How to Customise your e-Profile page?

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
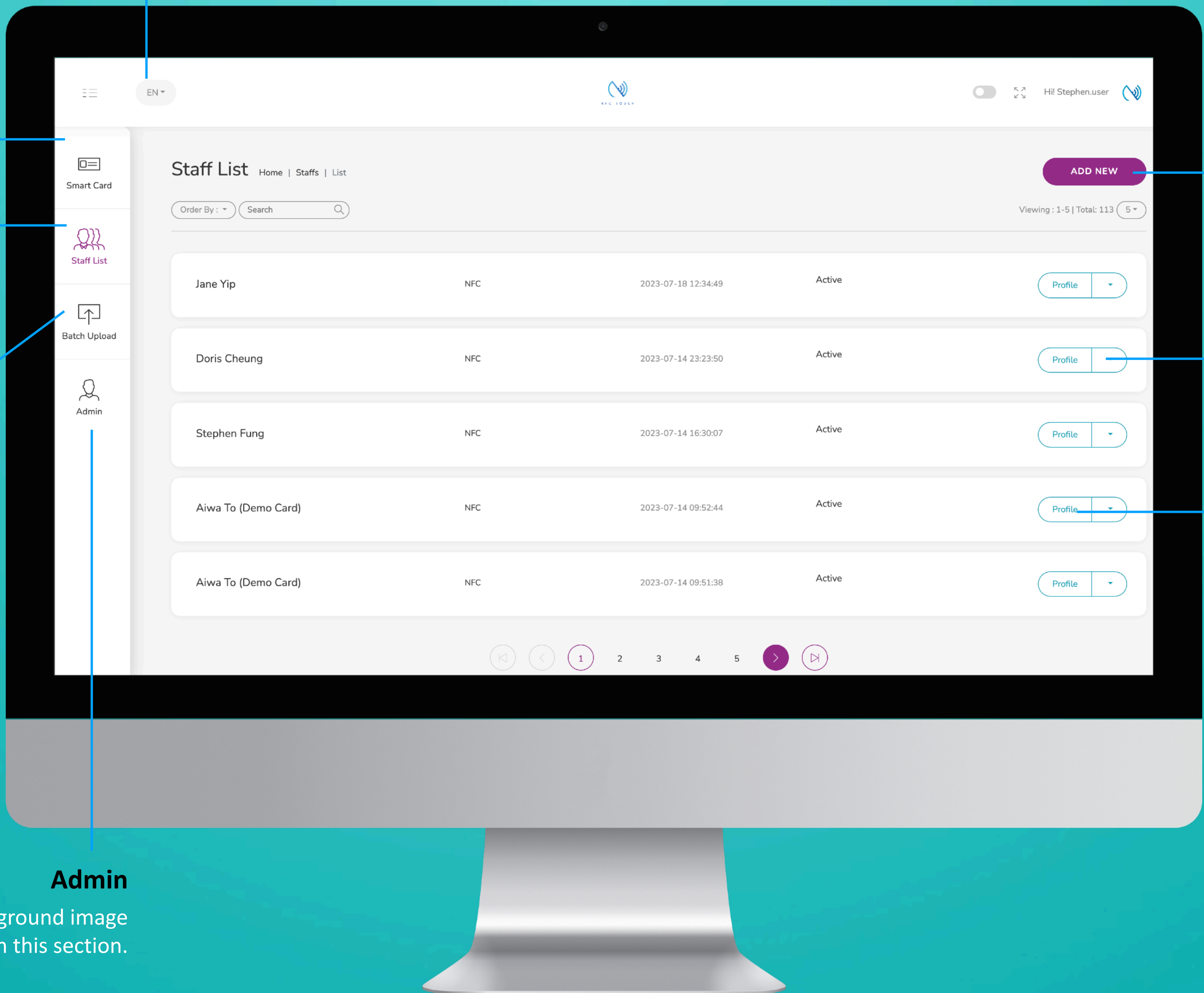
Staff List

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.
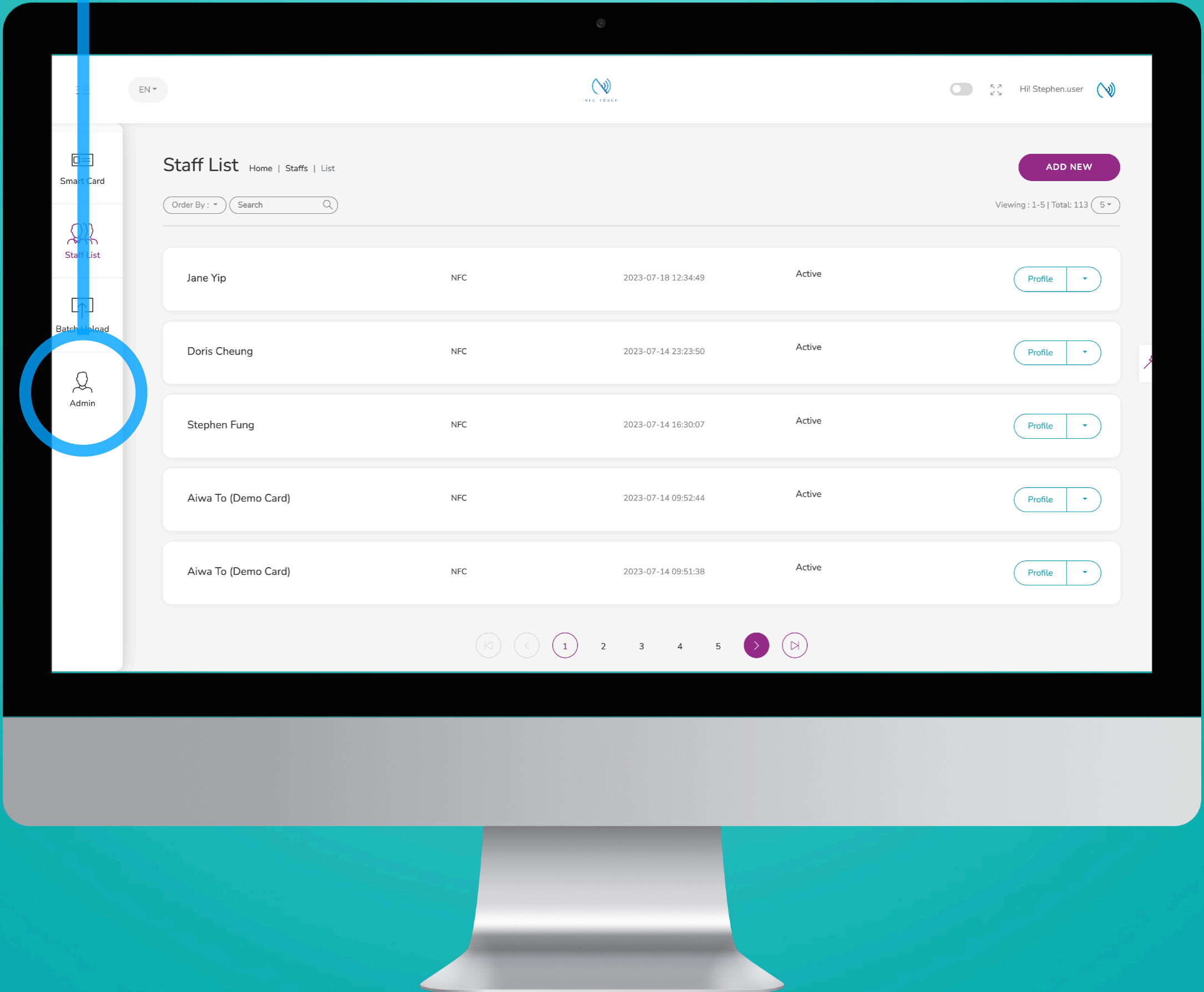
Profile

You can view staff profile by clicking this button.

EN ▾   Hi! Stephen.user

Staff List   Home | Staffs | List   ADD NEW

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 ▾

Smart Card

Staff List

Batch Upload

Admin

1 2 3 4 5
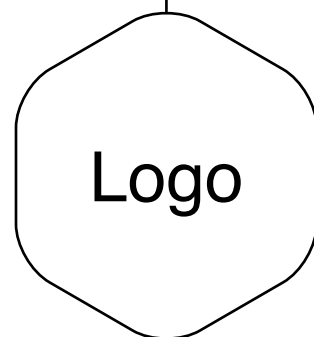
Go to Admin

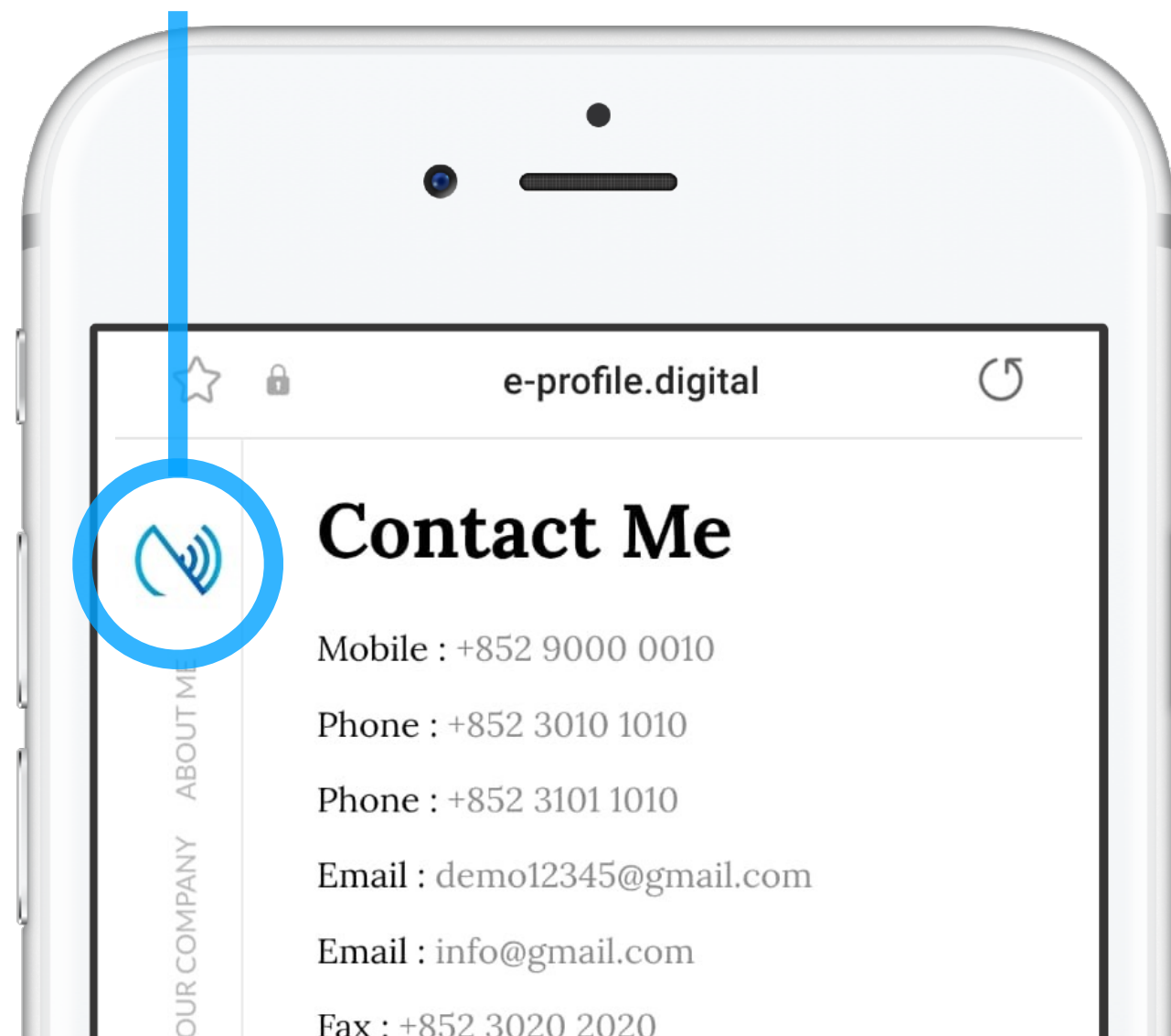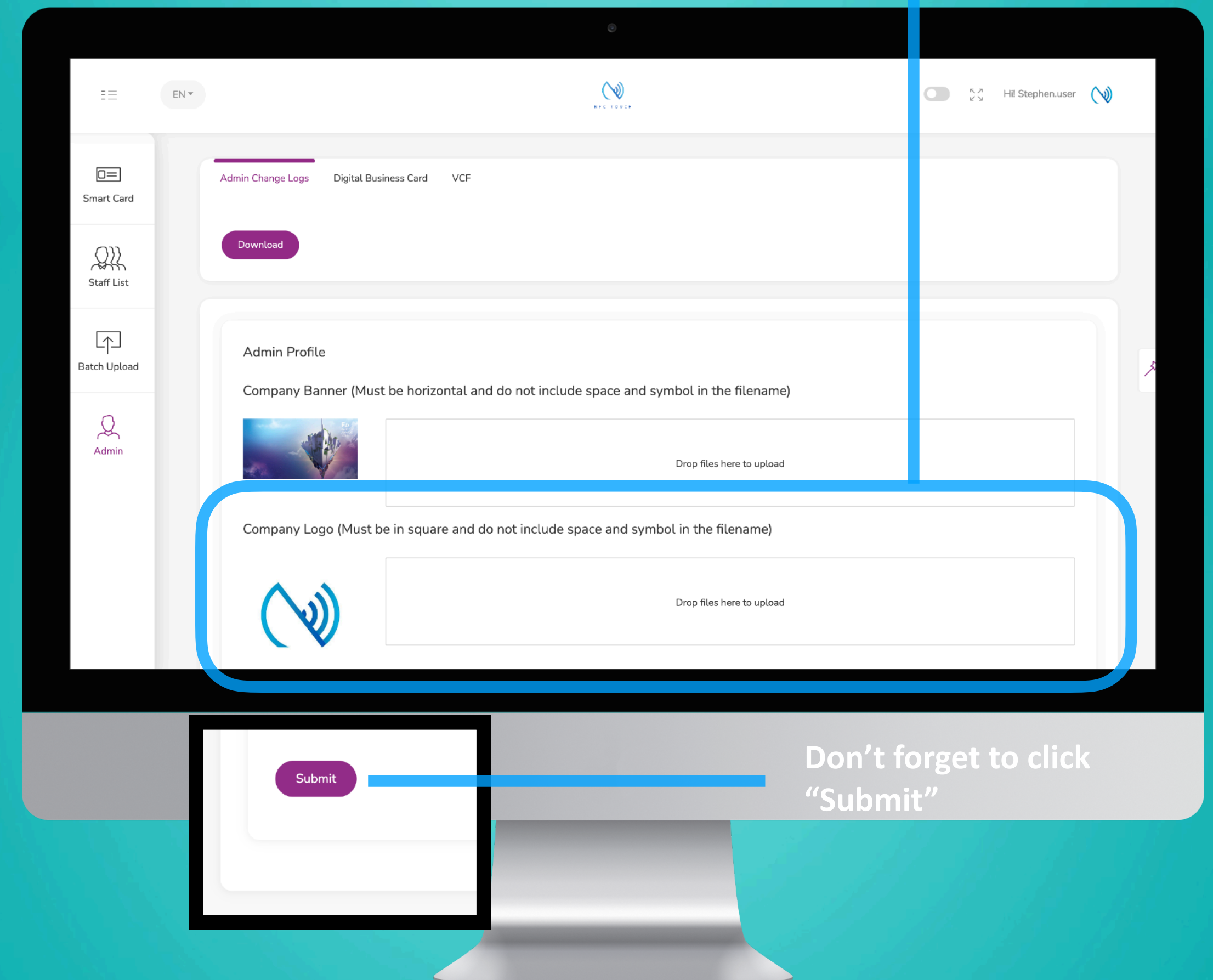Click on the "Admin" tab if you want to edit the login setting.

Company Logo

Your e-Profile will have your logo appear on the top left of the page, therefore it is important that you include your company logo in here. Please note, logo must be in square and do not include space and symbol in the filename. e.g. logo.jpg

Logo

Display here

e-profile.digital

Contact Me

Mobile : +852 9000 0010

Phone : +852 3010 1010

Phone : +852 3101 1010

Email : demo12345@gmail.com

Email : info@gmail.com

Fax : +852 3020 2020

Import Image or drag image to here

Admin Change Logs   Digital Business Card   VCF

Download

Admin Profile

Company Banner (Must be horizontal and do not include space and symbol in the filename)

Drop files here to upload

Company Logo (Must be in square and do not include space and symbol in the filename)

Drop files here to upload

Submit

Don't forget to click "Submit"

Background Image
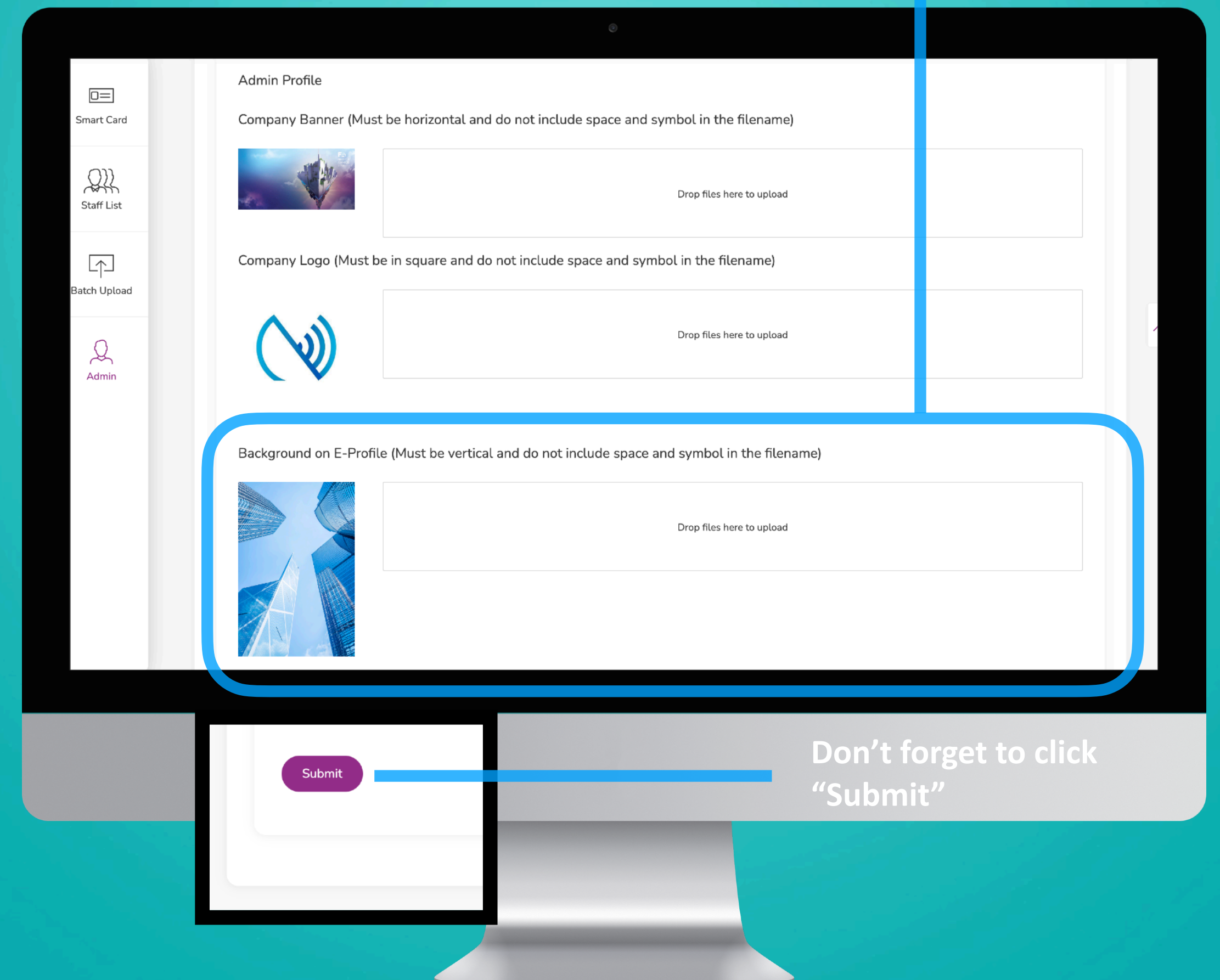
Image

Your e-Profile will have a background image when it is view in landscape. Therefore, it is important you choose an image that can represent your brand.

Background

Display here

Import Image or drag image to here

Admin Profile

Company Banner (Must be horizontal and do not include space and symbol in the filename)

Drop files here to upload

Company Logo (Must be in square and do not include space and symbol in the filename)

Drop files here to upload

Background on E-Profile (Must be vertical and do not include space and symbol in the filename)

Drop files here to upload

Smart Card

Staff List

Batch Upload

Admin

Submit

Don't forget to click "Submit"

Chan Tai Man
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ales Manager 銷售經理

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