

# How to include URL with Customised Title?

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**Tutorial Guide**





# Main Page Navigator

**Change Language**

**Smart Card**

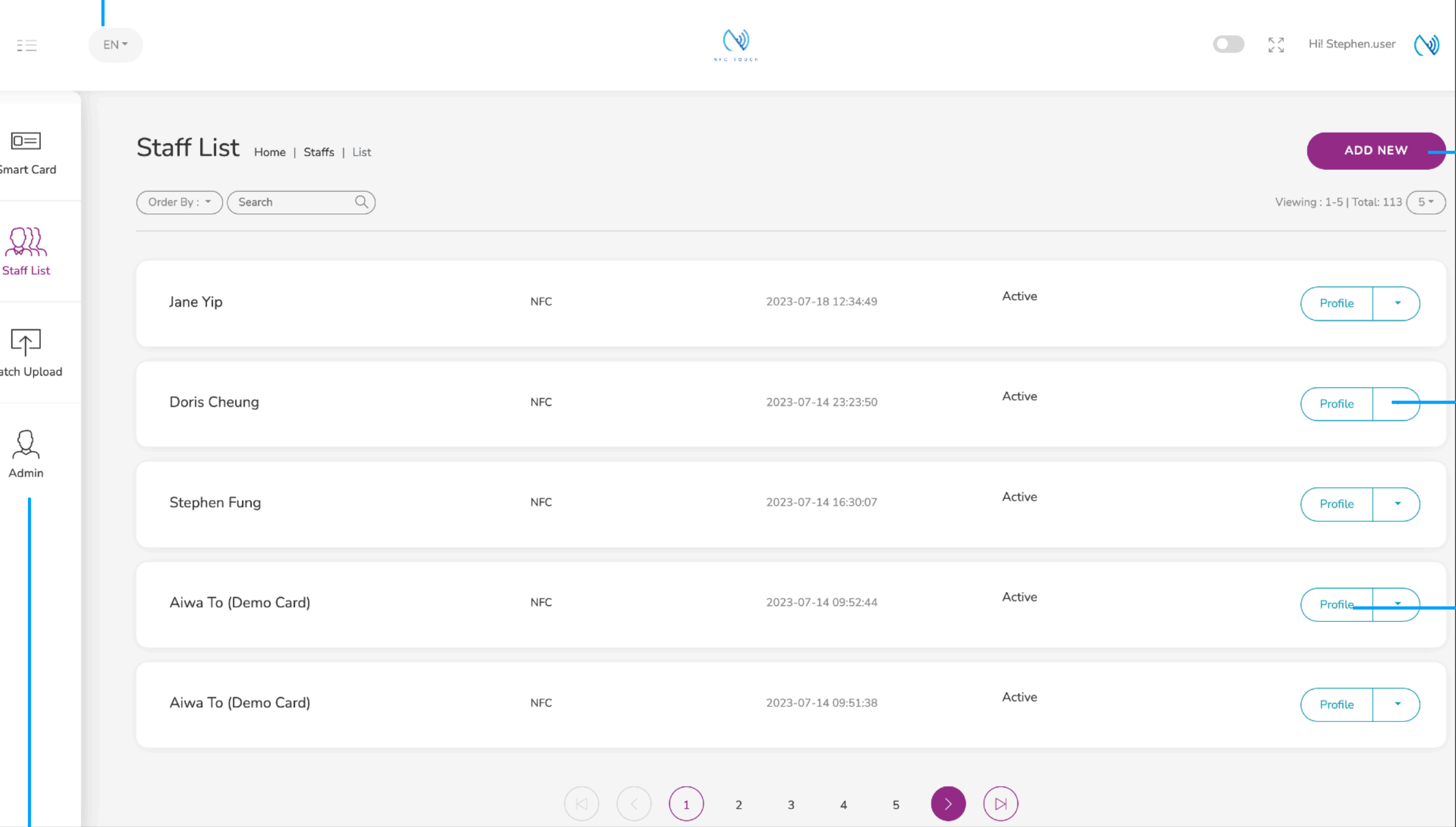
You cannot actually change anything on this tab, you are only able to view the UID of the smart card allocated to you

**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



**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.

**Admin**

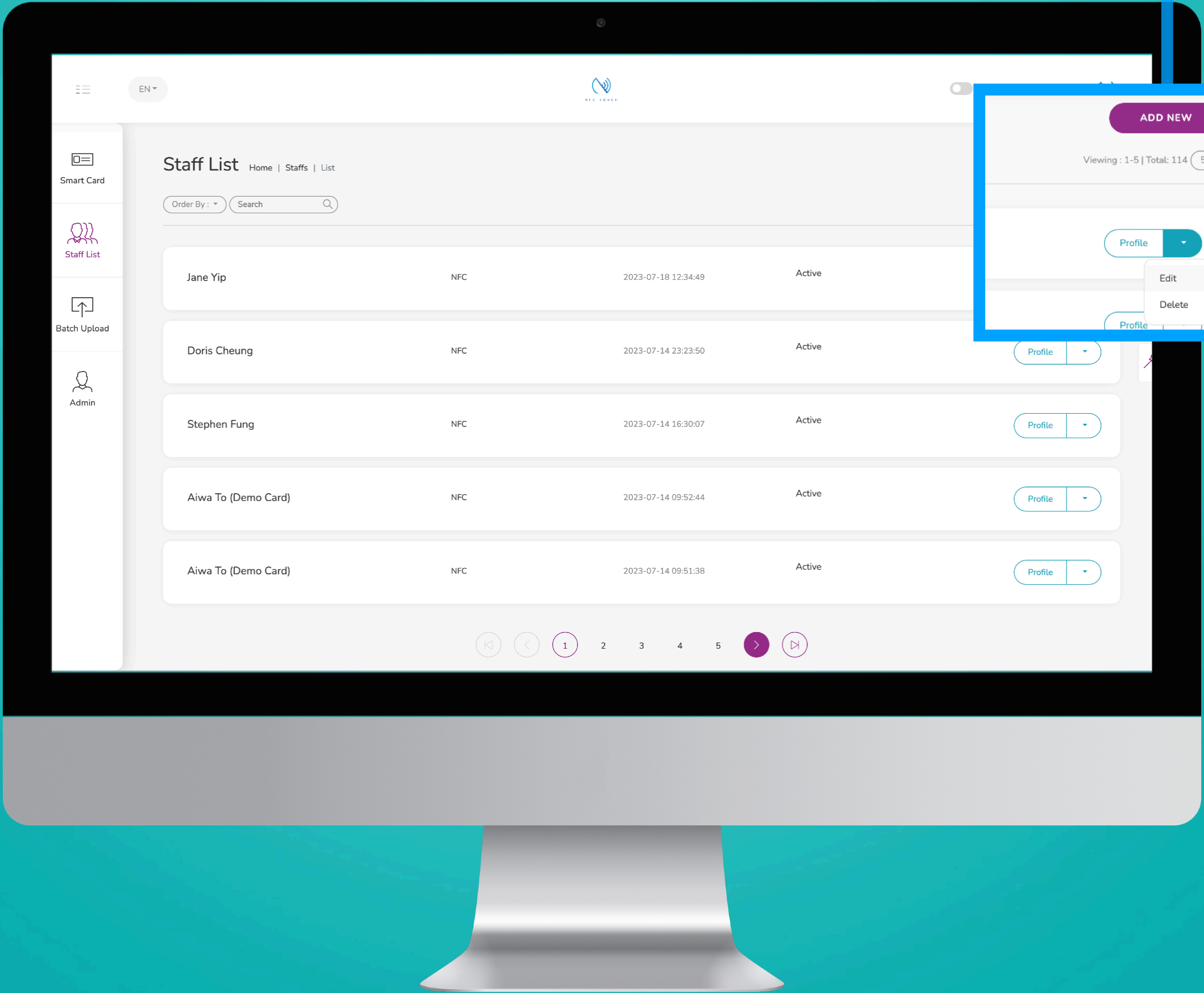
This tab allow admin to upload company logo, background image and company banner. The stats are also available in this section.

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



Step 2

## Input URL Title

Include a URL in the contact and add your own label. e.g. You can put a link of your online brochure here, and name it “Online Brochure”

\* PS - This function is only applicable for iPhone, for Android, these links will display with a title “Website” instead.

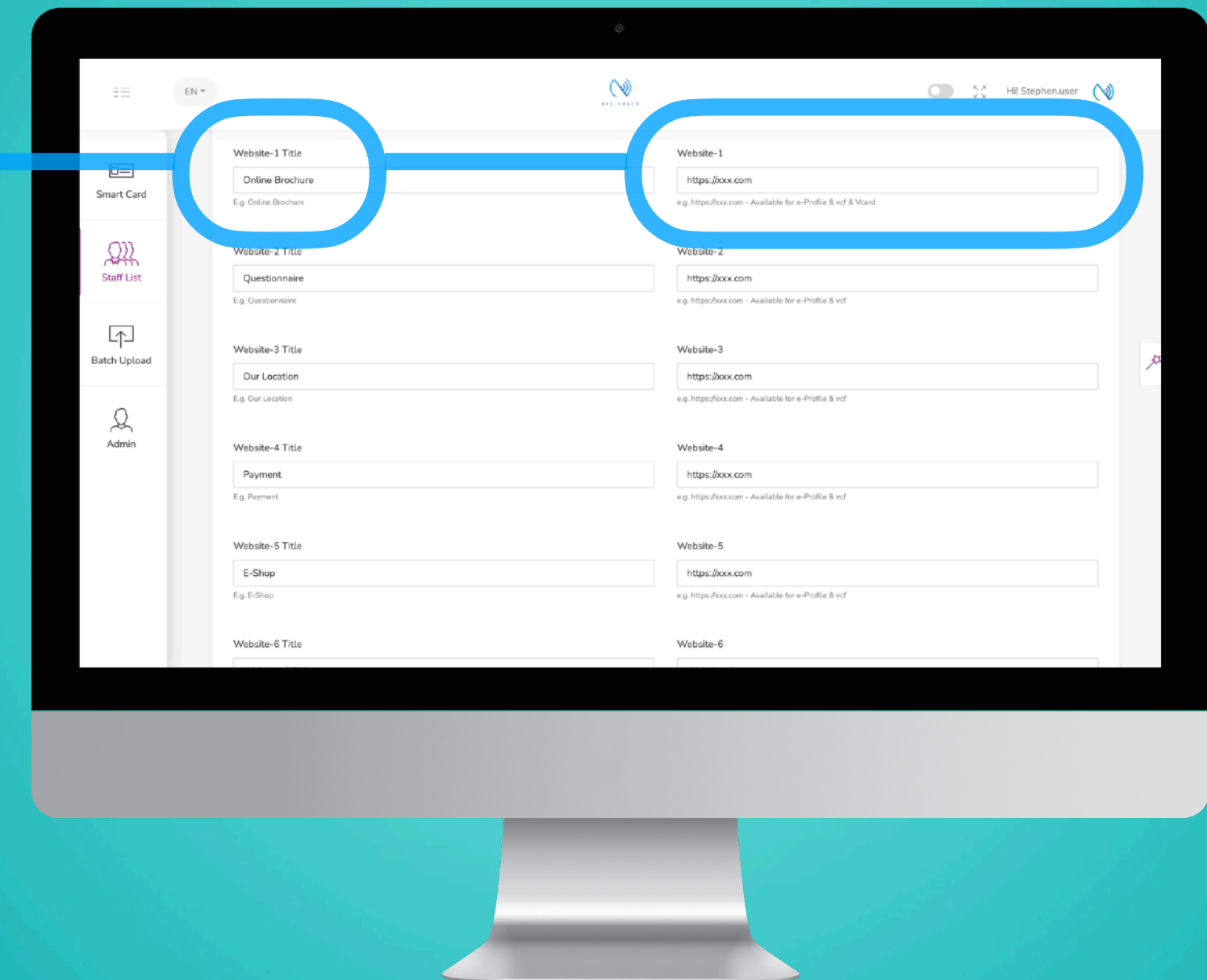
Step 3

## 6 Customisable URL

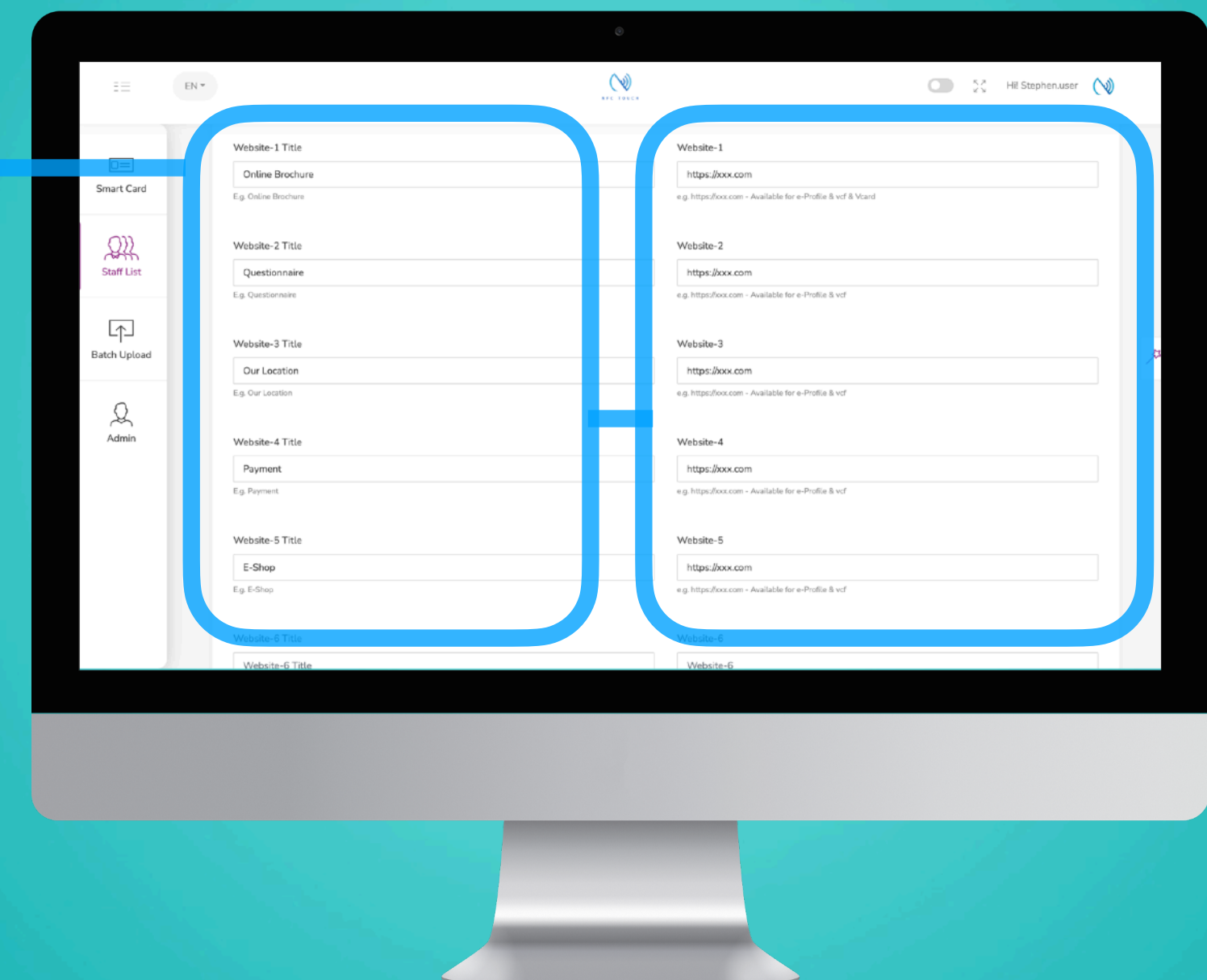
You can give a title to these 6 links and include the url accordingly so your client’s know exactly what the links are!



Step 2  
Input  
title and  
URL  
here



Step 3  
Max of 6  
URL





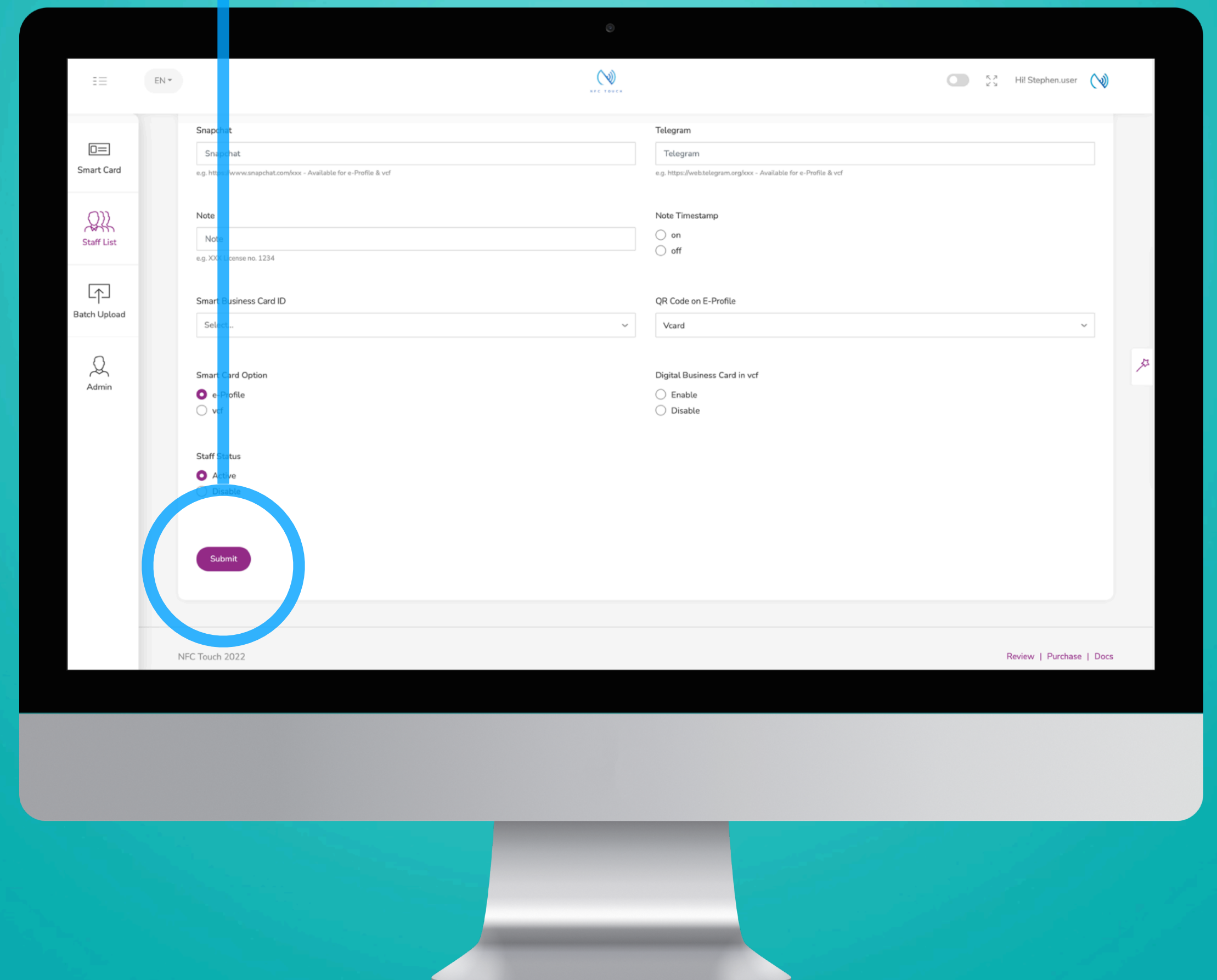
Final  
Step

## Save and Exit

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

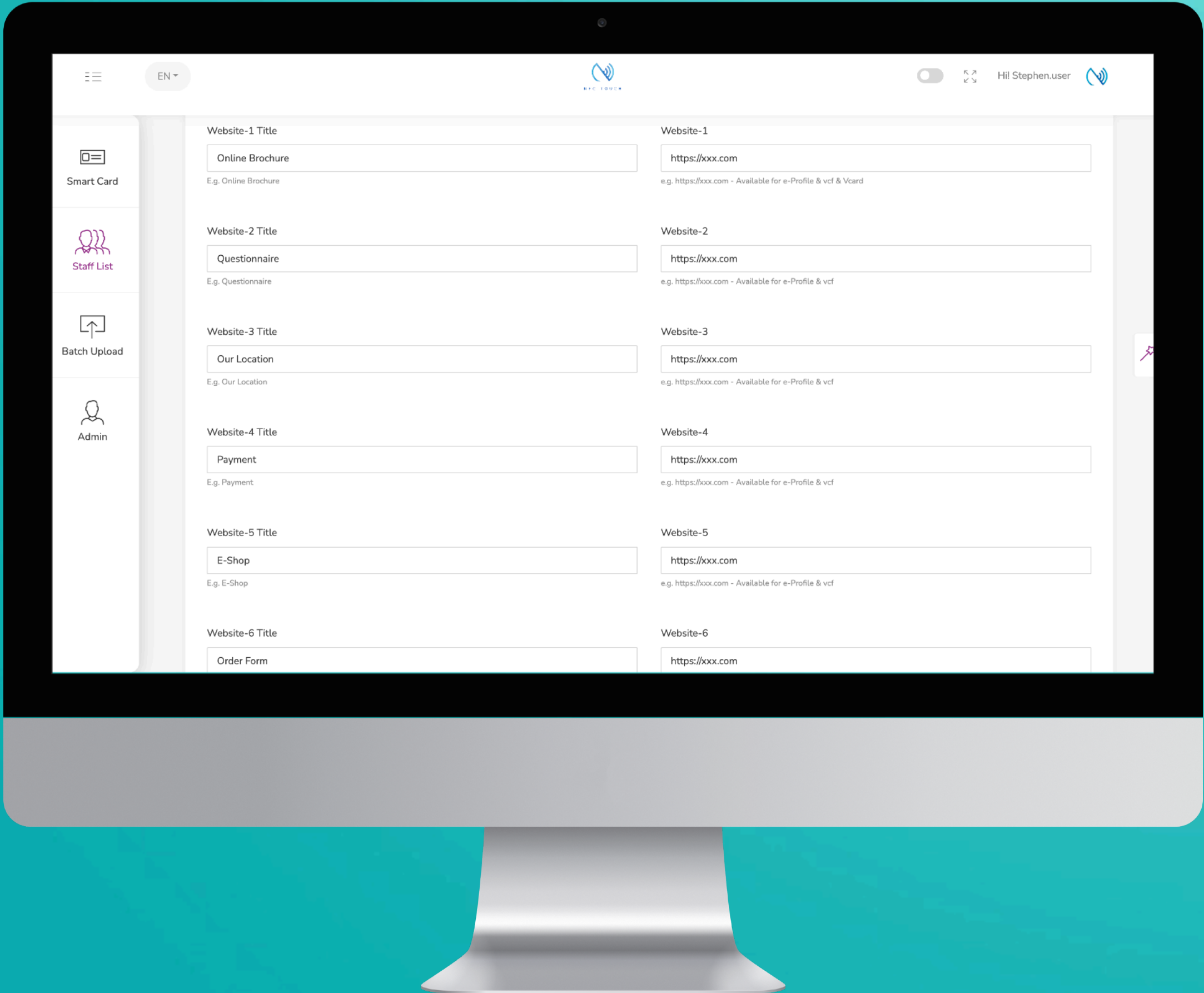


**Final Step**  
Click Here

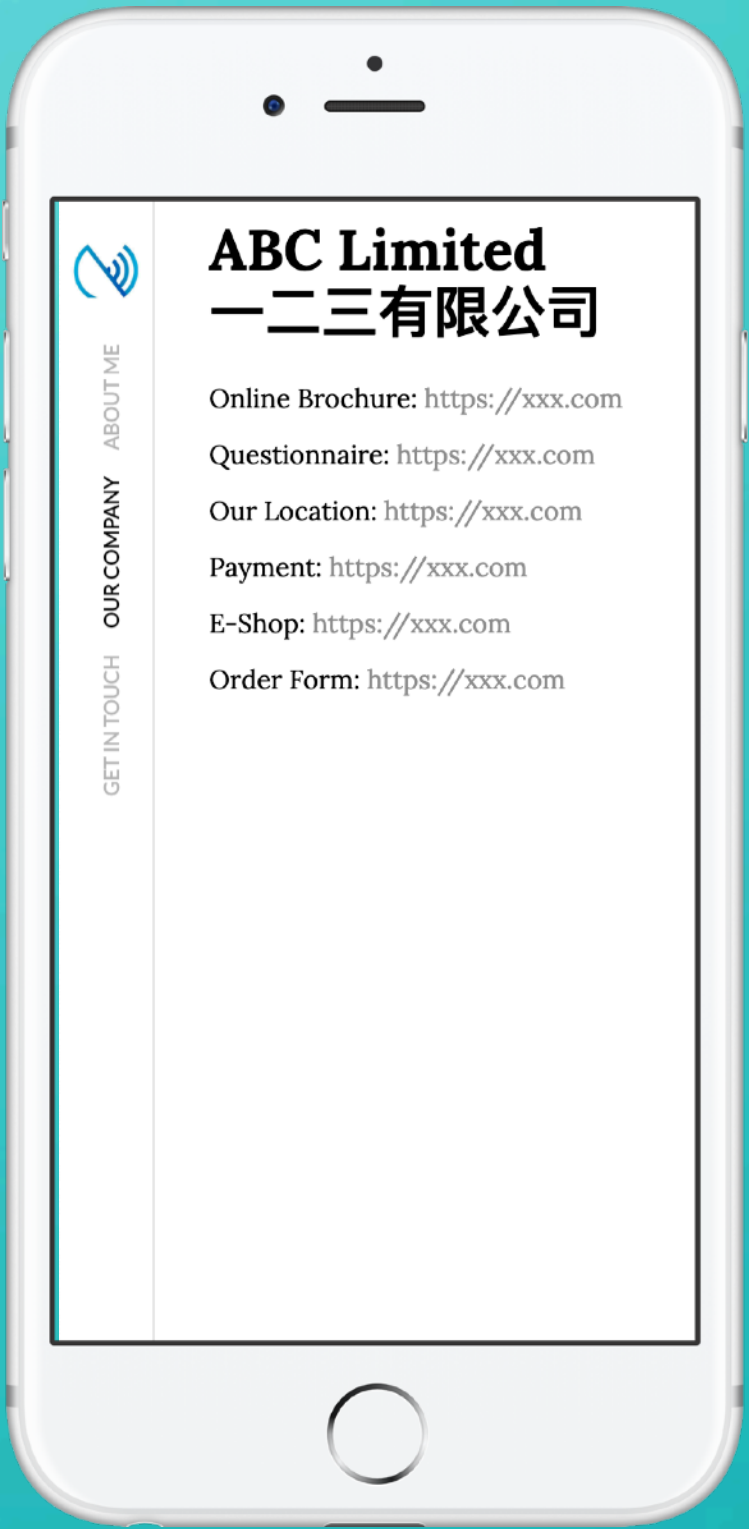


# Case Studies

Example:



E-Profile



Downloaded Contact

