What tools you have to better understand your usage?

Tutorial Guide

Main Page Navigator

Change Language

Smart Card

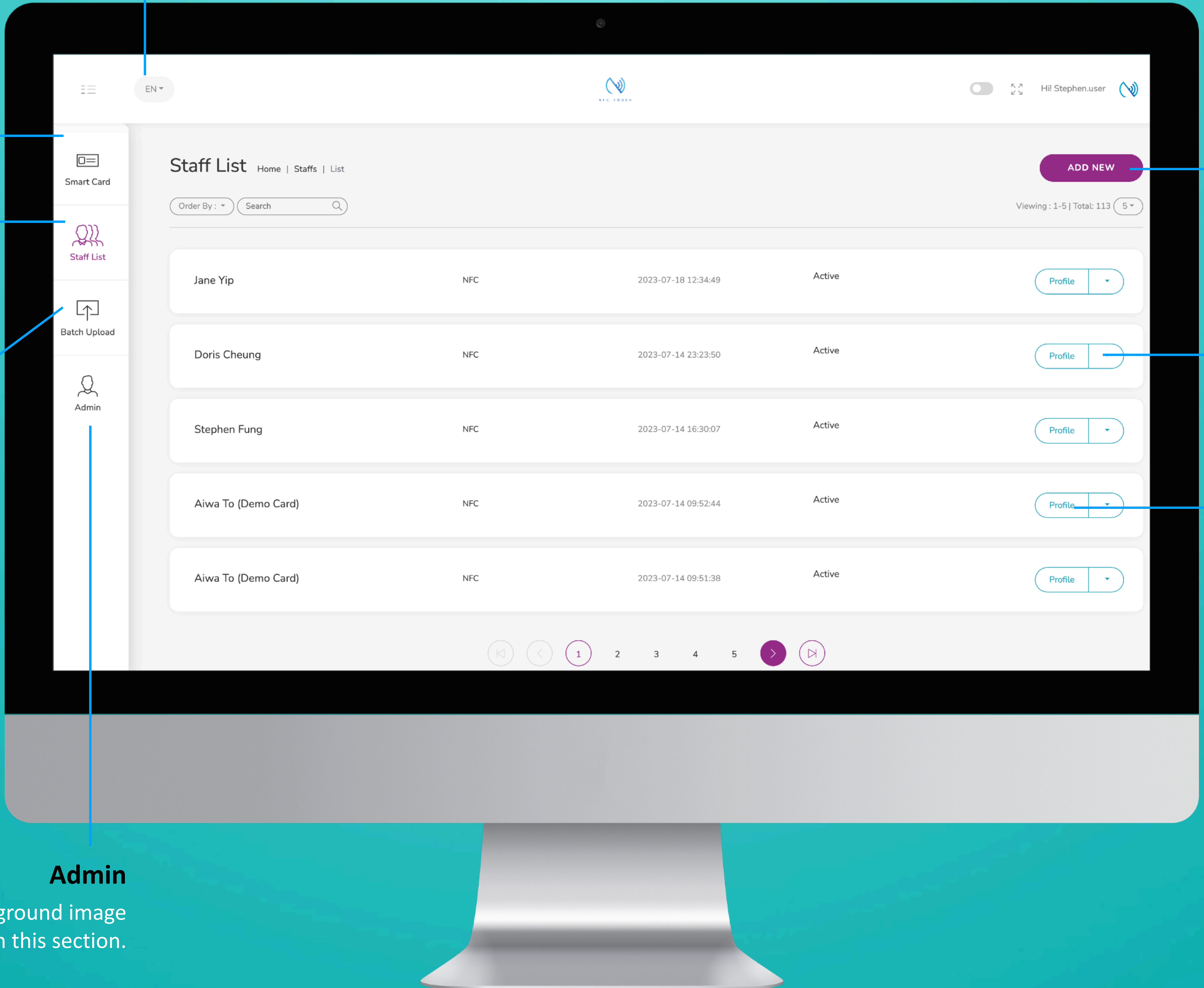
You cannot actually change anything on this tab, you are only able to view the UID of the smart card allocated to you

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.

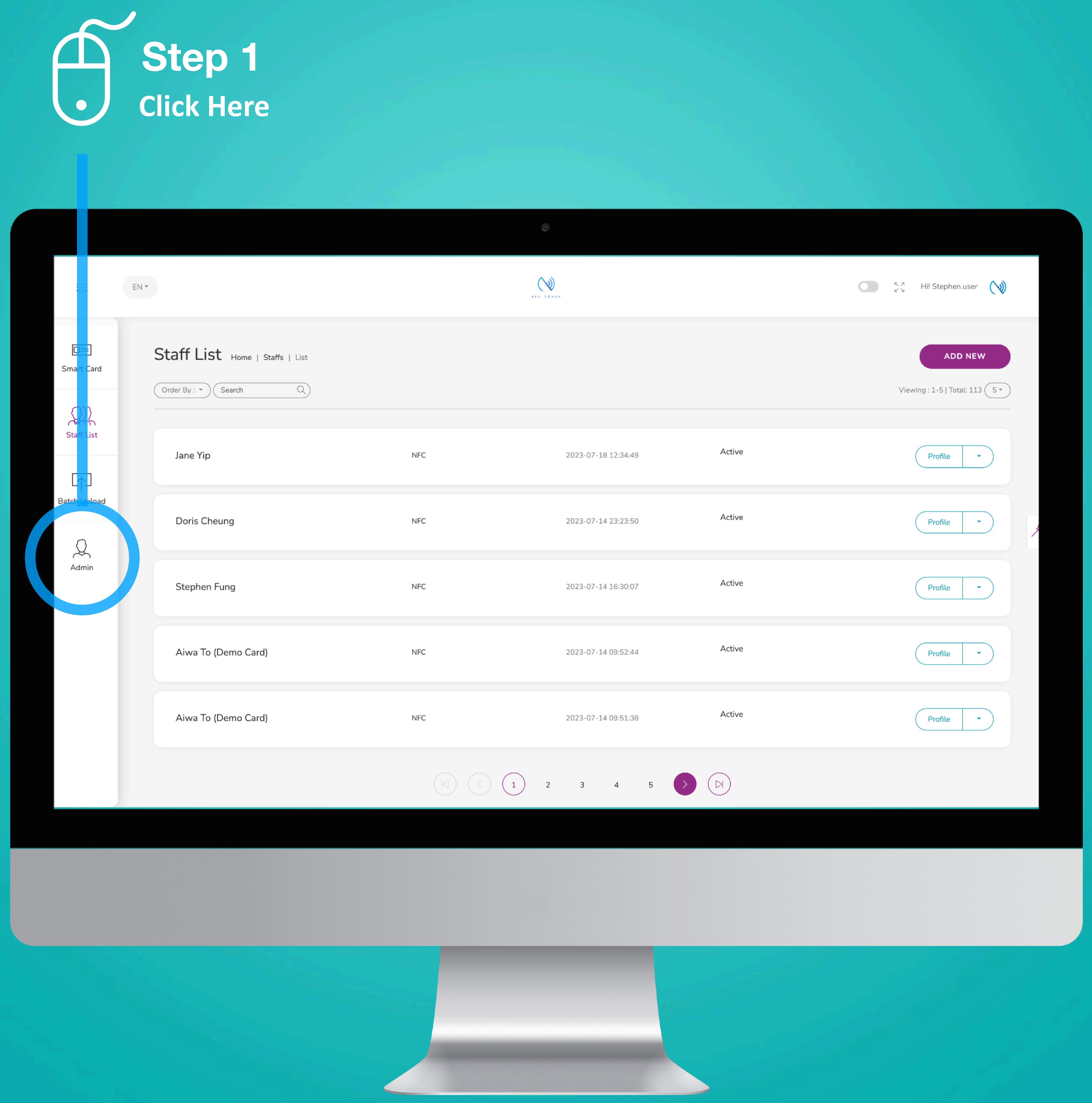
Profile

You can view staff profile by clicking this button.

Step
1

Go to Admin

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



Excel

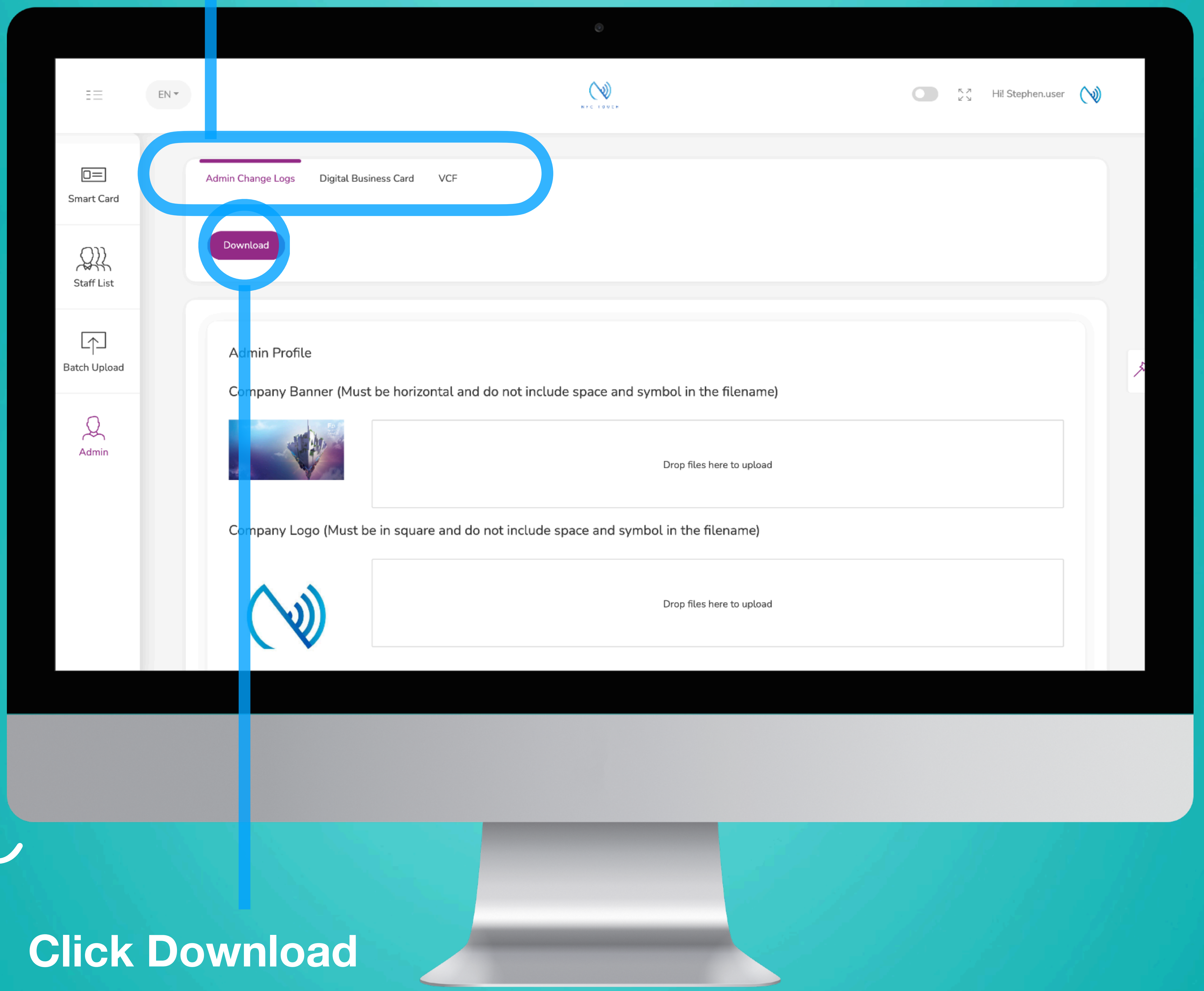
Download Report

There are 3 type of report available.

1. **Admin Change Logs:** This excel sheet summaries all the changes made to your staff. The excel would include the detail on its field and the date and time and the admin account performed the update.
2. **Digital Business Card**: This excel sheet summaries the count on the e-profile URL link, therefore you can keep track of how many times the digital business card has been browsed for your organisation.
3. **VCF**: This excel sheet summaries the count on the vcf URL link, therefore you can keep track of how many times your contacts has been saved for your organisation.

Step 2

3 option to choose from

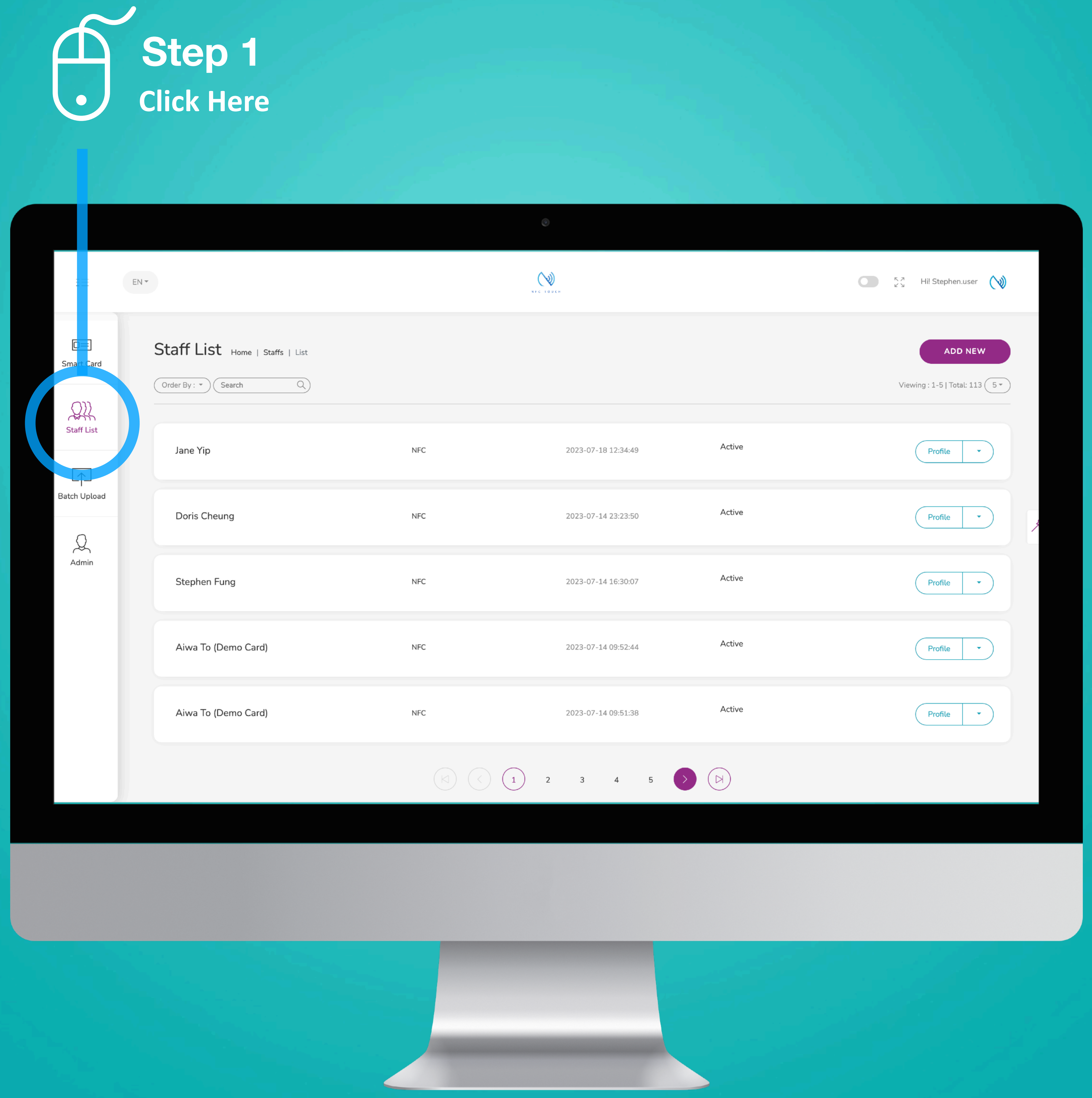


Click Download

Step
1

View Stats at a staff level

Click on the “Staff List” tab if you are not already on the Staff List page.



Step 2

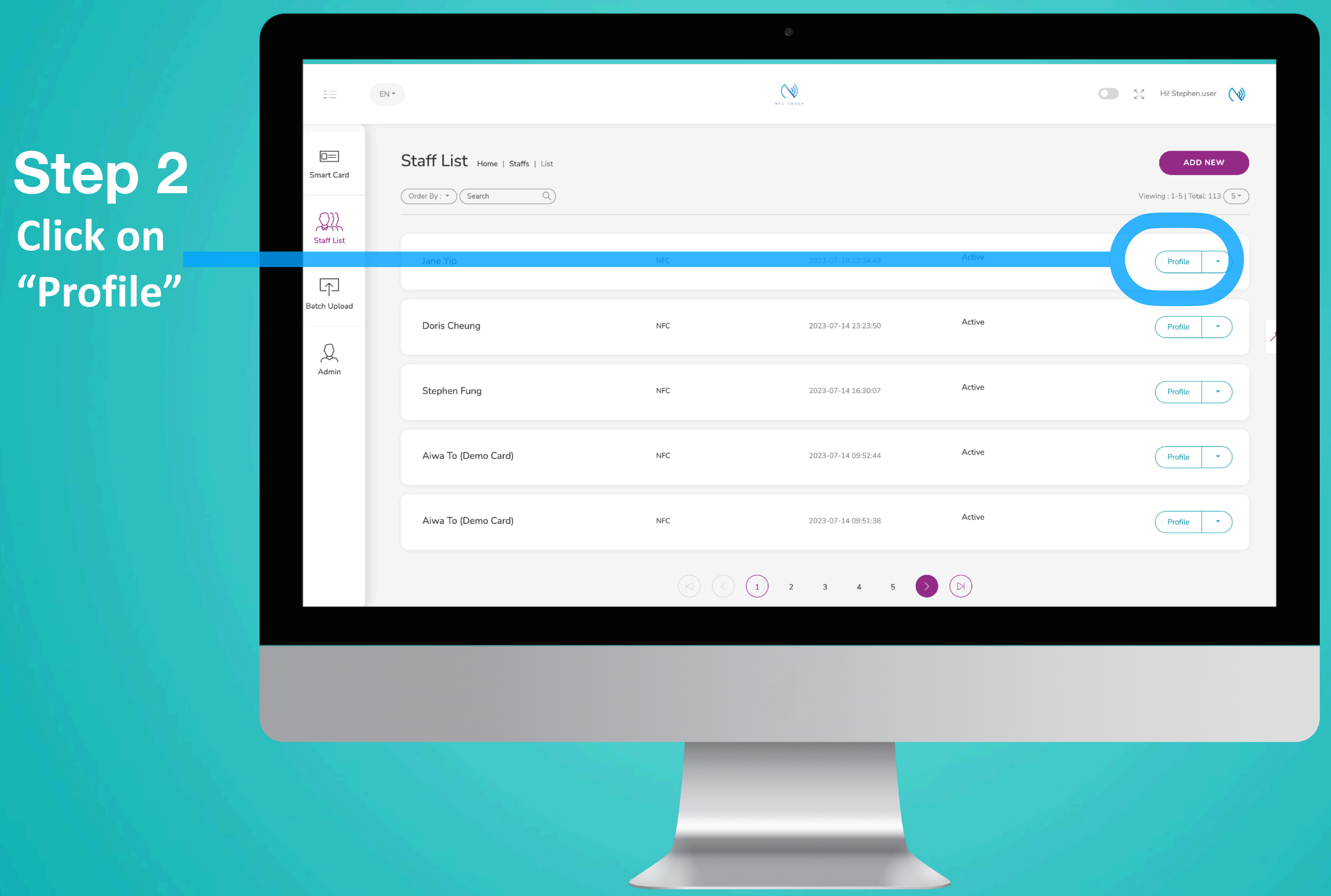
View Staff Profile

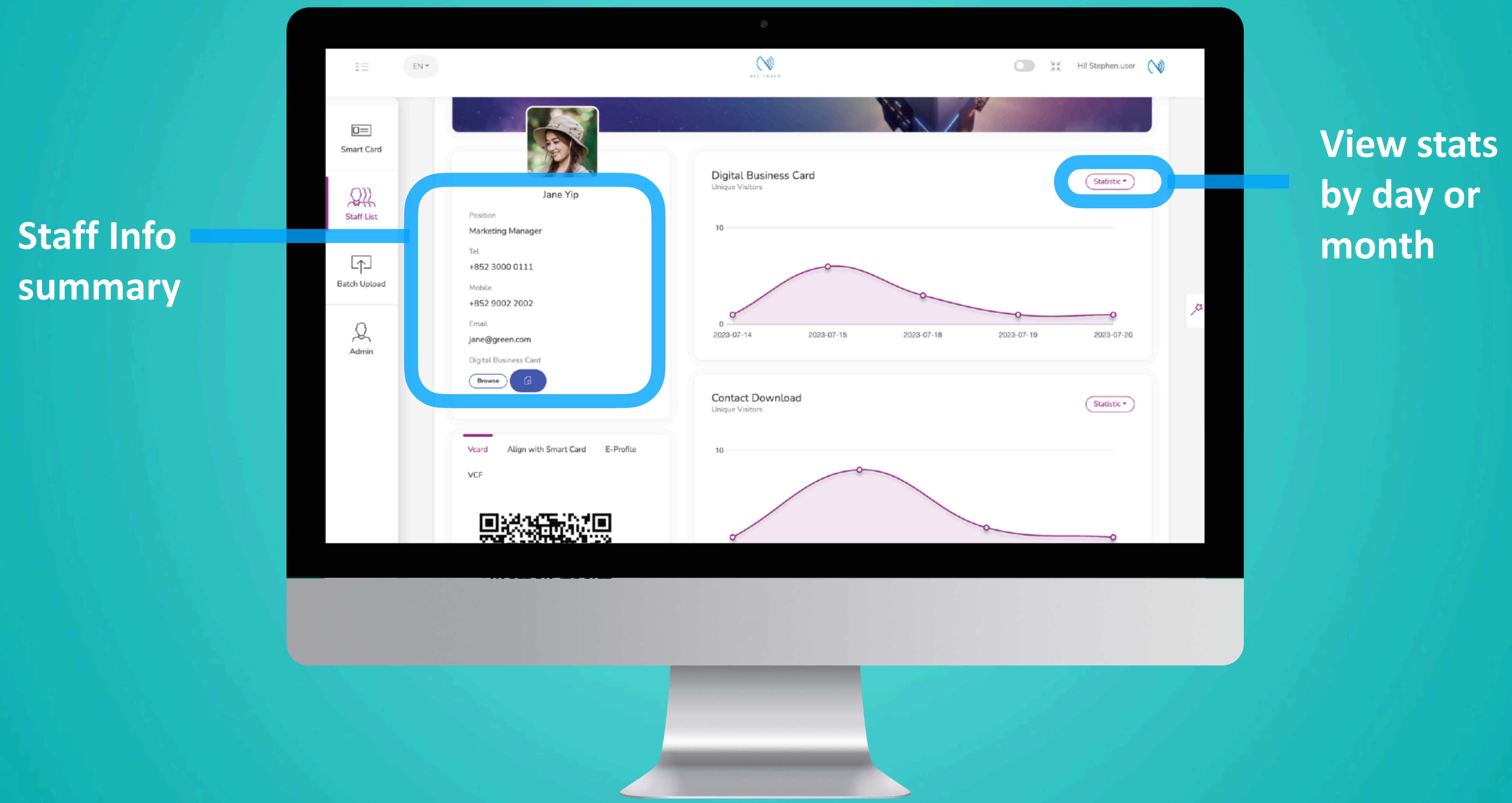
This page enable you to view staff info and provision of staff-centric measurement. Understand how your staff interact with your client throughout their entire lifecycle.

Step 3

View Staff

On the left hand side, there is a quick summary on the staff, please note this does not include all info about the staff, for detail, you need to click on “Edit Profile” on the top right of the page. Staff-centric measurement can be view by days or months.

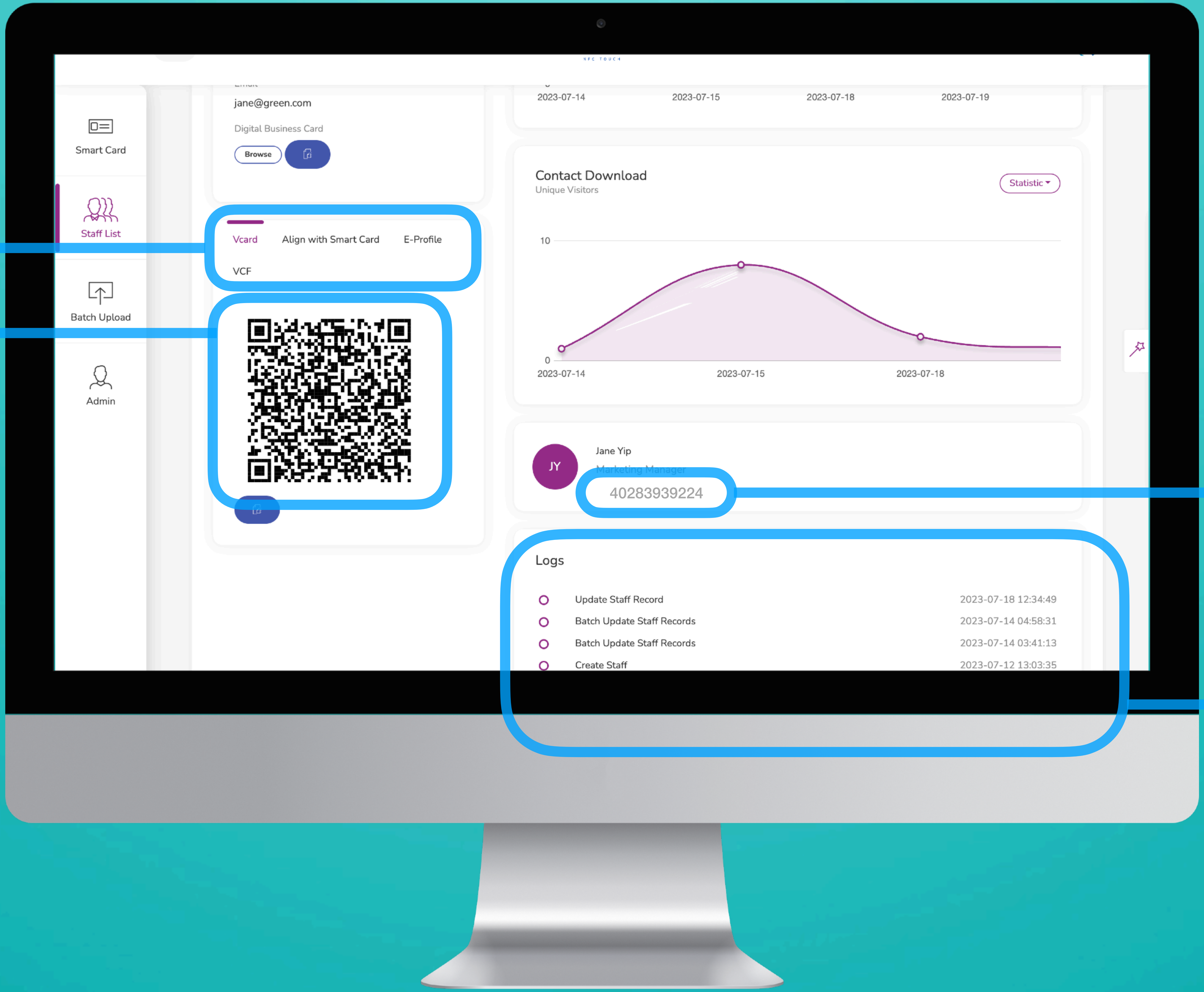




Staff Profile Page

4 QR Code Option

QR Code available in svg format



Smart ID number will display here, if any

Change log on a staff level