GUIDE 5 · EVERY DAY

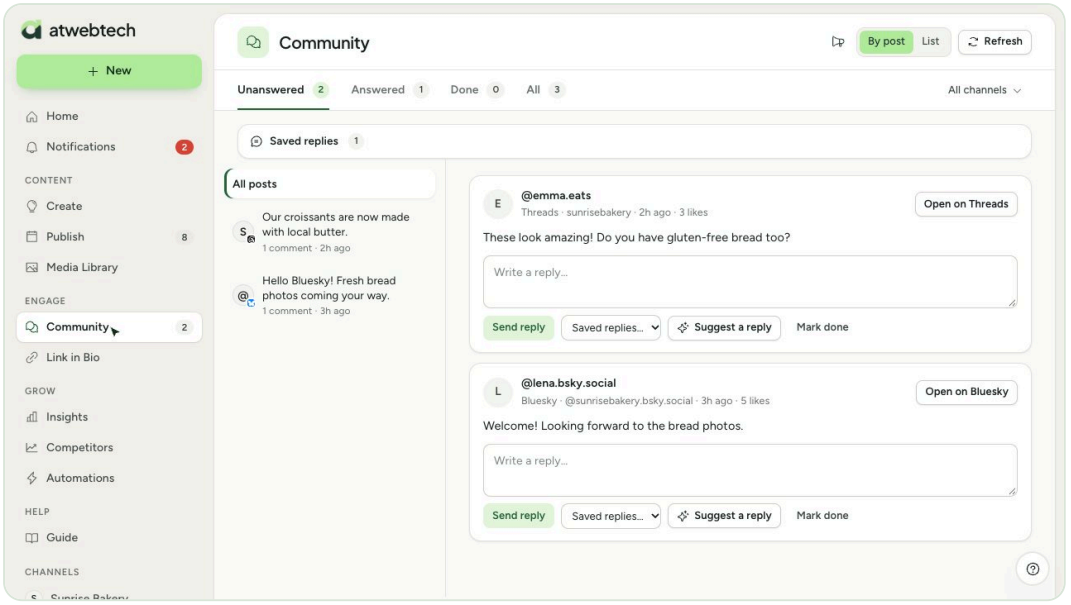
Reply to comments from one inbox

Answer, use saved replies, get an AI suggestion and mark comments done.

Video (60 seconds): **atwebtech.us/app/guide/reply-comments**

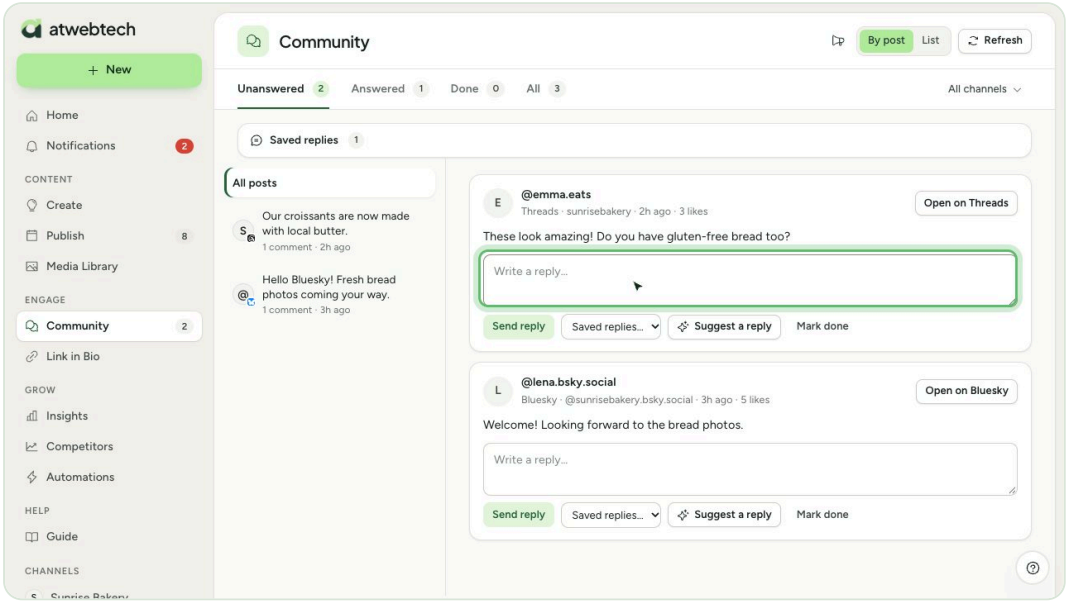
1 Open Community

Click **Community** in the menu. Comments from your connected accounts arrive here every 30 minutes. **Refresh** checks right now.



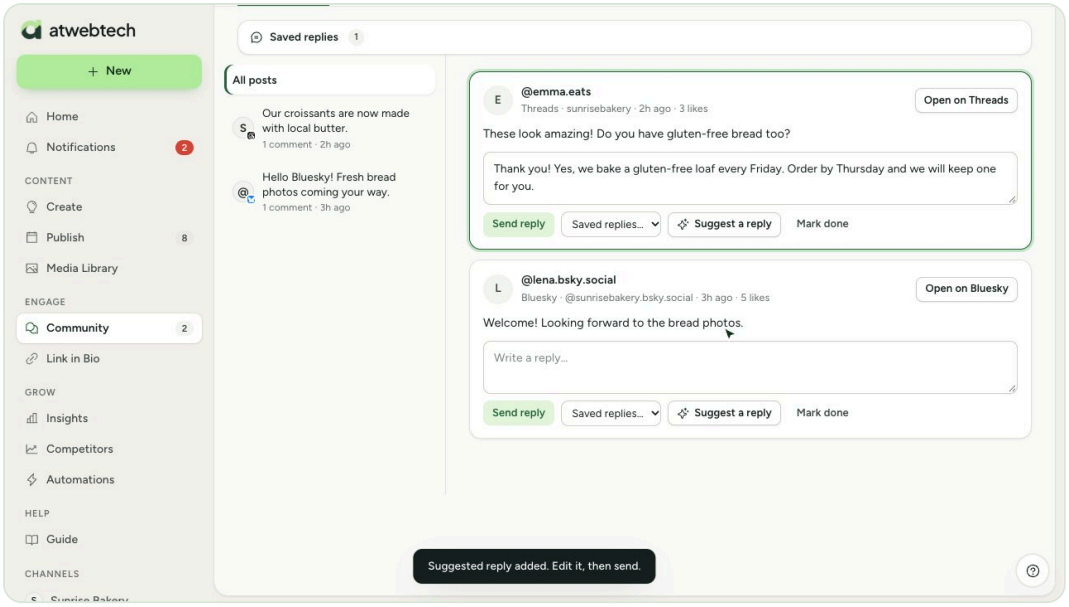
2 Unanswered comments come first

Each comment shows who wrote it, on which network and under which post. The tabs sort them into **Unanswered**, **Answered** and **Done**.



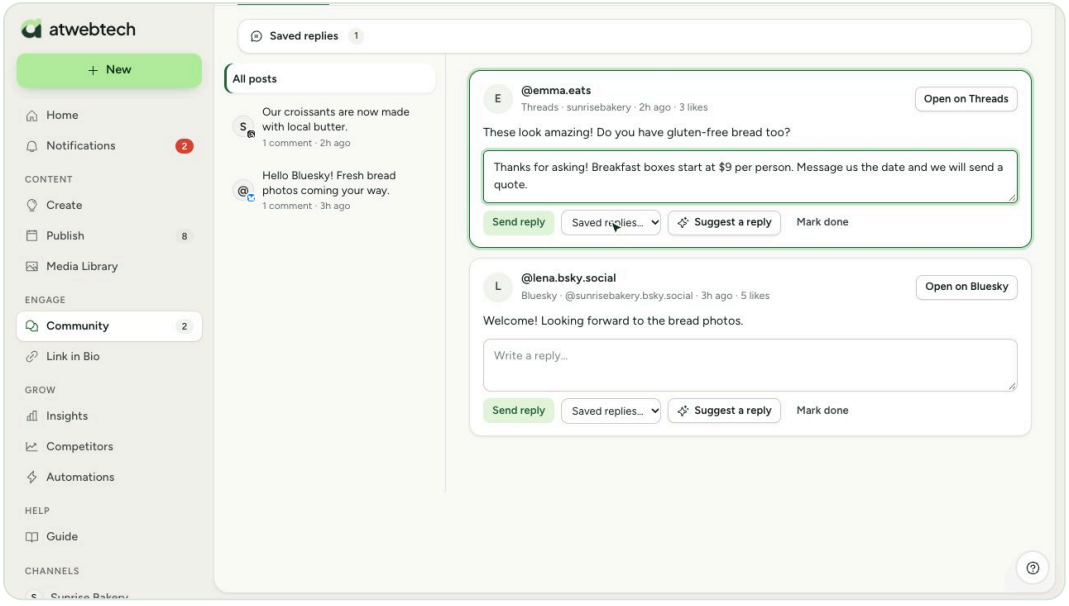
3 Write a reply, or let AI suggest one

Type your answer in the box. **Suggest a reply** writes a draft for you to edit.



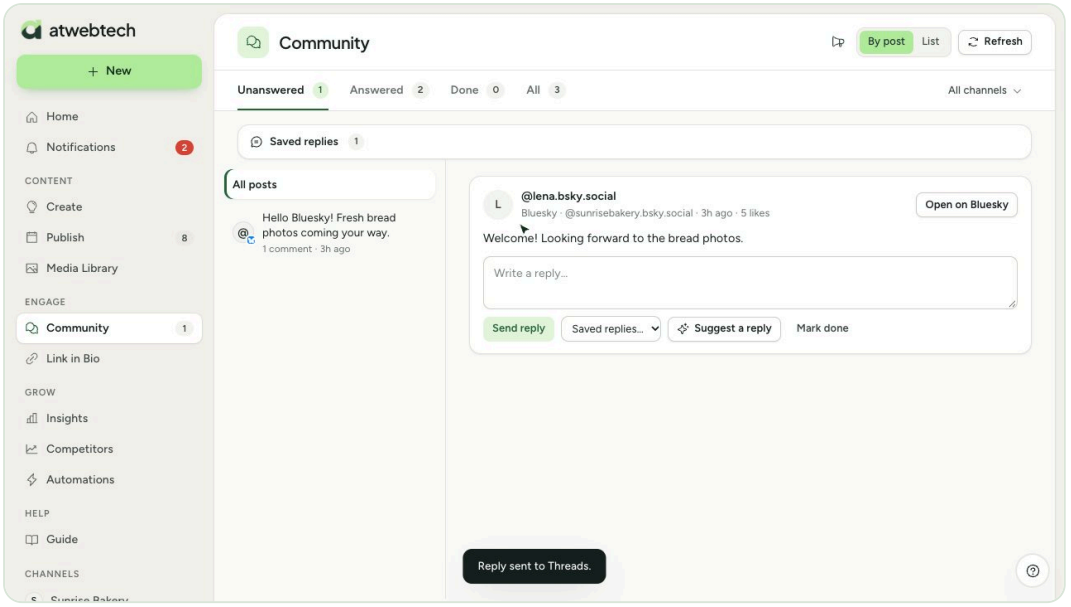
4 Use a saved reply for common questions

Pick a saved reply from the list to fill the box in one click. Add your own under **Saved replies** at the top.



5 Press Send reply

The reply is posted on the network under your name, and the comment moves to **Answered**.



6 Mark done when no answer is needed

Mark done clears a comment from Unanswered without replying, for example a simple thank-you.

