

How to add basic contact info?

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

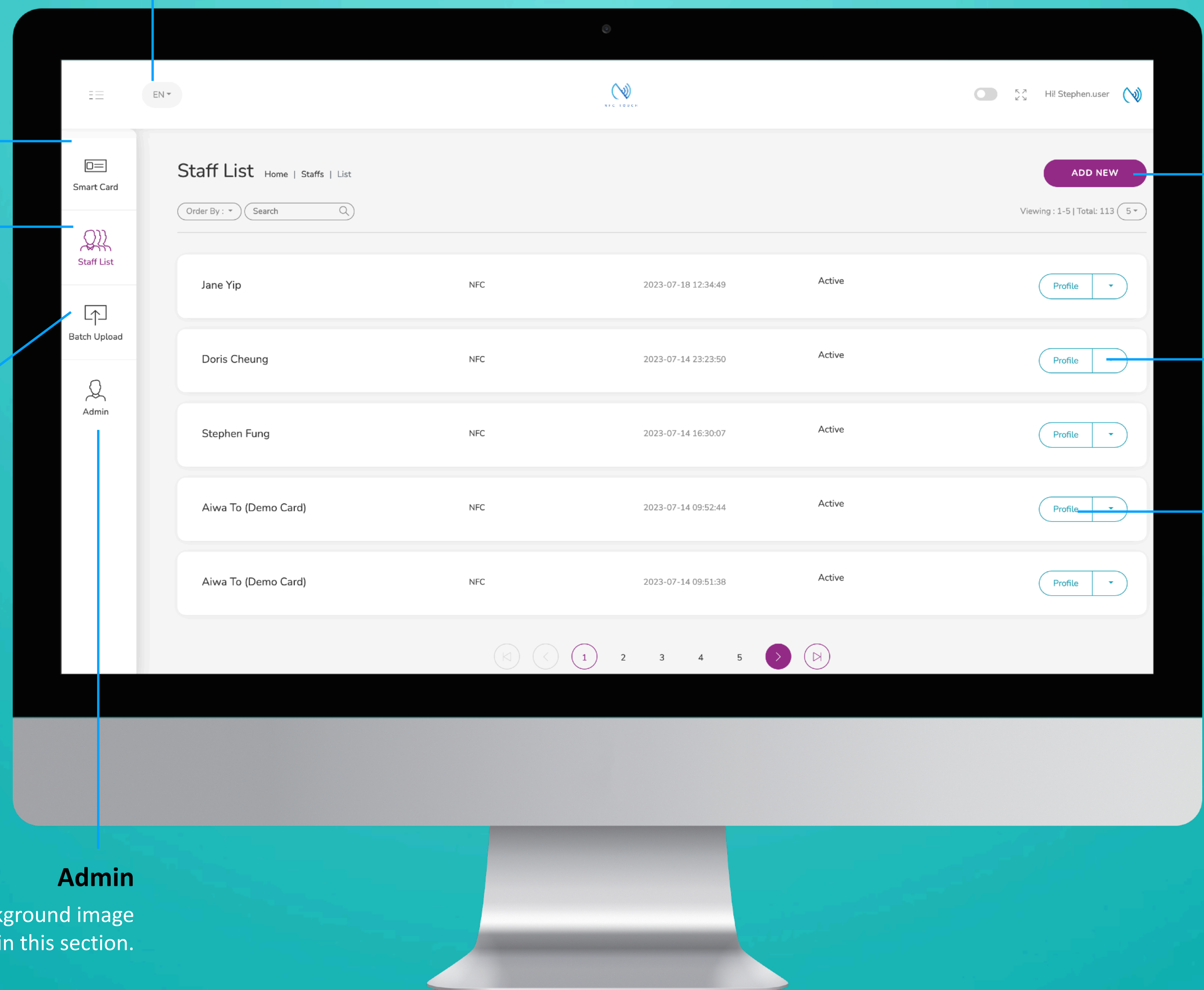
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

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

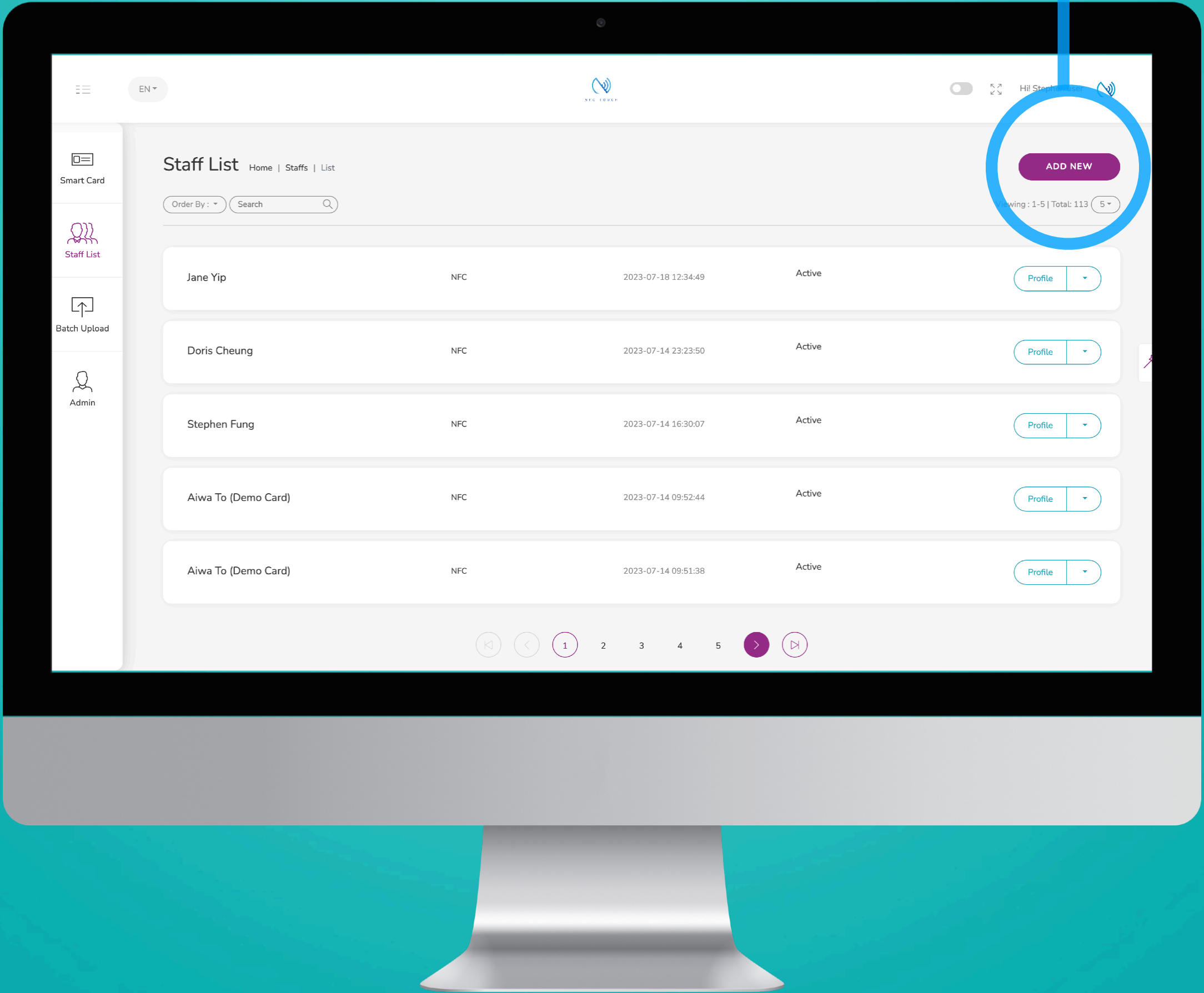
You can view staff profile by clicking this button.

Step
1

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



Step 2

Input Staff Email

This work email field is what we use as a unique identity for each profile for batch upload, therefore this field must be filled with a unique email if you need to make batch changes.

Step 3

Enter more email

If you have more emails address you would like to add, there is a total of 5 slots for emails.

Step 2 Input Email

The screenshot shows a web application interface for staff management. On the left is a sidebar with icons for 'Smart Card', 'Staff List', 'Batch Upload', and 'Admin'. The main area contains a form with various input fields. A blue box highlights the 'Work E-mail' field, which contains the text 'demo12345@gmail.com'. Below this field are several other fields including 'Work E-mail 2', 'Work E-mail 3', 'Home E-mail', 'Other E-mail', 'Position', 'Work Tel-1', 'Work Tel-2', 'Work Tel-3', 'Work Tel-4', 'Mobile-1', and 'Mobile-2'. Each field has a small example text below it, such as 'e.g. abc@gmail.com - Available for e-Profile & vnf'.

Step 3 Input more email if you need

This screenshot is identical to the one above, showing the same staff profile form. The 'Work E-mail' field is highlighted with a blue box, and the text 'demo12345@gmail.com' is visible. The form includes various other fields for contact information, each with a small example text below it.

Step 4

Input Job Title

If you would like to include your job bilingual, you can simply it here. e.g. Sales Manager 銷售經理

Step 5

Input your Tel No.

You can include all your work tel numbers here, if you have office aboard as well, feel free to include them here. Just remember to include the area code, e.g. +852 3011 1101

Step 4 Input Job Title

The screenshot shows a user profile form with a sidebar on the left containing icons for 'Smart Card', 'Staff List', 'Batch Upload', and 'Admin'. The main form area is divided into two columns. The left column contains fields for 'Work E-mail', 'Work E-mail 2', 'Work E-mail 3', 'Other E-mail', 'Work Tel-1', 'Work Tel-3', and 'Mobile-1'. The right column contains fields for 'Work E-mail 2', 'Home E-mail', 'Position', 'Work Tel-2', 'Work Tel-4', and 'Mobile-2'. The 'Position' field is highlighted with a blue box, and a blue line points from the 'Step 4' label to it. The form also includes a language selector (EN) and a user name (H1 Stephen user) in the top right corner.

Step 5 Input Work Tel

The screenshot shows the same user profile form as above. The 'Work Tel-1' field in the left column is highlighted with a blue box, and a blue line points from the 'Step 5' label to it. The form also includes a language selector (EN) and a user name (H1 Stephen user) in the top right corner.

Step 6

Input Mobile Number

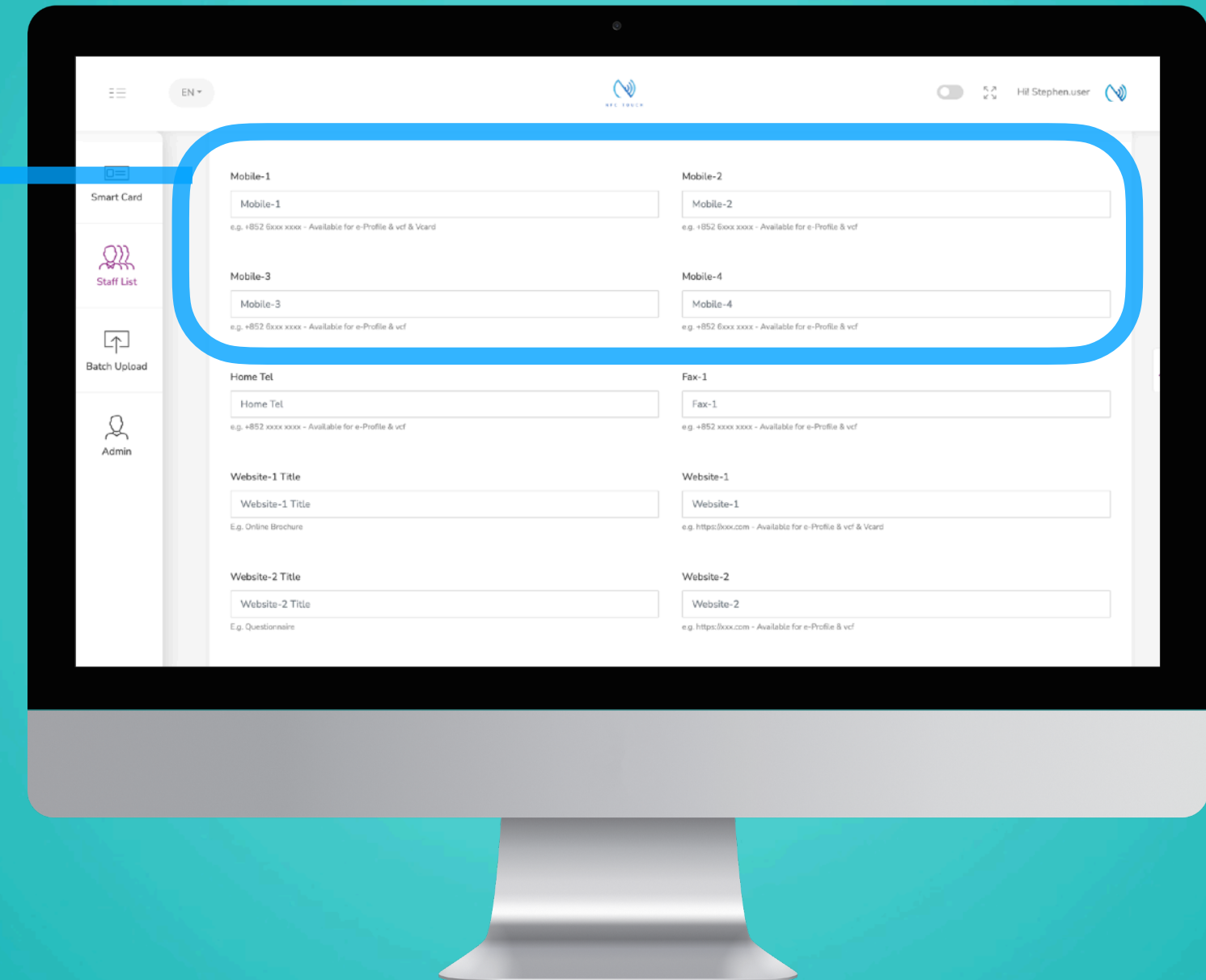
You can include all your mobile numbers here, if you have mobile aboard as well, feel free to include them here. Just remember to include the area code, e.g. +852 9011 1101

Step 7

Input Fax Number

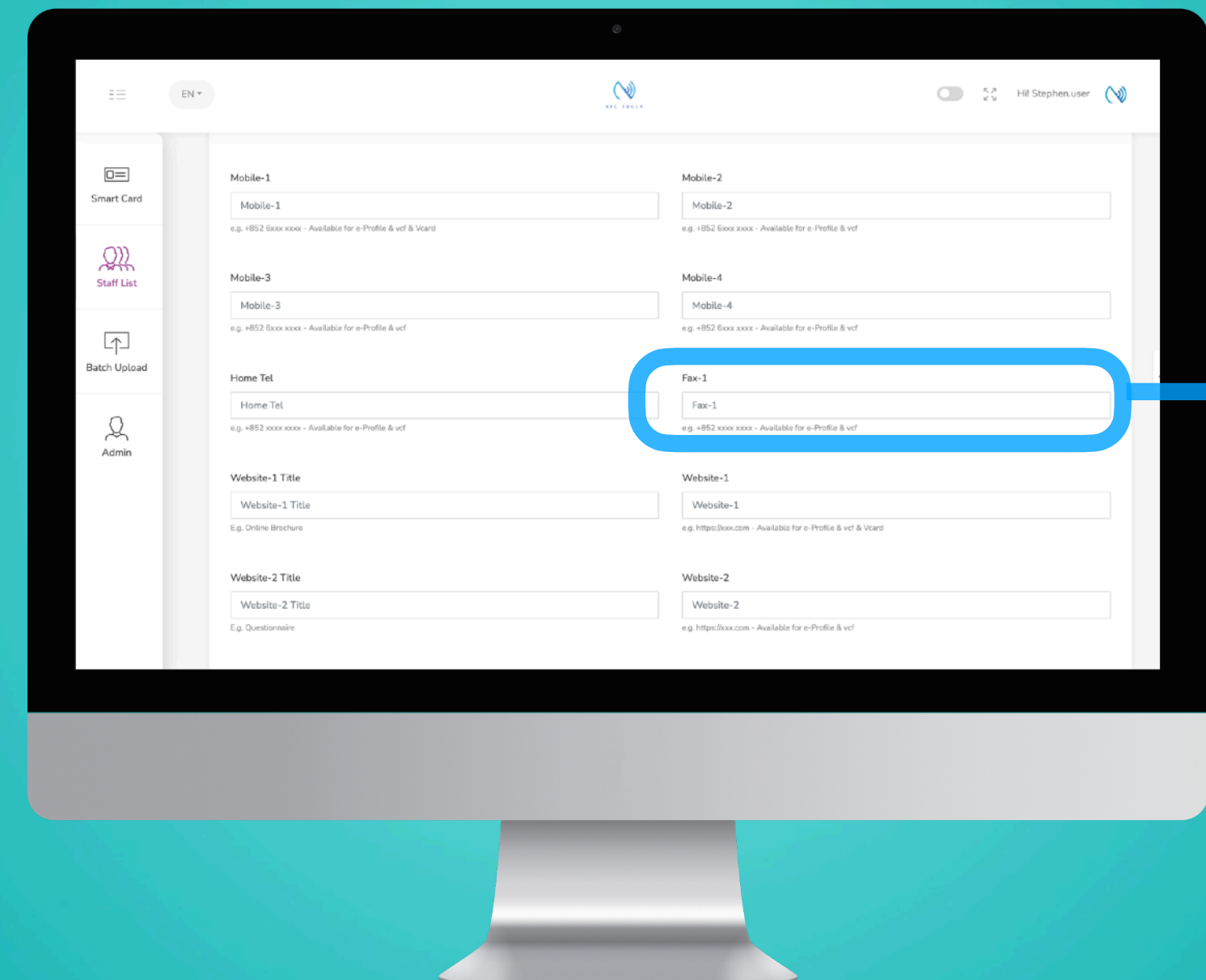
Input your Fax number here, if you have one!

 Step 6
Input mobile number



The screenshot shows a user profile form with a sidebar on the left containing 'Smart Card', 'Staff List', 'Batch Upload', and 'Admin'. The main form area has several input fields. A blue rounded rectangle highlights the 'Mobile-1' through 'Mobile-4' fields. Each field has a placeholder text: 'e.g. +852 9xxx xxxx - Available for e-Profile & vrf & Vcard'.

 Step 7
Input fax



The screenshot shows the same user profile form as above. A blue rounded rectangle highlights the 'Fax-1' field, which has a placeholder text: 'e.g. +852 9xxx xxxx - Available for e-Profile & vrf'.

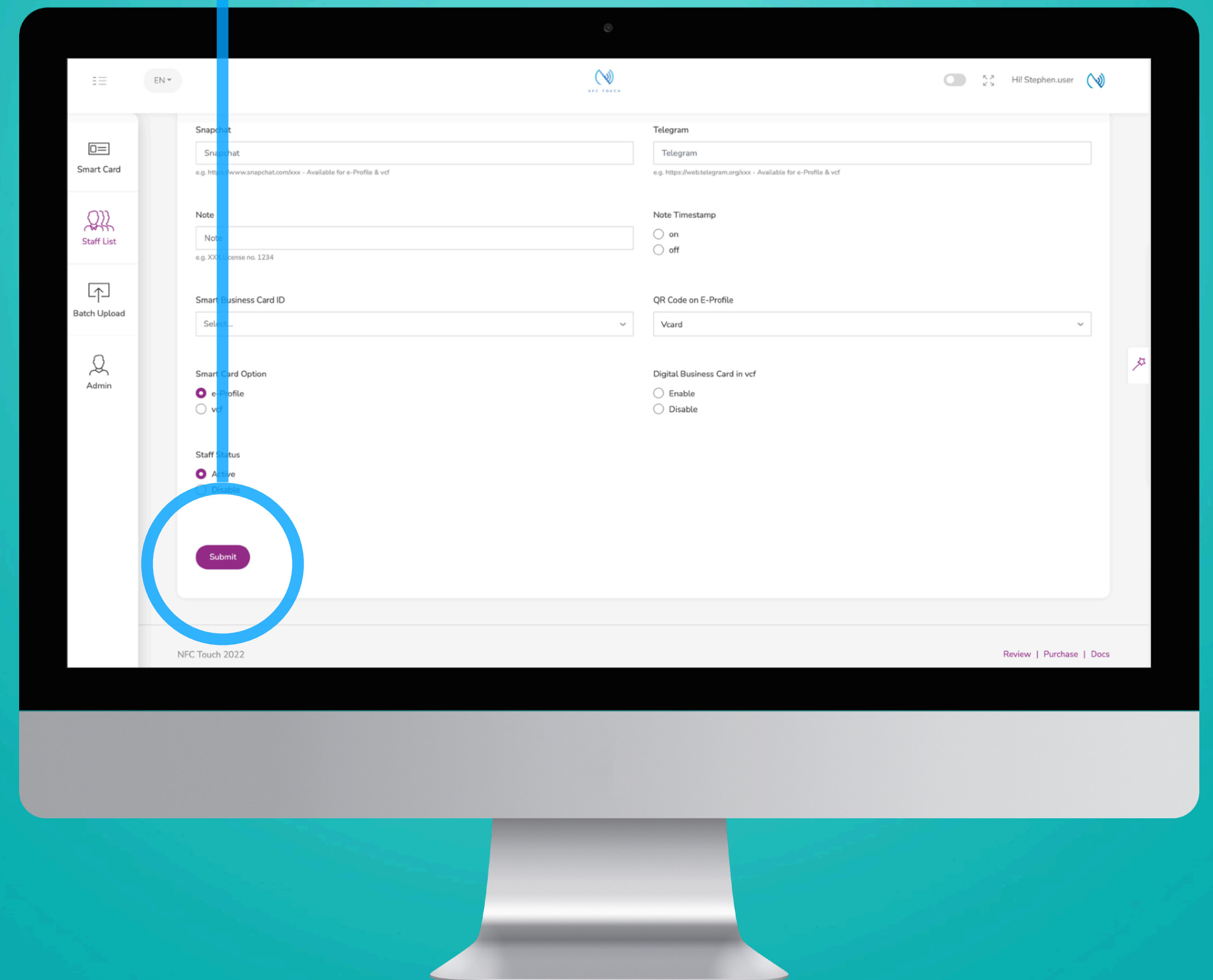
Final
Step

Save and Exit

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

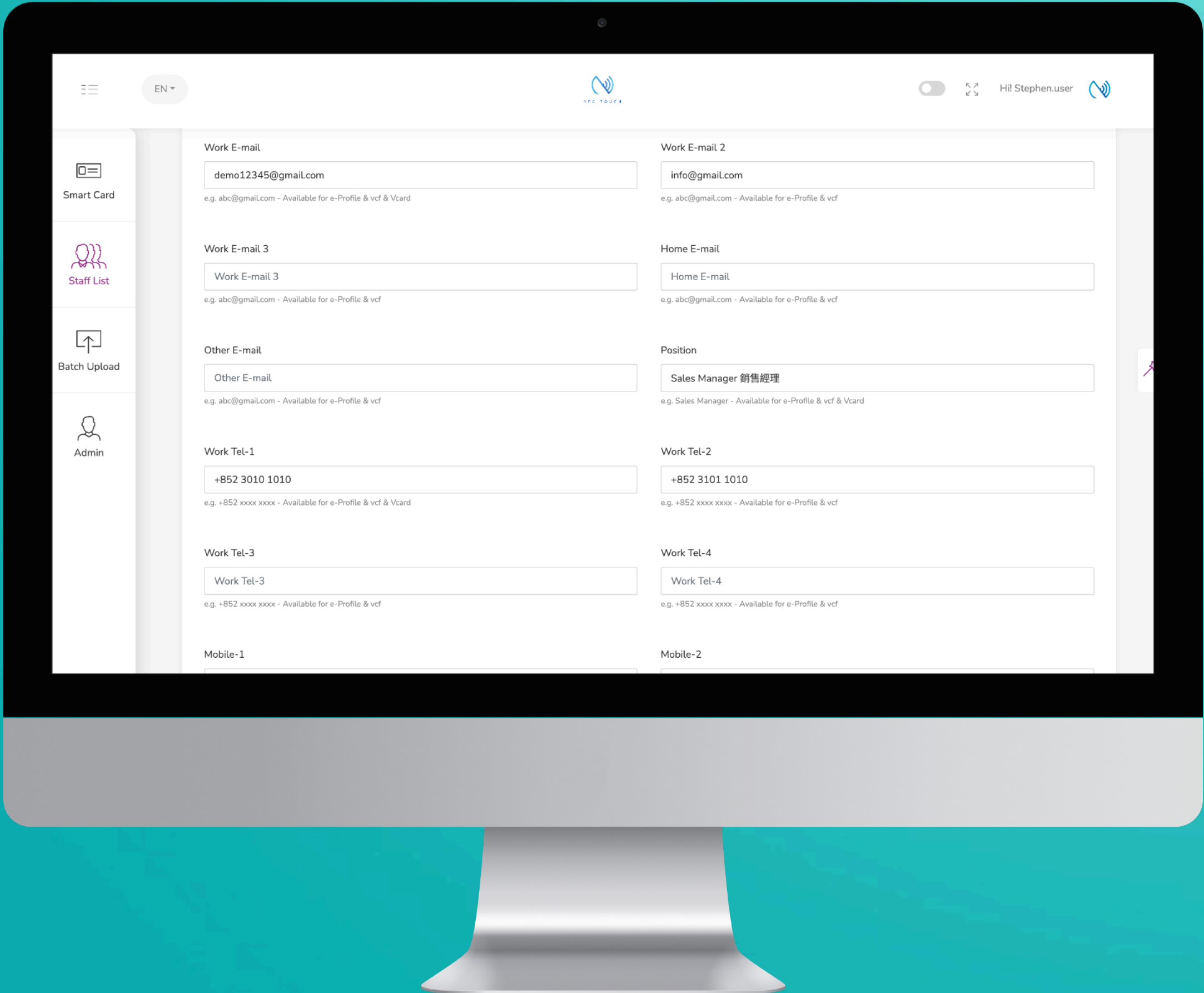


Final Step
Click Here

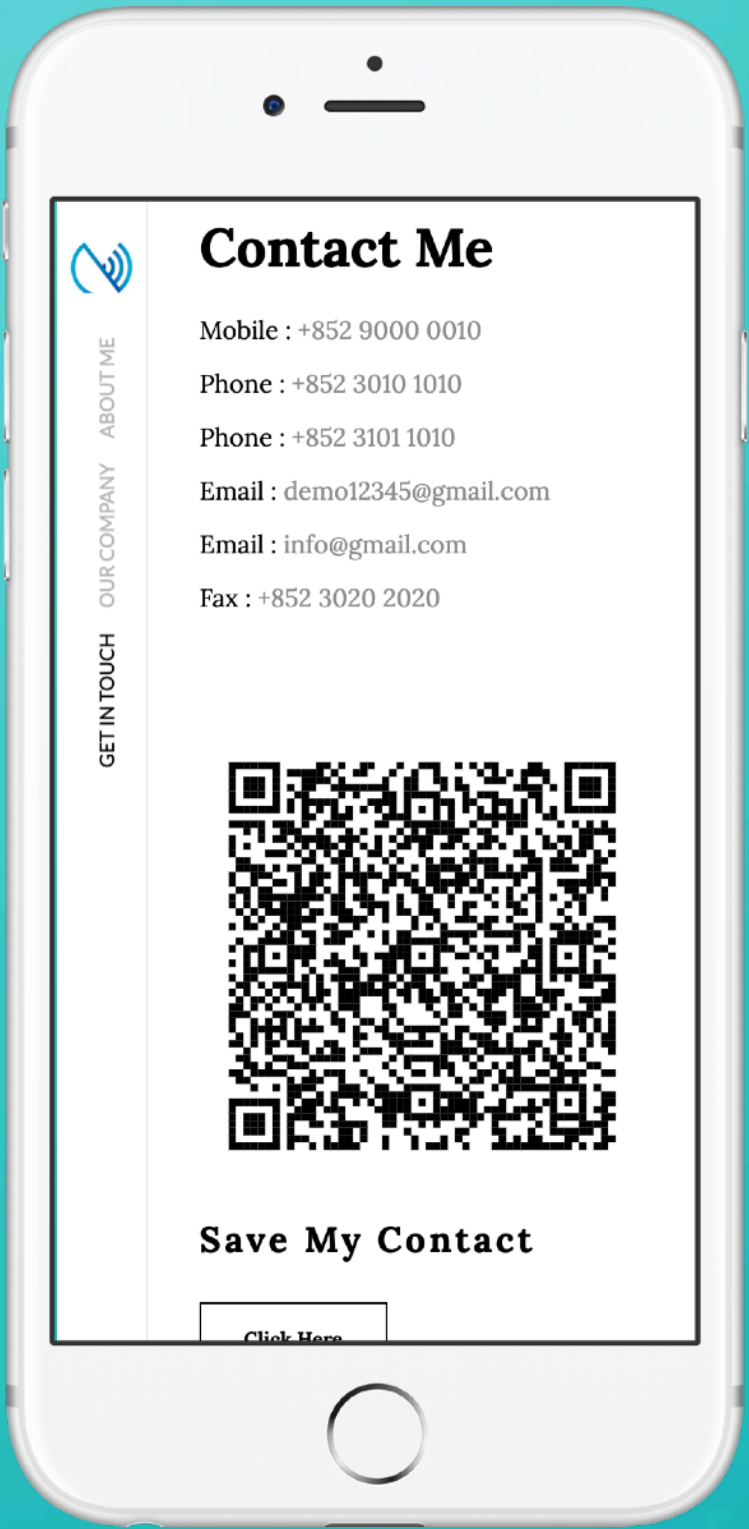


Case Studies

Example:



E-Profile



Downloaded Contact

