

How to disable the smart business card?

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

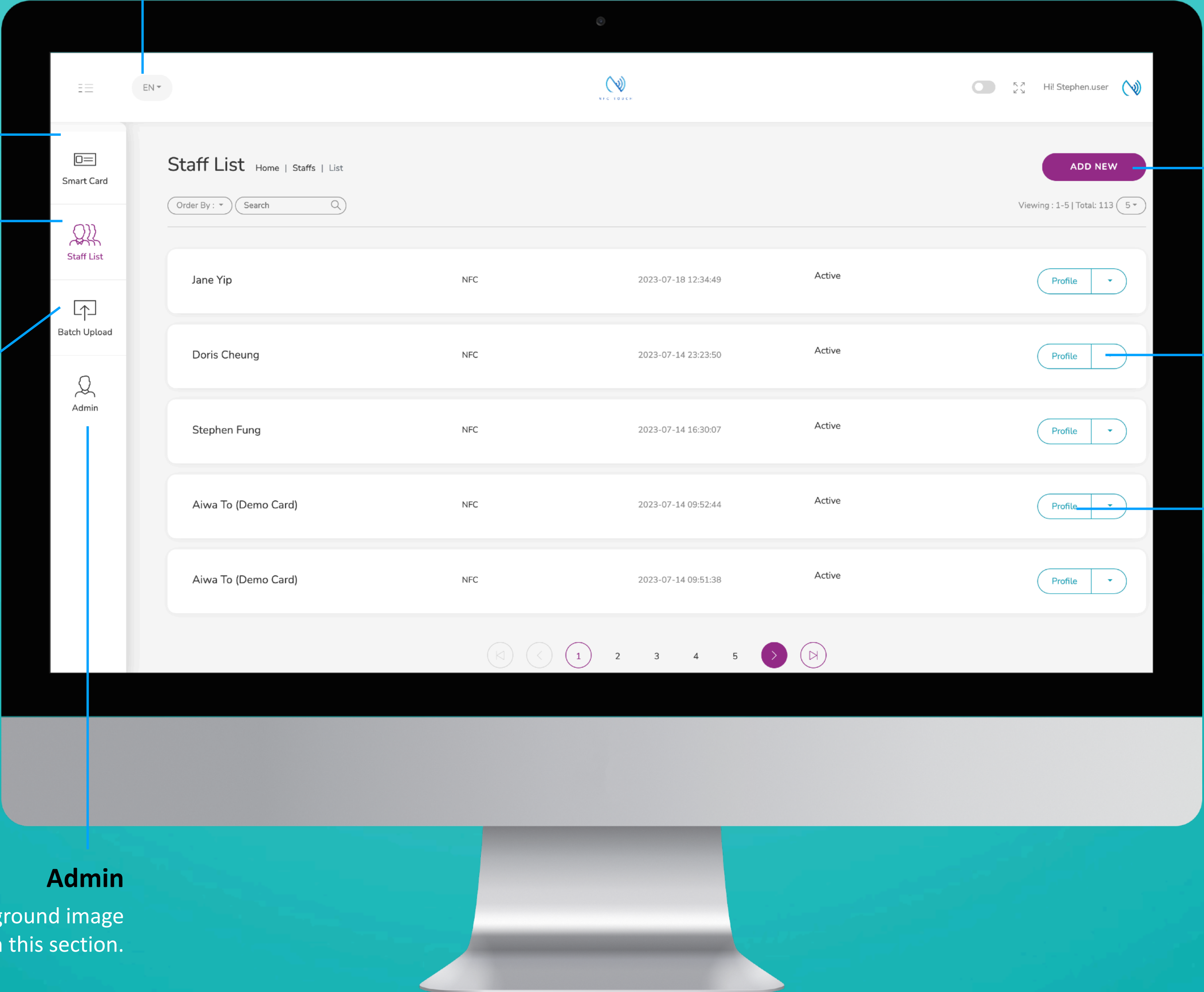
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

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

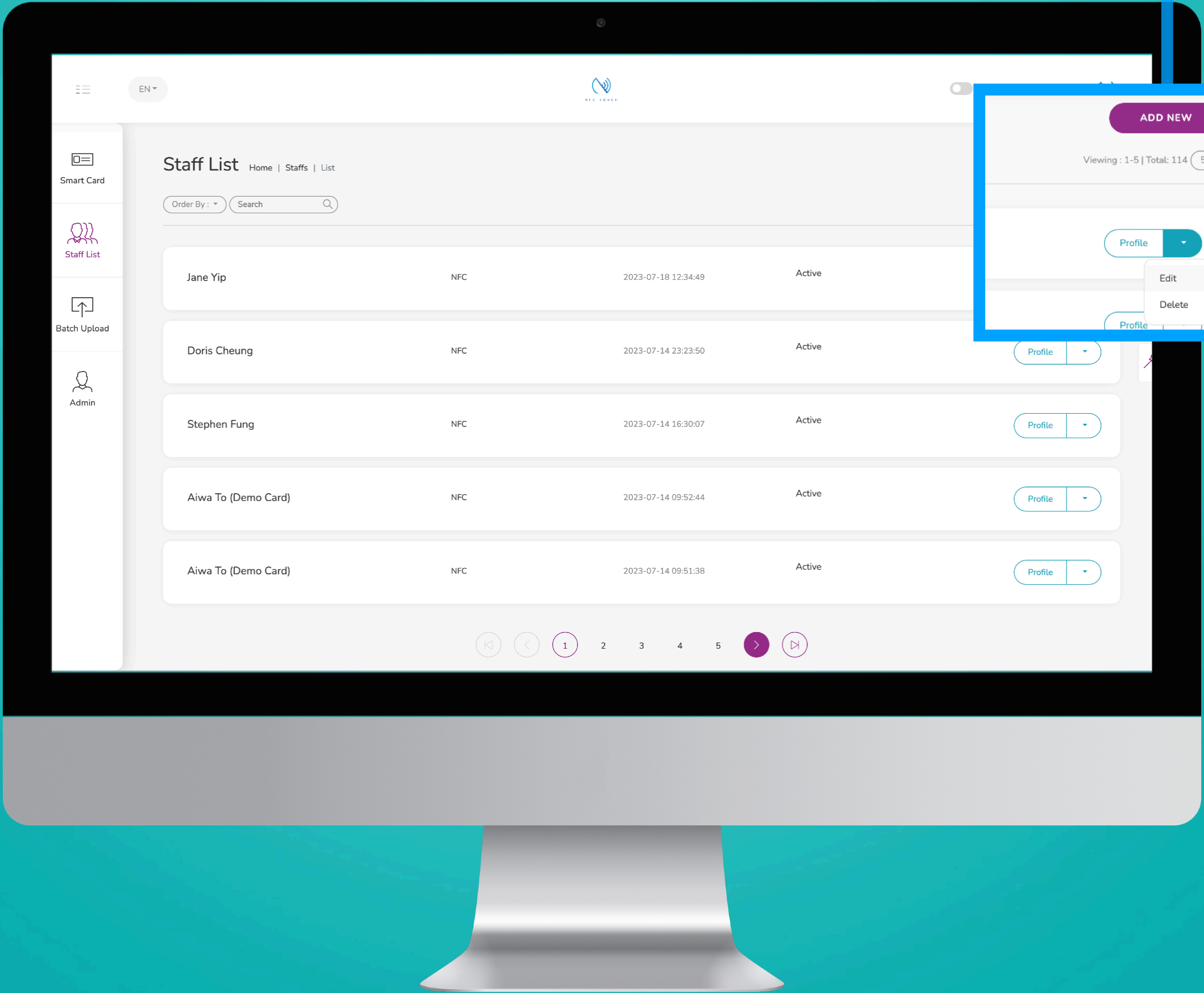
You can view staff profile by clicking this button.

Step
1

Edit or 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.

Step 1
Click Here



Status

Staff Status Option

There are 2 options with staff status, it can either be 1) Function Normally [Active] or 2) Profile not function [disable].

When staff has temporary lost their card or staff has left the company, you can disable the staff profile.

Save

Save and Exit

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



Step 2

Choose Active or Disable



Final Step

Case Studies

When active,
you should be
able to
download
contact or go to
e-profile page



Active



Disable

When disabled,
a blank screen
would appear

