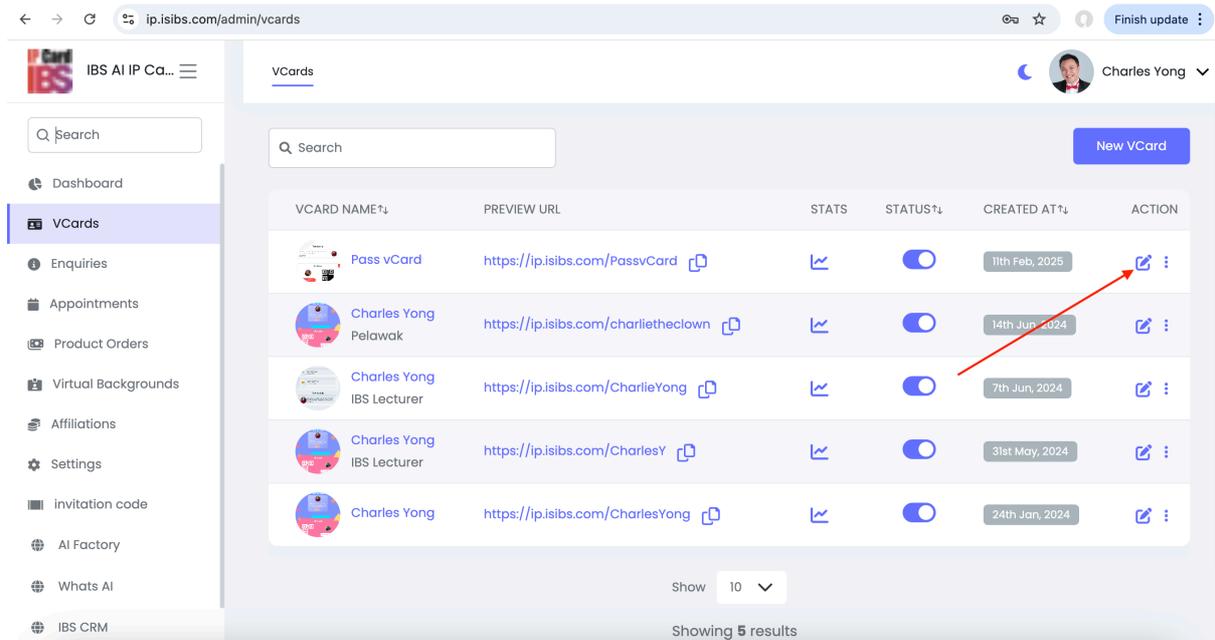


How to add Services to your IP Card

Services are description of your services for example, cleaning services, professional services, consultation fees et cetera.

Step 1

- Choose the IP Card that you want to edit from the vCard tab

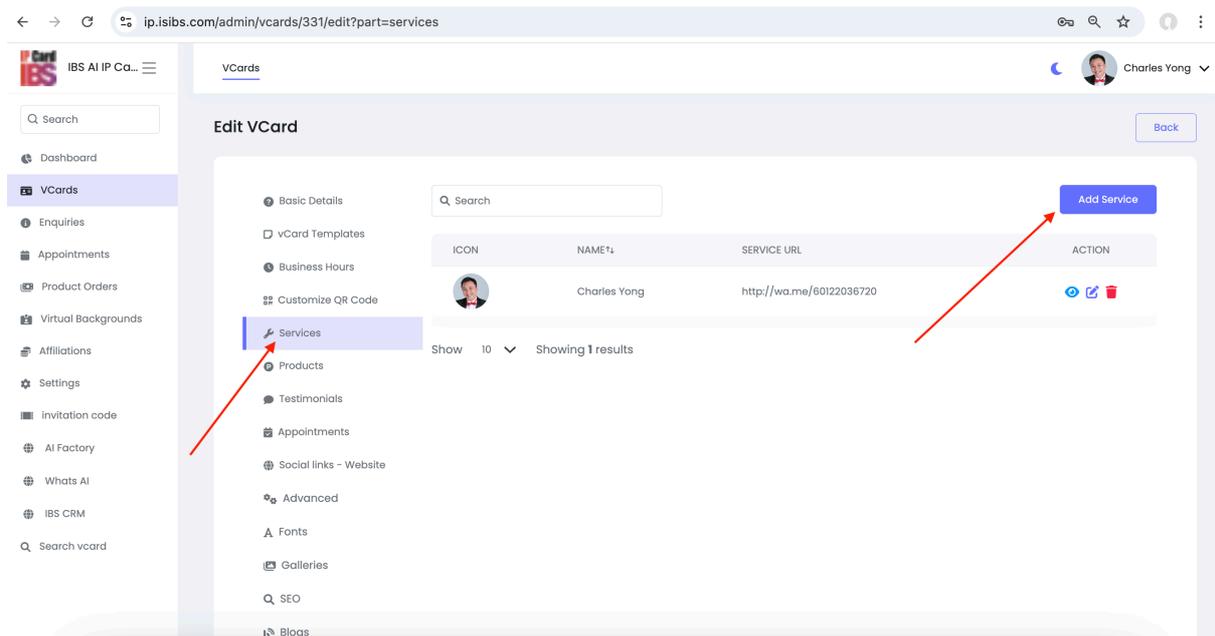


The screenshot shows the 'VCards' management page in the IP Card admin interface. The page displays a table of existing vCards with columns for VCard Name, Preview URL, Stats, Status, Created At, and Action. A red arrow points to the 'Action' column of the first vCard, 'Pass vCard', indicating the edit option.

VCARD NAME	PREVIEW URL	STATS	STATUS	CREATED AT	ACTION
Pass vCard	https://ip.isibs.com/PassvCard		ON	11th Feb, 2025	[Edit]
Charles Yong Pelawak	https://ip.isibs.com/charlietheclown		ON	14th Jun, 2024	[Edit]
Charles Yong IBS Lecturer	https://ip.isibs.com/CharlieYong		ON	7th Jun, 2024	[Edit]
Charles Yong IBS Lecturer	https://ip.isibs.com/CharlesY		ON	31st May, 2024	[Edit]
Charles Yong	https://ip.isibs.com/CharlesYong		ON	24th Jan, 2024	[Edit]

Step 2

- Choose the **Services** button from the menu and select the Add Services button



The screenshot shows the 'Edit VCard' page for the vCard 'Charles Yong'. The 'Services' menu item is selected in the left sidebar. A red arrow points to the 'Add Service' button in the top right corner of the main content area.

Edit VCard

Basic Details

vCard Templates

Business Hours

Customize QR Code

Services

Products

Testimonials

Appointments

Social links - Website

Advanced

Fonts

Galleries

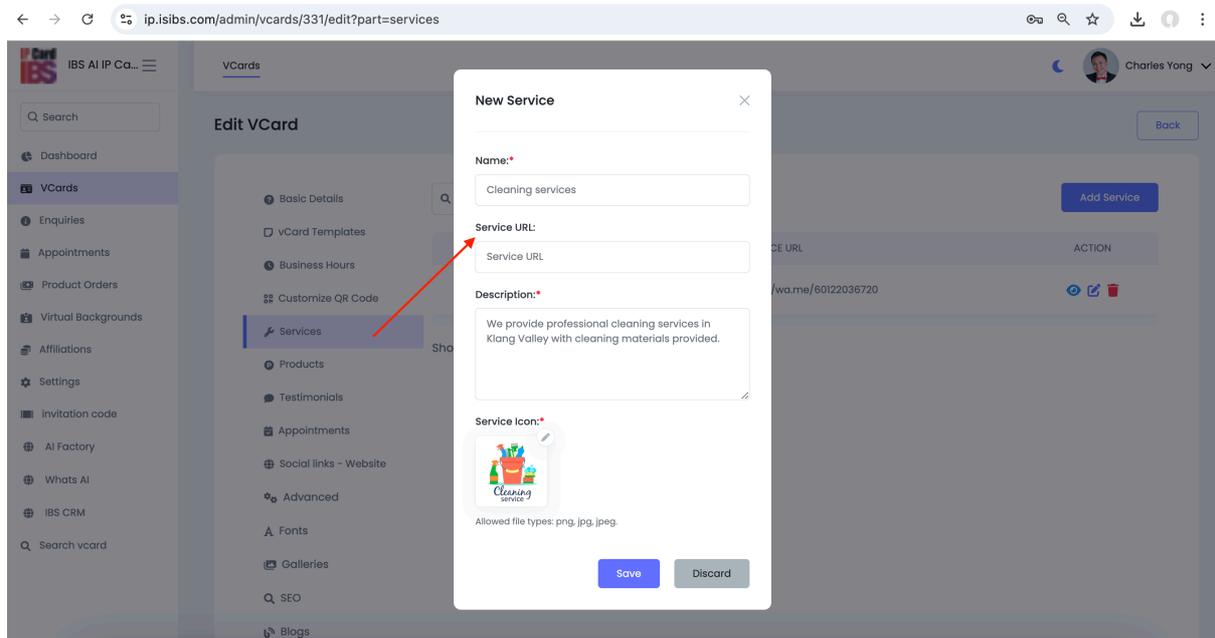
SEO

Blogs

ICON	NAME	SERVICE URL	ACTION
	Charles Yong	http://wa.me/60122036720	[Add] [Edit] [Delete]

Step 3

- From the menu, you can fill up brief information about the services you provide. For example, cleaning services, bookkeeping services, consultation et cetera.
- Service URL is optional if you want a re-direction to your product page, payment portal, your Shopee link or your payment gateway link. Press Save and you are done.



Step 4

- Your new service is added. You can update the information anytime, add new service or delete any service. Currently we have not set any limit to the number of services you can add.

The image shows two screenshots from the IBS AI IP Card admin interface. The top screenshot is the 'Edit VCard' page, and the bottom screenshot is the public-facing 'Our Services' section of the vCard.

Top Screenshot: Edit VCard

The 'Edit VCard' page has a sidebar menu with options: Dashboard, VCards, Enquiries, Appointments, Product Orders, Virtual Backgrounds, Affiliations, Settings, Invitation code, AI Factory, Whats AI, IBS CRM, and Search vcard. The 'Services' option is selected.

The main content area shows a search bar and a table of services:

ICON	NAME's	SERVICE URL	ACTION
	Cleaning services		
	Charles Yong	http://wa.me/60122036720	

A red arrow points from the 'Cleaning services' icon in the table to the 'Cleaning Services' card in the bottom screenshot.

Bottom Screenshot: Our Services

The 'Our Services' section displays two cards:

- Charles Yong**
Chat with me or visit
<https://vcard.usd.kim/charles-yong>
- Cleaning Services**
We provide professional cleaning services in Klang Valley with cleaning materials provided.

A red arrow points from the 'Cleaning Services' card to the 'Add to contact' button at the bottom of the page.

Updated by Charles

24 March 2025