You will receive a push message (like a Whatsapp alert) and when you click on it, it will direct you straight to the message. Should there be a RESPOND button under the message, please note that the response you send will be via email. By clicking on RESPOND, it will open up your email and you are can then type in your response.

Newsletter:
You will be able to find the Melrose Arch Newsletter under this icon. When the newsletter is sent out, you will receive a push message (like Notifications), as well as an email to your selected email address.

Events:
Any Melrose Arch Event information you may need will be loaded here. Should Melrose Arch Management request a RSVP from you, you click on the selected event, scroll right to the bottom, and swipe left on the words (Are you attending? Swipe Left) and select either Yes or No. You can then save this event to the selected calendar on your phone.

Store Directory:
This is a list of all the stores within Melrose Arch. All contact details are loaded under each store.

Service Desk:
Should you come across any issues, faults, or just have a general query, click on Service Desk and complete the form. This will alert the call centre immediately.

Stay Informed:
This icon contains all necessary and important documents, and images for you to view at anytime. Stay on the lookout for new information.

Retail Promos:
Keep an eye on this icon as all the retail promos within Melrose Arch will be uploaded here. A push message does not get sent out for this, so make sure you have a look at this weekly.

Medical Services:
Should you need to a contact number for any one of the medical services in Melrose Arch, you can find them under Medical Services.

Should you need any help with the Melrose Arch Communicator, please do not hesitate to contact:

Xandi McCabe
011 027 7466
xandi@peppacomm.co.za

Regards,
The PeppaComm Team