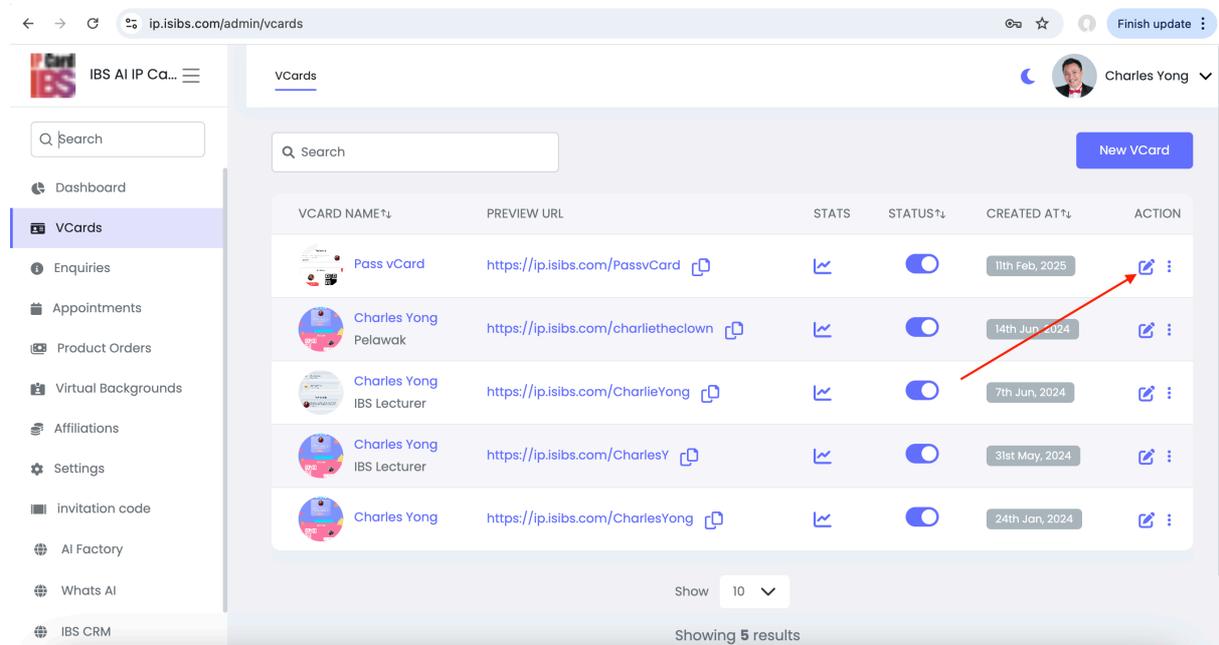


How to Set your Business Hours in IP Card

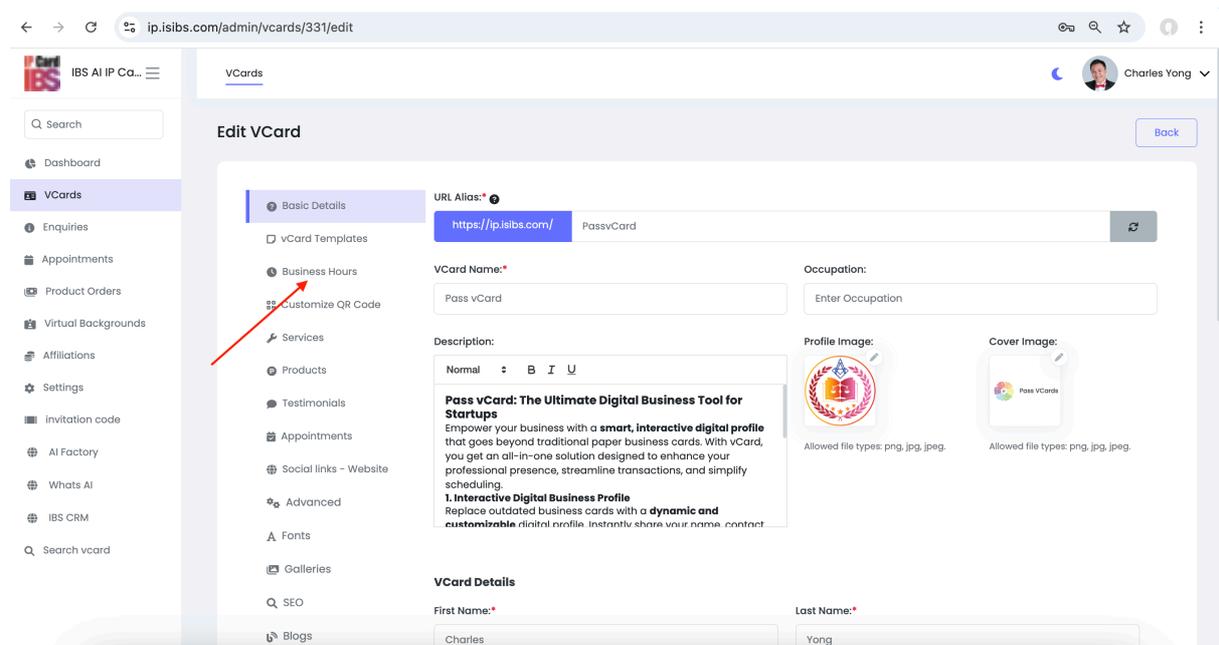
Step 1

- Select the IP card that you want to edit from the selection



Step 2

- Select the business hour tab.



Step 3

- Select the day and choose your opening and closing hours from the drop-down menu.
- Once you are certain of the time, press save.
- You can always change the information anytime.
- Refresh your IP card page to see the changes.

The screenshot shows the 'Edit VCard' interface in a web browser. The URL is ip.isibs.com/admin/vcards/331/edit?part=business-hours. The user is Charles Yong. The interface has a sidebar with navigation options: Dashboard, VCards, Enquiries, Appointments, Product Orders, Virtual Backgrounds, Affiliations, Settings, Invitation code, AI Factory, Whats AI, IBS CRM, and Search vcard. The main content area is titled 'Edit VCard' and contains a list of settings: Basic Details, vCard Templates, Business Hours (selected), Customize QR Code, Services, Products, Testimonials, Appointments, Social links - Website, Advanced, Fonts, Galleries, SEO, and Blogs. The 'Business Hours' section is active, showing a grid of days with checkboxes and time selection dropdowns. The days shown are MONDAY, WEDNESDAY, FRIDAY, SUNDAY, TUESDAY, THURSDAY, and SATURDAY. The time selection dropdown for TUESDAY is open, showing a list of times from 04:30 PM to 05:45 PM, with 05:00 PM selected. Red arrows point to the 'Save' button and the TUESDAY time dropdown.

Updated by Charles
24 March 2025