How to change staff and company name?

Tutorial Guide

Main Page Navigator

Change Language

Smart Card

You cannot actually change anything on this tab, you are only able to view the UID of the smart card allocated to you

Staff List

This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

Batch Upload

This allow you to export all staff info into excel and batch upload staff information by import excel

Admin

This tab allow admin to upload company logo, background image and company banner. The stats are also available in this section.
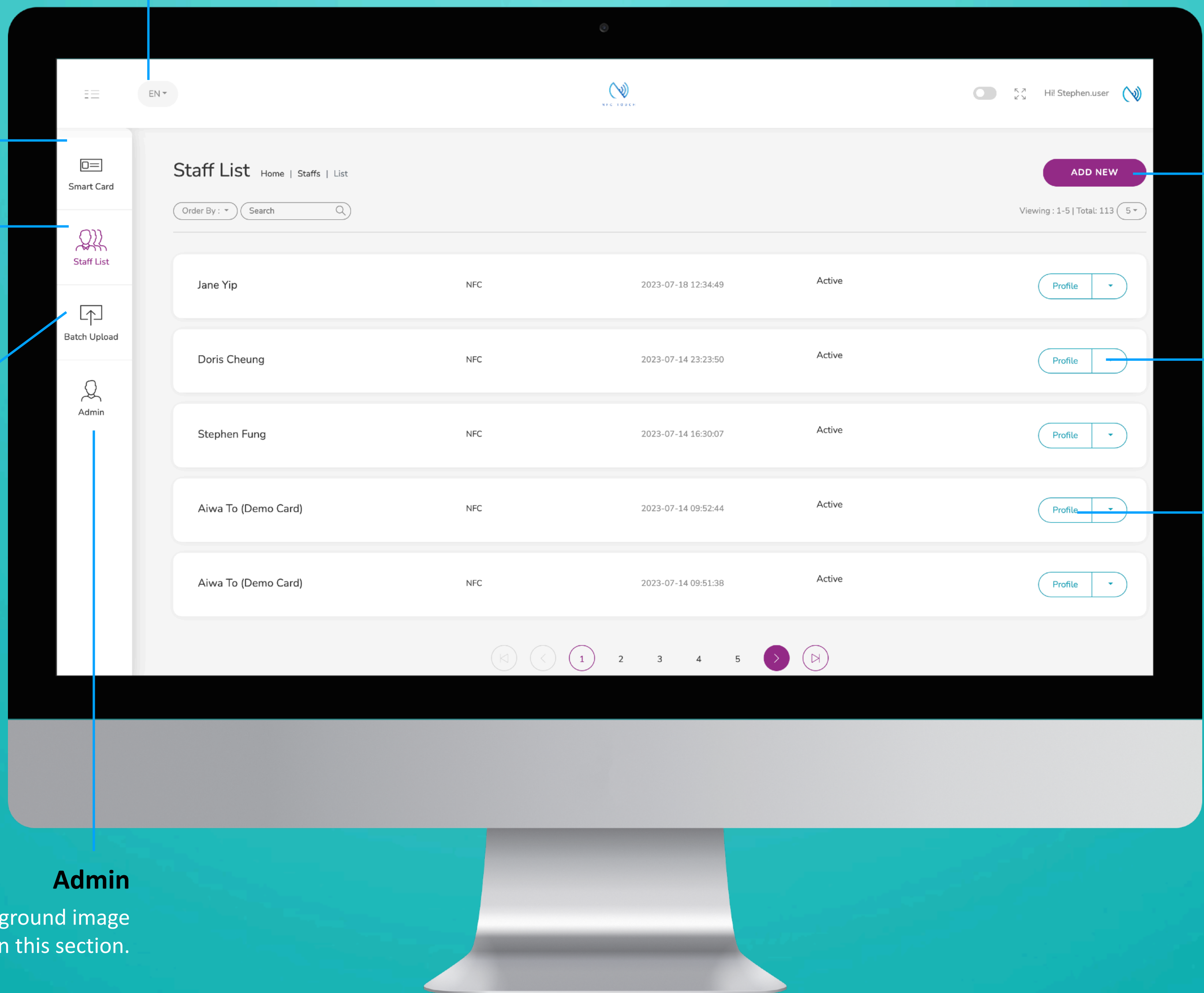
Add New

You can add new staff by clicking the button here.

Choose "Edit" or "Delete"

You can edit staff info or delete staff by clicking the button here.

Profile

You can view staff profile by clicking this button.

EN ▾ · Hi! Stephen.user

Staff List · Home | Staffs | List · ADD NEW

Smart Card · Staff List · Batch Upload · Admin

Order By : ▾ · Search · Viewing : 1-5 | Total: 113 · 5 ▾

Jane Yip	NFC	2023-07-18 12:34:49	Active	Profile ▾
Doris Cheung	NFC	2023-07-14 23:23:50	Active	Profile ▾
Stephen Fung	NFC	2023-07-14 16:30:07	Active	Profile ▾
Aiwa To (Demo Card)	NFC	2023-07-14 09:52:44	Active	Profile ▾
Aiwa To (Demo Card)	NFC	2023-07-14 09:51:38	Active	Profile ▾

1 2 3 4 5

Step
1

Add New Staff

Click on the "Add New" button to add new staff, or alternatively, click on "Edit" button to amend the contact info of existing staff.
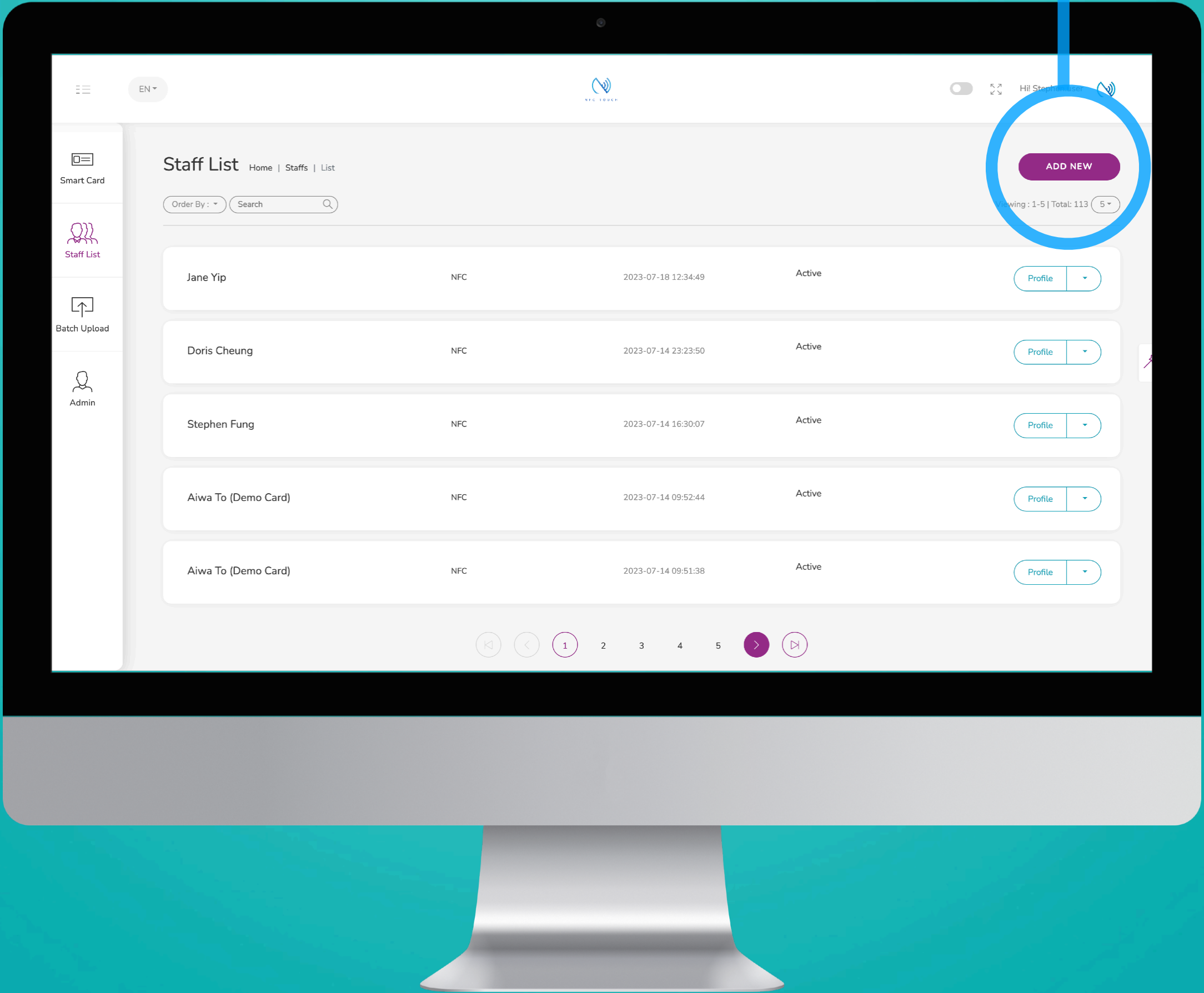
Input Staff Name

Under the field "Full Name", input the person's name.
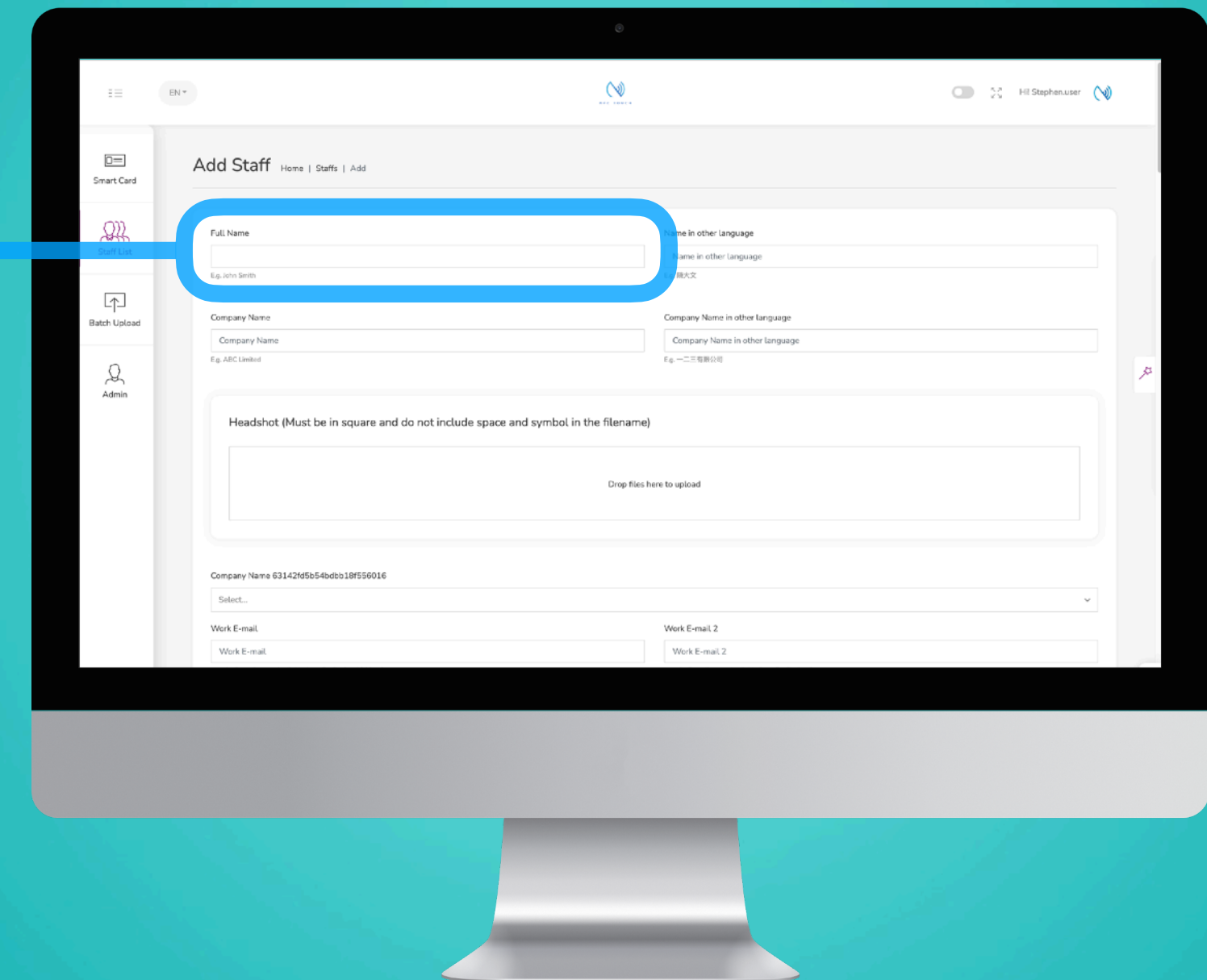
Input Other Name

Under the field "Name in other language", input the person's other name, e.g. Chinese name, Japanese name or else...

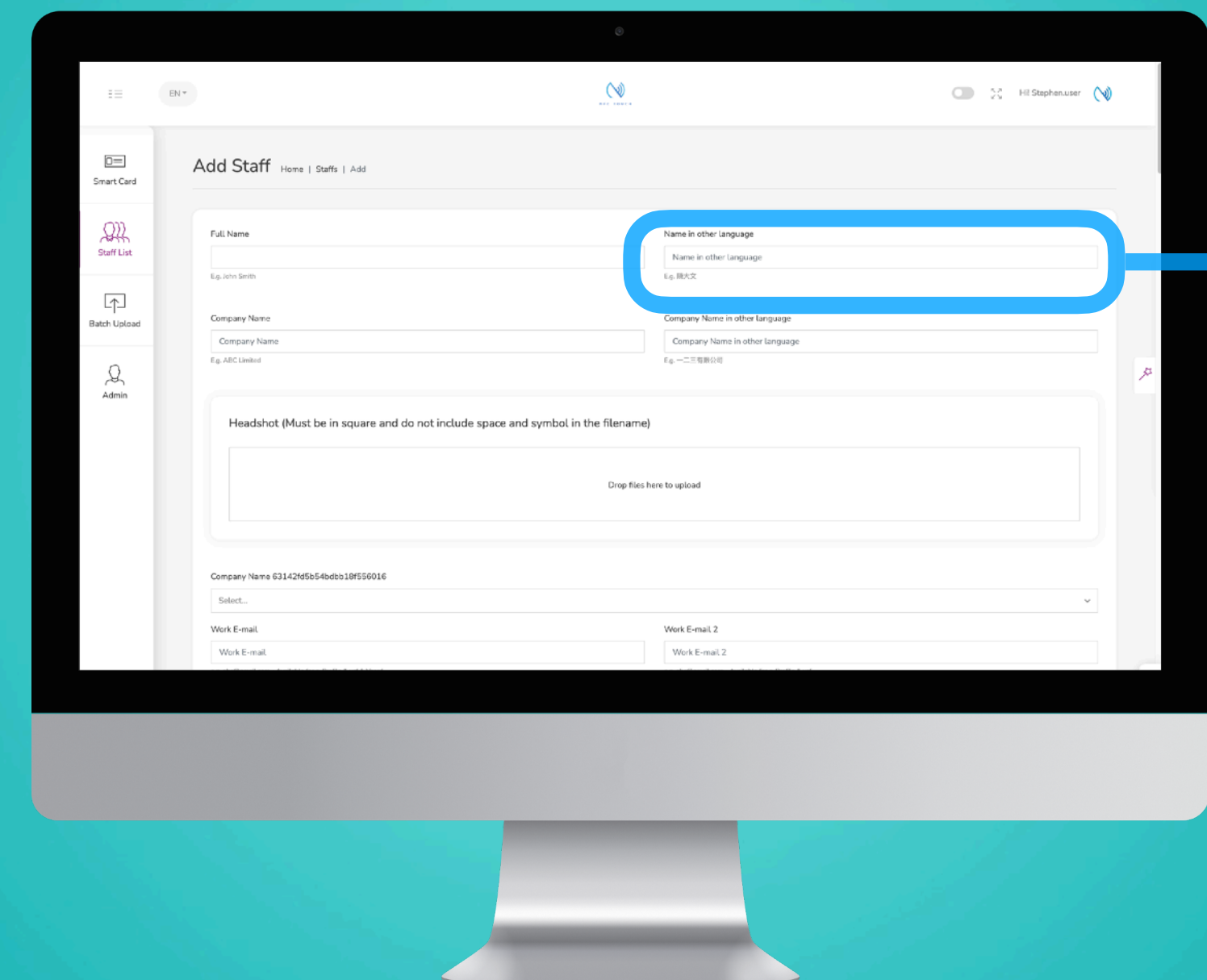If the person has any special title, you can also input them here.

Step 2
Input Name

Step 3
Input Name in another language

Input Company Name

Step 4

Under the field "Company Name", input your company name.

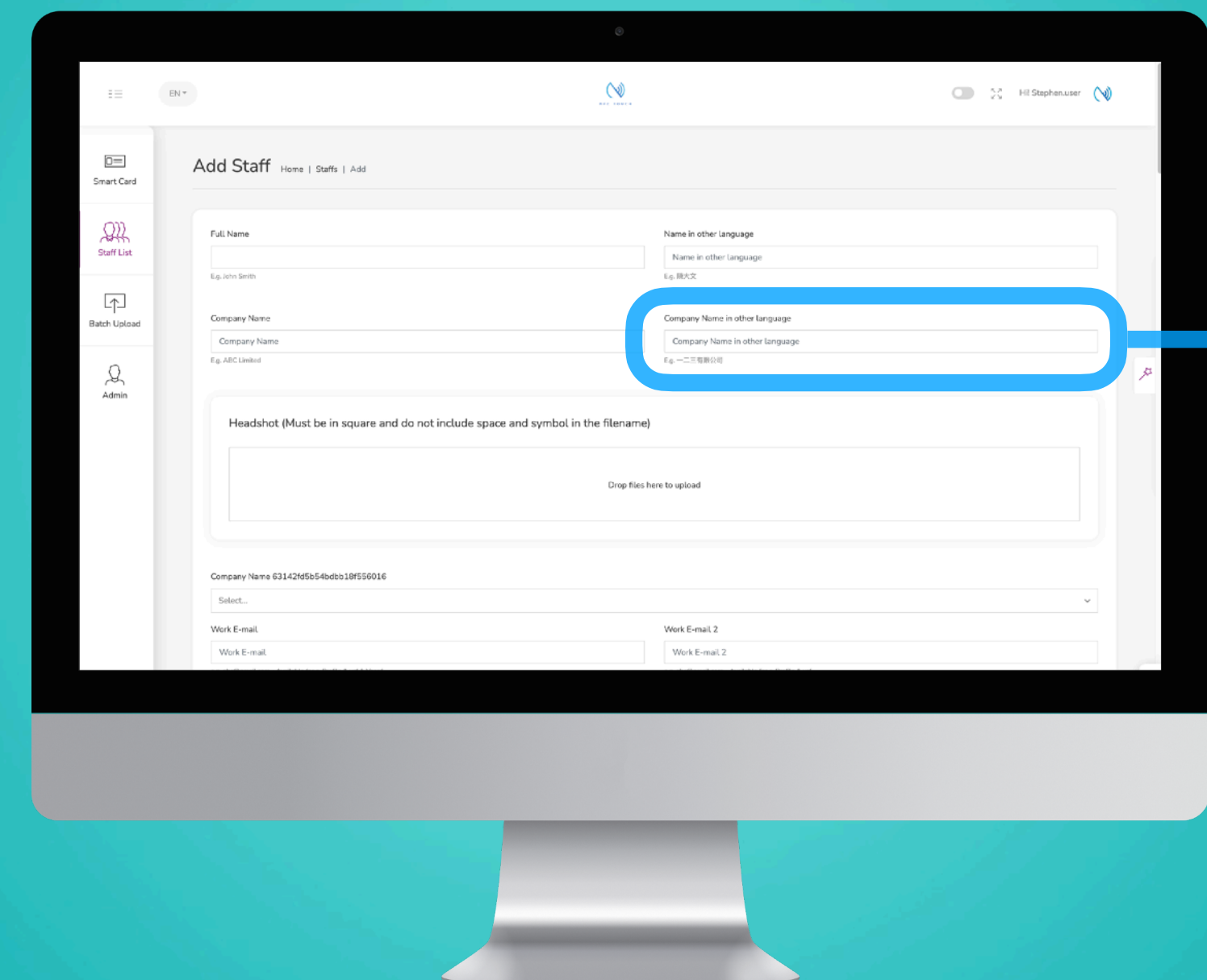# Input Other Company Name

Step 5

Under the field "Company Name in other language", input the company's other name, e.g. Chinese name, Japanese name or else...

Step 4
Input Company Name

Step 5
Input Company Name in another language

Add Headshot

You can drop image files on this box, or click on it to choose image file. Headshot image must be in square and do not include space and symbol in the filename. e.g head_shot.jpg
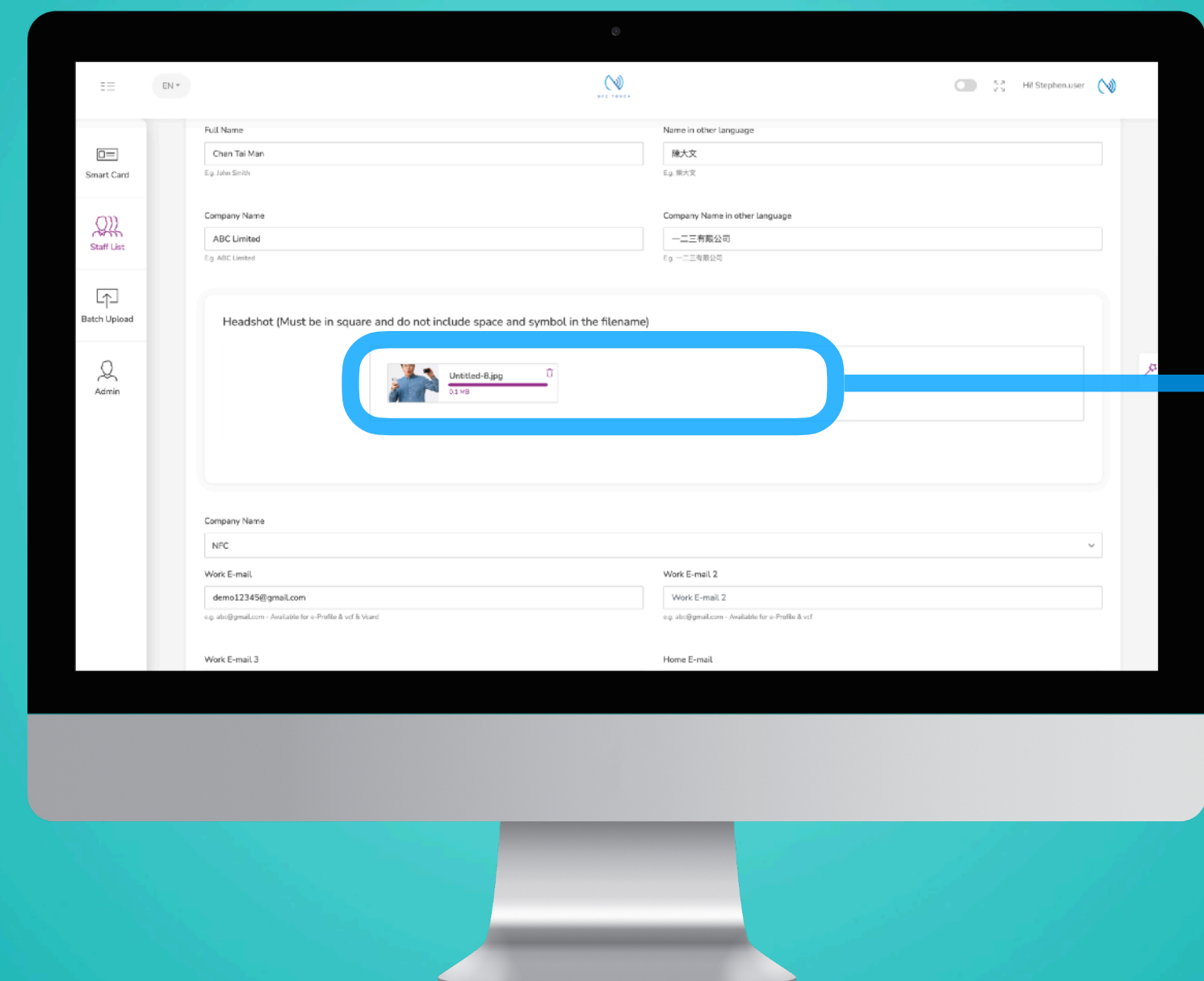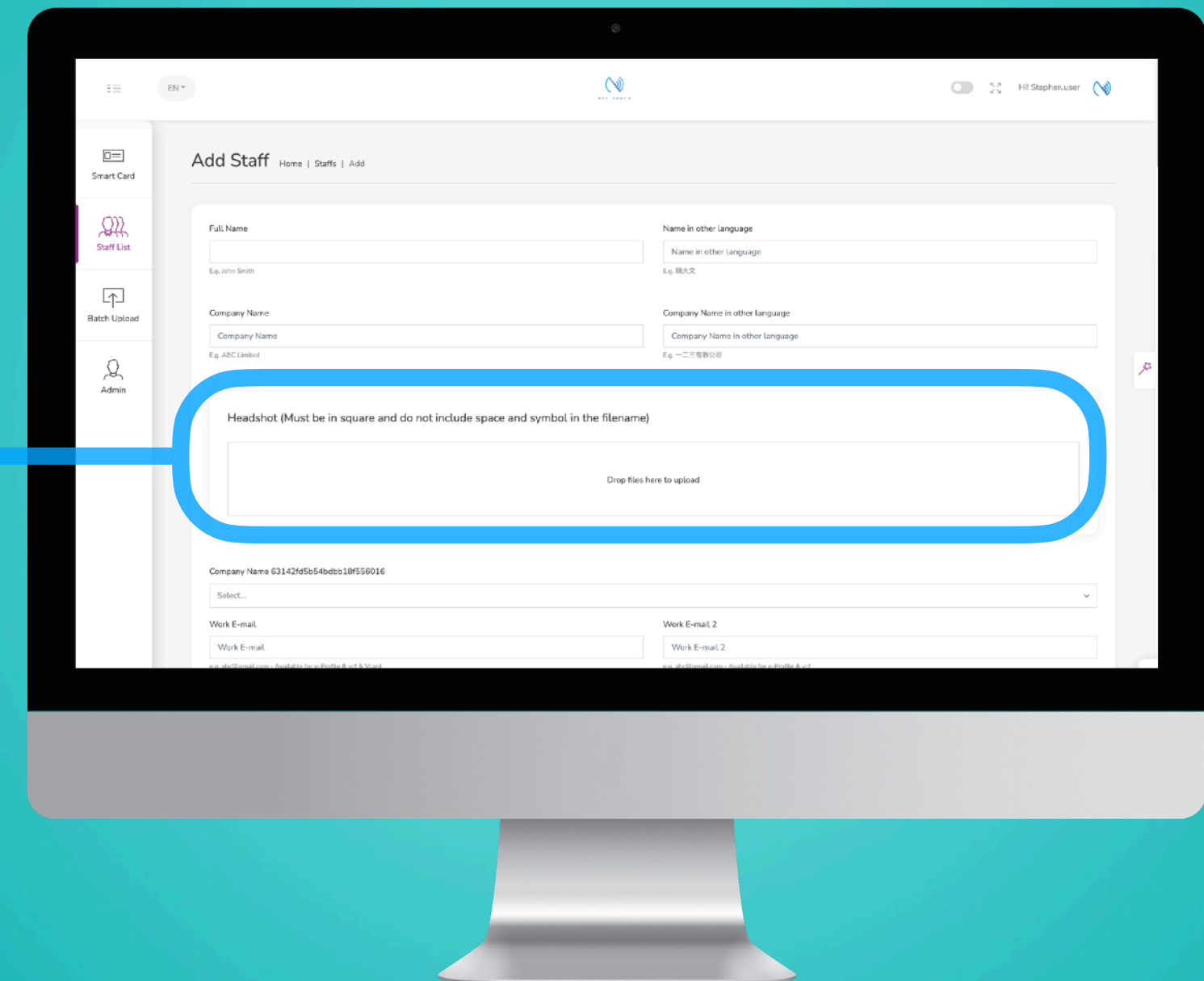
Tips

Image size of the headshot does not need to be big, any image around 100kb is fine. As it will only display at a thumbnail size when it is on the recipient's phone.

Step 6

Add headshot image for staff

Step 7

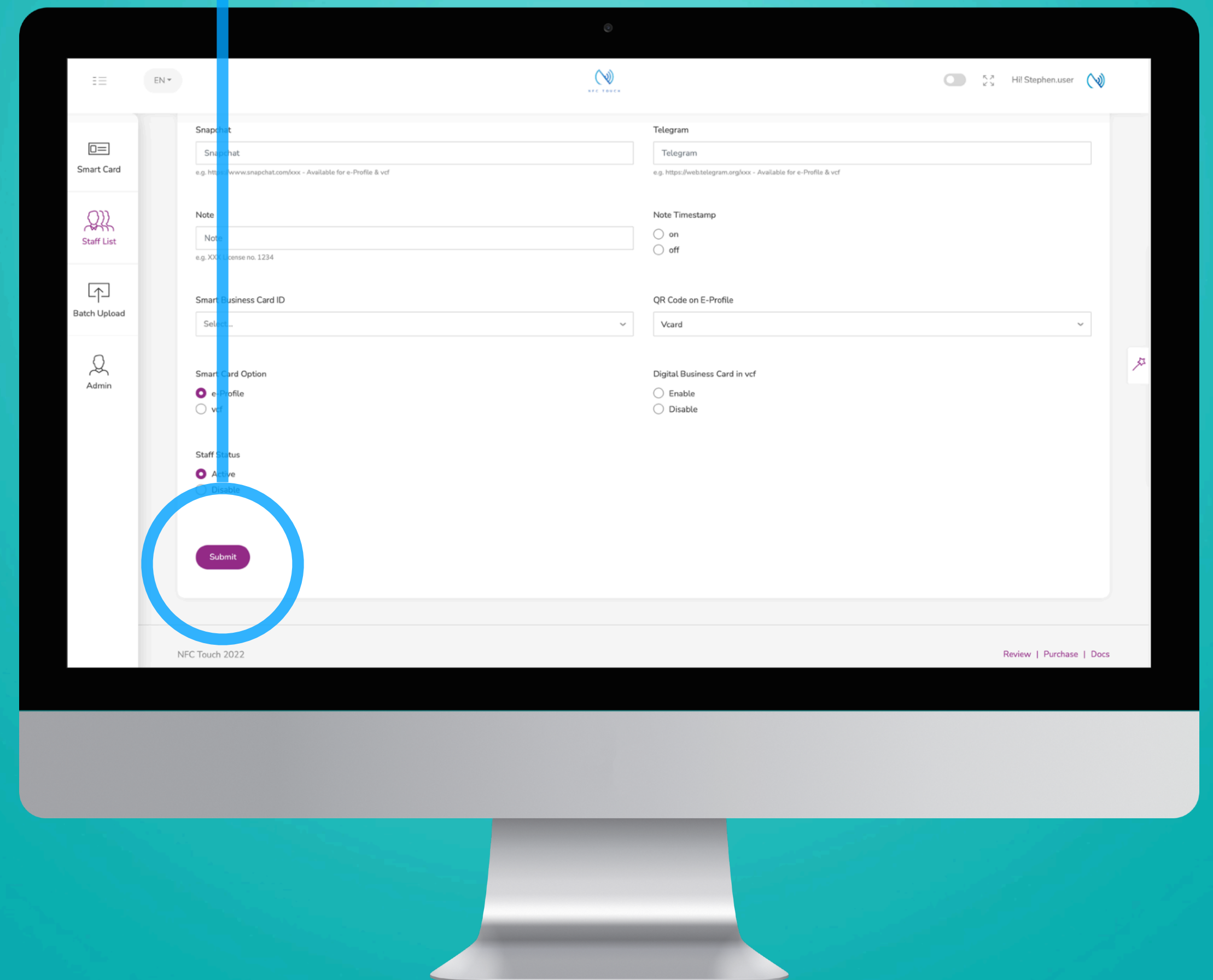**When you see this, you know it has been uploaded**

Final
Step

Save and Exit

When you finish inputting the staff info, scroll to the bottom of the page and to click "Submit"
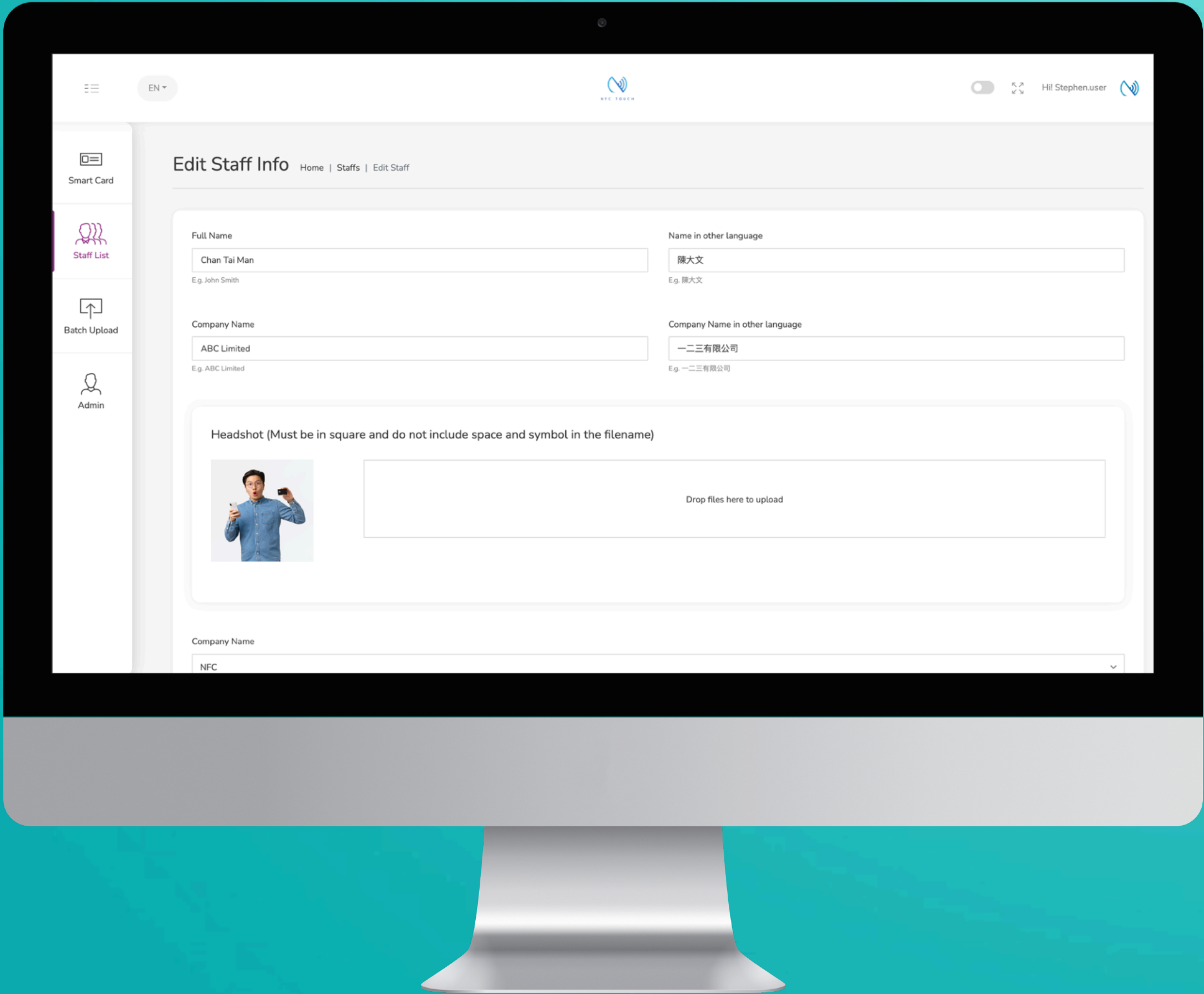
Case Studies

Example:

E-Profile

Chan Tai Man
陳大文

Downloaded Contact

匯入聯絡人

Chan Tai Man 陳大文