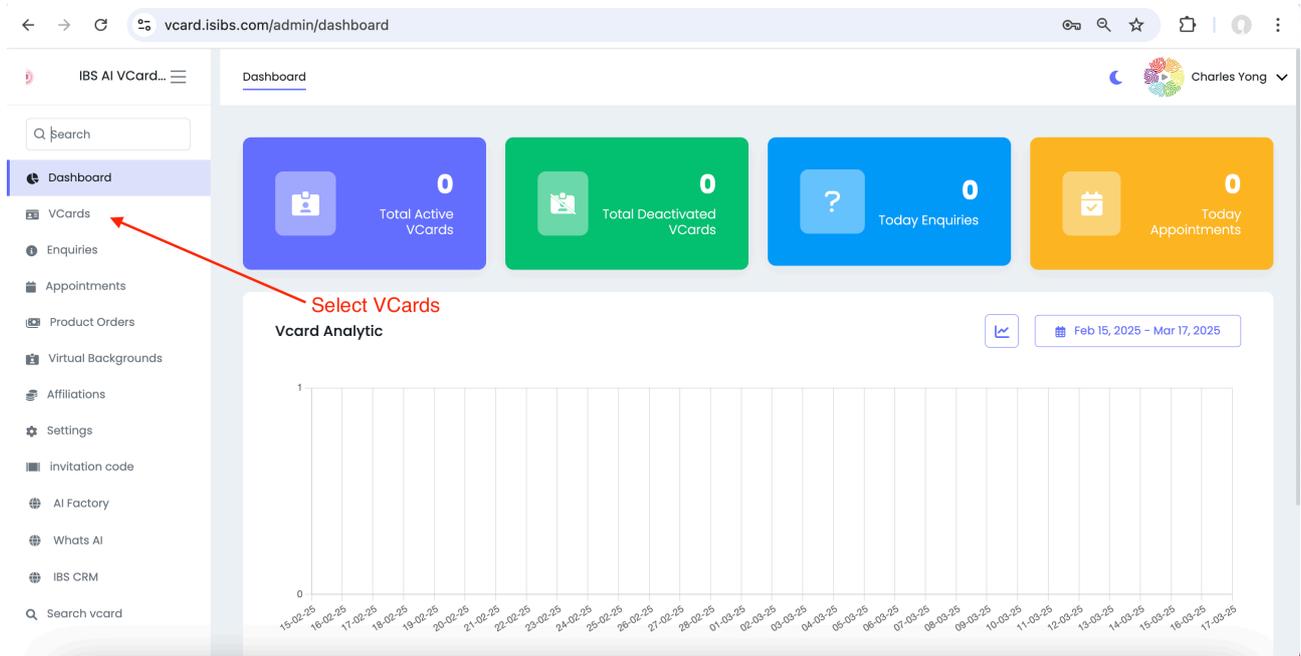


# How to create your first IP Card

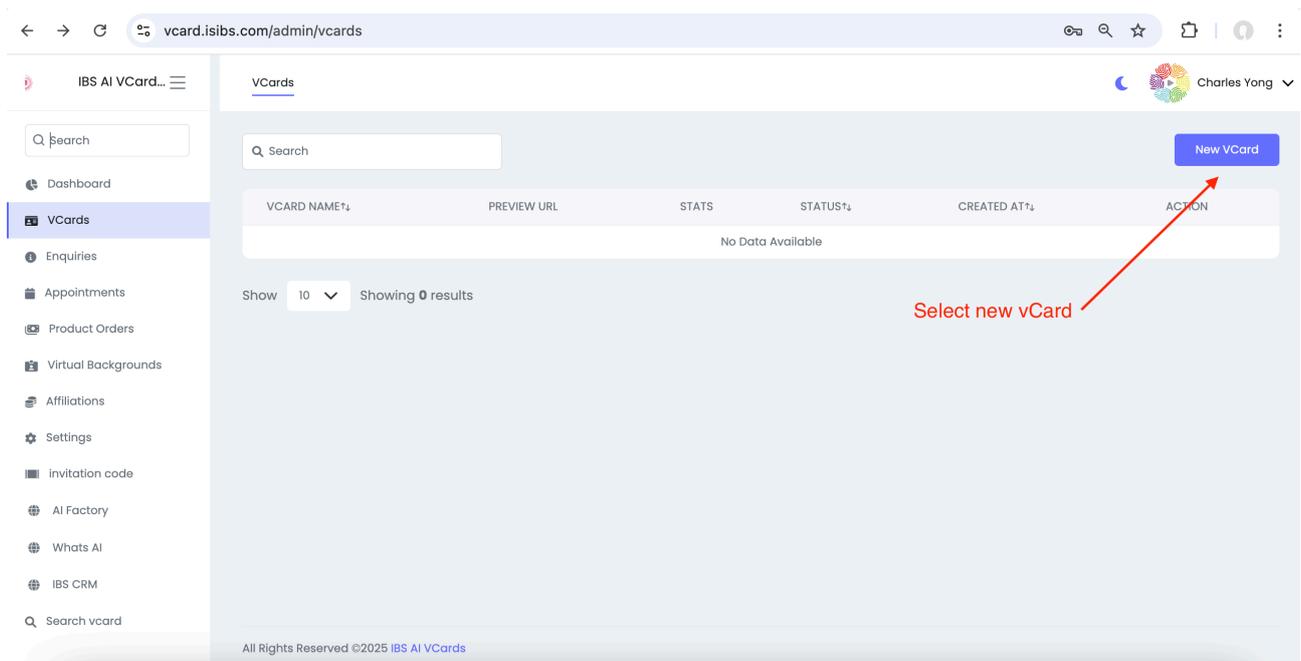
## Step 1

- Log in to your vCard Account <https://ip.isibs.com/login>
- From your homepage/Dashboard, select vCard from your left hand side tab.



## Step 2

- From this screen, select the New vCard button from top right of your screen.



### Step 3

\*It is important that all information in this page is filled before you can create a new vCard.

URL Alias = This will be your personal URL e.g. <https://ip.card.com/XXXXXXX>

vCard name = This can be your organization or personal name

Description = Organization or personal introduction

Occupation = Job title

Profile picture and background = Customize photo

The screenshot shows the 'New VCard' form in the vcard.isibs.com admin interface. The form includes the following fields and sections:

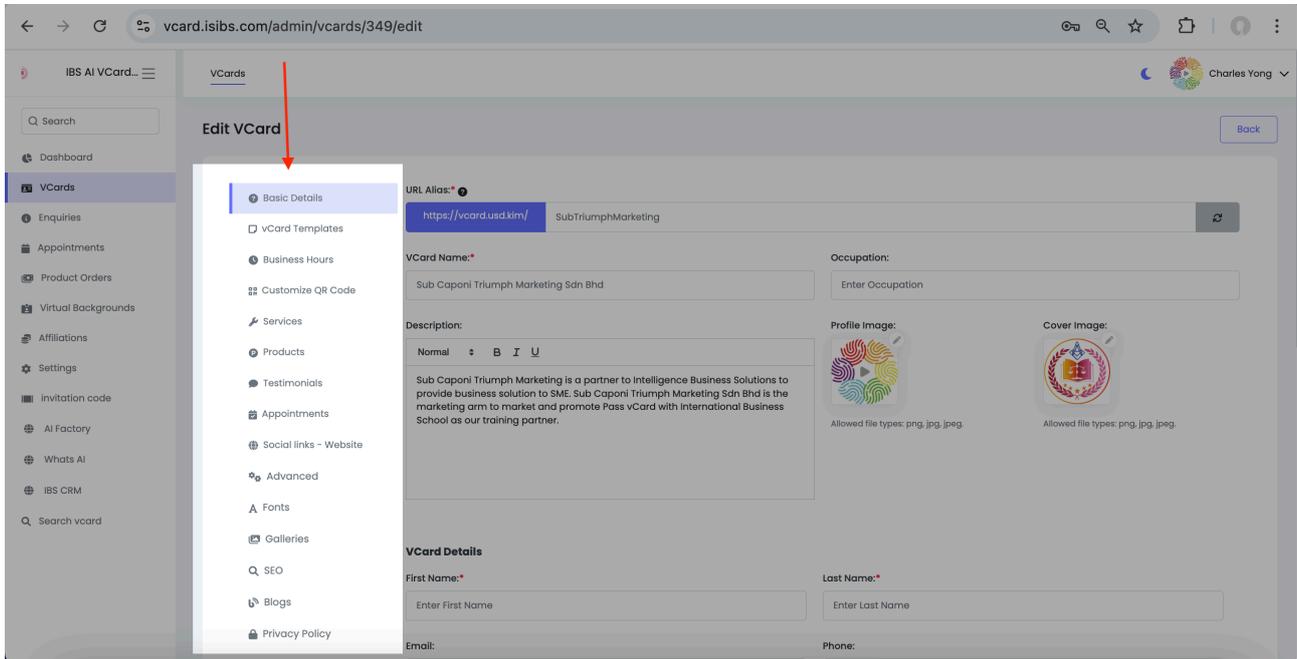
- URL Alias:** A text input field containing 'https://vcard.usd.kim/' and a dropdown menu with 'SubCaponiTriumphMarketing'. A blue highlight is visible on the URL input.
- VCard Name:** A text input field containing 'Sub Caponi Triumph Marketing Sdn Bhd'. This field is highlighted in blue.
- Occupation:** A text input field with the placeholder text 'Enter Occupation'.
- Description:** A rich text editor with a toolbar (Normal, Bold, Italic, Underline) and a text area containing the following text: 'Sub Caponi Triumph Marketing Sdn Bhd is a partner to Intelligence Business Solutions to promote business solutions to SME. Sub Caponi Triumph Marketing Sdn Bhd is the marketing arm designated to promote and market Pass vCard with International Business Schools as training partner.' A red arrow points to the 'Save' button below this field.
- Profile Image:** An image upload section with a placeholder image and the text 'Allowed file types: png, jpg, jpeg.'.
- Cover Image:** An image upload section with a placeholder image and the text 'Allowed file types: png, jpg, jpeg.'.

At the bottom of the form, there are two buttons: 'Save' (highlighted in blue) and 'Discard' (greyed out). A 'Back' button is located in the top right corner of the form area.

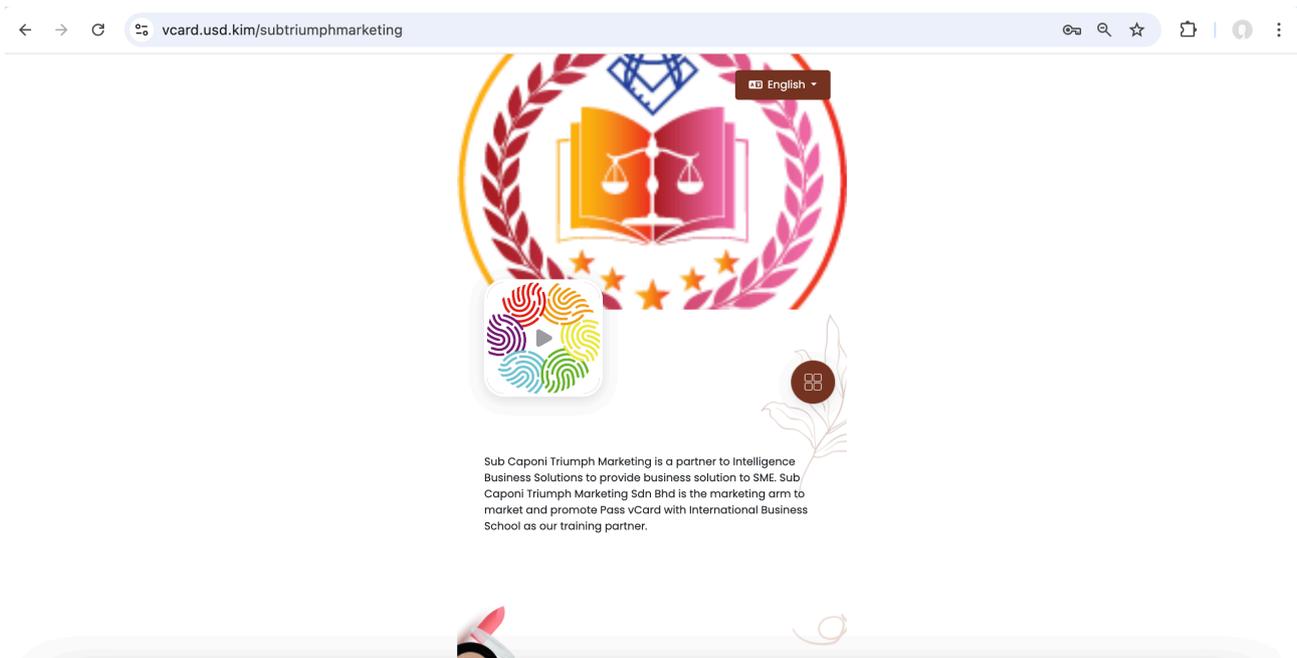
- Click on the save button to proceed to the next step

## Step 4

- A new set of editing function will appear on your screen. You can start filling out the particular that you want to appear in your vCard. The more information you provide, the more your client will know about you.



- At this stage a simple vCard template is created. To see this go to your vCard URL to see all the changes and information that you have included. Here is a sample of the vCard that we have created with the steps above eg: <https://vcard.usd.kim/subtriumphmarketing>.



## Step 5

vcards.isibs.com/admin/vcards/349/edit

IBS AI VCard

Q Search

Dashboard

Vcards

Inquiries

Appointments

Product Orders

Virtual Backgrounds

Affiliations

Settings

Invitation code

AI Factory

Whats AI

IBS CRM

Search vcard

Social links - Website

Advanced

Fonts

Galleries

SEO

Blogs

Privacy Policy

Terms & Conditions

Allowed file types: png, jpg, jpeg

Allowed file types: png, jpg, jpeg

**VCard Details**

First Name:\* Charles

Last Name:\* Yong

Email: passvcard@gmail.com

Phone: +60 022036720

Alternate Email:

Alternate Phone:

Location: Enter Your Location

Location URL: Enter Your Location URL

Date Of Birth: Enter Date of Birth

Company: Sub Caponi Triumph Marketing Sdn Bhd

Made By: Sub Caponi Triumph Marketing Sdn Bhd

Made By URL: https://vcard.usd.kim

Job Title: Marketing

Default Language: English

Language Enable:

Enable Download QR Code:

Show QR Code:

Enable Enquiry Form:

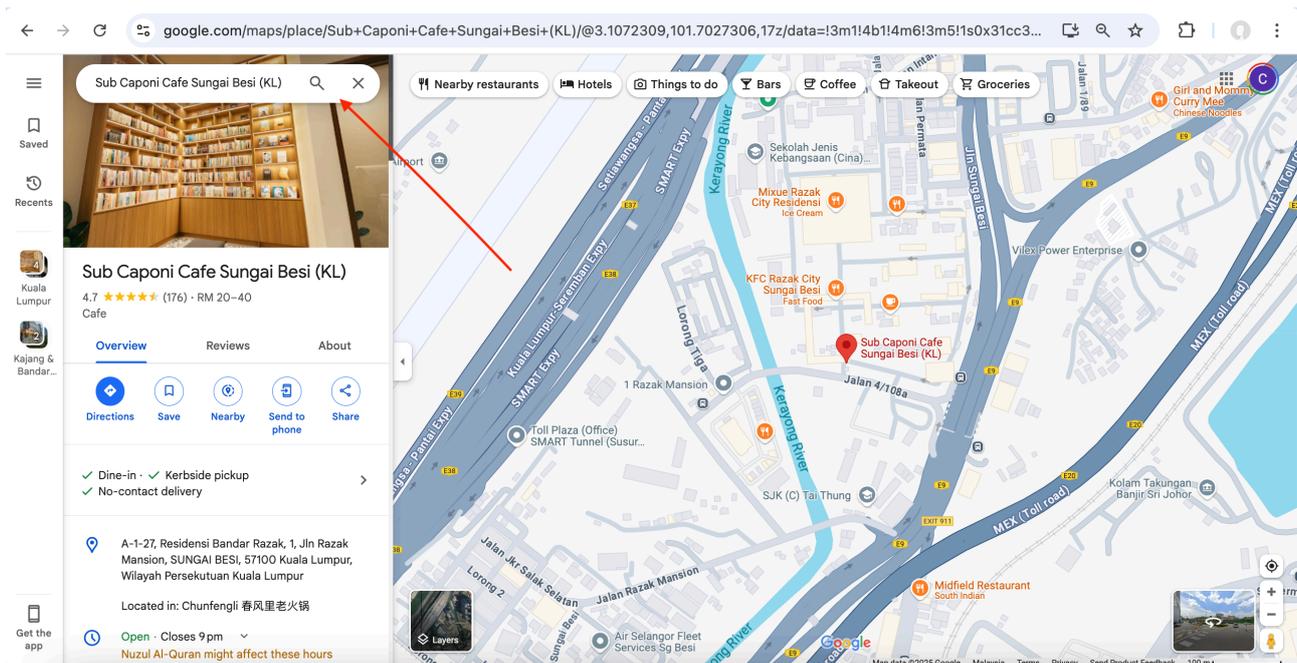
Enable searching for current vcard:

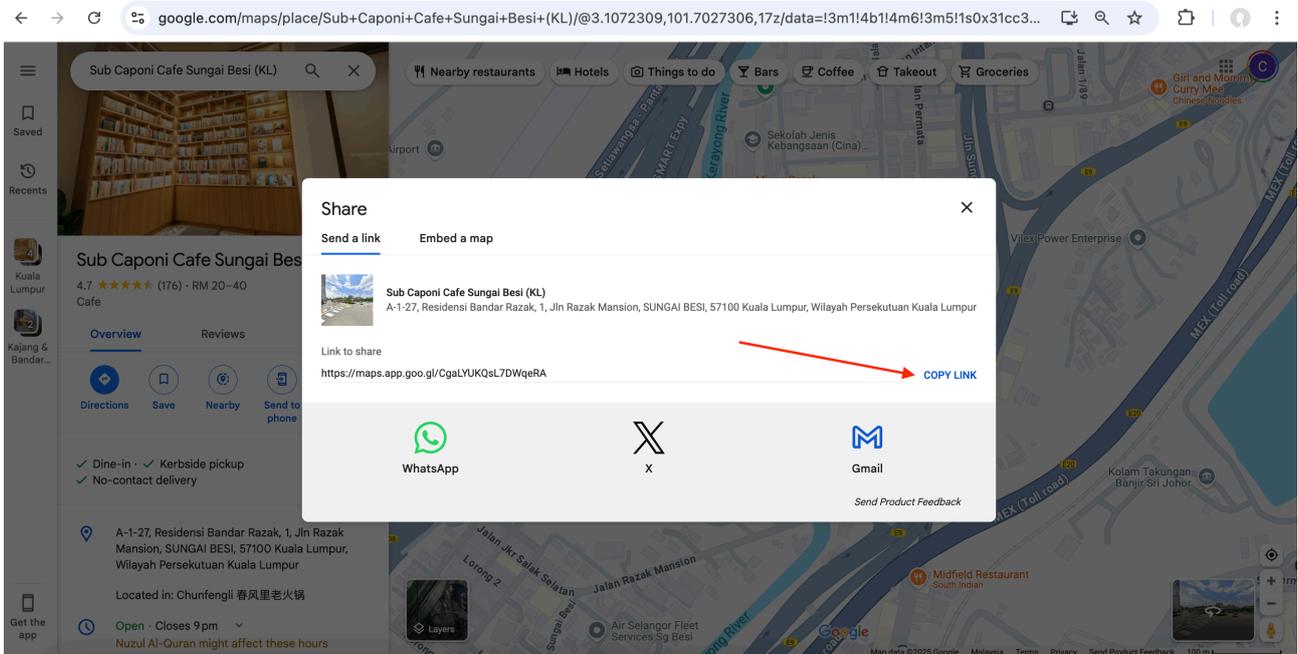
QR Code download size: 200px

Save Discard

\*Complete your basic details page and save before exiting to avoid any loss of data.  
Special Mention

\*Location URL = You can obtain your location by going to Google maps and enter your address. Once the pin from your address appear, you can copy the link to your vCard. This function will enable your customer to get to your address with Google maps or any navigation software.





\*Click on the share button and you will be able to copy the location URL to your vCard.

### Step 6

- Language Enable = Enable switching of description based on available language
- Enable Enquiry for = Allow visitor to feedback through email.
- Enable Download QR code = Allow QR code to be share
- QR Download Size = Can leave it on default. It would not affect the QR Code
- Show QR code = You can hide your QR code. This will cause your vCard as view only function and can't be shared by QR code
- Enable searching for current vCard = This list or remove from the general listing of Card

Language Enable:

Enable Enquiry Form:

Enable Download QR Code:

QR Code download size:

Show QR Code:

Enable searching for current vCard:

\*Remember to save your current changes. All the information saved will be reflected once you refresh your vCard.

\*Please check out other tutorial for more information or checkout our online and offline class.

Updated by Charles

24 March 2025