

## Xtend Digital Business Card **Tutorial**

### Chapters

**One  
Dashboard**

**Two  
VCards &  
Profile Setup**

**Three  
Appointments  
& Enquiries**

# Chapter One - Dashboard

A dashboard is a graphical user interface (GUI) that presents data and information in an easy-to-read format. It is the overview of key metrics, data, and insights relevant to you. Overall, the goal of the dashboard is to provide you with a clear and concise overview of the most important information and metrics that they need to make informed decisions or take action.

The image shows a dashboard interface with a dark theme and a sidebar on the left. The sidebar contains navigation items: Dashboard (with a plus icon), VCards, Enquiries, Appointments, Settings, and Affiliations. The main content area features four large colored cards: a blue card for 'Total Active VCards' (4), a green card for 'Total DeActive VCards' (0), a light blue card for 'Today Enquiries' (0), and a yellow card for 'Today Appointments' (0). Each card has a plus icon at the bottom. Below these cards is an 'Analytic' section with a line chart and a plus icon. Callout boxes provide detailed explanations for each metric.

**Dashboard**  
This is your dashboard. The main screen you are landed after login.

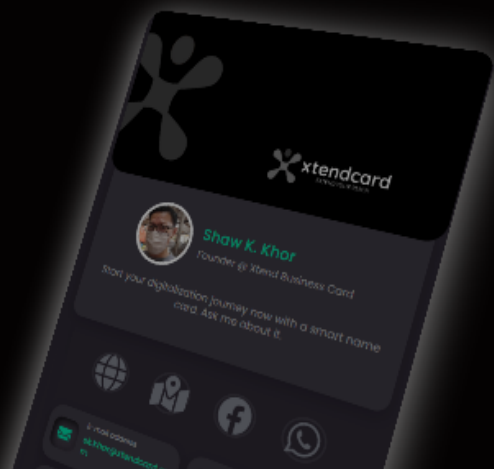
**Today Enquiries**  
The number of enquirers you received today from your associates, prospects, leads or customers or clients via your profile page.

**Today Appointments**  
The number of appointments you received today from your associates, prospects, leads or customers or clients made through your profile page.

**Total Active VCards**  
If your are on a Corporate Plan you will have more than 1 VCard. 1 VCard is equivalent to one profile, 1 person with 1 physical name card. The number here indicates how many profiles are currently active under your account.

**Total DeActivate VCards**  
You can deactivate your VCard or Profile anytime by turning it off. The number here shown how many profiles are currently deactivated. Deactivate can also mean a profile is Offline.

**Analytic**  
This chart will show you data from the last 30 days how many times your profiles were viewed.



## Xtend Digital Business Card **Tutorial**

### Chapters

**One  
Dashboard**

**Two  
VCards &  
Profile Setup**

**Three  
Appointments  
& Enquiries**

## Chapter Two - VCards & Profiles

A vCard (short for Virtual Card) is an electronic file format used to store contact information, such as name, address, phone number, email address, and other relevant details.

A vCard is essentially a digital business card that can be easily shared and transferred between devices and applications. The vCard format was first introduced in 1995 as a standardized way to exchange contact information between email clients, but it has since become a widely-used format for sharing contact information across different devices, platforms, and applications.

Overall, vCards provide a convenient and standardized way to share contact information between different applications and devices, without the need to manually enter or retype information.

## VCard or Profile Page

### VCards

This is your VCard screen. You can edit, view, delete, deactivate your profile here.

### VCards

Search

VCARD NAME <sup>TL</sup>

PREVIEW URL

STATS

STATUS <sup>TL</sup>

CREATED ON <sup>TL</sup>

ACTION



Lim Say Leong  
CEO

<https://me.xtendcard.com/limsayleong>



12th Apr, 2023



Shaw K Khor  
Founder

<https://me.xtendcard.com/skkhor>



31st Mar, 2023



### Preview Your Profile

You can follow the link to view your online profile.

### Profile Status

You can turn your profile off. Once it is off you can not access your profile page online.

### Individual VCards

If you are on a Corporate Plan you will have more than 1 VCard. 1 VCard is equivalent to one profile, 1 person with 1 physical name card.

### Statistic

See the number of views and other useful analytic data.

### Action Buttons

You can view the QR Code of your profile. Download VCard. View, Edit, Delete profile. If you have more than 1 VCards you can duplicate.

## VCard or Profile Page - Edit VCard - Basic Details

(Go to VCARDS -> ACTION -> click the Pencil icon to Edit VCard)

**Edit VCards**  
You are here because you want to edit your profile. Please note that anything you change will go Live after you saved.

**URL Alias**  
This is the URL to access your profile online. Example <https://me.xtendcard.com/shawn>. If you want your URL to appear like the example, you should enter "shawn" in this column.

**Description**  
Note that description allowed only 150 characters. Roughly 25 to 30 words. Be brief.

The screenshot shows the 'Edit VCard' page with a dark theme. On the left is a sidebar with navigation options: Dashboard, VCards (selected), Enquiries, Appointments, Settings, and Affiliations. The main content area has a search bar and a 'Basic Details' tab selected. The 'URL Alias' field contains 'skkhor', the 'VCard Name' field contains 'Shaw K Khor', and the 'Occupation' field contains 'Founder @ Xtend Digital'. The 'Description' field contains the text 'Start your digitalization about it.' There are also fields for 'Profile Image' and 'Cover Image'. A 'Back' button is visible in the top right corner.

Alternate Email:

khorsk@gmail.com

Location:

Penang, Malaysia

Date Of Birth:

Enter Date of Birth

Made By:

Made By

Job Title:

Principal Consultant

Language Enable:

Enable Download QR Code:

Valid Number

Alternate Phone:

+60 - Alternate Phone

Location URL:

https://www.google.com/m

Company:

Xtend Digital Sdn Bhd

Made By Url:

Made By Url

Default Language:

English

Enable Enquiry Form:

QR Code download size:

200px

### Location URL

If you wish to show Google map in your profile you should fill in this URL. Go to Google, search for your Google map location, copy the URL then paste it here.

### Enable Enquiry Form

Enable to allow your contact to send you messages.

## VCard or Profile Page - Edit VCard - VCard Templates

### Select a Template

Choose a different template everyday. Once you pick a template and saved. The design of your profile will change according to the template you chose.

The interface includes a sidebar with a search bar and navigation items: Dashboard, VCards, Enquiries, Appointments, Settings, and Affiliations. The main content area has tabs for 'Basic Details' and 'VCard Templates'. A 'Select Template' dialog is active, showing a grid of four VCard templates. The first template is for 'Jane Scott' with contact details. The second template is for 'ANTONY' with a 'Testimonials' section and a 'Qr Code'. The third template is for 'ANTONY' with statistics: '145 FINISHED PROJECTS' and '825 WORKING HOURS'. The fourth template is for 'Jane Scott' with social media links and a 'Our Service' section.



## Edit Business Hours

Choose the Day and Time then save, your profile will display your business hours accordingly.

The screenshot shows a dark-themed web interface for editing a VCard. On the left is a sidebar with navigation options: Dashboard, VCards (selected), Enquiries, Appointments, Settings, and Affiliations. The main content area is titled 'Edit VCard' and has a breadcrumb trail: Basic Details > VCard Templates > Business Hours > Services > Products > Testimonials > Appointments > Social links - Website. The 'Business Hours' section is active, showing a grid of days with checkboxes and time selection dropdowns. A callout box highlights the 'Edit Business Hours' title and provides instructions. A yellow 'X' icon in a circle is positioned above the 'Business Hours' tab.

Day	Start Time	To	End Time
<input checked="" type="checkbox"/> MONDAY	08:30 AM	To	06:00 PM
<input checked="" type="checkbox"/> TUESDAY	08:30 AM	To	06:00 PM
<input checked="" type="checkbox"/> WEDNESDAY	08:30 AM	To	06:00 PM
<input checked="" type="checkbox"/> THURSDAY	08:30 AM	To	06:00 PM
<input type="checkbox"/> FRIDAY	08:30 AM	To	06:00 PM
<input type="checkbox"/> SATURDAY	12:00 AM	To	12:00 AM
<input type="checkbox"/> SUNDAY	12:00 AM	To	12:00 AM

## VCard or Profile Page - Edit VCard - Services

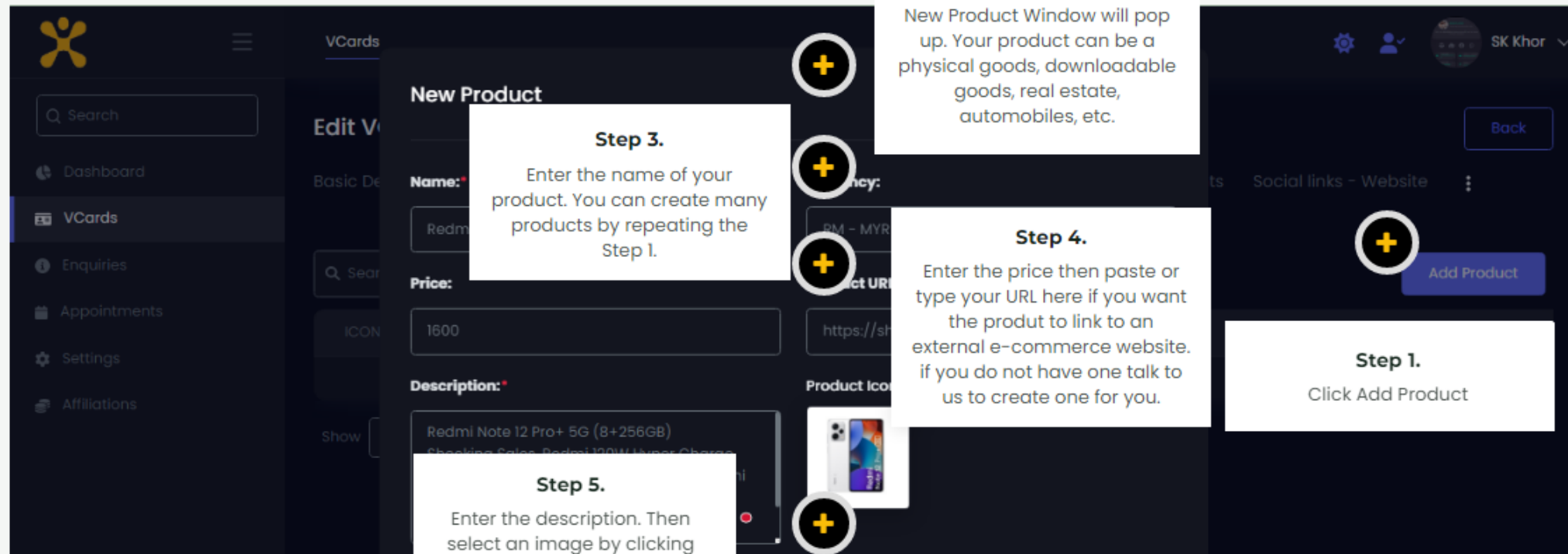
Create your services to access from your profile. You can create as many services as you want. Or you may create links from the services to your business website.

The image shows a dark-themed dashboard with a sidebar on the left containing navigation items: Dashboard, VCards, Enquiries, Appointments, Settings, and Affiliations. The main content area is titled 'Edit VCard' and features an 'Edit Service' form. The form has the following fields: 'Name:' with the value 'Digital Name Card', 'Service URL:' with the value 'https://xtendcard.com/', and 'Description:' with a paragraph of text. There is also a 'Service Icon:' field with a pencil icon. A blue 'Add Service' button is located at the bottom right of the form. Five white callout boxes with yellow plus signs in circles are overlaid on the form, indicating the following steps:

- Step 1.** Click Add Service
- Step 2.** Add Service Window will pop up.
- Step 3.** Enter the name of your service. You can create many services by repeating the Step 1.
- Step 4.** Paste or type your URL here if you want the Service to link to an external website.
- Step 5.** Enter the description. Then select an image by clicking the Pencil icon to display or represent the service.

## VCARD or Profile Page - Edit VCard - Products

Create your products to access from your profile. You can create as many products as you want. Or you may create links from the products to your e-commerce website. Or if you wish to have your own e-commerce site, talk to us. We will create one with minimum cost.



The image shows a dark-themed dashboard with a sidebar on the left containing navigation items: Dashboard, VCards (selected), Enquiries, Appointments, Settings, and Affiliations. The main content area is titled 'New Product' and contains several input fields: Name (with 'Redmi' entered), Price (with '1600' entered), Description (with 'Redmi Note 12 Pro+ 5G (8+256GB)' entered), and Product Image (with a smartphone image selected). On the right side, there are fields for Agency, Currency (set to 'RM - MYR'), and Product URL (with 'https://sh' entered). A blue 'Add Product' button is at the bottom right. Five white callout boxes with yellow plus signs in circles are overlaid on the form, each pointing to a specific field and describing a step in the process.

**Step 1.**  
Click Add Product

**Step 2.**  
New Product Window will pop up. Your product can be a physical goods, downloadable goods, real estate, automobiles, etc.

**Step 3.**  
Enter the name of your product. You can create many products by repeating the Step 1.

**Step 4.**  
Enter the price then paste or type your URL here if you want the product to link to an external e-commerce website. If you do not have one, talk to us to create one for you.

**Step 5.**  
Enter the description. Then select an image by clicking the Pencil icon to display your product.

## VCard or Profile Page - Edit VCard - Appointments

Anyone accessing your online profile can make an appointment with you. The available slots are predefined. But when a slot is taken, it will no longer be available. When your contact successfully submitted an appointment, you will be notified via email.

The screenshot shows the 'Edit VCard' interface with the 'Appointments' tab selected. The interface displays a table of appointment slots for three days: Monday, Tuesday, and Wednesday. Each day has a checkbox to indicate availability. For Monday and Tuesday, the checkboxes are checked, and there are three time slots each. For Wednesday, the checkbox is unchecked, and there is one time slot. A yellow plus sign in a circle highlights the 'Add New Slot' button, and a white box explains that hitting this button will create a new slot. Another white box explains that Wednesday is not checked, indicating that appointments will not be accepted on that day.

Day	Availability	Slot 1	Slot 2	Slot 3
MONDAY	Checked	10:00 AM - 11:00 AM	12:00 PM - 01:00 PM	12:00 AM - 12:00 AM
TUESDAY	Checked	02:00 PM - 03:00 PM		
WEDNESDAY	Not Checked	12:00 AM - 12:15 AM		

**Add New Slot**  
Hit the + will create a new slot.

**Not Available**  
Wednesday is NOT checked, indicates that you will not accept appointment on Wednesday.












**Available Day and Slot**  
Monday and Tuesday are checked, indicate that you will accept appointment on Monday and Tuesday. And only ton 3 slots for Monday and 1 slot on Tuesday.

# VCard or Profile Page - Edit VCard - Social links - website

**Create Links**  
Create links to share with your contacts.

**Edit VCard**

Basic Details   VCard Templates   Business Hours   Services   Products   Testimonials   Appointments   Social links - Website   ⋮

 <input type="text" value="https://xtendcard.com"/>	 <input type="text" value="Twitter URL"/>
 <input type="text" value="https://www.facebook.com/"/>	 <input type="text" value="Instagram URL"/>
 <input type="text" value="Reddit URL"/>	 <input type="text" value="Tumblr URL"/>
 <input type="text" value="Youtube URL"/>	 <input type="text" value="LinkedIn URL"/>
 <input type="text" value="https://wa.me/60124128309"/>	 <input type="text" value="Pinterest URL"/>
 <input type="text" value="Tiktok URL"/>	

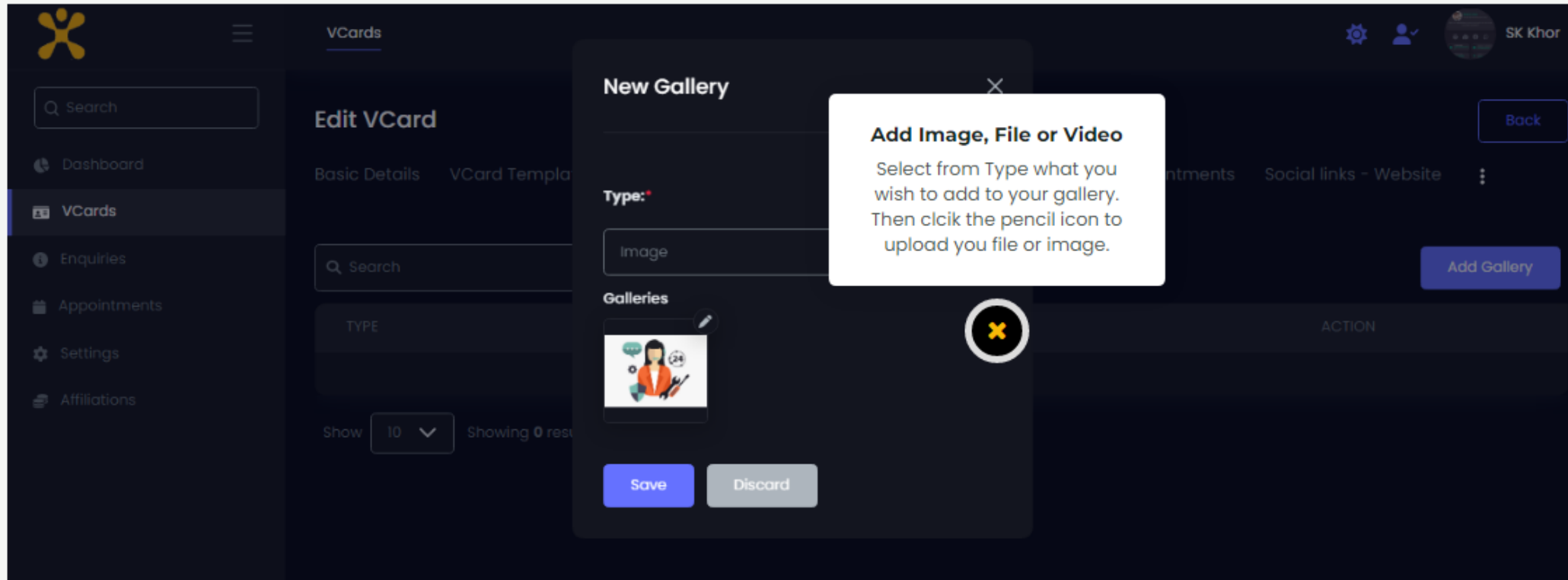
## VCard or Profile Page - Edit VCard - The 3 dots menu

Further to the top menu, there are a few items hidden under the 3 dots menu, click to see.

The screenshot shows the 'Edit VCard' interface. On the left is a sidebar with navigation items: Dashboard, VCards (selected), Enquiries, Appointments, Settings, and Affiliations. The main content area has a title 'Edit VCard' and a top menu with options: Basic Details, VCard Templates, Business Hours, Services, Products, Testimonials, Appointments, and Social links - Website. A '3 dots menu' icon is circled in yellow, and its dropdown menu is open, showing options: Advanced, Galleries (highlighted), SEO, Blogs, Privacy Policy, and Terms & Conditions. A 'Back' button is located in the top right corner of the main content area. The user's name 'SK Khor' is visible in the top right corner of the dashboard.

## VCard or Profile Page - Edit VCard - Galleries

Click the 3 dots menu, select Galleries



The screenshot displays the 'Edit VCard' interface. A 'New Gallery' modal is active, showing a 'Type' dropdown menu with 'Image' selected. Below this is a 'Galleries' section with a table containing one entry: a gallery icon with a pencil edit icon. At the bottom of the modal are 'Save' and 'Discard' buttons. A white callout box with a yellow 'X' icon in the background contains the following text:

**Add Image, File or Video**  
Select from Type what you wish to add to your gallery. Then click the pencil icon to upload your file or image.

The background interface includes a sidebar with 'VCards' selected, a search bar, and a main content area with 'Basic Details' and 'VCard Template' tabs. A 'Back' button is visible in the top right corner of the modal area.

## VCard or Profile Page - Edit VCard - Blogs

Click the 3 dots menu, select Blogs. In blog you can write contents about your promotion, activities, or simply telling a story to share with your contacts.

The screenshot displays a dark-themed web application interface. On the left is a sidebar with navigation options: Dashboard, VCards (highlighted), Enquiries, Appointments, Settings, and Affiliations. The main content area is titled 'Edit VCard' and includes a search bar, tabs for 'Basic Details' and 'VCard Templates', and a list of items with a 'Show 10' dropdown and 'Showing 0 results' text. A modal window titled 'New Blog' is open, featuring a 'Title:' field with the placeholder 'Enter Blog Name', a 'Description:' field with the placeholder 'Enter Short Description', and a 'Blog Icon:' field with a selection icon. A white tooltip box titled 'Create New Blog' is overlaid on the description field, containing the text: 'Enter your blog title, your story and attach a beautiful image to go with it. save. Your blog will go live and accessible by all of your contacts.' The tooltip has a yellow 'X' icon in its bottom-left corner. In the background, there are buttons for 'Back' and 'Add Blog', and a user profile 'SK Khor' in the top right corner.





## Xtend Digital Business Card **Tutorial**

### Chapters

**One  
Dashboard**

**Two  
VCards &  
Profile Setup**

**Three  
Appointments  
& Enquiries**

# Chapter Three - Appointments & Enquiries

The screenshot displays a dark-themed web application interface for managing appointments. A sidebar on the left contains navigation options: Enquiries, Appointments (highlighted with a yellow 'x' icon), Settings, and Affiliations. The main content area is titled 'Appointments' and features a table with columns for ID, NAME, EMAIL, PHONE, APPOINTMENT TIME, STATUS, TYPE, and ACTION. Two rows of appointment data are visible. Callout boxes provide context: 'Appointments' explains the page's purpose, 'Name' identifies the contact column, and 'Status' explains the 'Pending' button's function. A search bar and a 'Showing 2 results' indicator are also present.

ID	NAME	EMAIL	PHONE	APPOINTMENT TIME	STATUS	TYPE	ACTION
K Khor	Khor Shaw Kang	khorsk@gmail.com	+60124128309	12:00 AM - 12:15 AM 10th Apr, 2023	Pending ✓	Free	🗑️
Shaw K Khor	Khor SK	khorsk@yahoo.com	+60125841919	12:00 AM - 12:15 AM 4th Apr, 2023	Completed	Free	🗑️

**Appointments**  
This is your appointment page. You will see all the completed and pending appointments.

**Name**  
The contacts who made appointments with you.

**Status**  
You can click the Pending Button to change the status to Complete.



Show 10

Showing 2 results



### Appointments

This is your appointment page. You will see all the completed and pending appointments.

Back

Enquiries

Appointments

Settings

Affiliations

April 2023



Today



Month

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4 ● 12a 12:00 AM-12:15 AM	5	6	7	8
9	10 ● 12a 12:00 AM-12:15 AM	11	12	13	14	15



## Enquiries



SK Khor

Dashboard





VCards

**Enquiries**

Appointments

Settings

Affiliations

VCARD NAME ↑	NAME ↑	EMAIL ↑	PHONE	CREATED ON ↑	ACTION
Shaw K Khor	Khor Shaw Kang	<a href="mailto:khorsk@gmail.com">khorsk@gmail.com</a>	124128309	1st Apr, 2023	 
Shaw K Khor	Khor	<a href="mailto:khorsk@gmail.com">khorsk@gmail.com</a>	124128309	1st Apr, 2023	 

Show

10



Showing 2 results



### View Message

To see message click the Eye icon.



Enquiries



SK Khor

Search

Search

Dashboard

VCards

Enquiries

Appointments

Settings

Affiliations

### Enquiry Details



**VCard Name :**

Shaw K Khor

**Name:**

Khor

**Email:**

khorsk@gmail.com

**Phone:**

124128309

**Message:**

Hi just testing enquiry. Please reply. Rgd

PHONE

CREATED ON

ACTION

124128309

1st Apr, 2023



124128309

1st Apr, 2023



**View Message**

Read message here.

