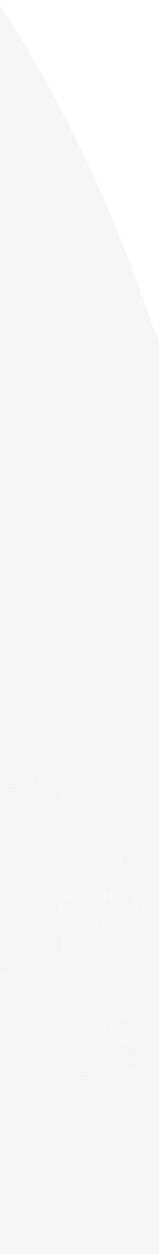
# How to include social media and

**Tutorial Guide** 

other useful URL in your profile?



#### Change Language

	ΞΞ	ENT		NFC 100CH		C کی Hi! Stephen.user 📢
	D== Smart Card	Staff List       Home   Staffs   List         Order By: •       Search       Q				ADD NEW
	Staff List	Jane Yip	NFC	2023-07-18 12:34:49	Active	Profile
Batch Upload	Batch Upload	Doris Cheung	NFC	2023-07-14 23:23:50	Active	Profile
	کنے Admin	Stephen Fung	NFC	2023-07-14 16:30:07	Active	Profile
		Aiwa To (Demo Card)	NFC	2023-07-14 09:52:44	Active	Profile
		Aiwa To (Demo Card)	NFC	2023-07-14 09:51:38	Active	Profile
				1 2 3 4 5		

#### **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.

# Main Page Navigator

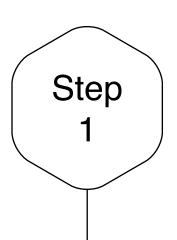
#### Add New

You can add new staff by clicking the button here.

#### Choose "Edit" or "Delete"

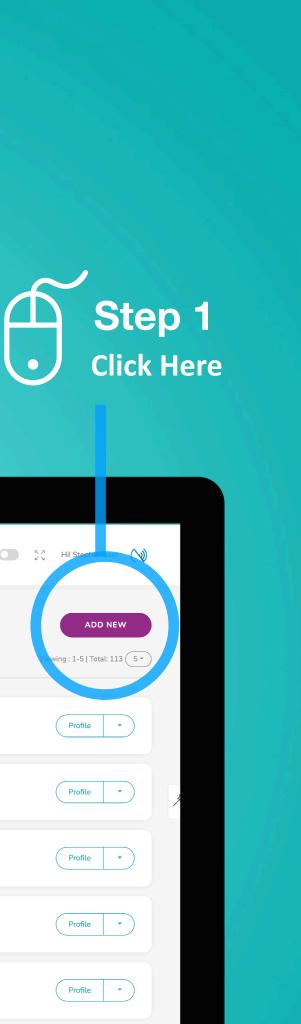
You can edit staff info or delete staff by clicking the button here. Profile You can view staff profile by clicking this

button.



# 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.



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==	EN *		NTC TOTCH		💽 🖓 Hil Stephonuser 🕥
D= Smart Card	Staff List       Home   Staffs   List         Order By: *       Search				ADD NEW
Staff List	Jane Yip	NFC	2023-07-18 12:34:49	Active	Profile •
Batch Upload	Doris Cheung	NFC	2023-07-14 23:23:50	Active	Profile •
Admin	Stephen Fung	NFC	2023-07-14 16:30:07	Active	Profile •
	Aiwa To (Demo Card)	NFC	2023-07-14 09:52:44	Active	Profile
	Aiwa To (Demo Card)	NFC	2023-07-14 09:51:38	Active	Profile *
			1 2 3 4 5		



## Add Bio

Bio

Bio is only available to "E-Profile", hence it won't appear in the contract download. So, if you are not going to use the E-profile, you do not have to fill this field in.

This field provide user to type in any text they want so you can give your client more info about you or your company. If you want a line break type "<br>"

General stuff put in here include: Company Mission, license no., Company Slogan, Bio, Qualification and etc...

On the right hand side is an example which the following text has been inputted into the Bio "ABC License No.: P0292 <br>> BBC License No.: I9303" Input Bio

1 1	EN *			hen.user 🚫
C= Smart Card		Bio Bio	Company Website Company Website	
		a.g. blography or license - Display on e-Profile Only More Info	https://coc.com - Available for e-Profile & vcf	
Staff List		More Info e.g. https://www.com - Available for e-Profile B vd	Facebook e.g. https://www.facebook.com/kox - Available for e-Profile & vdf	
Batch Upload		Instragram	Twitter	
Admin		e.g. https://www.instagram.com/ - Available for e-Profile B vcf Whatsapp	e g. https://twitter.com/cox + Available for e-Profile & vcf Linkedin	
		Whatsapp a.g. https://bpluxhatsapp.com/send?/phone=zococccc - Available for e-Profile & vcf	Linkedin e.g., https://www.linkadin.com/locx - Available for e-Profile & vcf	
		Youtube Youtube e.g. https://www.youtube.com/cox - Available for e-Profile & vcf	Wechat ID Wechat ID e.g. X0000000 - Display on e-Profile Only	
		Wechat Page	TikTok	



#### **E-Profile**

Bio will display on the front page of your eprofile, underneath the position.



Web

# Company Website

Company Website is available to both "E-Profile" and "contact download", This link will automatically display with a title "Company Website".

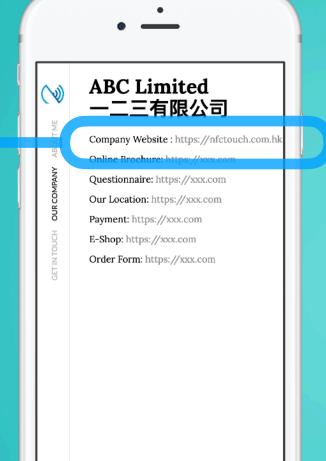
\*p.s. - On Android, after the contact has been downloaded, the title will not be mark as "Company Website" but "Website" instead.

=	EN -	N 55 Hil Stephen.user N
	Bio	Company Website
Smart Card	Bio	Company Website
	e.g. blography or license - Display on e-Profile Only	e.g. https://xxx.com - Avait.abia for e-Profile & vcf
011		
212	More Info	Facebook
Staff List	More Info	Facebook
	e.g. https://xxx.com - Available for e-Profile & vcf	e.g. https://www.facebook.com/lock - Available for e-Profile & vcf
Batch Upload	Instragram	Twitter A
	Instragram	Twitter
Q	e.g. https://www.instagram.com/ - Available for e-Profile & vcf	e.g. https://twitter.com/cxx - Available for e-Profile & vcf
Admin		
	Whatsapp	Linkedin
	Whatsapp	Linkedin
	e.g. https://api.whatsapp.com/send/?phone=x0000000x - Available for e-Profile & vcf	e.g. https://www.linkodin.com/cox - Available for e-Profile & vcf
	Youtube	Wechet ID
	Youtube	Wechat ID
	e.g. https://www.youtube.com/xxx - Available for e-Profile & vcf	e.g. X00000X - Display on e-Profile Only
	Wechat Page	TikTok

# Ø Input

## **E-Profile**

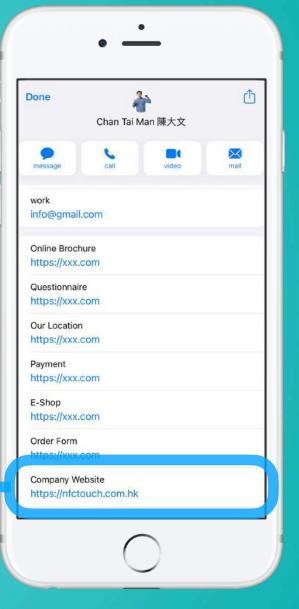
Company website will display on "e-profile" as suggested



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Download Contact (iOS)

A URL will be included with a title as "Company Website"



## Company Website

## Info

## More Info

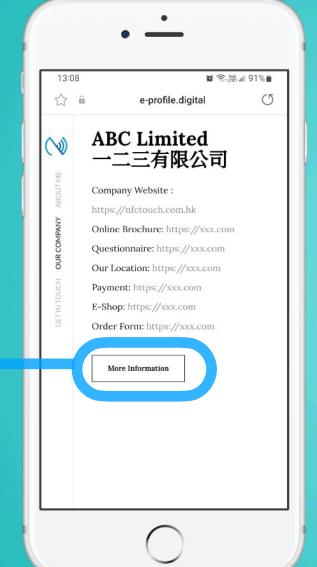
More Info is available to both "E-Profile" and "contact download", This link will automatically display with a title "More Info" in the contact and display with a button on e-profile page.

\*p.s. - On Android, after the contact has been downloaded, the title will not be mark as "More Info" but "Website" instead. 6 Input URL link here

:=	EN *		No Stephenuser (	Ŵ
Smart Card		Bio ADC License No: F0292 bp: BBC License No: I9303 e.g. bography or tomse - Display on e-Portize Only	Company Website https://infctouch.com.hk e.g. https://oncomAvailable for e-Profile & vcf	
Staff List		Mare Info https://doc.com	scebook Facebook	
Batch Upload		e g. https://soc.com - Available for e-Prefile & vef Instragram	https://www.facebook.com/occ - Available for e Profile & vef Twitter	
Admin		Instragram e.g. https://www.instegrem.com/ - Availation for a Pretilio & vef	Twitter e.g. https://twitter.com/ecs Availation for a Profile & vef	Æ
		Whatsapp Whatsapp	Linkedin	
		e.g. https://lipioshataapp.com/sensi/johanerococococ - Available for e-Profile & vef $\ensuremath{\mathbb{R}}$	e.g. https://www.biniedin.com/dox - Available for e-Photile & vot	
		Youtube	Wechat IID	
		Youtuba e.g. https://www.youtube.com/cox + Anaitable for e-Profile B vcf	Wechat ID e.g. X00000X - Display on e-Profile Only	
		Wechat Page	TaTok	
		Wechat Page # g. https://www.wechat.com/doc - Available for a-Profile & vef	TIRTels s.g. https://www.tiktok.com/cos- Available for e-Profile & vef	
		Line	Facebook Messenger	

#### **E-Profile**

More Info will display on "eprofile" as suggested, client can click on the link to view the URL



## Download Contact (iOS)

A URL will be included with a title as "More Info"

• — 視像 訊息 通話 Online Brochure https://xxx.com Questionnaire https://xxx.com Our Location https://xxx.com Payment https://xxx.com E-Shop https://xxx.com Order Form https://xxx.com Company Website More Info https://xxx.com https://www.facebook.com/xxx Instagram  $\bigcirc$ 



Social

# Social Media

There is a whole list of social media field available, you will just have to input the URL into the field accordingly. If you do not have such social media, just leave them blank.

\*p.s. - On Android, after the contact has been downloaded, the title will not be mark with social media title but "Website" instead.

:= F	EN *	No. of the second se	Hil Stephenuser 📢	
		Instragram	Twitter	
		Instragram	Twitter	
Smart Card		e.g. https://www.instagram.com/ - Available.for e-Profile & vof	e.g. https://witter.com/ooc - Available for e-Profile & vot	
<u>,011</u>		Whatsapp	Linkedin	
Staff List		Whatsapp	Linkedin	
Stan Six		e.g. https://spi.whatespp.com/send//phone=xessesse - Available for e-Profile 8 vcf $$	eg. https://www.linkedin.com/sox - Available for e-Profile & vef	
F		Youtube	Wachat ID	
Batch Upload		Youtube	Wechat ID	
		e.g. https://www.cyoutube.com/kox - Available for e-Profile & vcf	e.g. XXXXXXXX - Display on e-Profile Dely	
Q. Admin		Wechat Page	TikTok	>
		Wechat Page	TikTok	
		e.g. https://www.enediat.com/exex - Available for e-Profile & vof	e.g. https://www.ibitok.com/oox - Available for e-Profile is vd	
		Line	Facebook Messenger	
		Line	Facebook Messenger	
		e.g. https://line.me/oca - Avsilable for e-Frufile & vef	e g. https://www.messenger.com/acc Available for e-Petrile & vcf	
		Weibo	виы	
		Welbo	виыц	
		e.g. https://tweiba.com/coc- Available for e-Profile & vef	e.g. https://www.billbii.com/cox - Available for e-Profile & vof	
		QQ	Zhhu	
		99	Zhihu	



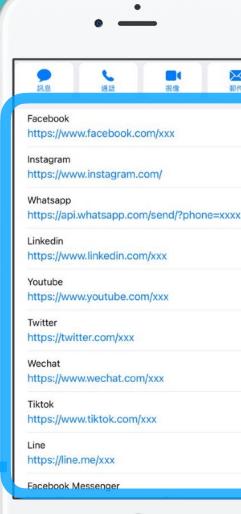
## **E-Profile**

Social media link will display on "e-profile" as an icon



Download Contact (iOS)

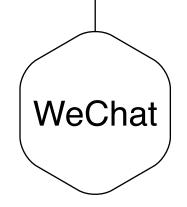
A URL will be included with a title of the social media



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relevant to your business





## WeChat

For WeChat, please input your WeChat ID, this will be display on E-Profile only.

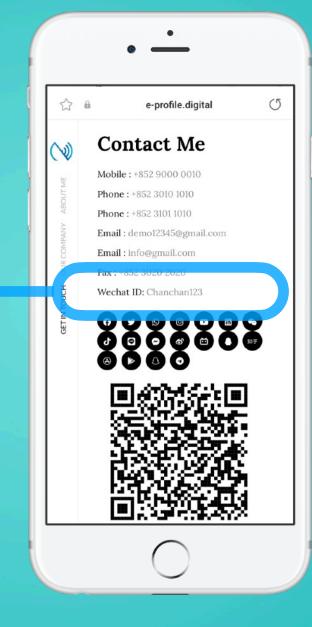
\* Please note, WeChat ID will only display on E-Profile. If you want to include it for the person to download onto their phone. We would advice you add it into the note, so the recipient can save it into their contact.

	EN *	<u>.</u>	C 💭 💥 Hil Stephen user 📢
		Instragram	Twitter
0=		Instragram	Twitter
Smart Card		e.g. https://www.eistagram.com/ - Available for e-Profile & vcf	e.g. https://witer.com/oox - Available for e-Profile & vd*
011		Whatsapp	Linkedin
Staff List		Whatsapp	Linkedin
Stan List		e.g. https://spi.whatsupp.com/send//phanerxxxxxxxx - Available far e-Prafile & vdf	eg. https://www.linkedin.com/oxx - Available for e-Profile & vof
F			
Batch Upload		Youtube	Wechat ID
		Youtube e.g. https://www.youtube.com/cox - Available for e-Profile & vef	Wechat ID e.g. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Q		alb unite future internet you'r ywaannie un ale innie aler	22
Admin		Wechat Page	TikTok
		Wechat Page	TikTok
		e.g. https://www.eweduit.com/ook - Available for e-Profile & vof	e.g. https://www.liktok.com/look - Available for e-Profile & vef
		Line	Facebook Messanger
		Line	Facebook Messenger
		e.g. https://line.medoox - Available for e-Profile & vef	eg. https://www.messenger.com/aax - Available for e-Perfile & vcf
		Weibo	Вини
		Welbo	Bilbil
		e.g. https://k.weibo.com/noc - Available for e-Profile & vof	eg. Https://www.bilbiti.com/oxx - Aneilable for e-Profile & vef
		QQ	Zhihu
		99	Zhihu
		भूभ	Red York Lab

# 0 For your

#### **E-Profile**

WeChat ID will display on "WeChat ID" as below



## WeChat, just input WeChat ID

# **Case Studies**

## **Example:**

EN *	Net touch	
	Twitter	
D= Instragram	Twitter	
Smart Card e.g. https://www.instagram.com/ - Available for e-Profile & vcf	e.g. https://twitter.com/xxx - Available for e-Profile & vcf	
Whatsapp	Linkedin	
Staff List e.g. https://api.whatsapp.com/send/?phone=xxxxxxxxx - Available for e-Profile & vcf	e.g. https://www.linkedin.com/ooc - Available for e-Profile & vcf	
<ul> <li>в.д. пързивротнакавроонезети/ рилите-хололос - лиявание тот е-т топе к чо</li> </ul>	eg, indpagreere wanted incompare for environe a rul	
Youtube	Wechat ID	
Batch Upload Youtube	Wechat ID	
e.g. https://www.youtube.com/kox - Available for e-Profile & vcf	e.g. XXXXXXX - Display on e-Profile Only	
Admin Wechat Page	ТікТок	7
Wechat Page	TikTok	
e.g. https://www.wechat.com/xxx - Available for e-Profile & vcf	e.g. https://www.tiktok.com/xxx - Available for e-Profile & vcf	
Line	Facebook Messenger	l
Line	Facebook Messenger	1
e.g. https://line.me/xxx - Available for e-Profile & vcf	e.g. https://www.messenger.com/xxx - Available for e-Profile & vcf	
Weibo	Bilibili	
Weibo	Bilibili	
e.g. https://s.weibo.com/xxx - Available for e-Profile & vcf	e.g. https://www.bilibili.com/xxx - Available for e-Profile & vcf	
QQ	Zhihu	
QQ	Zhihu	

### **E-Profile**



#### **Downloaded Contact**





