

How to add additional information into the note section?

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

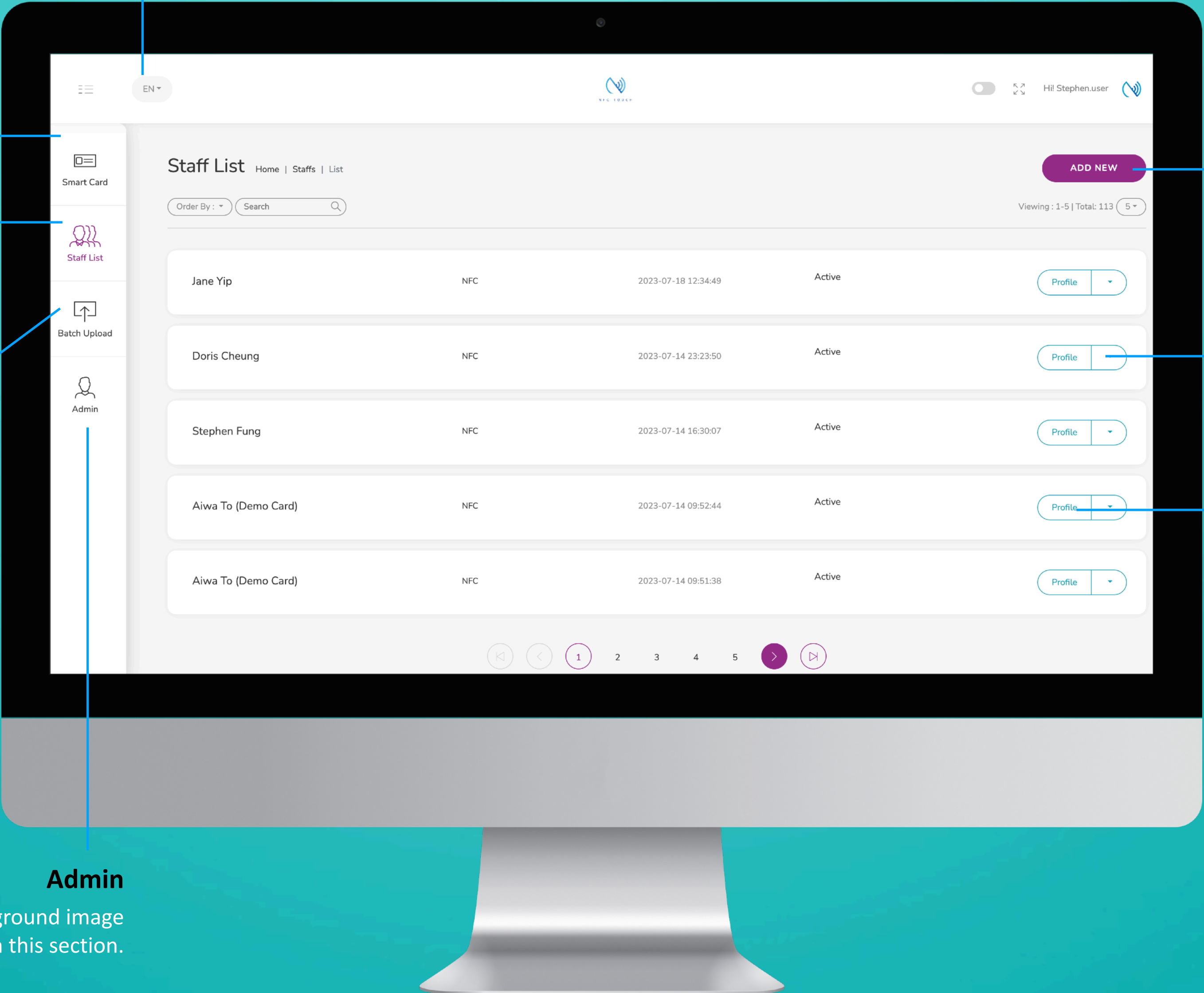
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

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

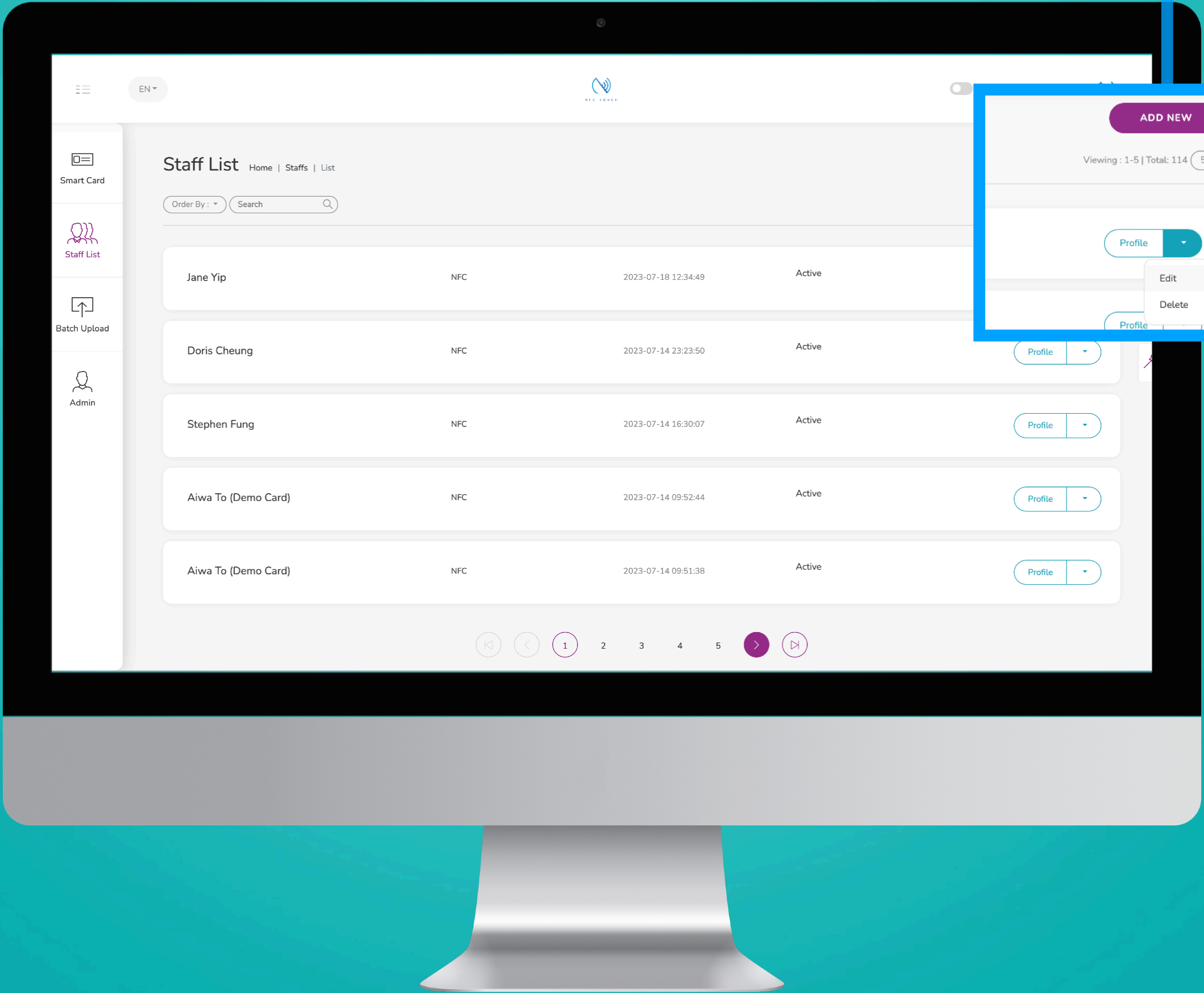
You can view staff profile by clicking this button.

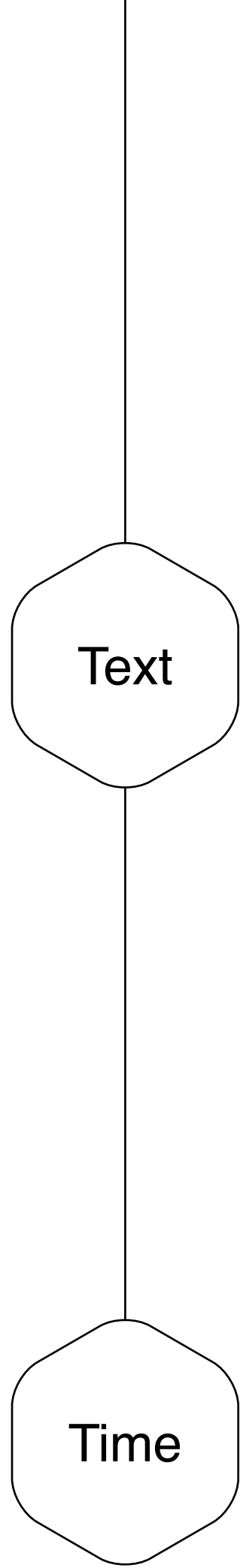
Step
1

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






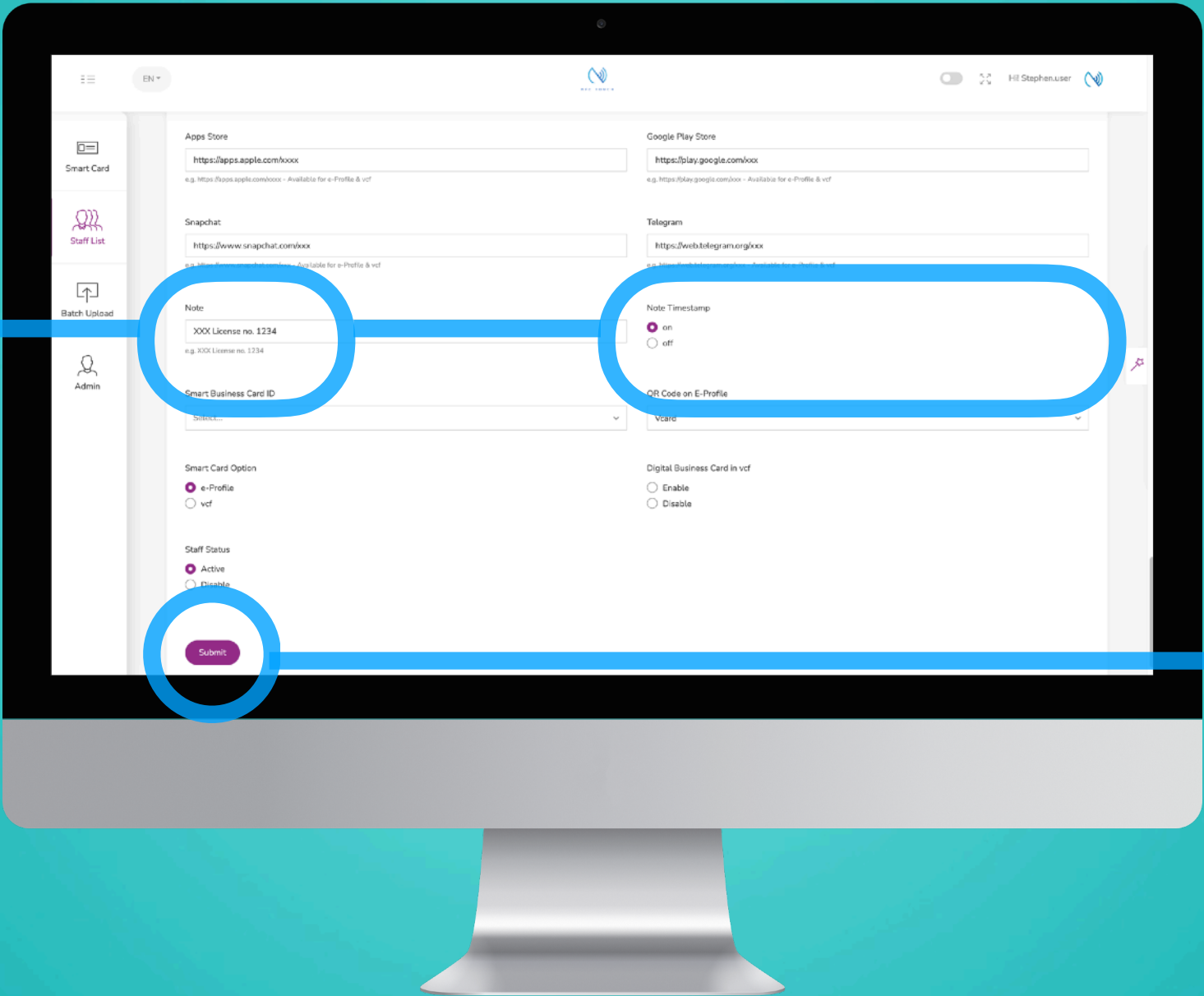
Text in Note

To leave a note for your recipient, you can type in the text that you want in this field here. The recipient will be able to see this under the “not” section. This text would not appear on the “E-Profile”

Timestamp in Note

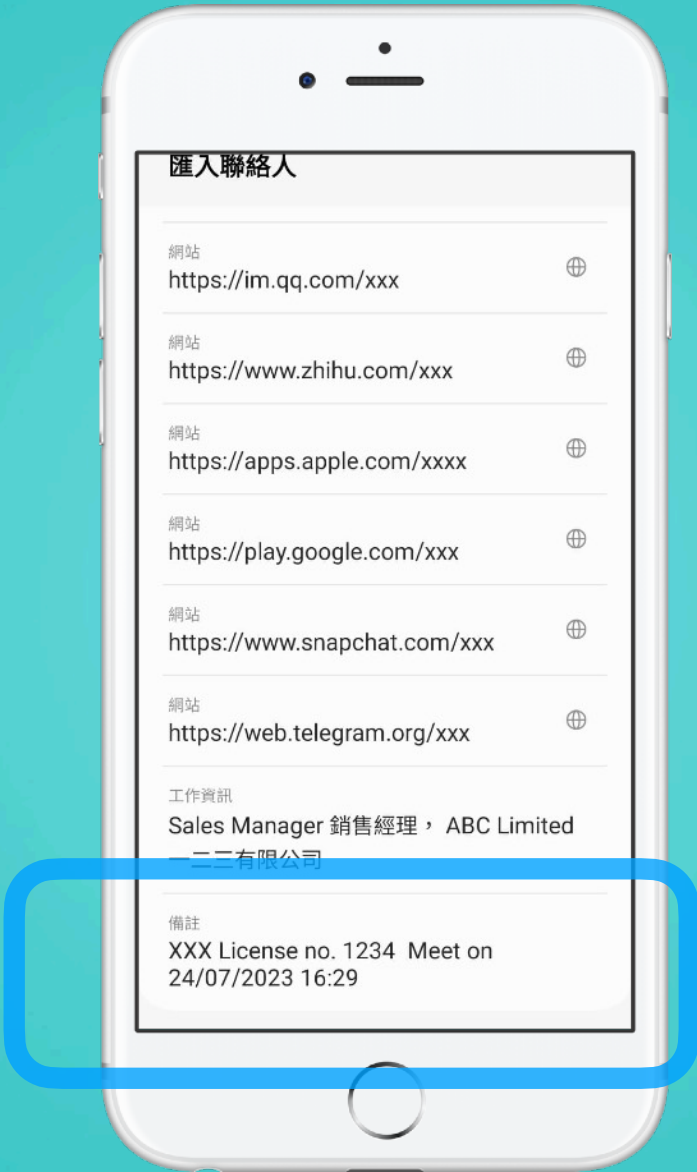
You can enable the timestamp by switching the option to “on”. With this option, the time and date when your recipient saved your contact would be save in the “Note” section.

 **Step 2**
Input text
and decide
if a
timestamp
is needed



Final Step
Click Here

E-Profile



Text can be found
here along with the
timestamp will
display as such.