How to link Smart Business Card with staff 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.
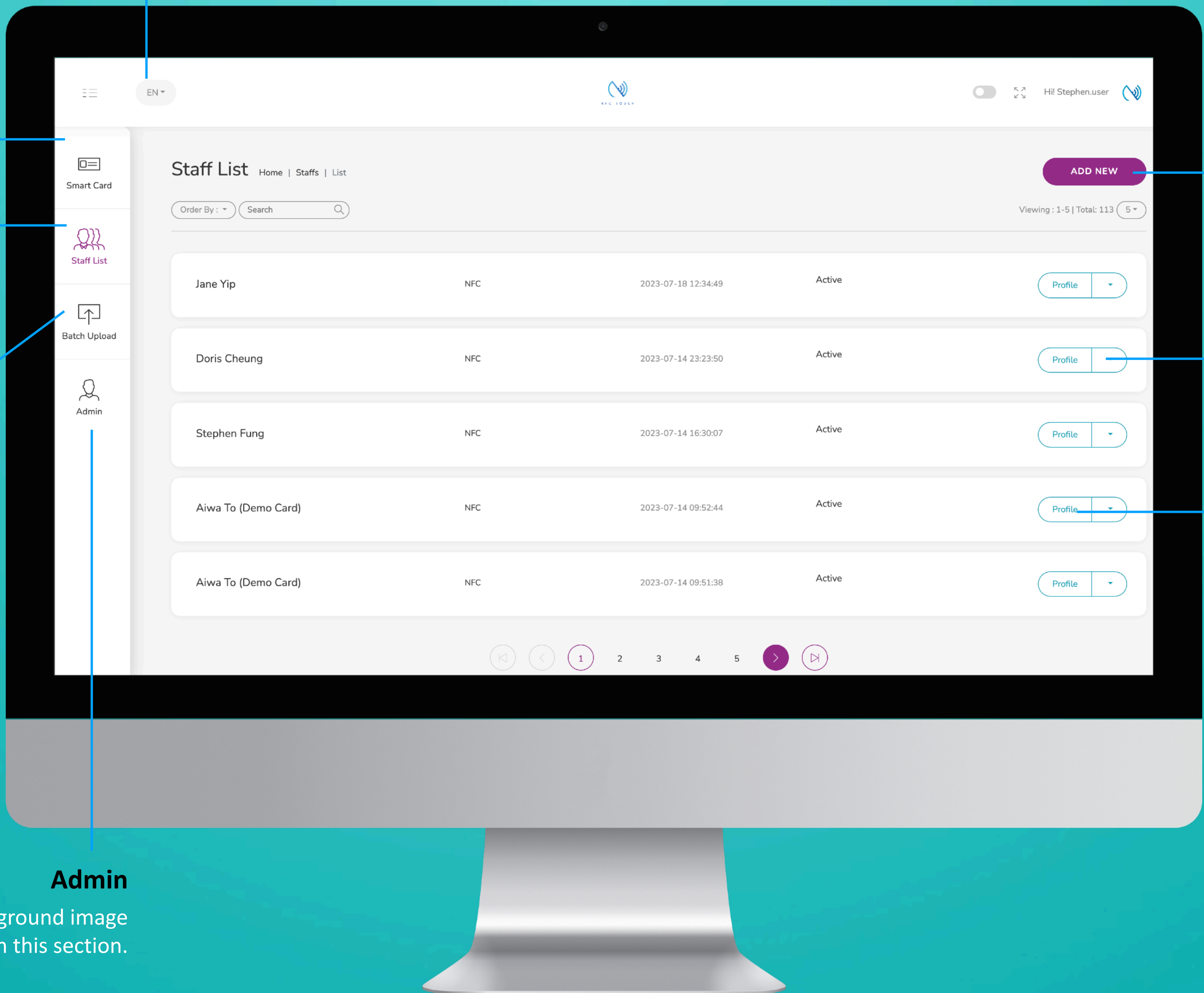
Add New
You can add new staff by clicking the button here.

Choose "Edit" or "Delete"
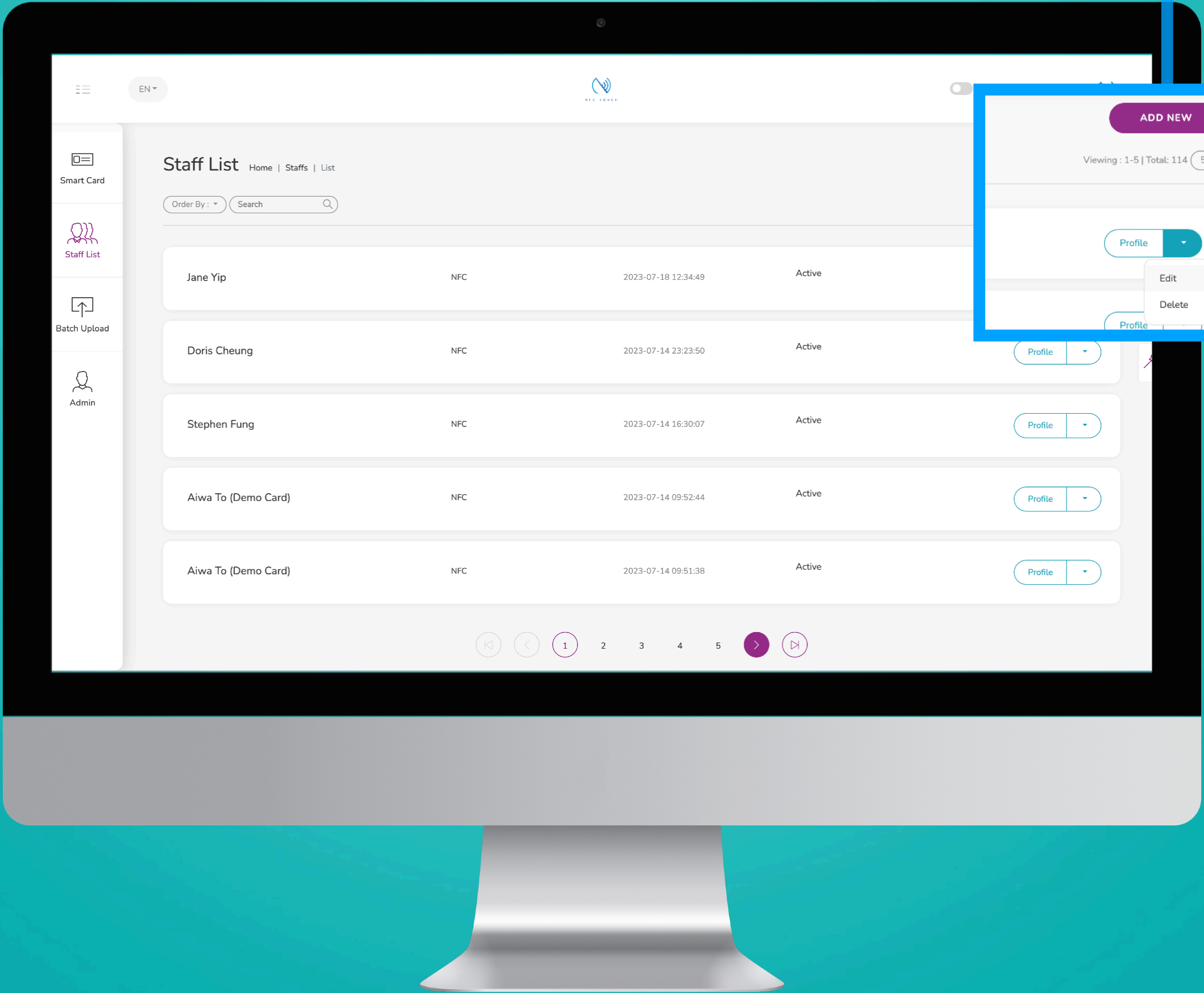You can edit staff info or delete staff by clicking the button here.

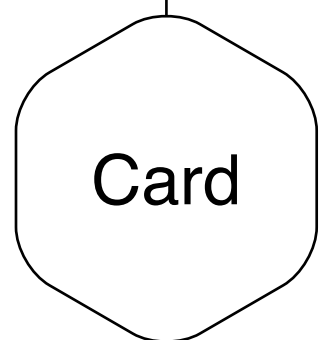## Profile
You can view staff profile by clicking this button.

Step 1

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.
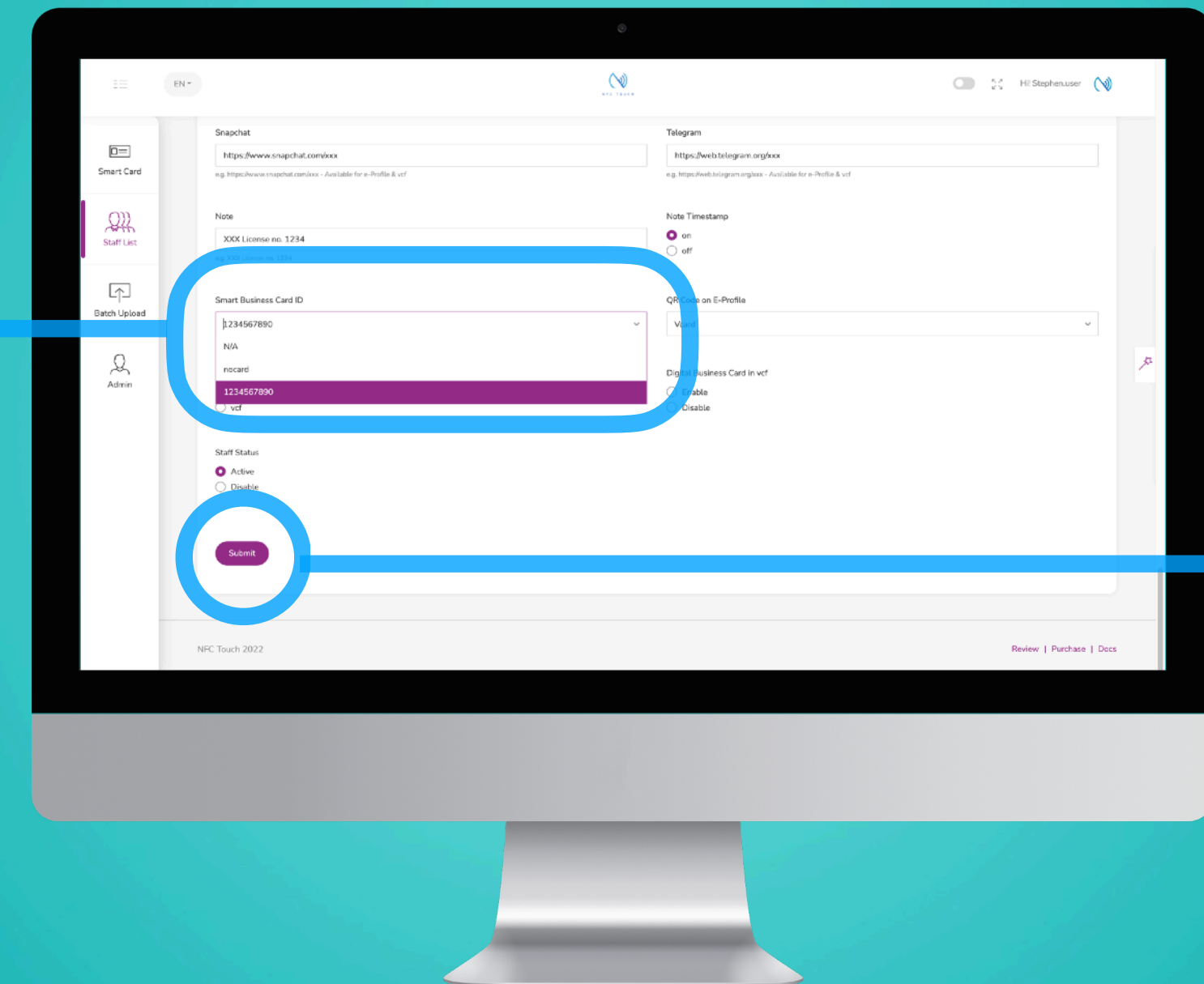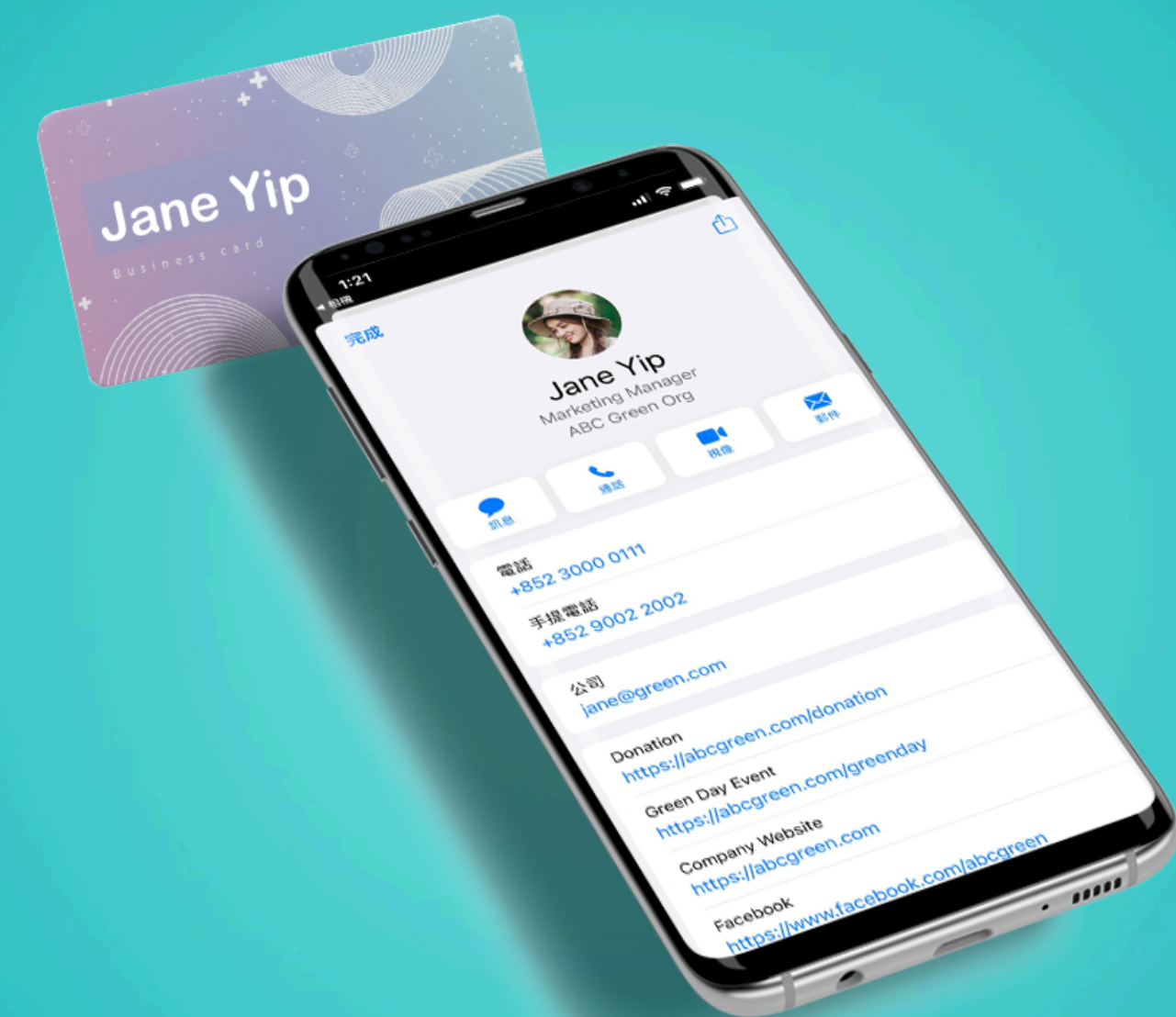
Allocate Card

Card

Each Smart Card has a UID, by choosing the UID number of the card, you will link this profile to such smart business card.

If you are unable to find such UID, it means that either the card has already been allocate to another staff or the card isn't issued by us.

Step 2
Allocate Card UID to staff profile
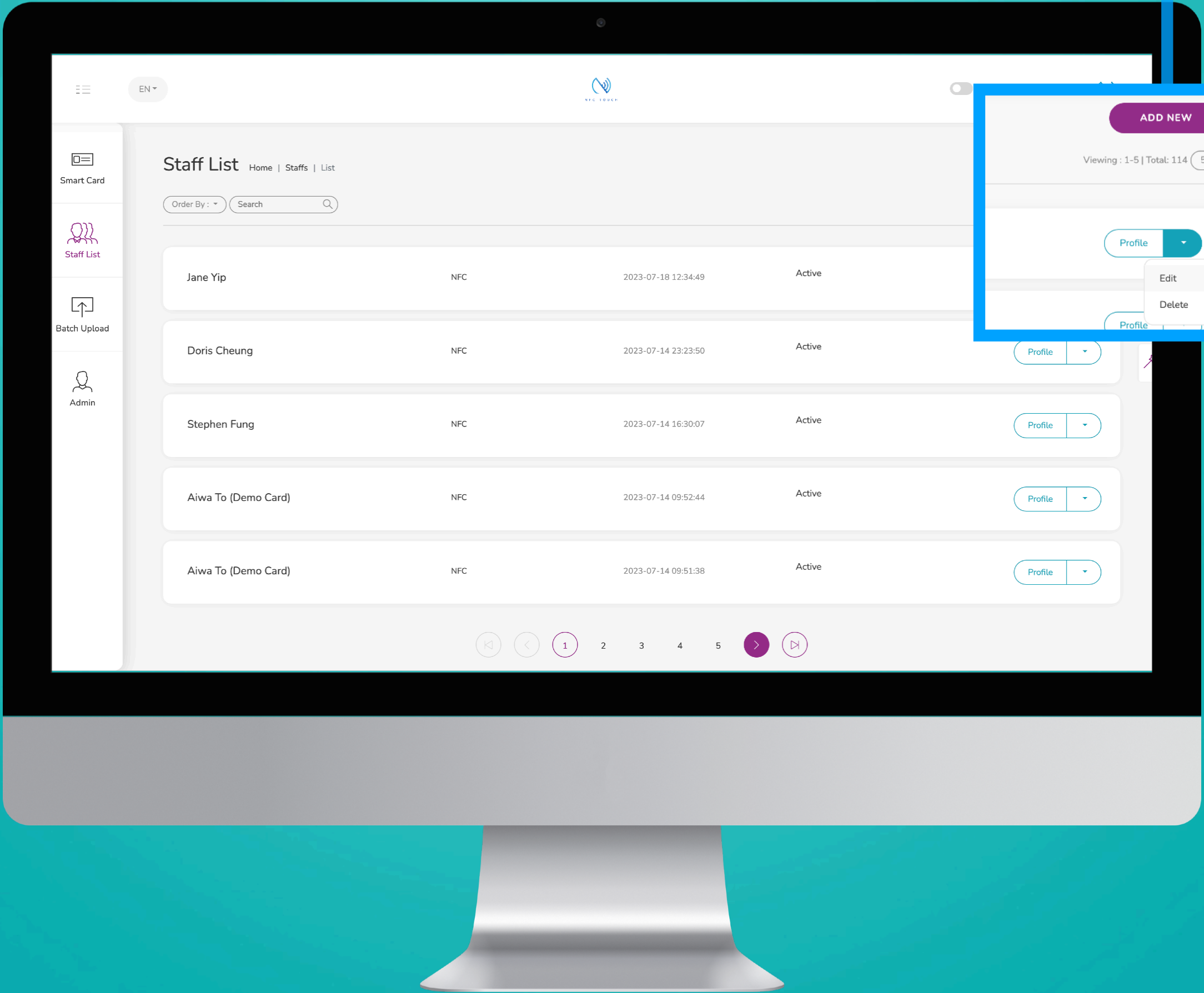
Final Step
Click Here

Step 1

Transfer Card

If you would like to transfer an existing card from your previous/current staff to your new staff. First, please goto your existing staff profile and click on "Edit"

Staff List Home | Staffs | List

ADD NEW

Viewing : 1-5 | Total: 114 5

			Profile
Jane Yip	NFC	2023-07-18 12:34:49	Active
			Edit
			Delete
			Profile
Doris Cheung	NFC	2023-07-14 23:23:50	Active
Stephen Fung	NFC	2023-07-14 16:30:07	Active
Aiwa To (Demo Card)	NFC	2023-07-14 09:52:44	Active
Aiwa To (Demo Card)	NFC	2023-07-14 09:51:38	Active

Smart Card

Staff List
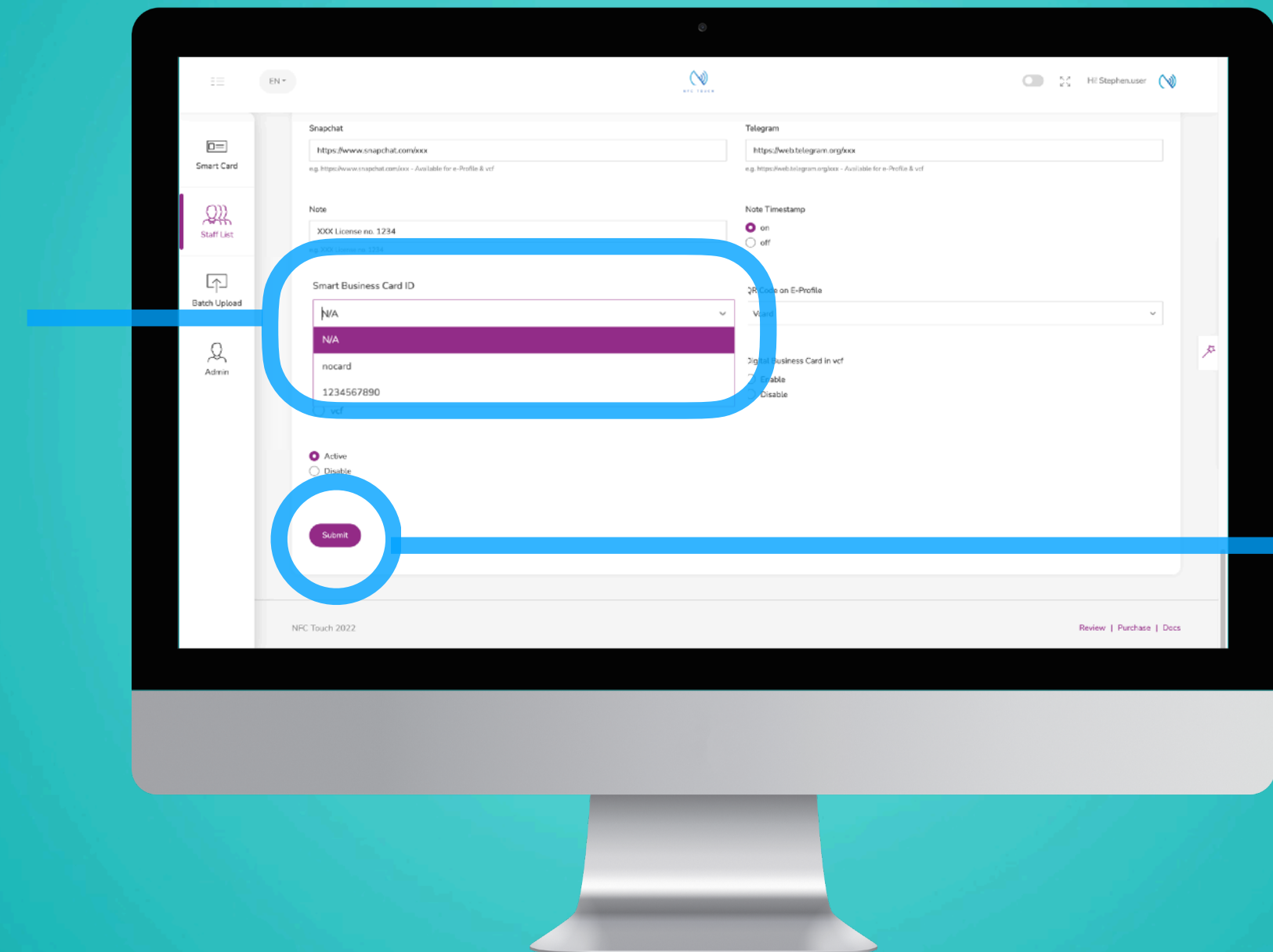
Batch Upload

Admin

1 2 3 4 5

Set SmartCard UID to "NA"

Step 2

By setting the "Smart Business Card ID" to "NA", you are un-linking this staff profile with their original card. Don't forget to hit "Submit".

Only after you have set it to "NA" the card is then available for another profile to link this card to.

Step 2
Set Card UID to "NA"

Step 3
Click Here

Go to New Staff's Profile Edit Page

Step 4

You can either create a new staff by clicking on "ADD NEW", or click on "EDIT" if the new staff profile has already been created.

Step 4
Click Here

Pick the ID with your new staff profile

Step 5

You should be able to pick the UID of your card from this dropdown here with this new profile. Don't forget to click on "Submit" button when done!

Step 5
Allocate Card UID to staff profile

Final Step
Click Here