

How to include social media and other useful URL in your profile?

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

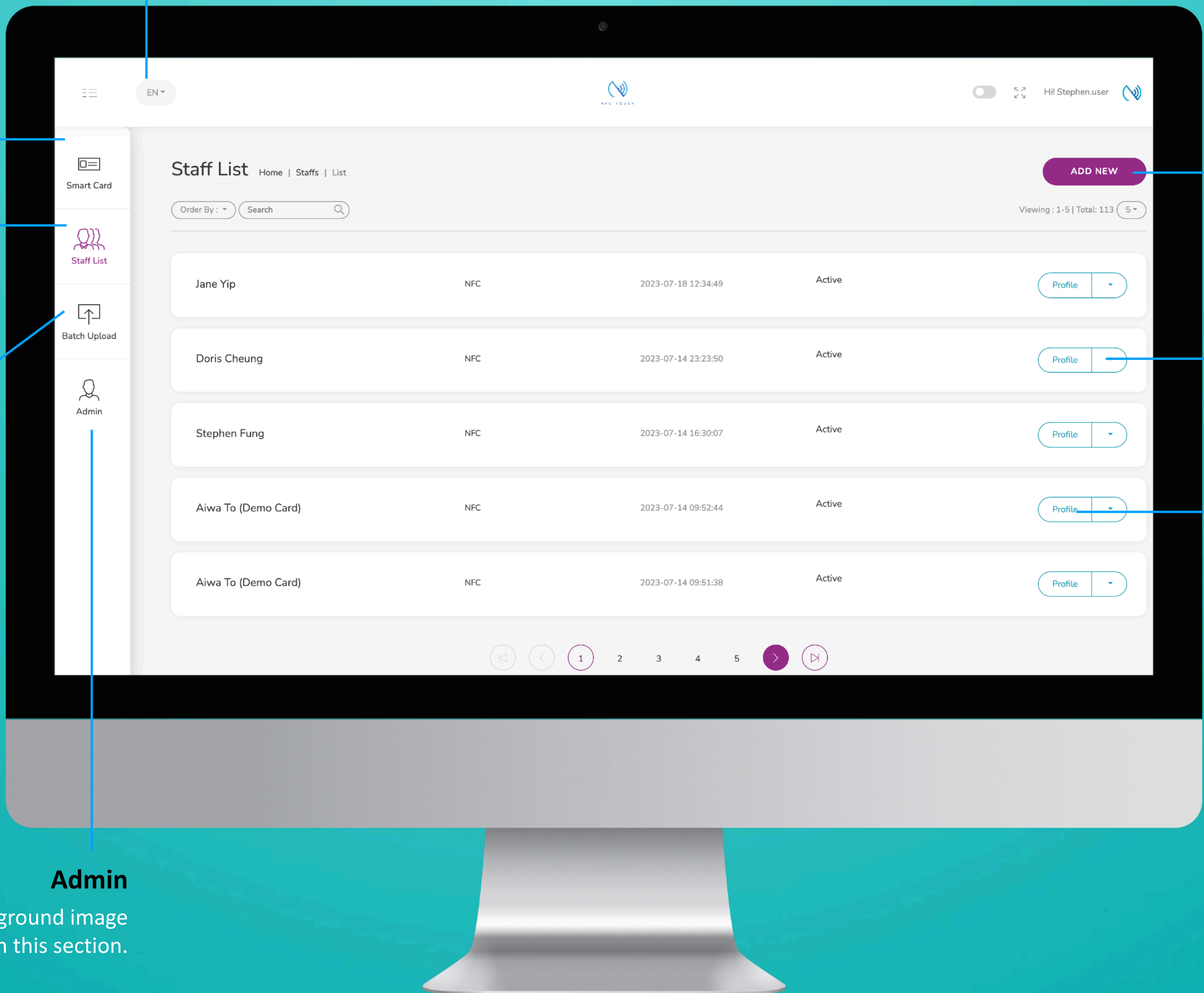
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

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

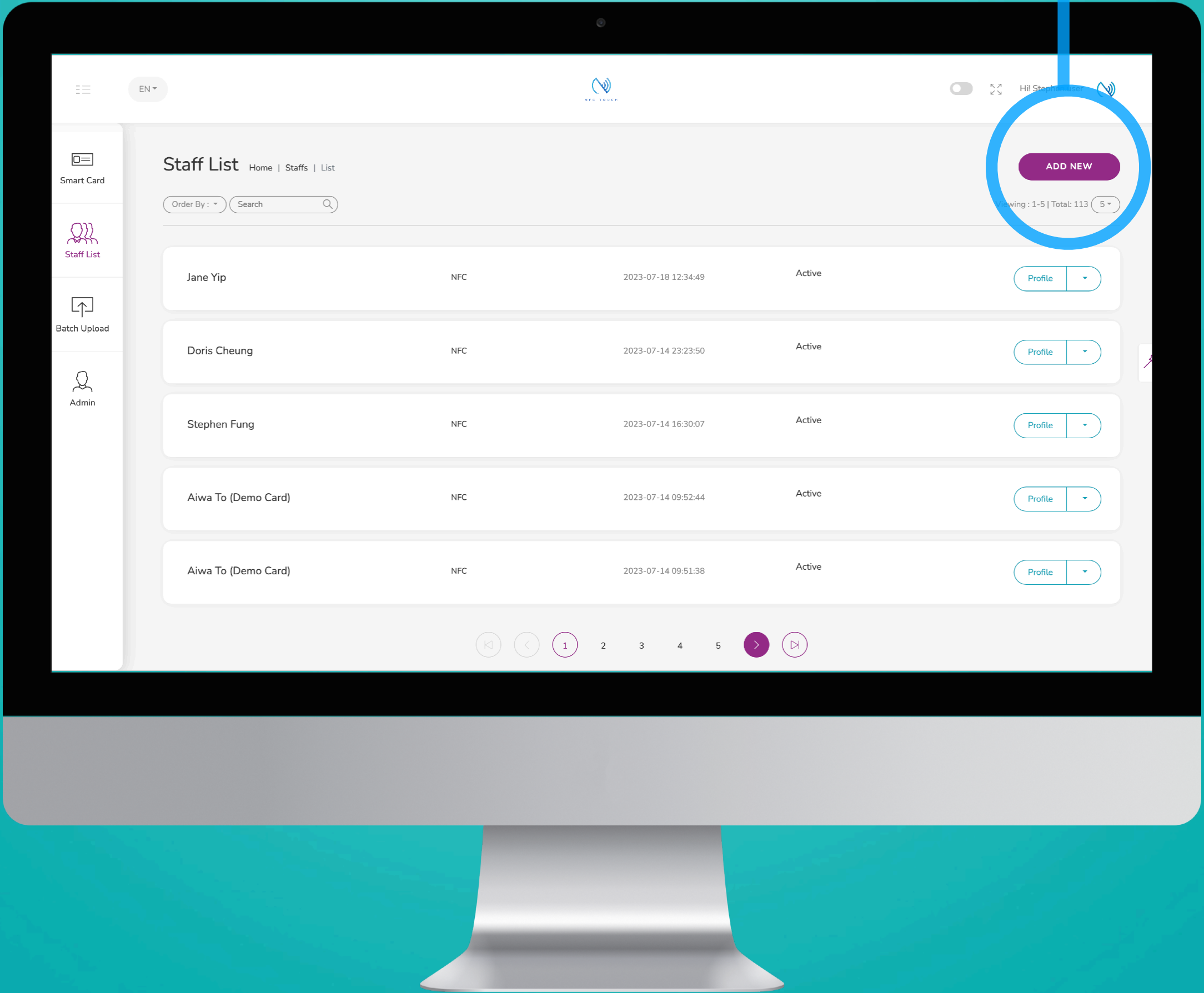
You can view staff profile by clicking this button.

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



Bio

Add Bio

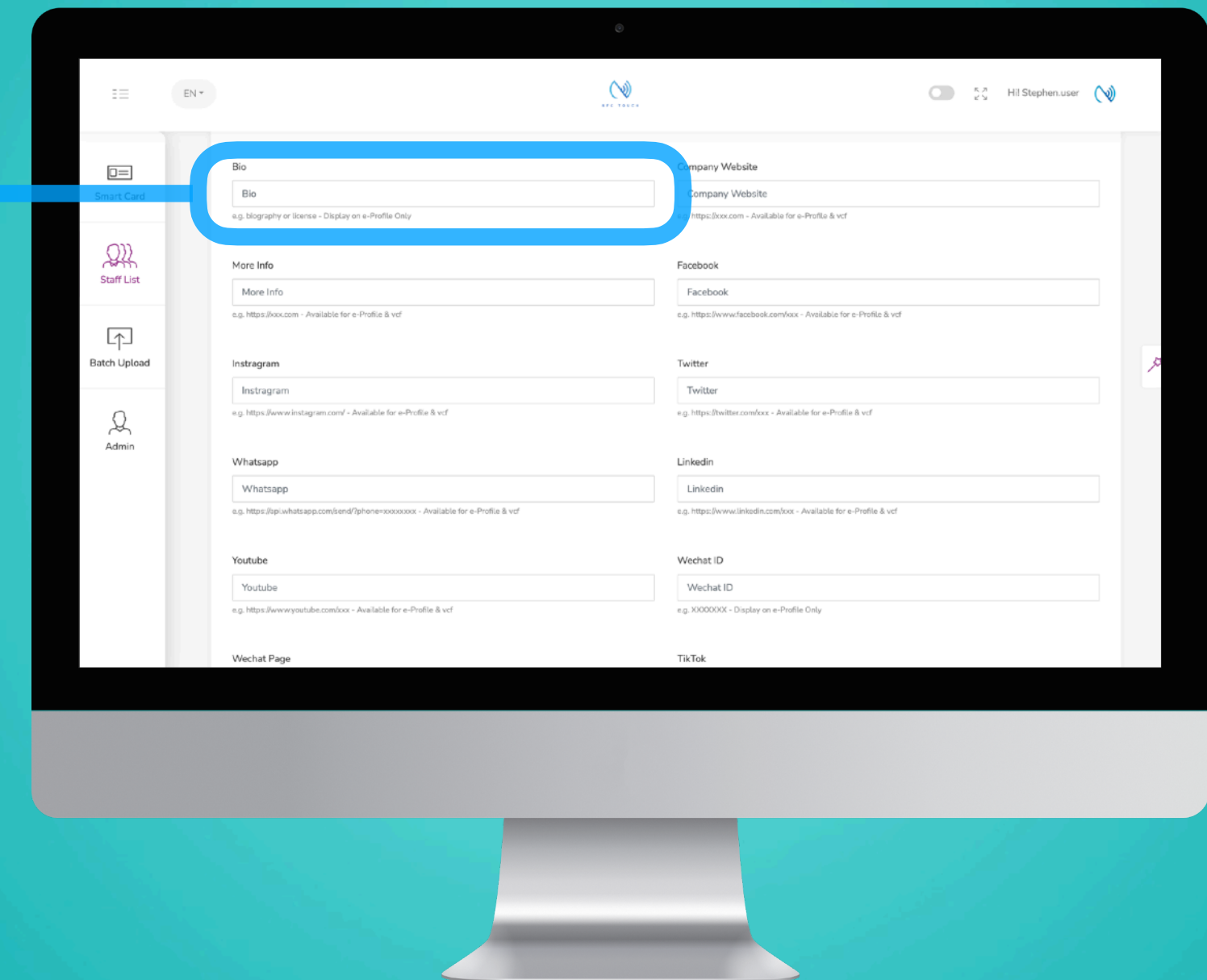
Bio is only available to “E-Profile”, hence it won’t appear in the contract download. So, if you are not going to use the E-profile, you do not have to fill this field in.

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 “
”

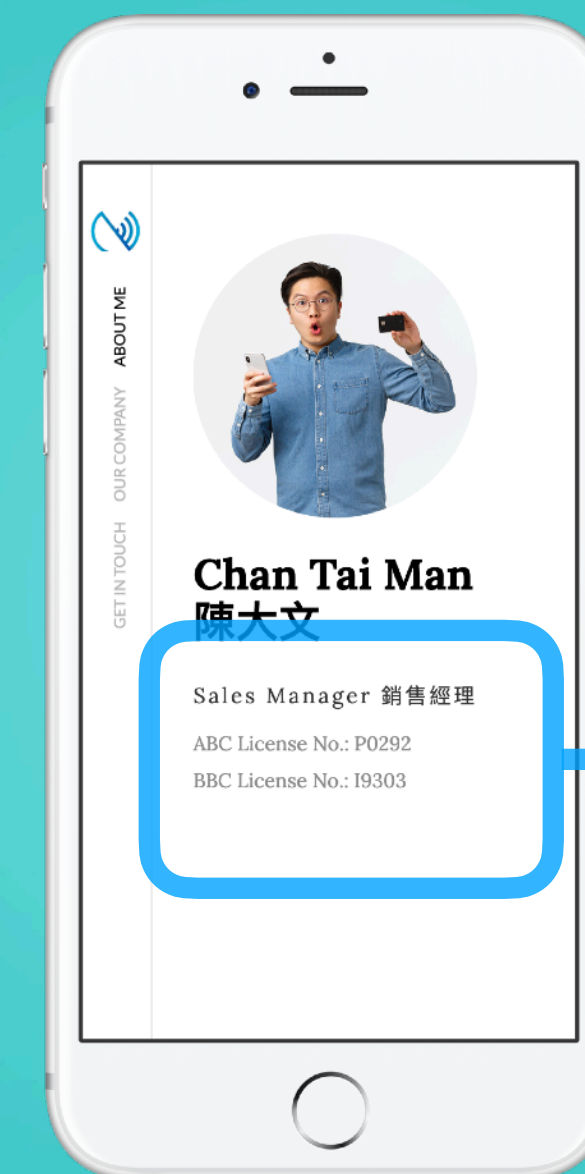
General stuff put in here include: Company Mission, license no., Company Slogan, Bio, Qualification and etc...

On the right hand side is an example which the following text has been inputted into the Bio “ABC License No.: P0292
 BBC License No.: I9303”

 Input Bio



E-Profile



Bio will display on the front page of your e-profile, underneath the position.

Web

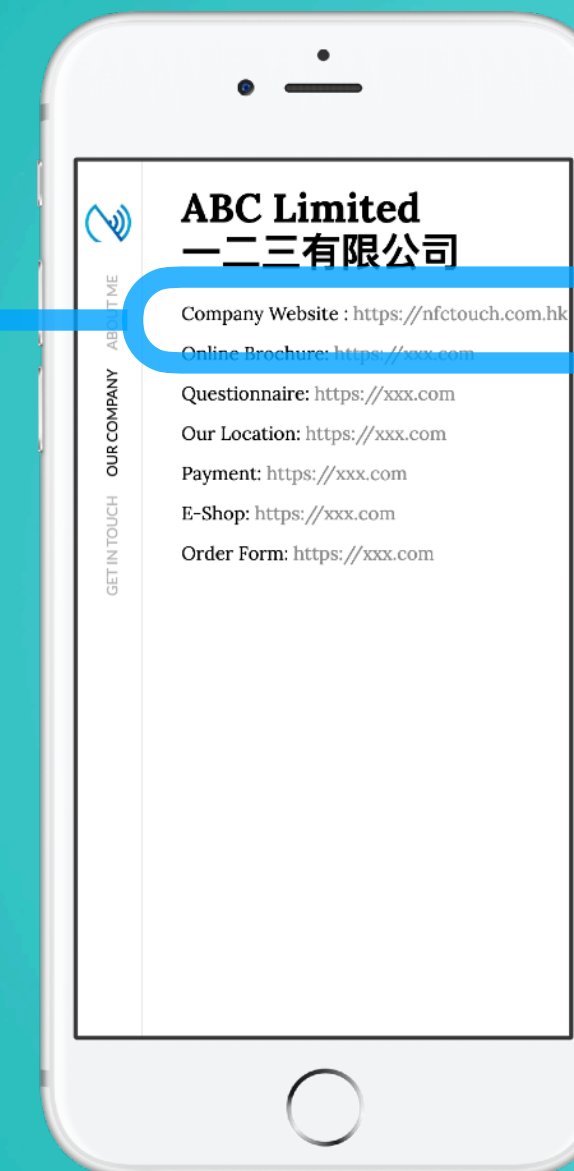
Company Website

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.

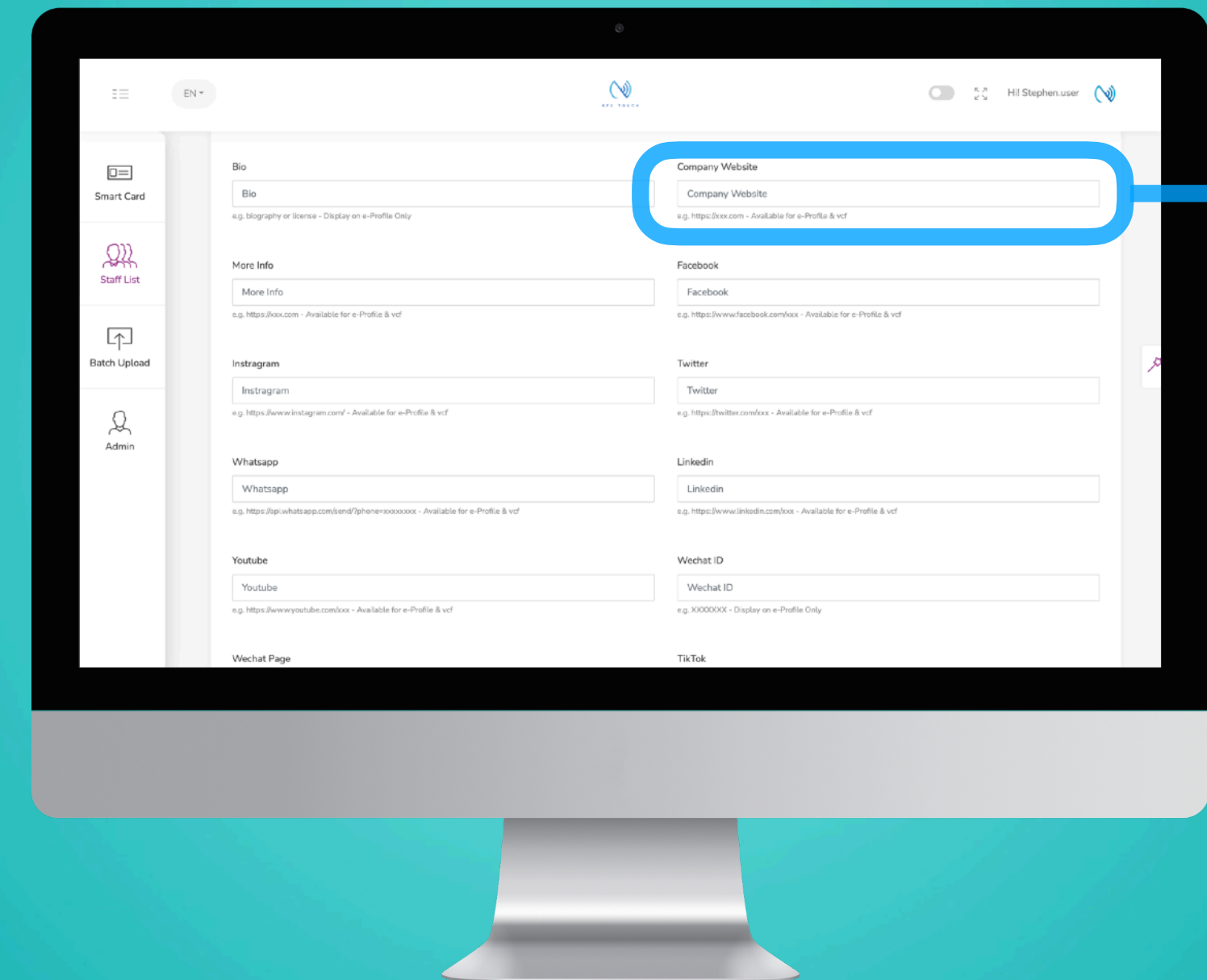
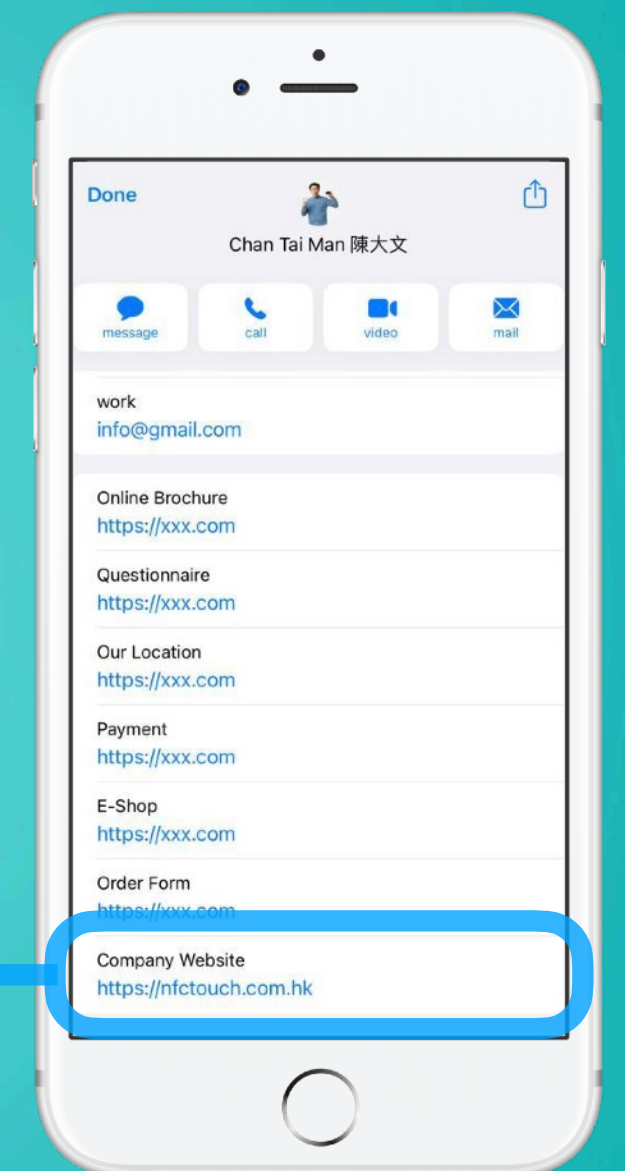
E-Profile

Company website will display on “e-profile” as suggested



Download Contact (iOS)

A URL will be included with a title as “Company Website”



Input
Company
Website

Info

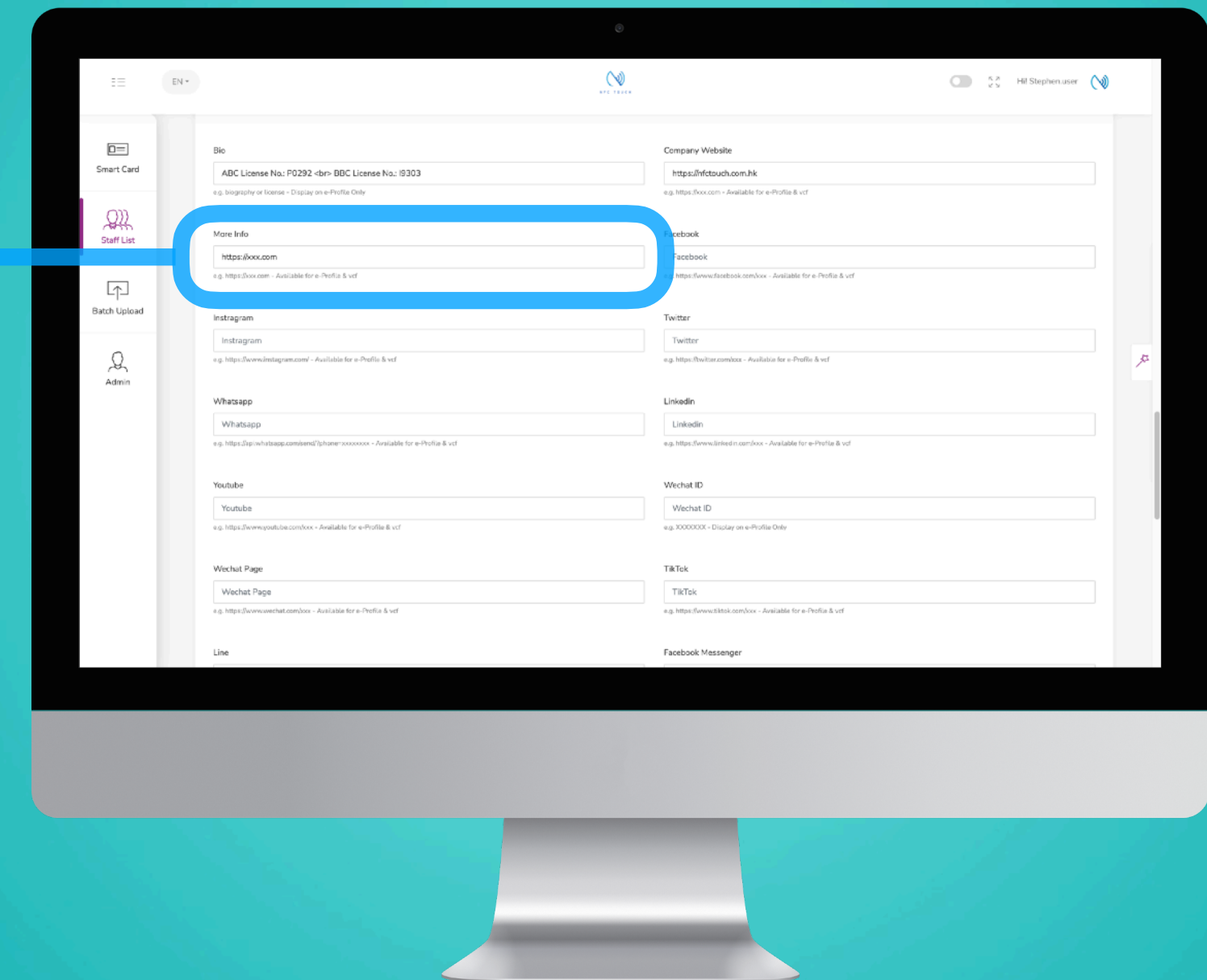
More Info

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.



Input URL
link here



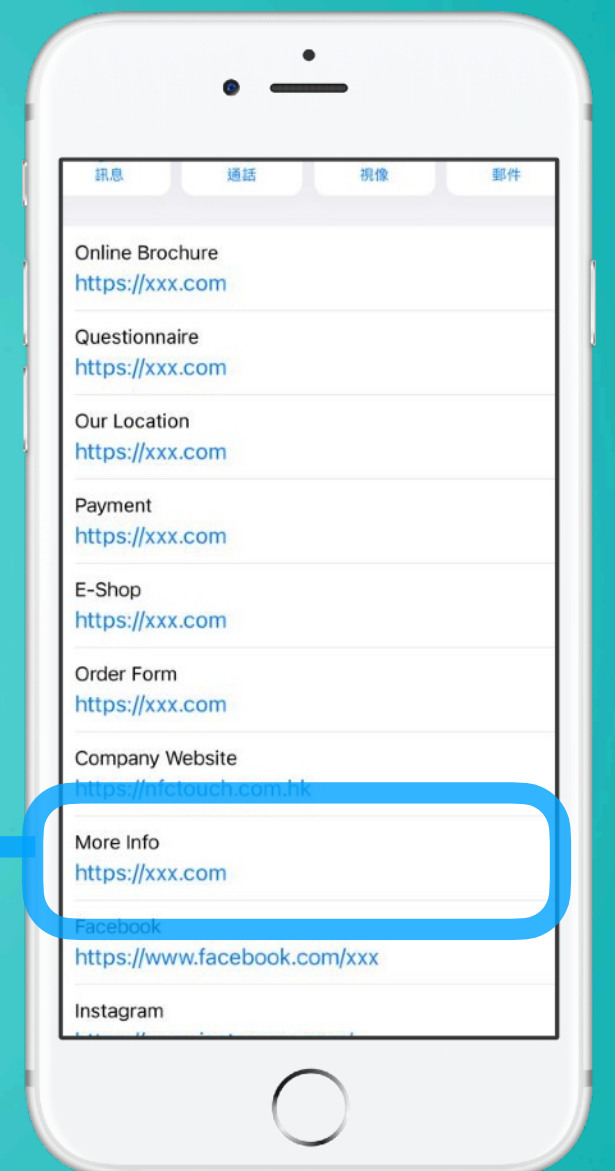
E-Profile

More Info
will display
on “e-
profile” 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”



Social

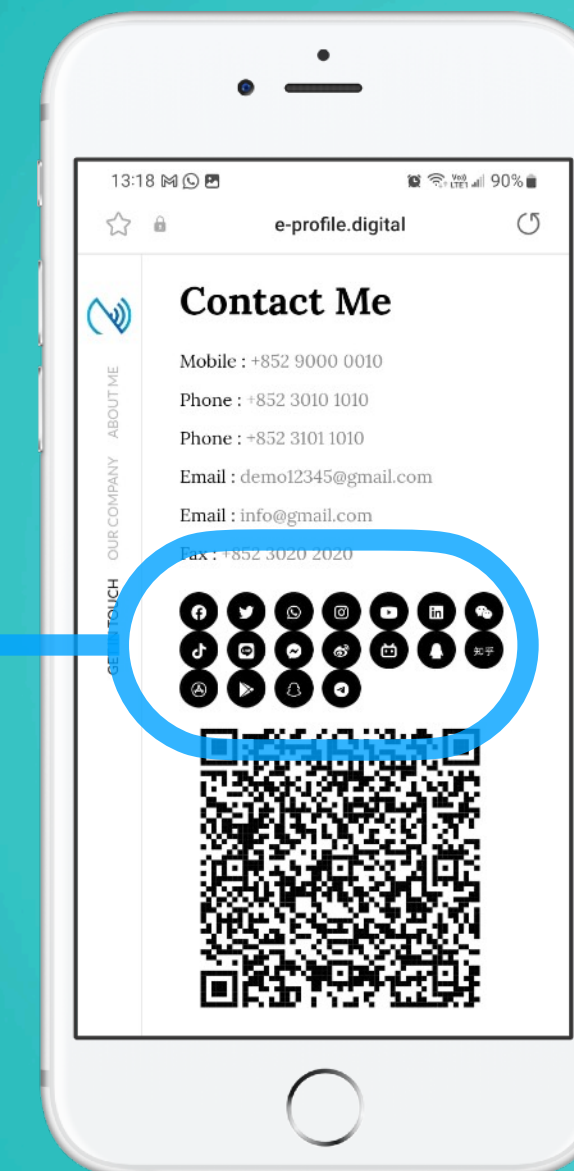
Social Media

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.

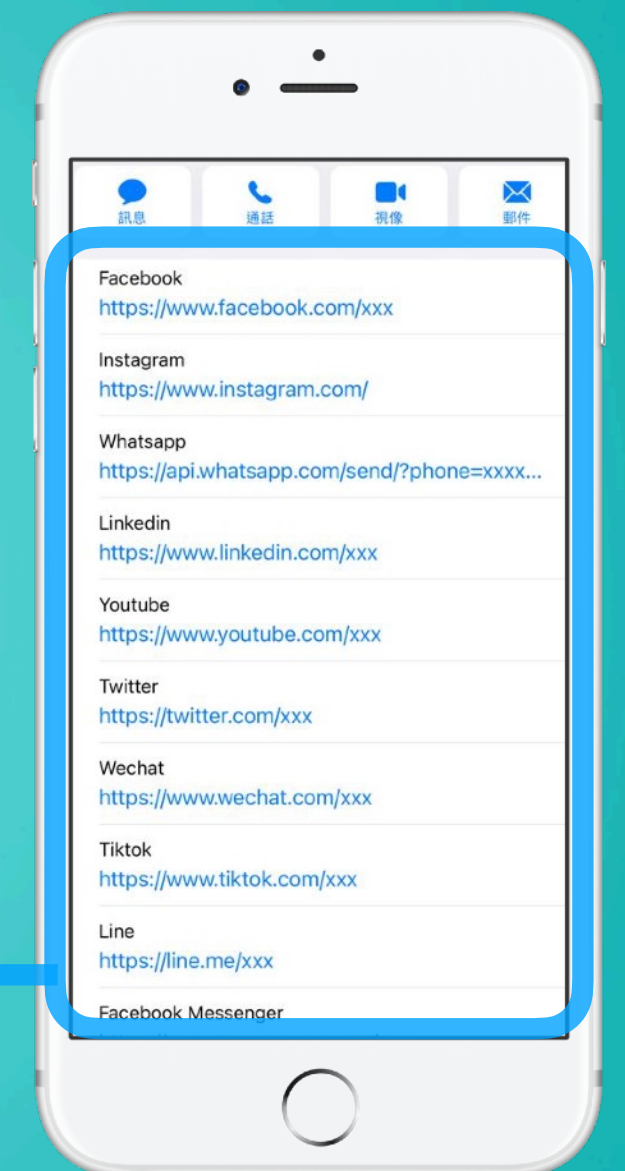
E-Profile

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

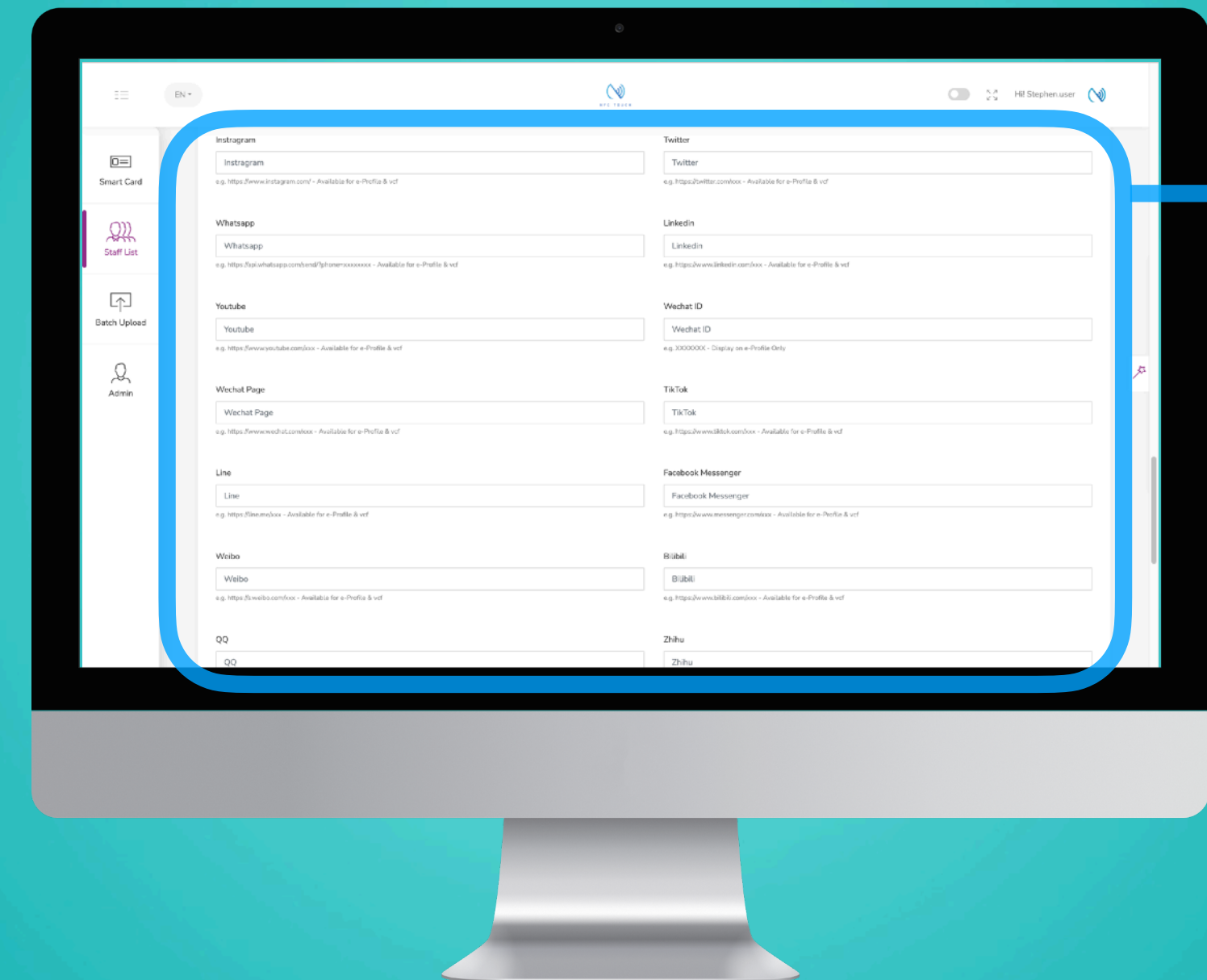


Download Contact (iOS)

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



Input social media that is relevant to your business

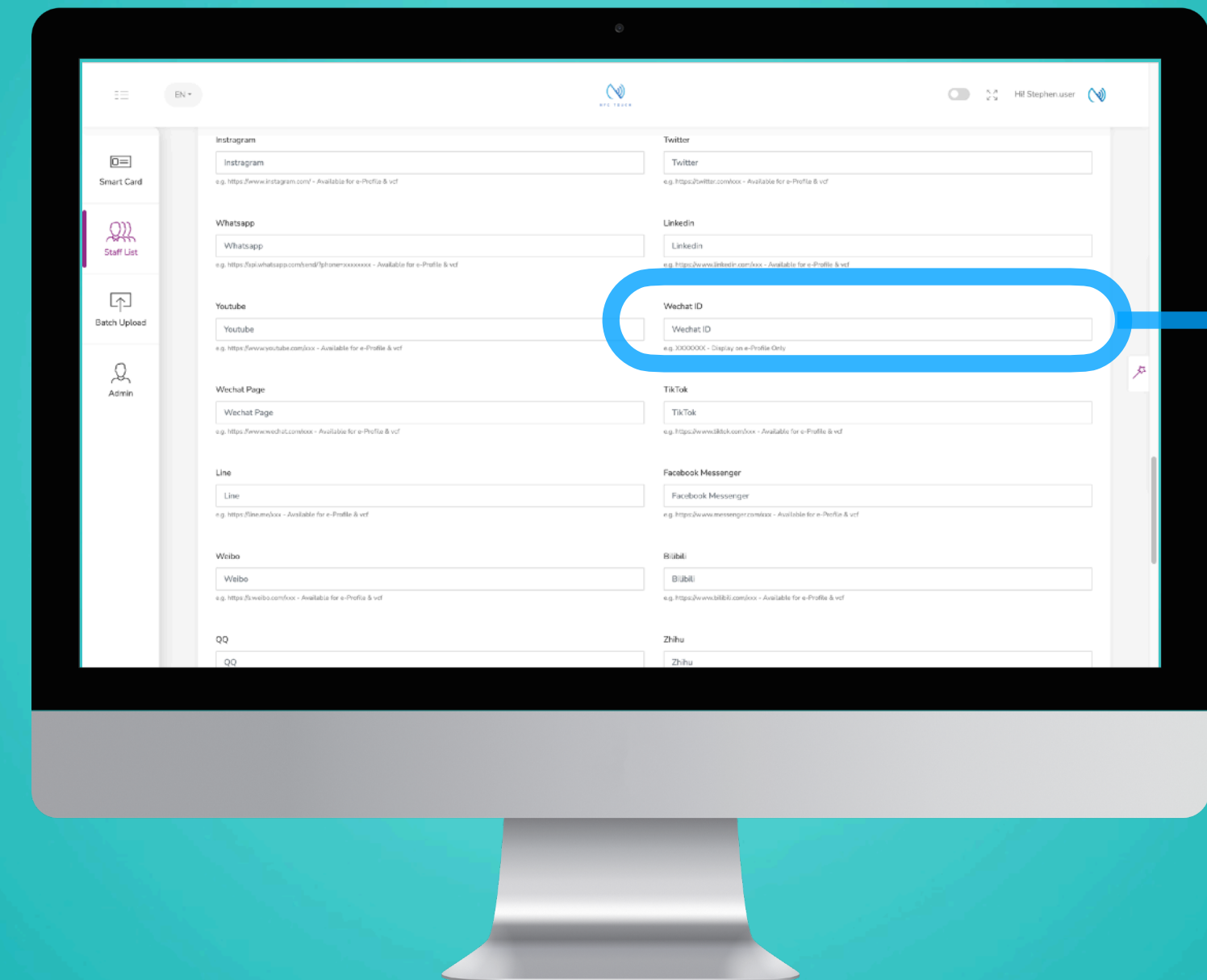


WeChat

WeChat

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

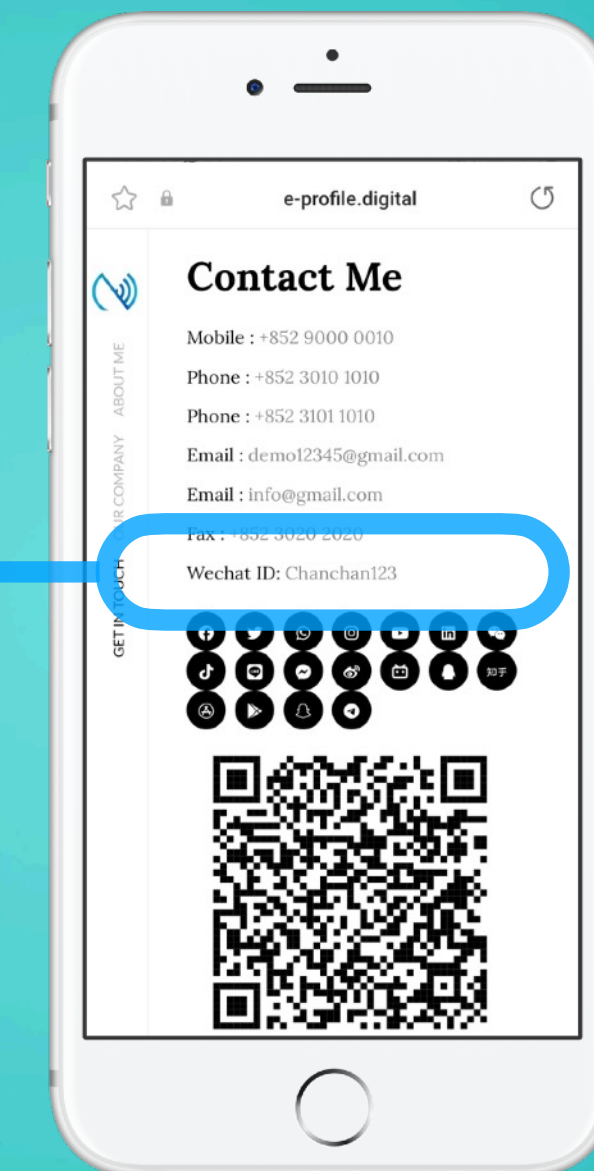
* Please note, WeChat ID will only display on E-Profile. If you want to include it for the person to download onto their phone. We would advice you add it into the note, so the recipient can save it into their contact.



For WeChat,
just input
your
WeChat ID

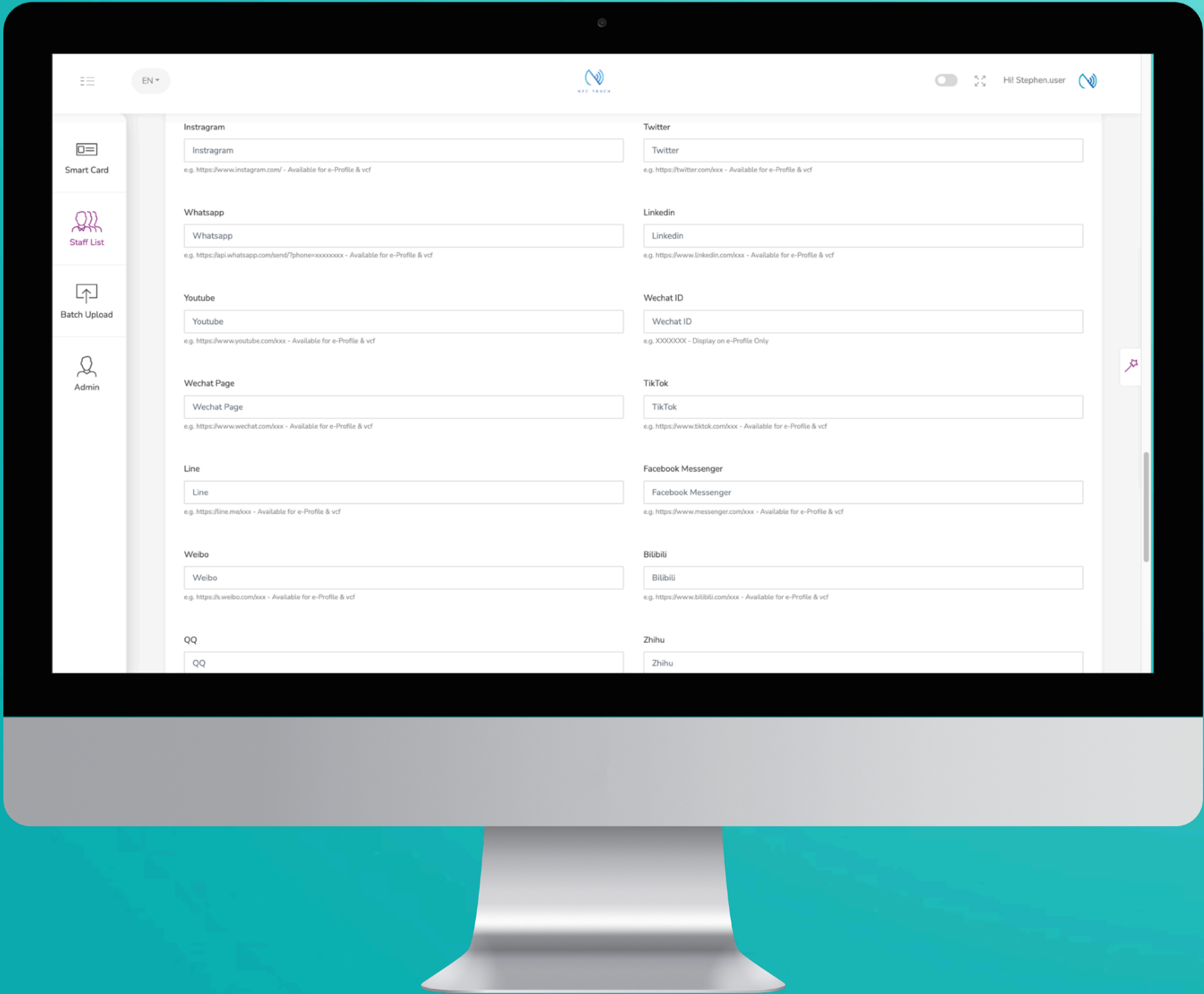
E-Profile

WeChat ID
will display
on “WeChat
ID” as below

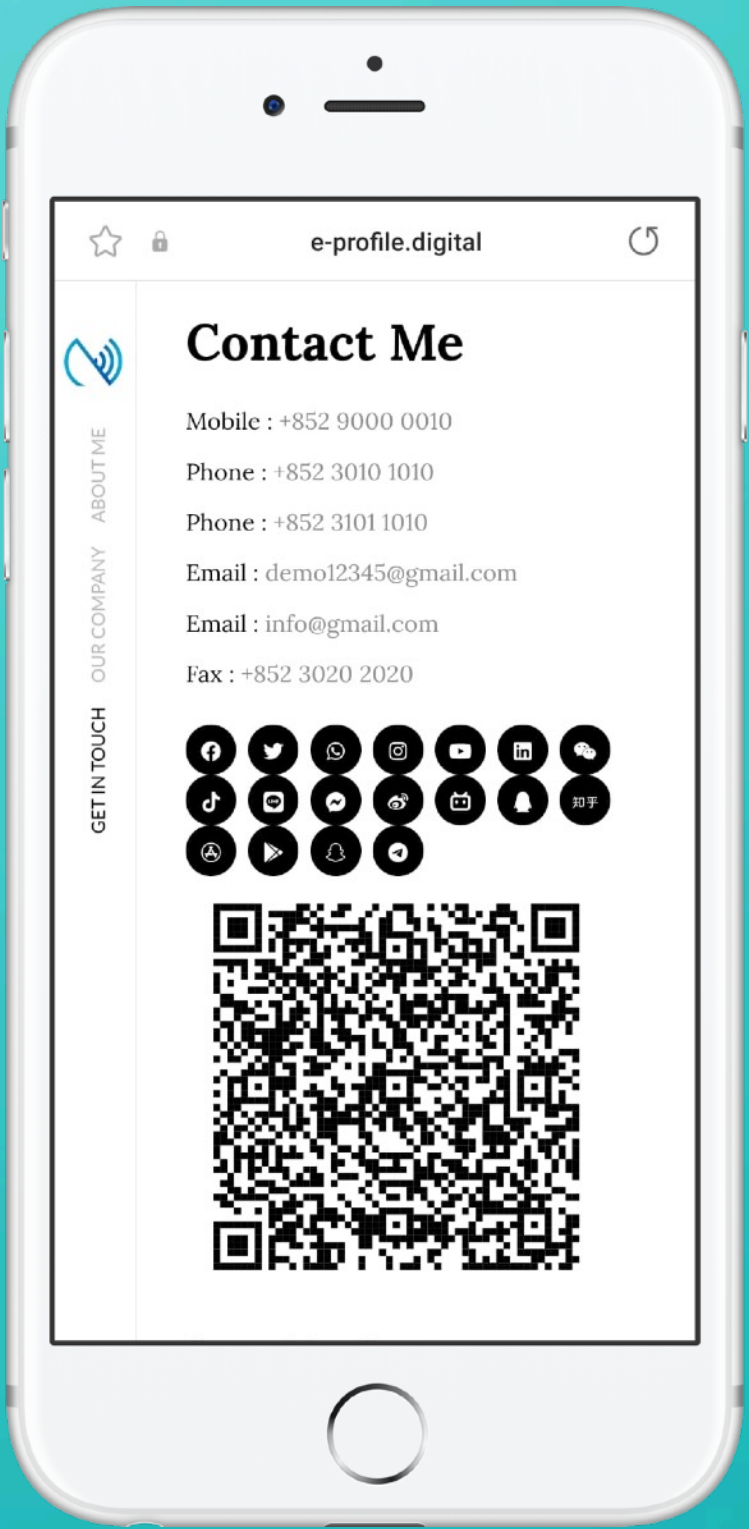


Case Studies

Example:



E-Profile



Downloaded Contact

