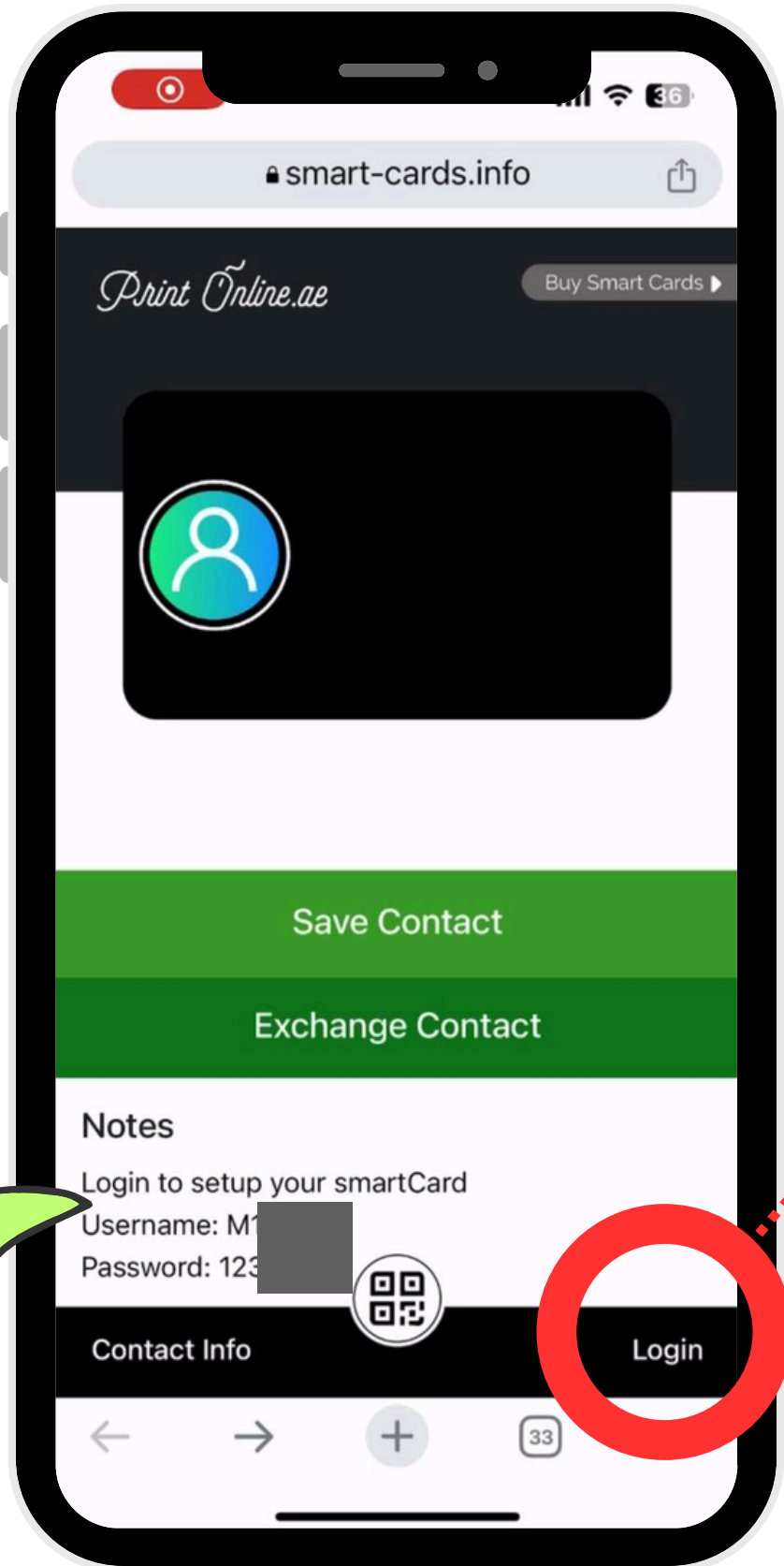




SMART BUSINESS CARDS
THE

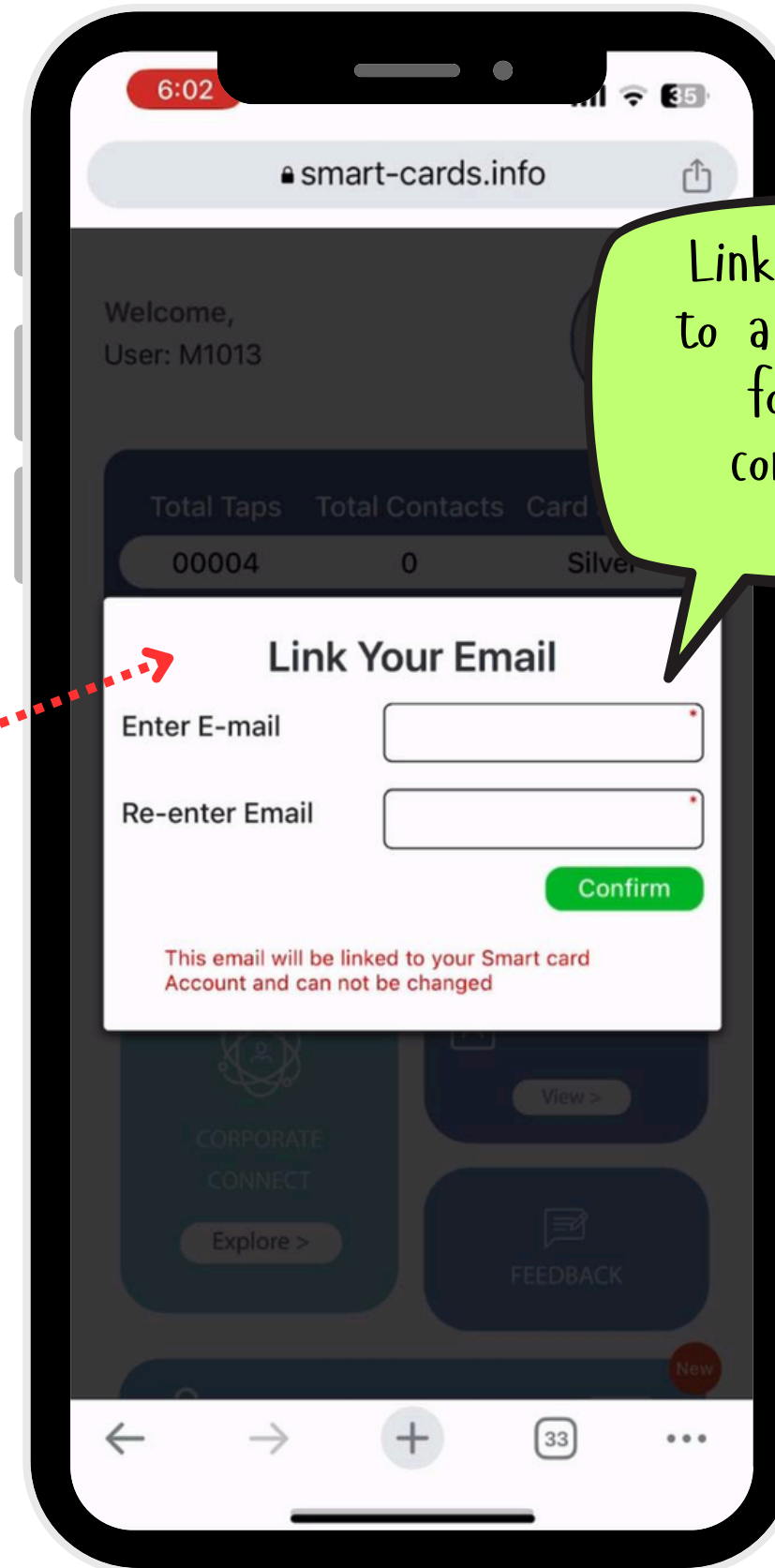
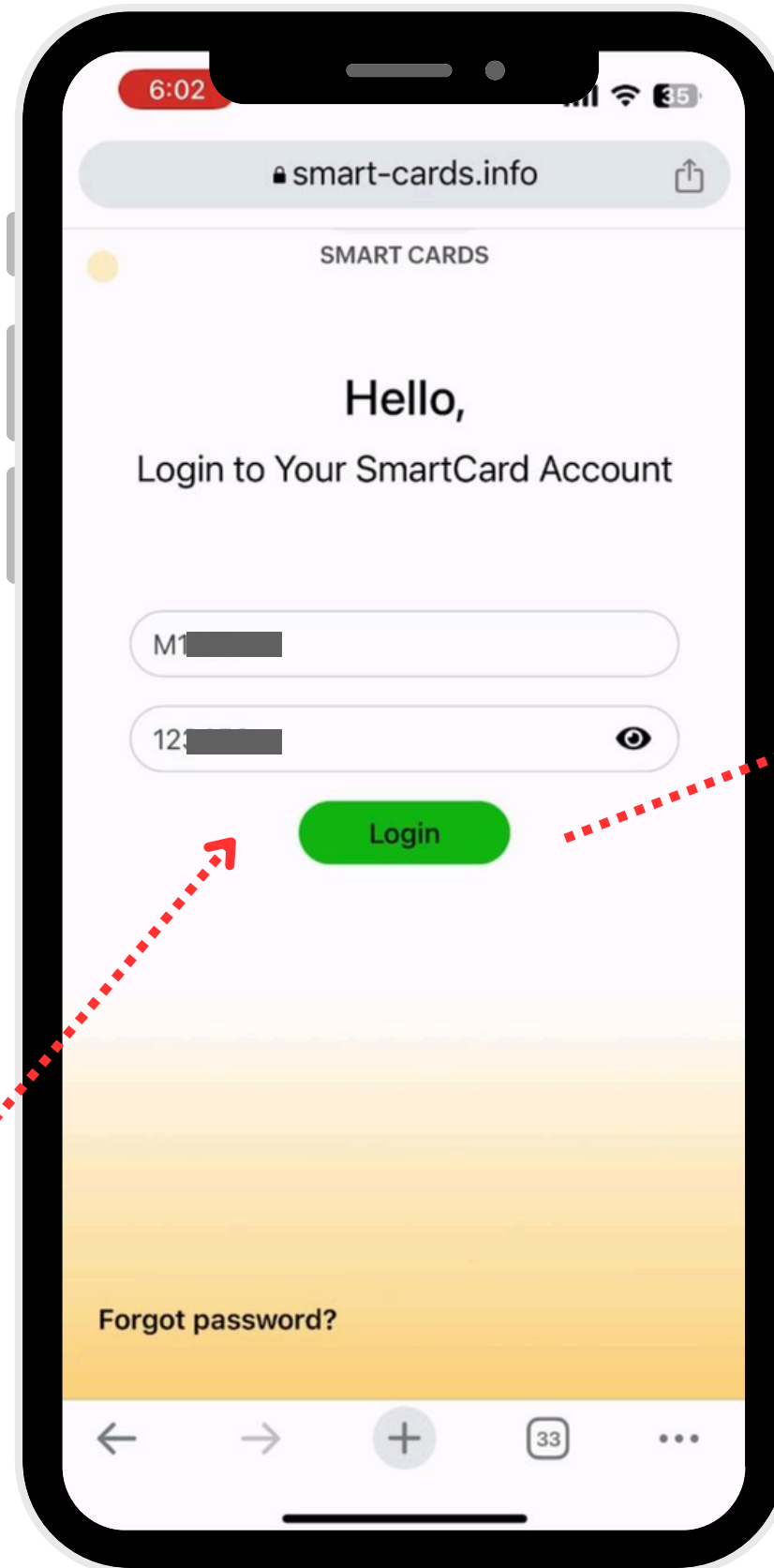
BEGINNER'S GUIDE

FIRST-TIME LOGIN : ACCESSING THE BACKEND AREA OF YOUR PROFILE



Use these Credentials for Login

You can remove this information from the "Notes" section on the Edit Profile page, which you can access through your dashboard.

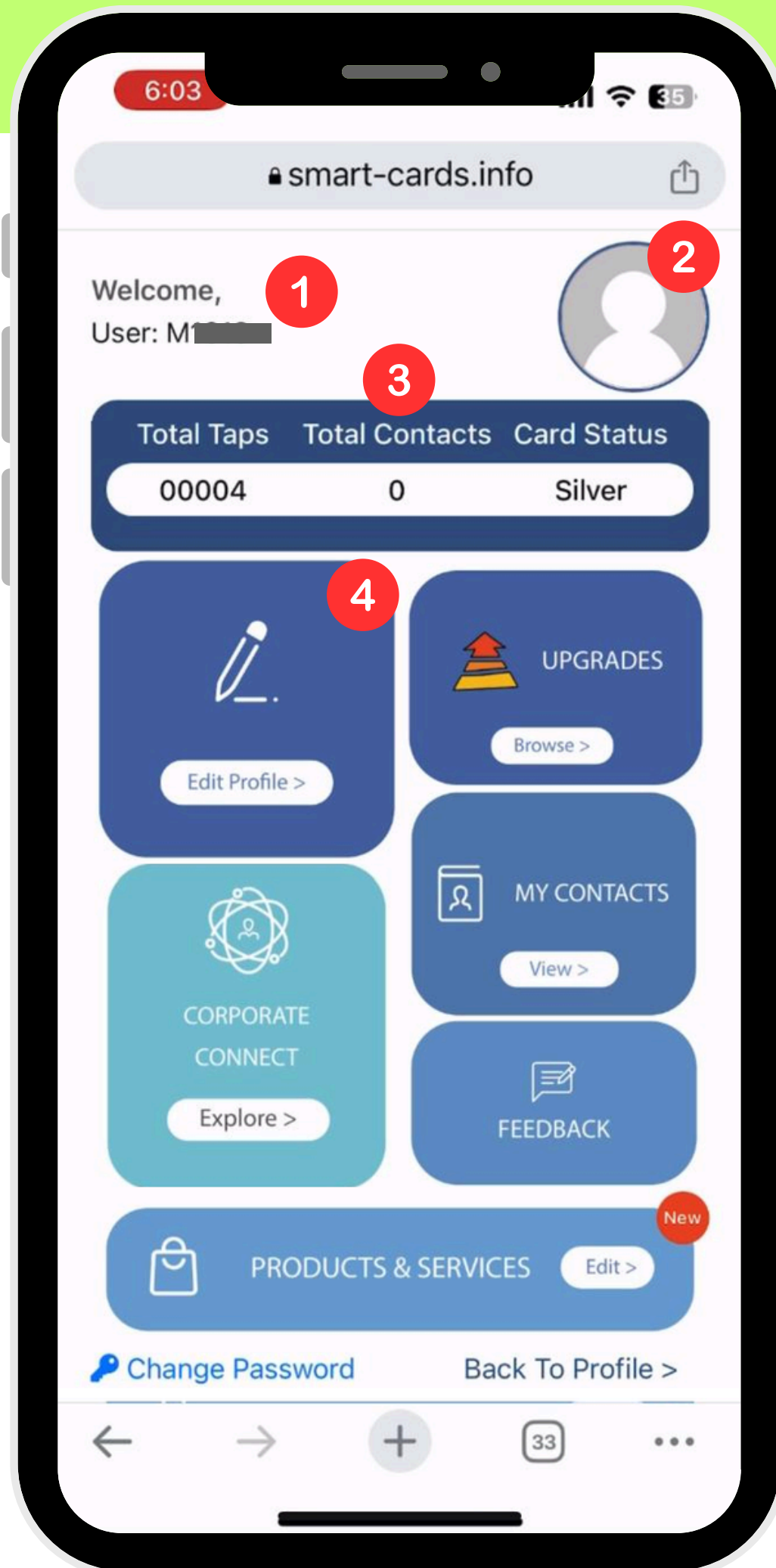


Link your profile to a unique email for backend communication purposes

This email will be used solely for internal backend controls related to your profile and will not be visible to visitors of your profile.

You only need to enter this information once, the first time you set it up.

EXPLORE & MASTER YOUR BACKEND DASHBOARD



1. [TOP LEFT CORNER]

Your username and linked email address are displayed here.

2. [TOP RIGHT CORNER]

Your profile photo: This photo will also appear on your main profile page, displayed at the top center for visitors. You can delete the photo directly from here or you can also add/replace it using section no. 4.

3. [COUNTER | CONTACTS | STATUS]

The left section displays the number of visits or interactions with your profile, the middle section shows the number of contacts you've received from visitors, and the right section indicates your card status (Silver, Gold, or Platinum, based on your payment plan)

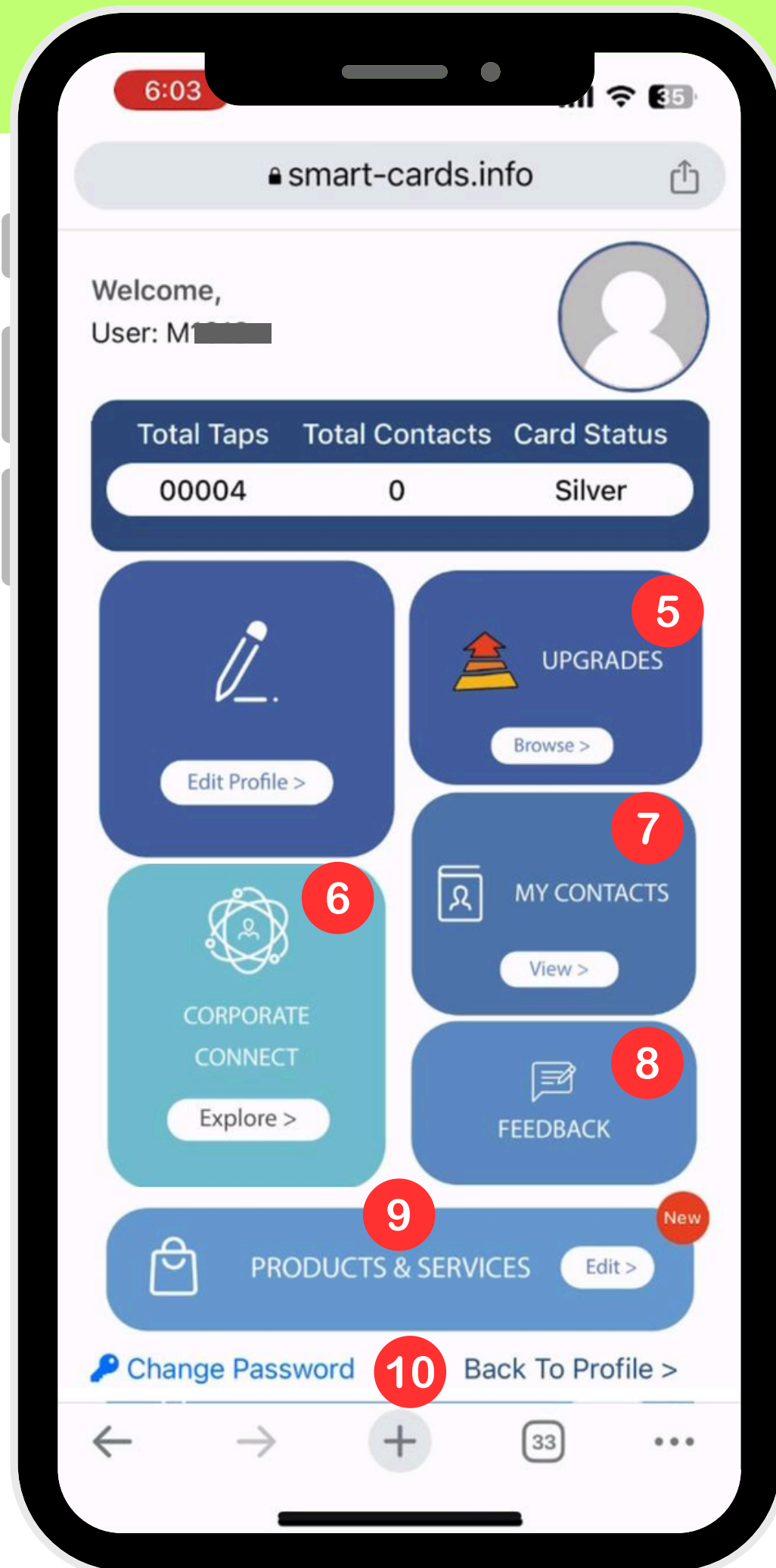
4. [EDIT PROFILE]

Click this link to make the below changes or the below updates to your profile.

- **Change the Theme of Your Main Page:** Customize the appearance of your main page by selecting a new theme.
- **Add/Update/Delete Your Contact Information :** Manage your contact details, such as..
 - Profile Photo
 - Birth Date
 - Email Address
 - Name
 - WhatsApp/Phone Numbers
 - Website or Social Media Links
 - Physical Address

Add/Edit/Delete Notes : You can also create, modify, or remove notes in this section. These notes will be visible to visitors on the main landing page of your profile.

KNOW YOUR BACKEND / DASHBOARD



5. [UPGRADE]

You can upgrade your card to either a White/No Labelling or Personal Labelling option by paying an additional fee. The fee details will be displayed once you click the Upgrade > Browse link.

6. [CORPORATE CONNECT]

This feature is currently in the development stage and will be available soon.

7. [MY CONTACTS]

Click this link to enable or disable the two-way communication feature.

You can also view a list of all contacts shared with you by your profile visitors.

From this page, you can view, save, WhatsApp, email, edit, or delete these contacts.

8. [FEEDBACK]

We welcome your feedback! Feel free to share your views, suggestions, or any concerns regarding the MyCard software.

9. [PRODUCT & SERVICES]

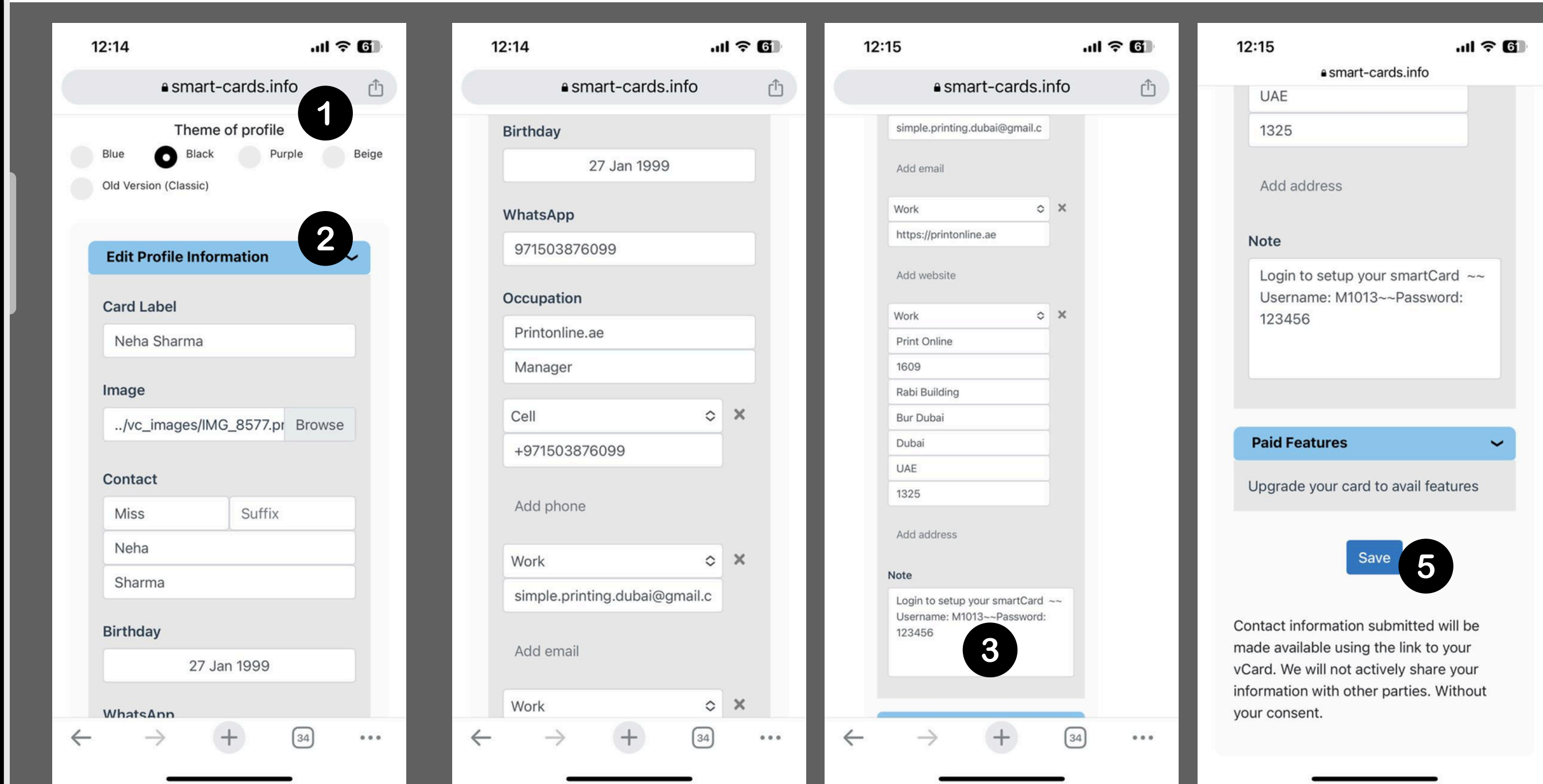
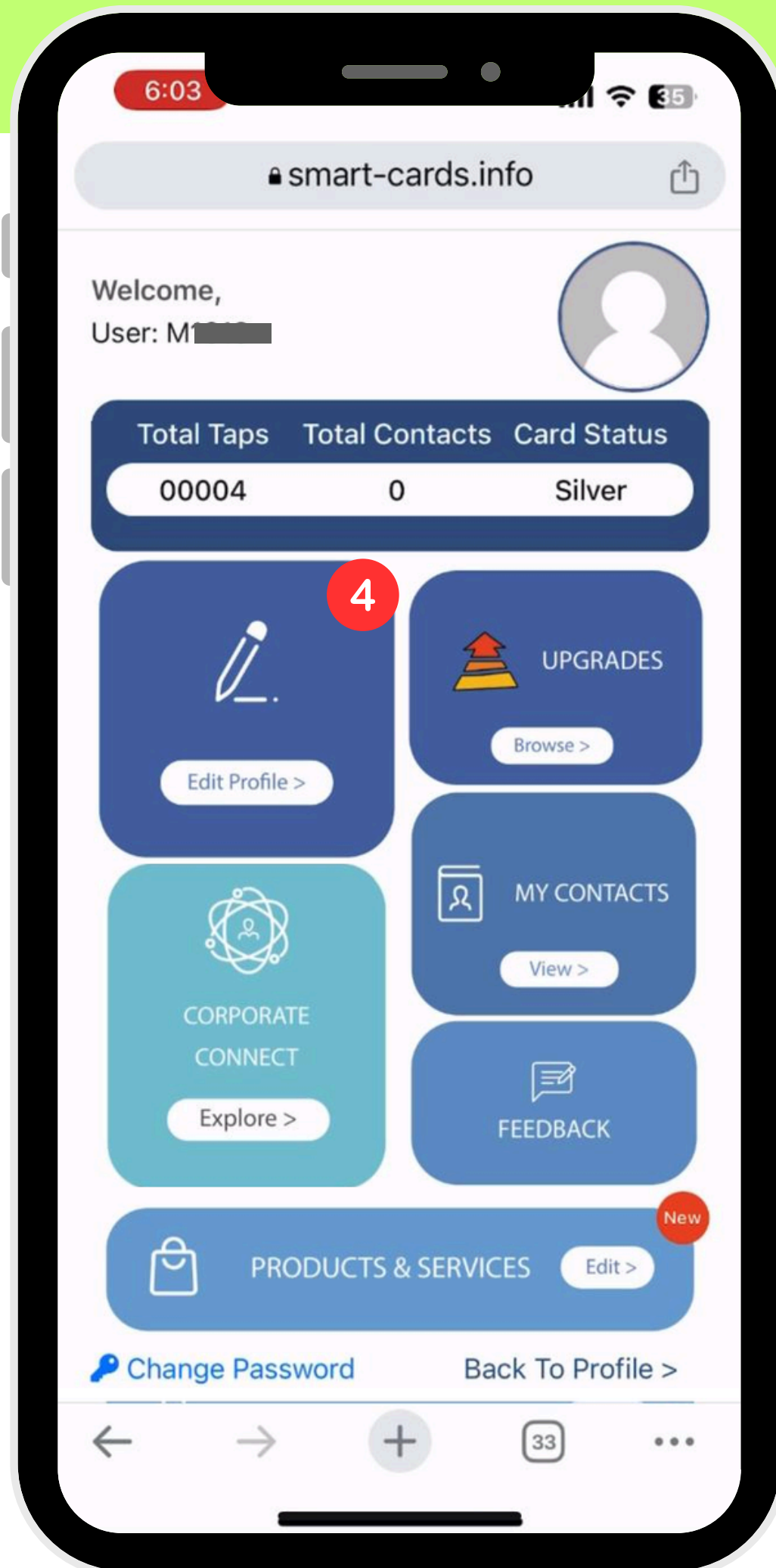
This section allows you to create and manage your own catalog of products and services, including their prices.

The catalog will be visible to visitors on the main landing page, displayed below your profile photo

10. [OTHER CONTROLS]

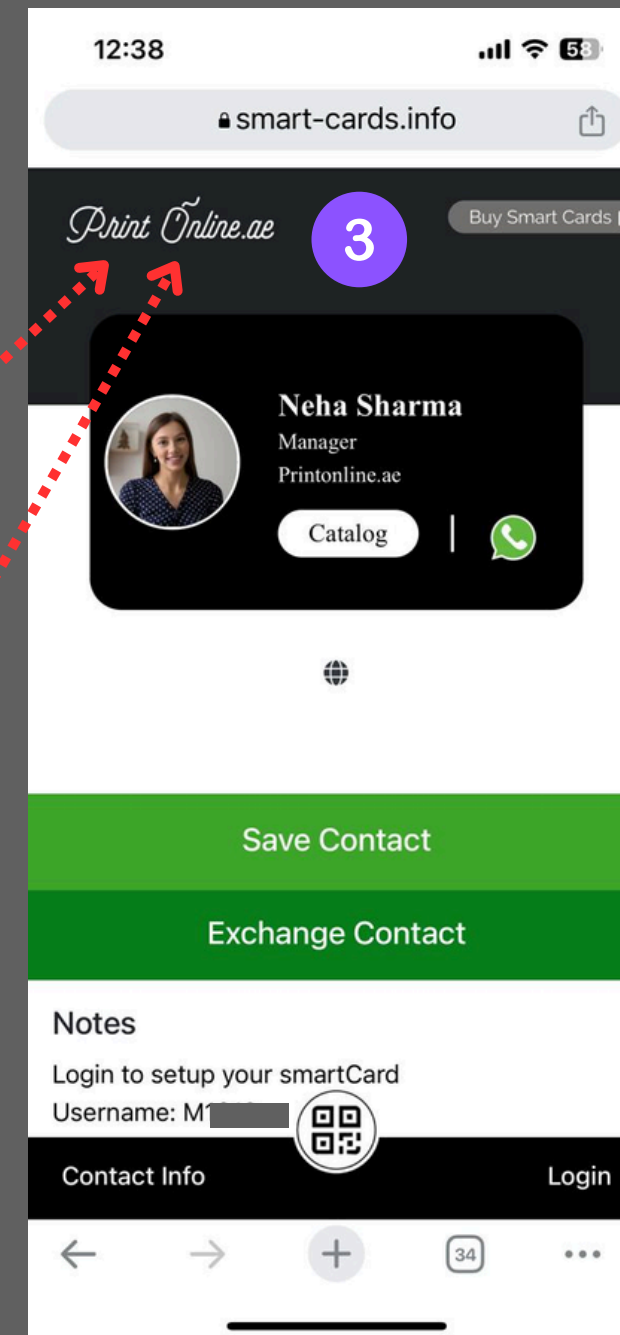
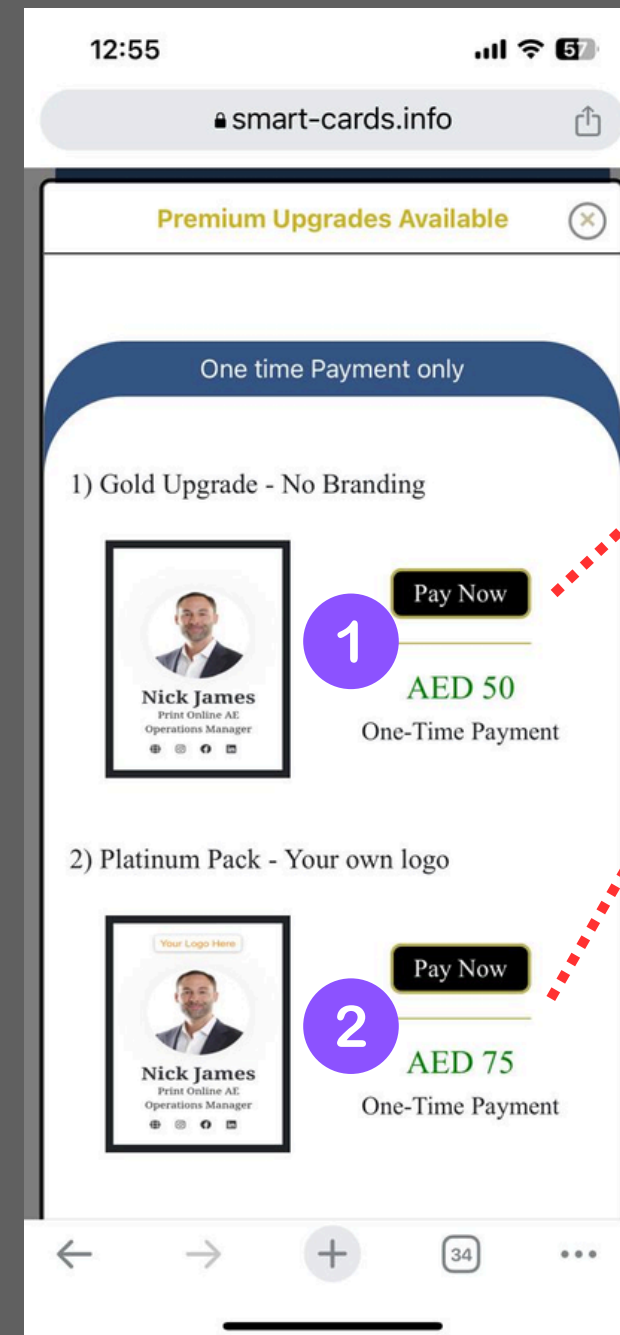
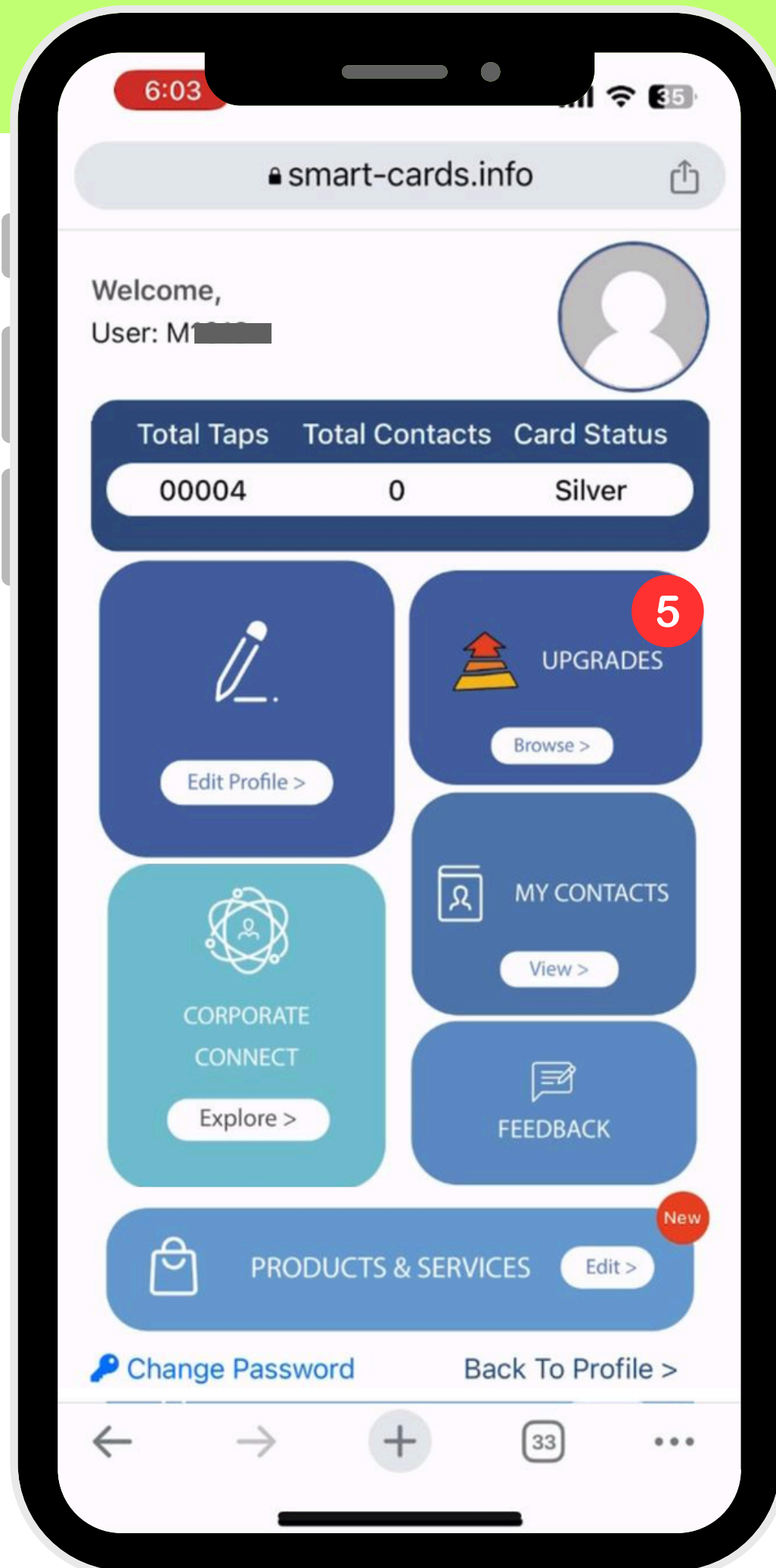
This section provides options to navigate back to your main landing page and change your password

EDIT PROFILE [4]



1. [THEME] You can customize the color or theme of your profile from this section.
2. [PROFILE INFORMATION] Here, you can add, update, edit, or delete all your contact-related information.
3. [NOTES] You can remove the default username and password details and replace them with your own notes. These notes will be visible to visitors on your profile's landing page.
5. [SAVE] Remember to save your changes after updating any fields to ensure your updates are applied successfully.

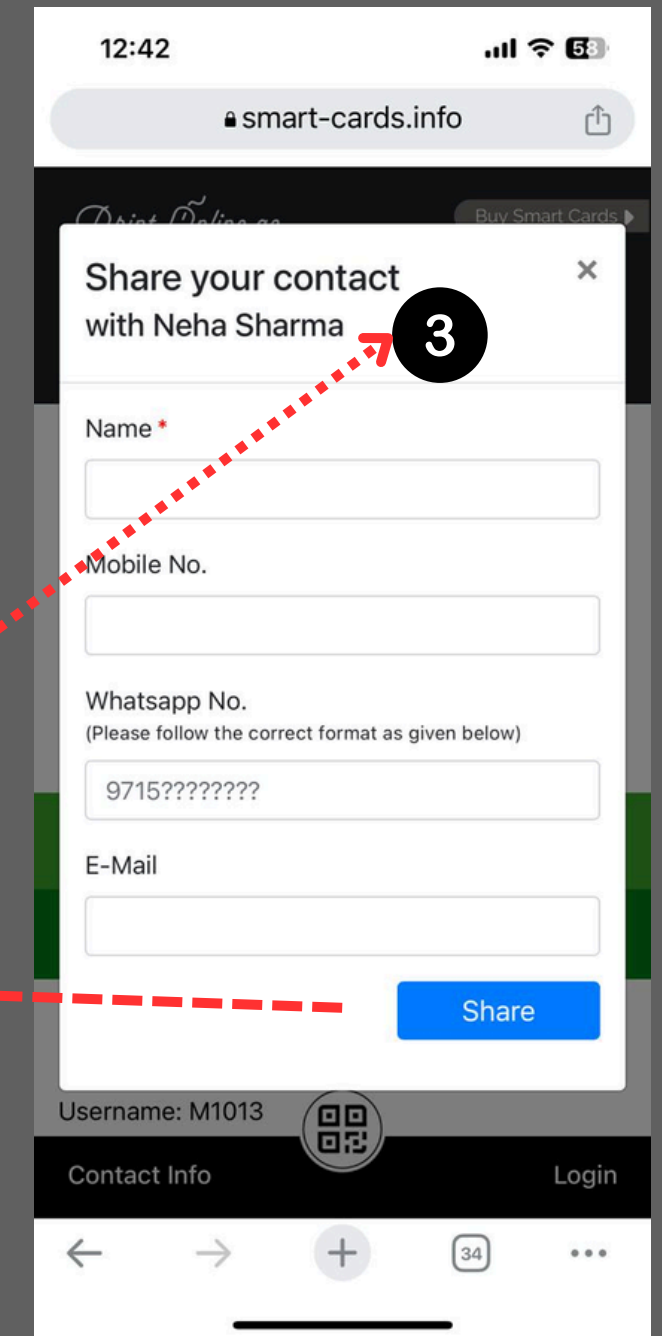
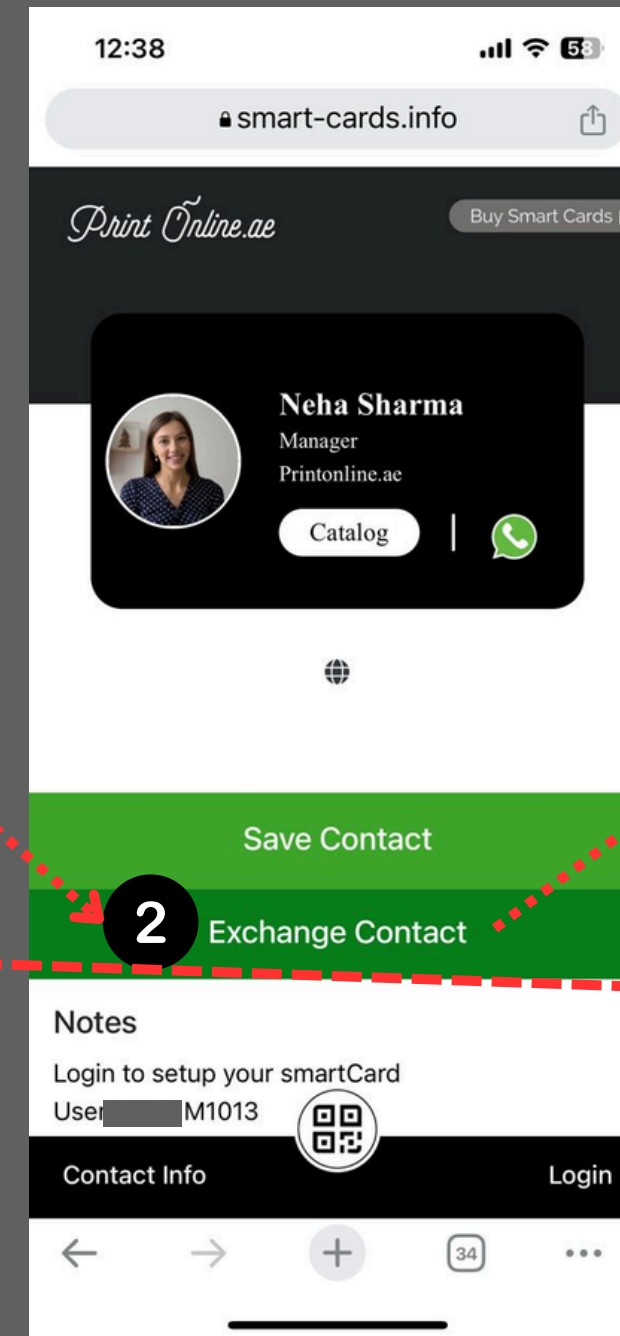
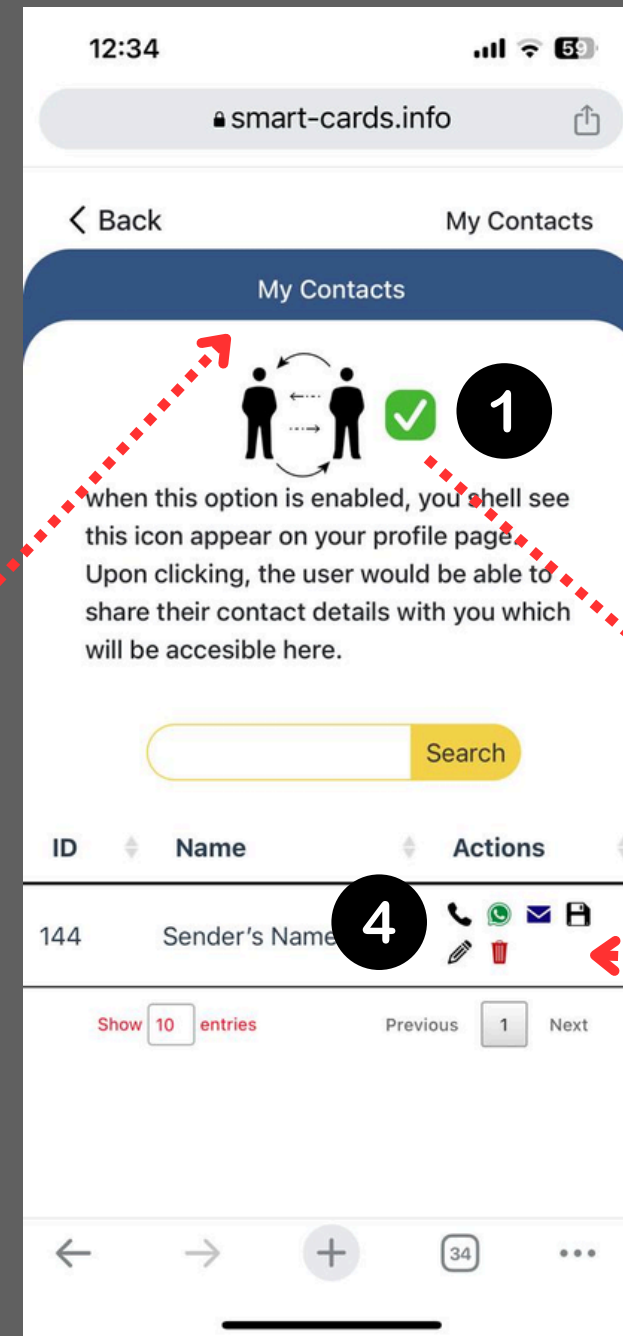
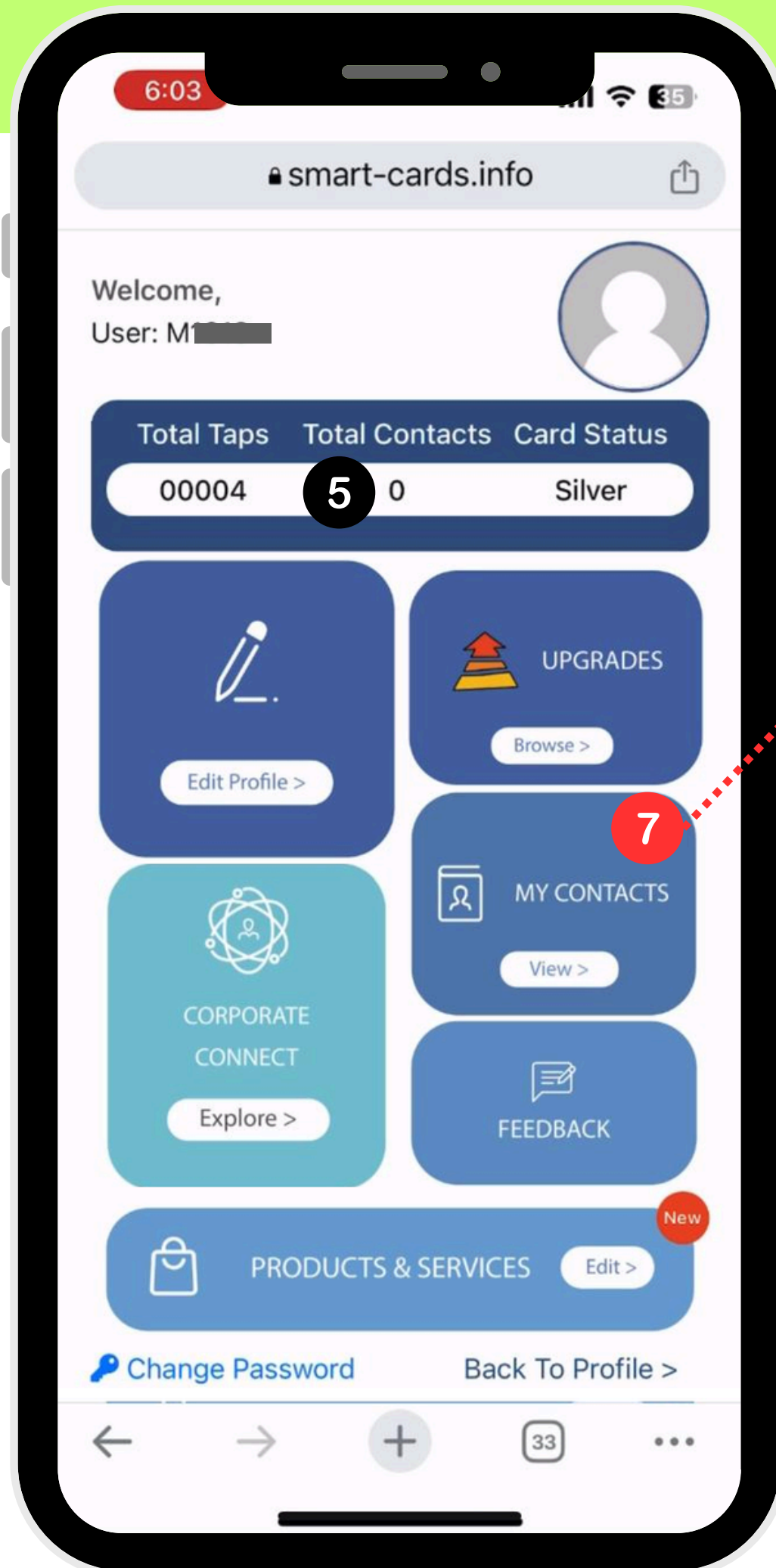
UPGRADES [5]



The landing page features the software company's branding by default. However, you can choose to upgrade to Gold or Platinum plans to customize your page with your own logo or remove the logo entirely.

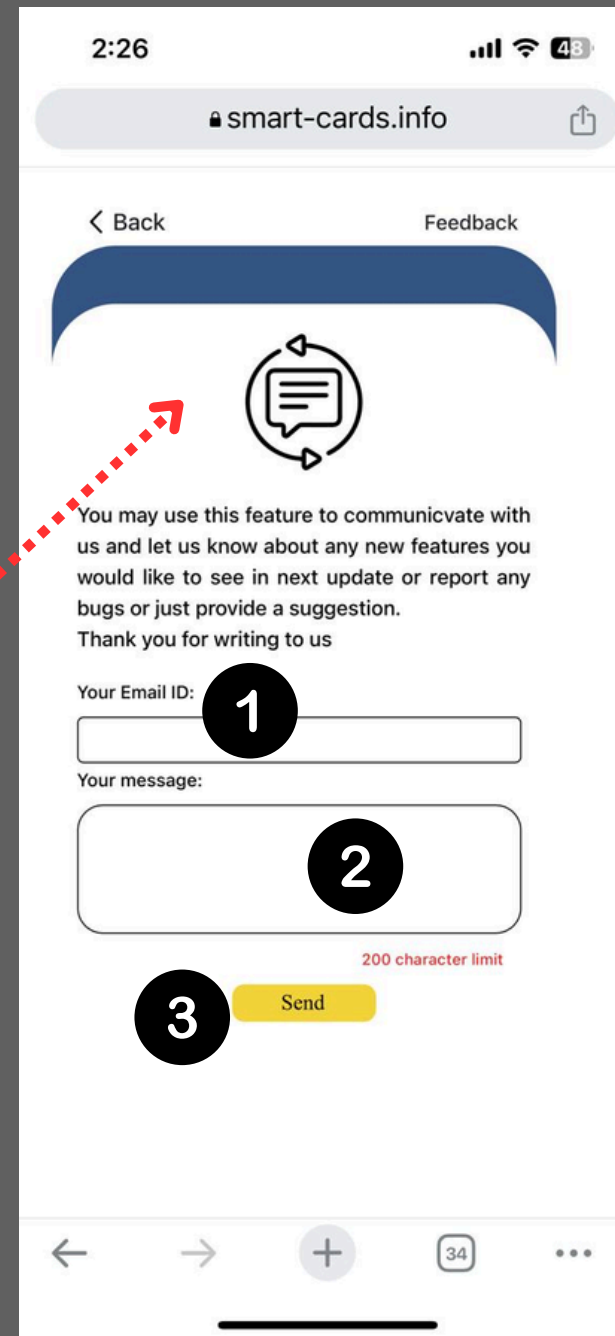
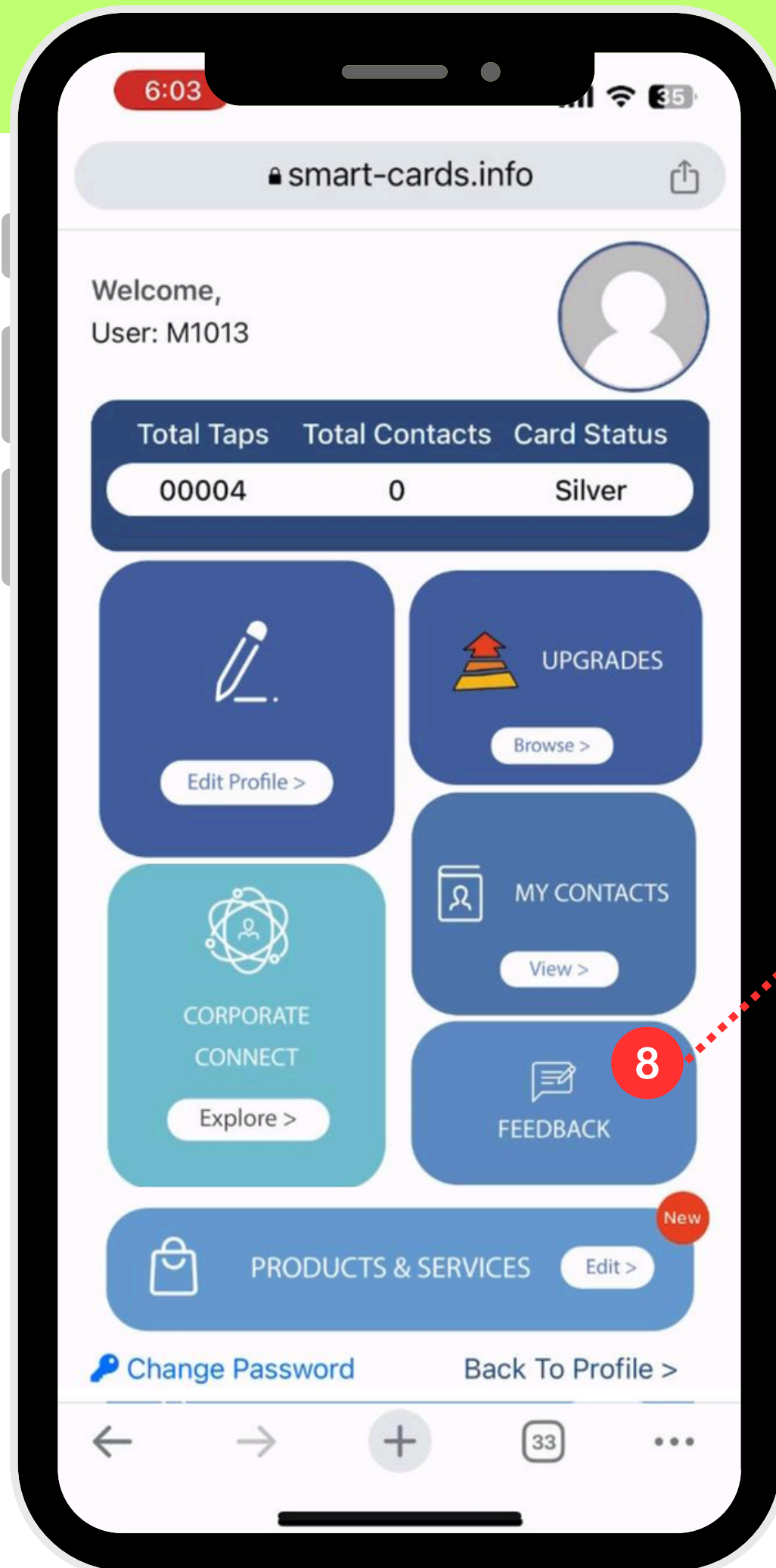
- 1.[REMOVE] You can select this option to remove the company branding and display a "No-Logo" layout.
- 2.[PERSONALIZE] You can customize this area by adding "Your Company Logo" to personalize the landing page.
- 3.[BRANDING AREA] This section will be updated based on the option you choose—either removing the logo or adding your own.

MY CONTACTS [7]



1. [GREEN TICK] You can control the visibility of the "EXCHANGE CONTACT" link on the landing page by toggling it ON or OFF.
2. When turned ON, visitors will see the "EXCHANGE CONTACT" button.
3. [SHARE CONTACT] Visitors can enter their details in the provided fields and click "SHARE" to submit their contact information.
4. [CONTACT LISTING] All shared contacts will be listed in this section. You can manage these contacts using the small icons in the "Actions" column, such as: Like: Call, Whatsapp, Email, Save, Edit and Delete
5. The total number of received contacts will also be displayed in this area on the Dashboard main page.

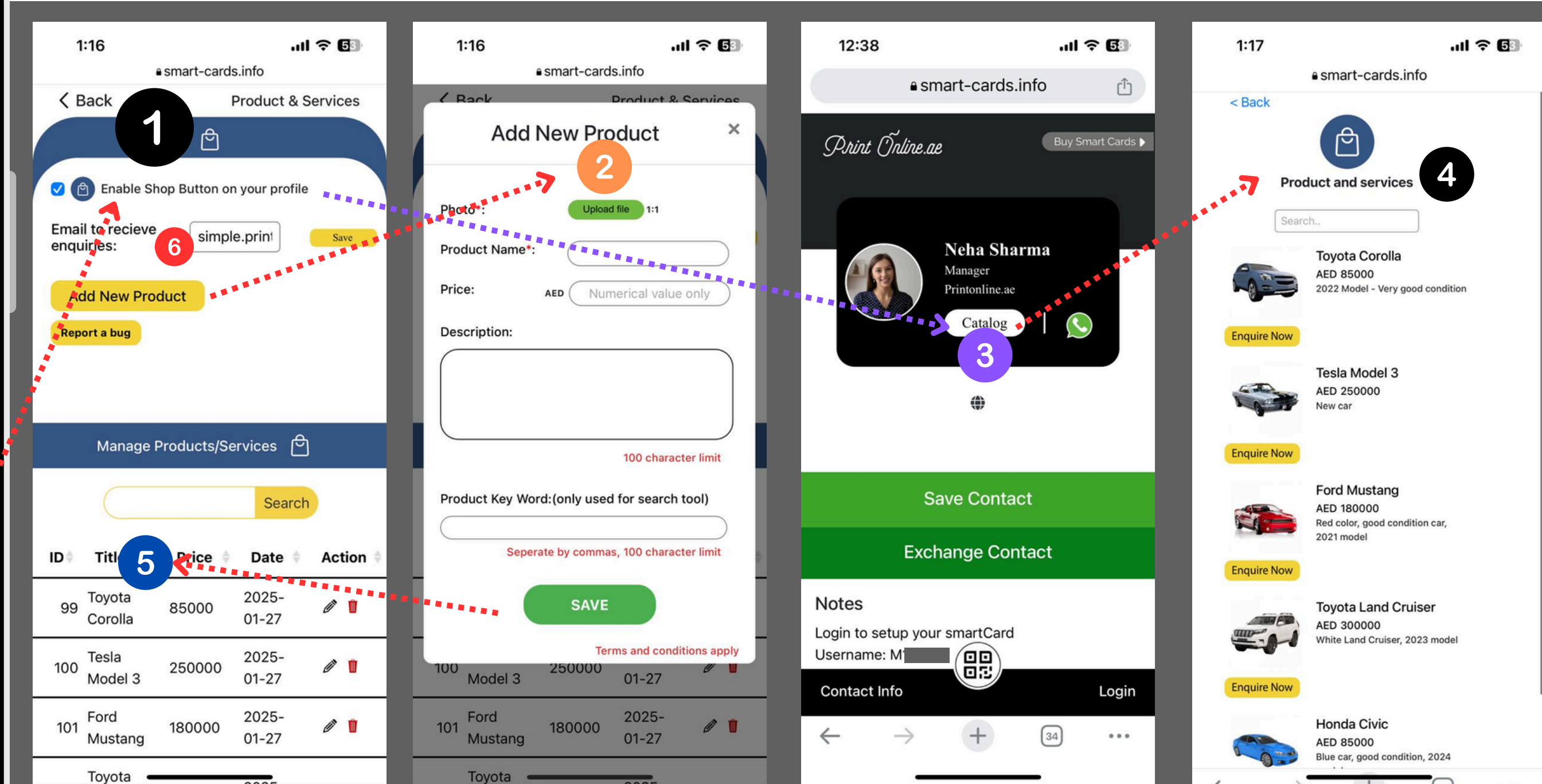
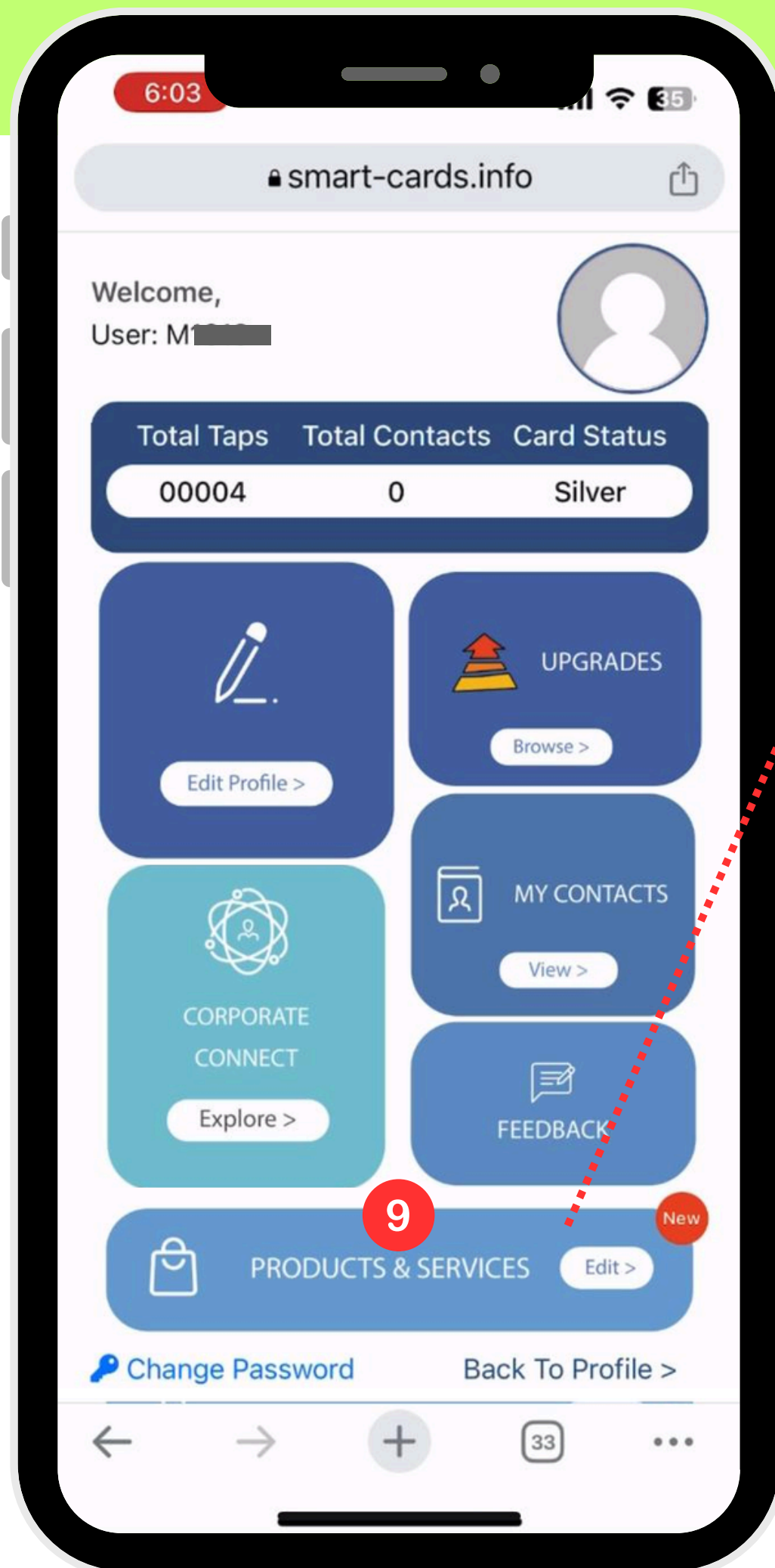
FEEDBACK [8]



Your feedback is valuable to us. Please feel free to share your suggestions or thoughts about your experience.

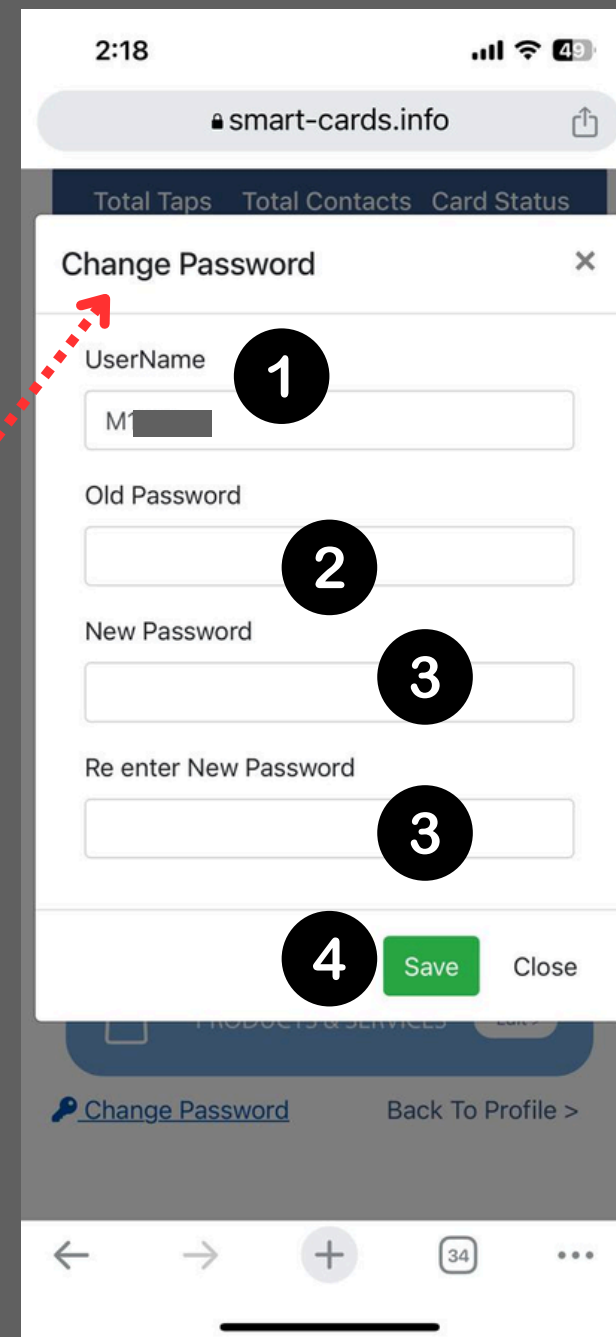
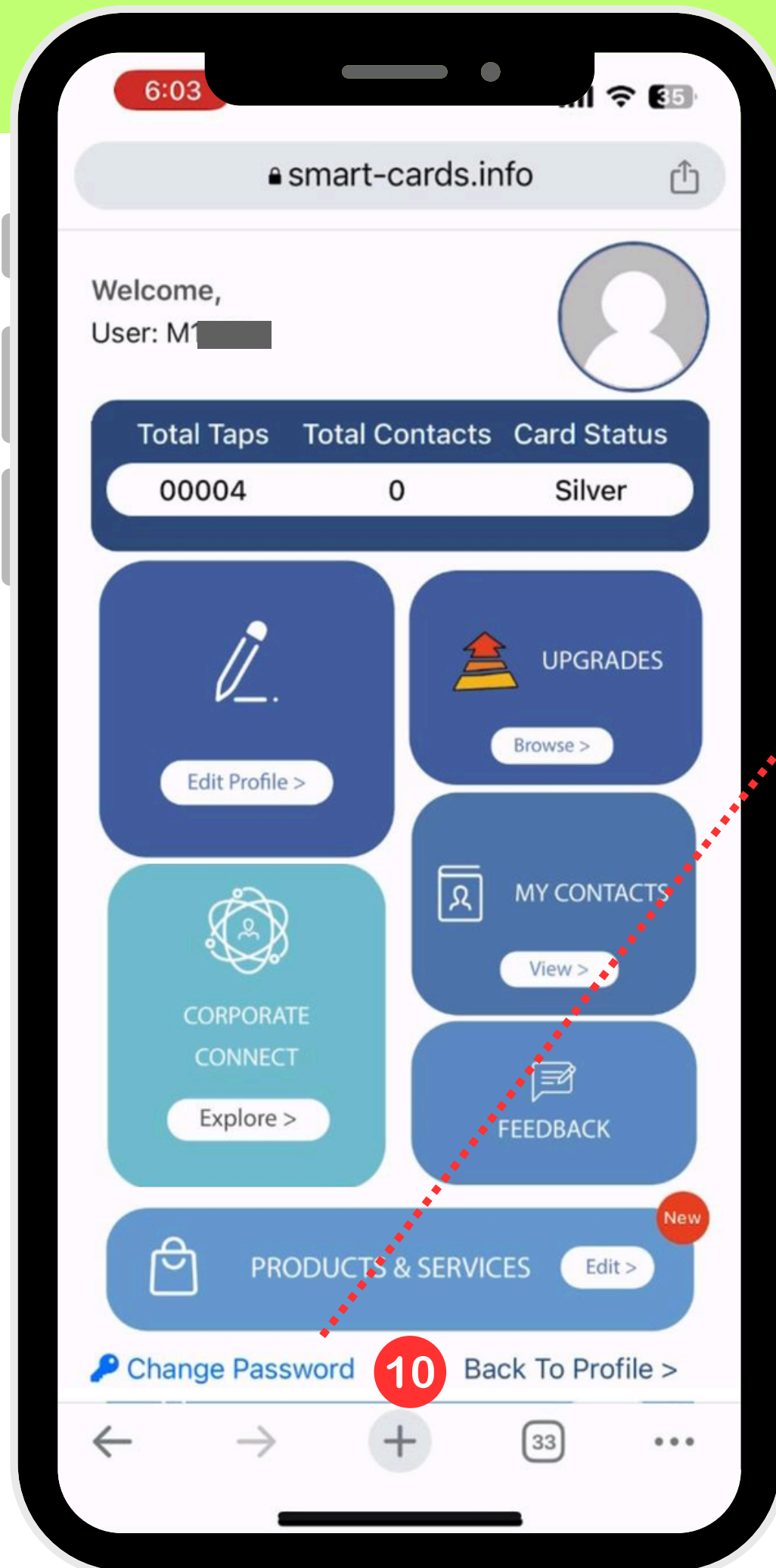
1. Enter your valid email address.
2. Share your suggestions to help us improve your experience.
3. Press the [SEND] button to submit your message.

PRODUCT & SERVICES [9]



1. Here, Enable/disable the CATALOG [3], Add Products [2], View the product list [5], or set up an Email to receive inquiries [6].
2. You can add new products to your catalog using the form accessible via the “Add New Product” button.
3. [CATALOG] The “CATALOG” button on the landing page can be enabled or disabled by toggling the “Enable Shop Button” option
4. [PRODUCTS LISTING] Visitors can access your catalog products by clicking the “CATALOG” button on your landing page.
5. [BACKEND LISTING] The product list also appears in the backend area at this location. You can edit or delete products using the corresponding icons in the “Actions” column.
6. [EMAIL] Set up or edit the email address to receive product-related inquiries. Don't forget to press SAVE after updating the field.

CHANGE PASSWORD [10]



1. Enter your username.
2. Type in your old password.
3. Enter and re-enter your new password. (Avoid copy-pasting; please type it again.)
4. [SAVE] Make sure to save your changes after updating your details.
5. [BACK TO PROFILE] Click this link to return to the main landing page of your profile.



A Product by

Print Online.ae

Design to Delivery