

Information that are for Internal Use Only

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

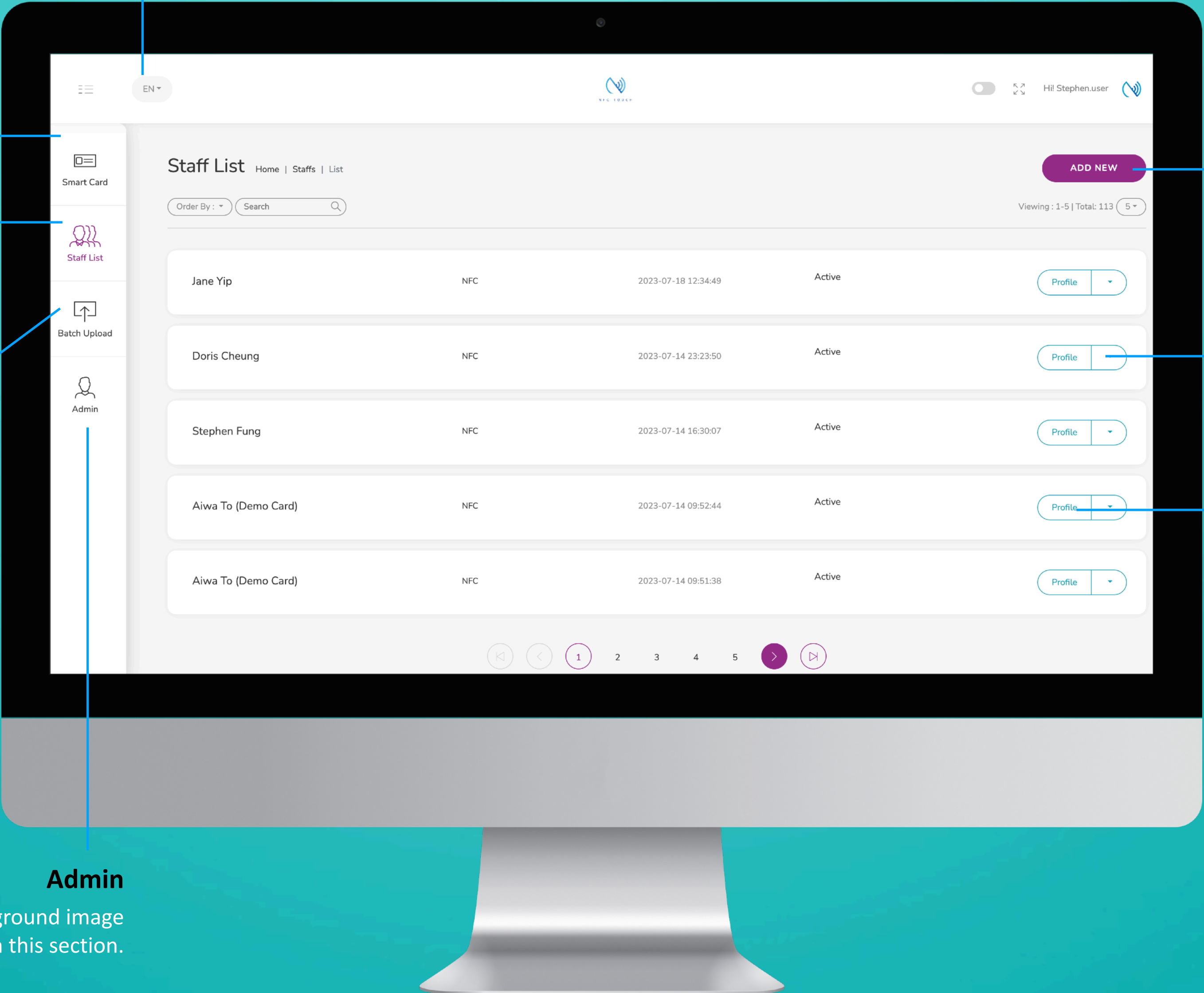
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

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

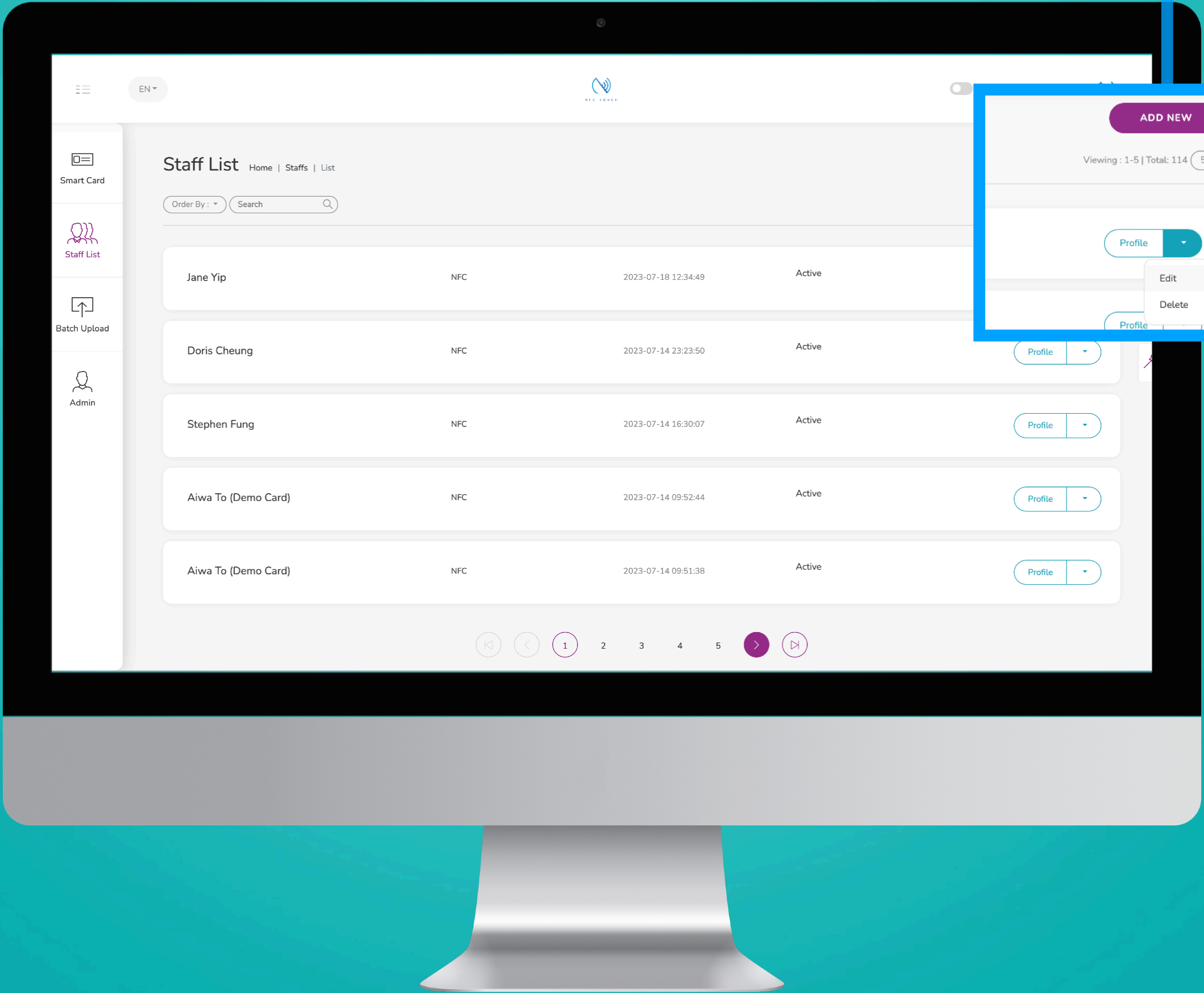
You can view staff profile by clicking this button.

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



Step 2

Input Internal Info

There are 4 field which can for internal use only, these information will not display on your business card. They are 1) Division, 2) Country, 3) Department, 4) Staff Number. The Purpose of these field is to enable admin to differentiate staff.

Final Step

Save and Exit

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



Step 2
Input
text
here



Final Step
Click Here

Step 1

To View Staff Internal Info

Click on “Batch Upload” Tab, this tab allow you to export all staff info, so you get a list of all staff with all their information.
(Except photo)

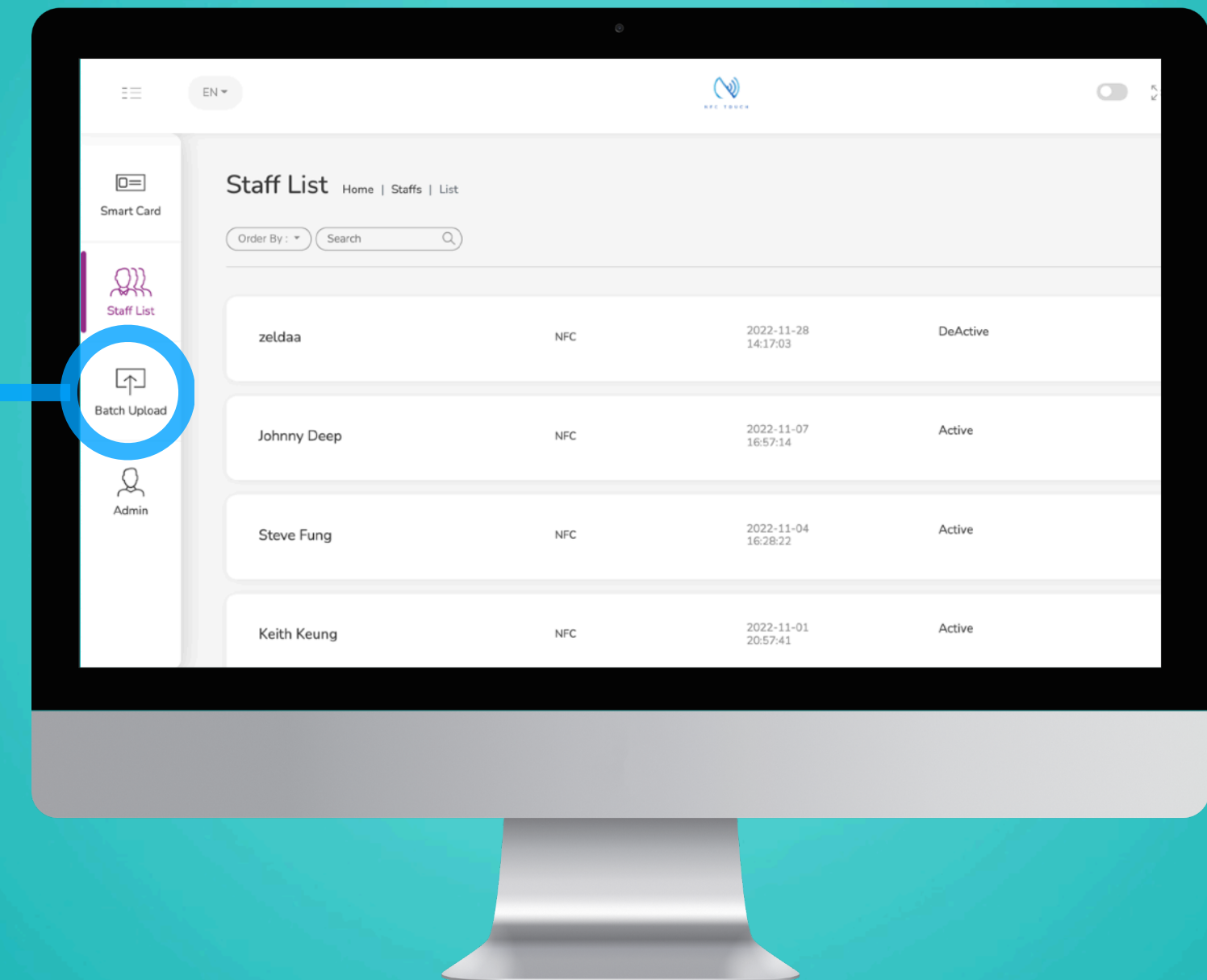
Step 2

Export Excel

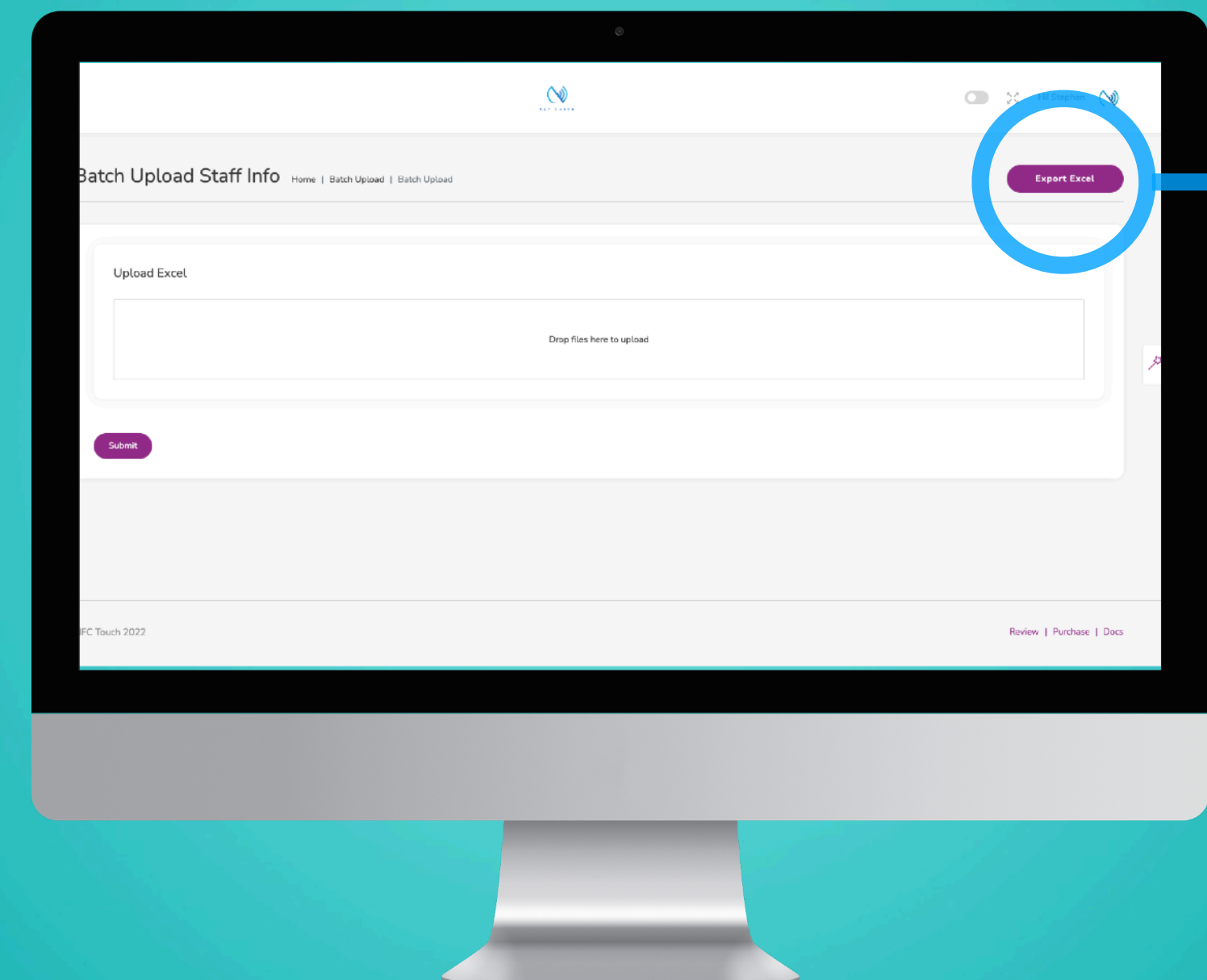
You can click on “Export Excel” button, to download an excel with all your staff info filled with their information for all their fields. If you have filled in the 4 Internal Use field, you can sort your staff from the excel and make changes or view them accordingly.



Step 1
Click Here



Step 2
Click Here



Step 3

Sort Field on Master Excel List

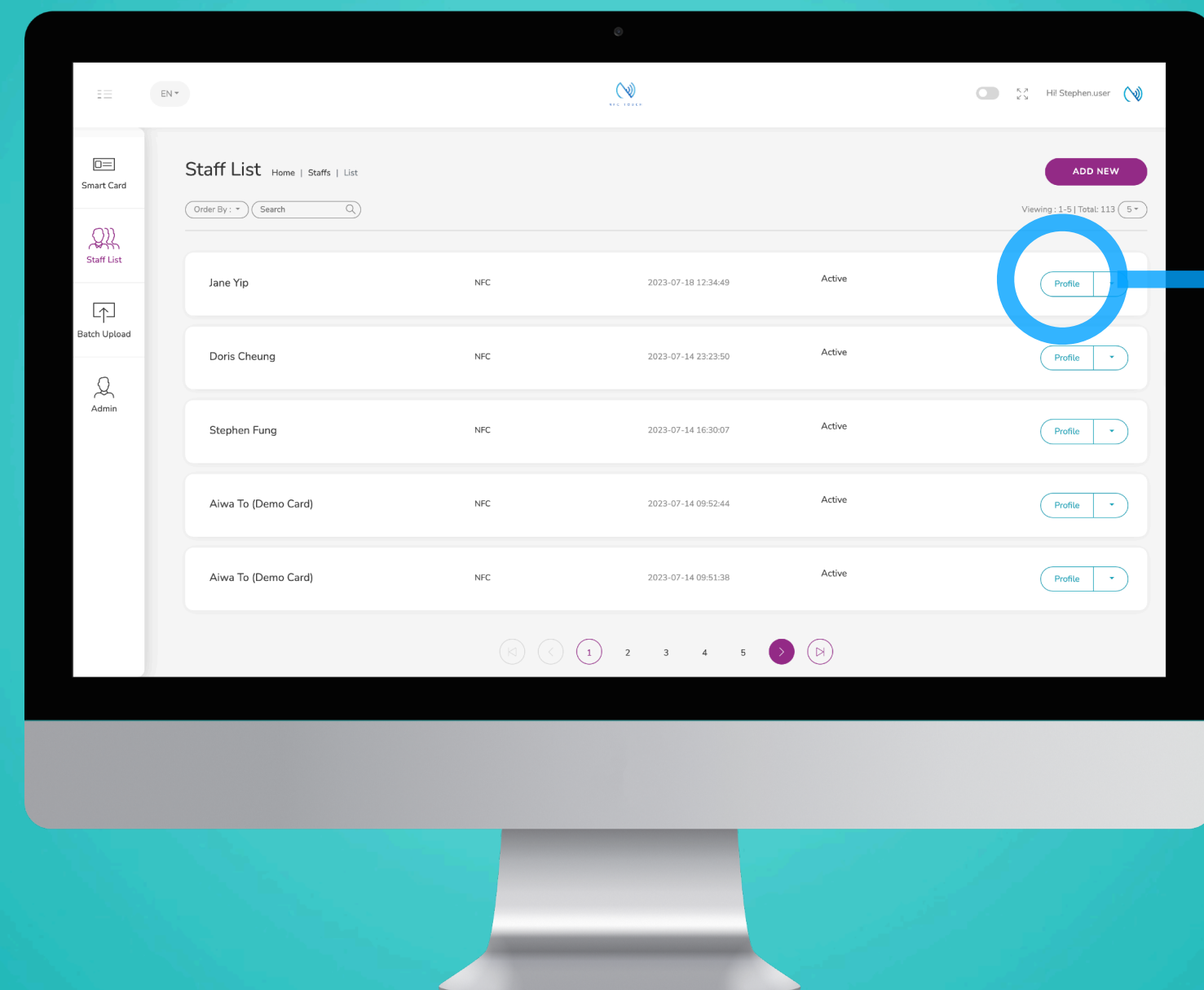
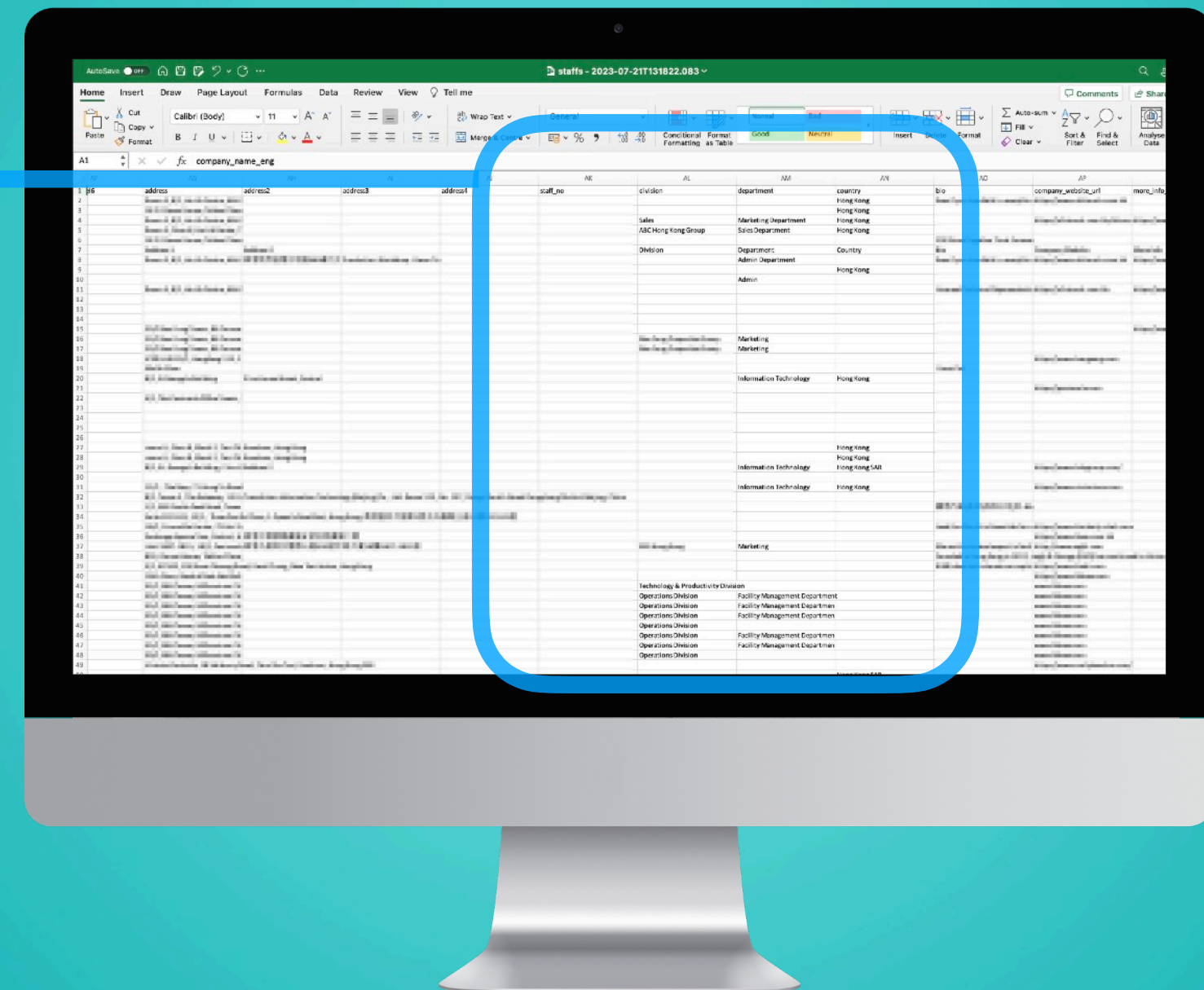
If you have filled in the 4 Internal Use field, you can sort your staff from the excel and make changes or view them accordingly.

Step 4

View Staff Profile Individually

Input your Fax number here, if you have one!

Step 3
Excel with
internal
info field
filled



Step 4
Click on
"Profile"

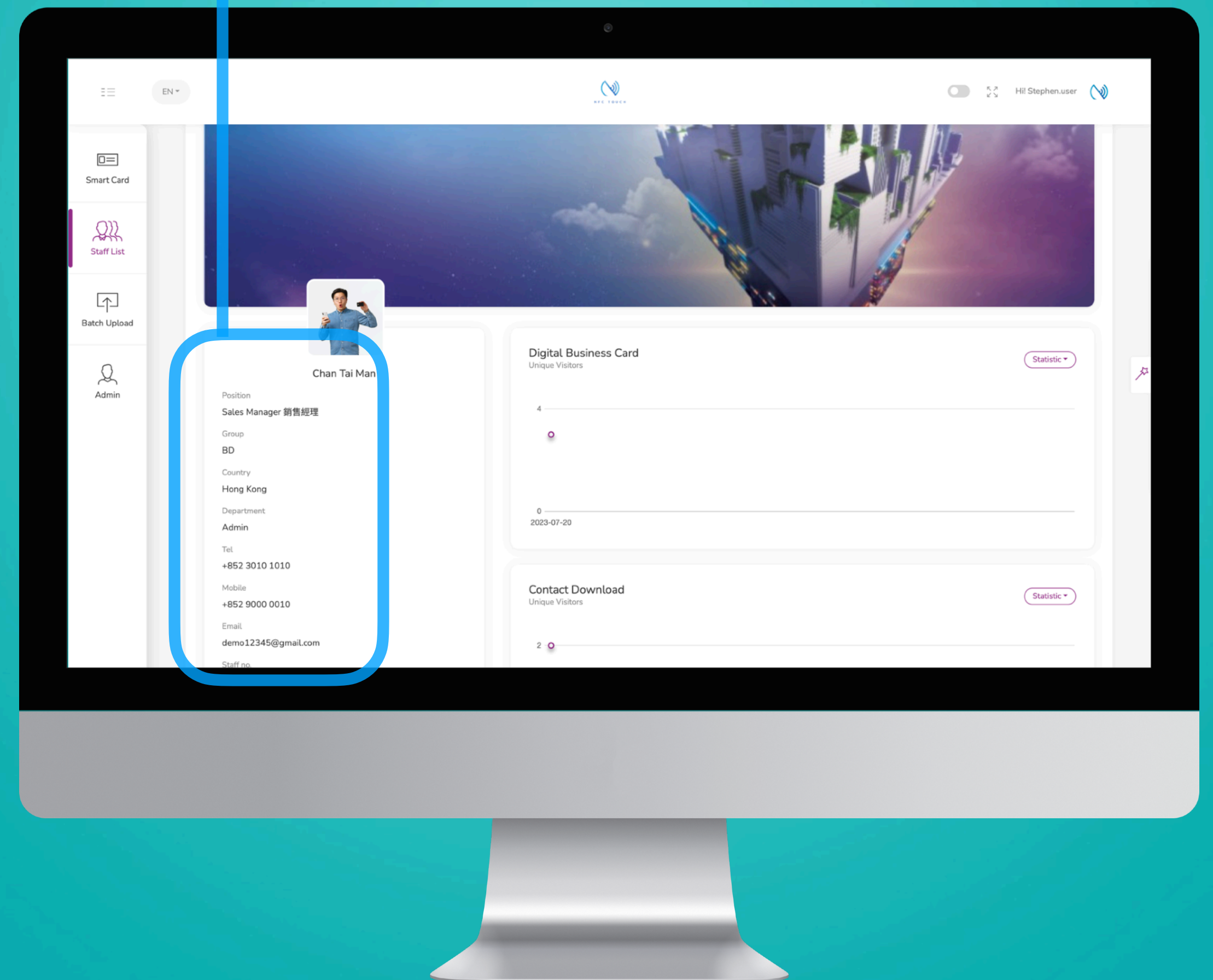
Final
Step

Staff Profile Page

On this page, you can view the profile for each staff. It shall display their Country, Division, Staff no. and Department, if the field had been filled in.



Final Step
Click Here



Case Studies

Example:

Smart Card

Staff List

Batch Upload

Admin

EN

WFO GREEN

Hi! Stephen.user

<div>Address-3</div> <div>Address-3</div> <div>e.g. xxx, xx street, Country - Available for e-Profile & vcf</div>	<div>Address-4</div> <div>Address-4</div> <div>e.g. xxx, xx street, Country - Available for e-Profile & vcf</div>
<div>Division</div> <div>BD</div> <div>e.g. XXX Group - Internal Use Only</div>	<div>Department</div> <div>Admin</div> <div>e.g. Admin Department - Internal Use Only</div>
<div>Country</div> <div>Hong Kong</div> <div>e.g. Country - Internal Use Only</div>	<div>Staff No.</div> <div>02821</div>
<div>Bio</div> <div>Bio</div> <div>e.g. biography or license - Display on e-Profile Only</div>	<div>Company Website</div> <div>Company Website</div> <div>e.g. https://xxx.com - Available for e-Profile & vcf</div>
<div>More Info</div> <div>More Info</div> <div>e.g. https://xxx.com - Available for e-Profile & vcf</div>	<div>Facebook</div> <div>Facebook</div> <div>e.g. https://www.facebook.com/xxx - Available for e-Profile & vcf</div>
<div>Instagram</div> <div>Instagram</div> <div>e.g. https://www.instagram.com/ - Available for e-Profile & vcf</div>	<div>Twitter</div> <div>Twitter</div> <div>e.g. https://twitter.com/xxx - Available for e-Profile & vcf</div>
<div>Whatsapp</div>	<div>Linkedin</div>

AutoSave
OFF
Icons

staffs - 2023-07-21T13:1822.083

Comments
Share

Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Tell me

Paste
Format

Out
Copy

Calibri (Body)
11
A+
A-

B
I
U

General

Conditional Formatting

Normal
Bad
Good
Neutral

Insert
Delete
Format

Auto-sum
Fill

Sort & Filter
Find & Select

Analyse Data

fx
company_name_eng

AP	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11
1	166	address	address2	address3	address4	staff_no	division	department	country	bio
2		Business & Retail (Retail Division)							Hong Kong	
3		Business & Retail (Retail Division)							Hong Kong	
4		Business & Retail (Retail Division)							Hong Kong	
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52		Business & Retail (Retail Division)							Hong Kong	
53		Business & Retail (Retail Division)							Hong Kong	
54		Business & Retail (Retail Division)							Hong Kong	

Staffs

Smart Card

Staff List

Batch Upload

Admin

42	Operations Division	Facility Management Department
43	Operations Division	Facility Management Department
44	Operations Division	Facility Management Department
45	Operations Division	Facility Management Department
46	Operations Division	Facility Management Department
47	Operations Division	Facility Management Department
48	Operations Division	Facility Management Department
49	Operations Division	Facility Management Department
50	Operations Division	Facility Management Department
51	Operations Division	Facility Management Department
52	Operations Division	Facility Management Department
53	Operations Division	Facility Management Department
54	Operations Division	Facility Management Department

Chan Tai Man

Position

Sales Manager 銷售經理

Group

BD

Country

Hong Kong

Department

Admin

Tel

+852 3010 1010

Mobile

+852 9000 0010

Email

demo12345@gmail.com

Digital Business Card

Unique Visitors

Statistic

4

0

2023-07-20

Contact Download

Unique Visitors

Statistic

2

0