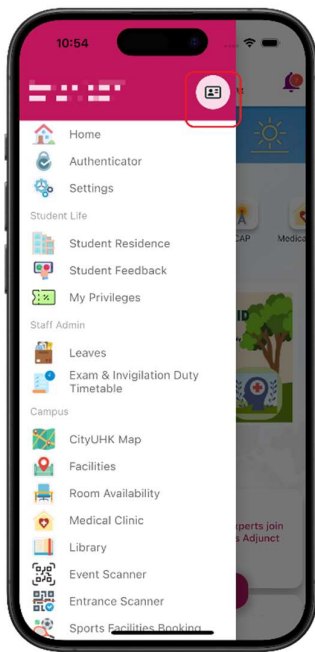
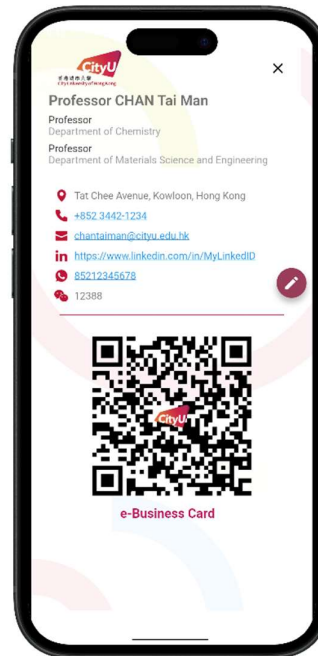


# e-Business Card User Guide

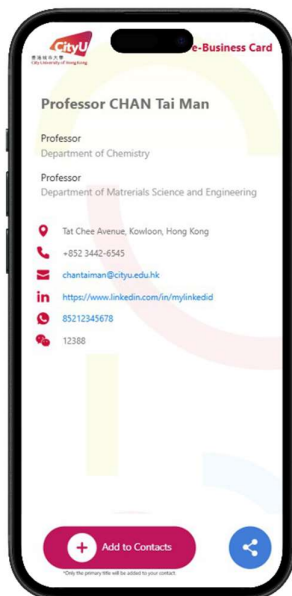
## I. Open eBusiness Card on CityUHK Mobile App



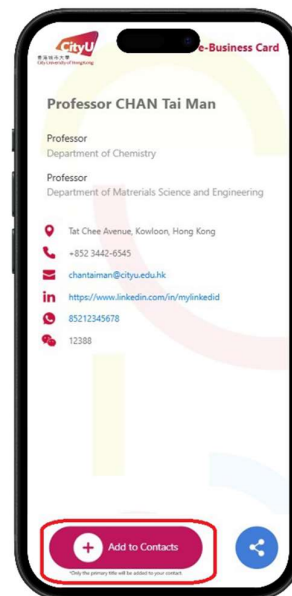
1 Press **e-Business Card** button (besides your name) from the left menu.



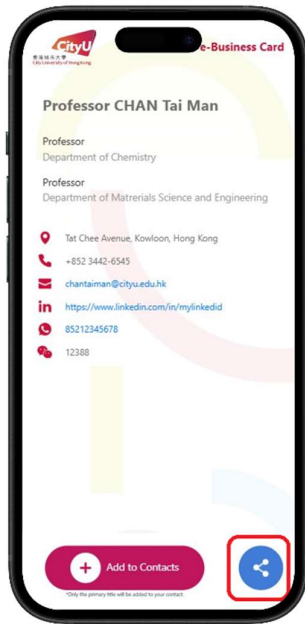
2 Your **e-Business Card** QR Code will be shown.



3 Please show the **e-Business Card** QR Code to your target audience. She/He scan your **e-Business Card** QR Code and your Business Information will be shown in her/his browser.

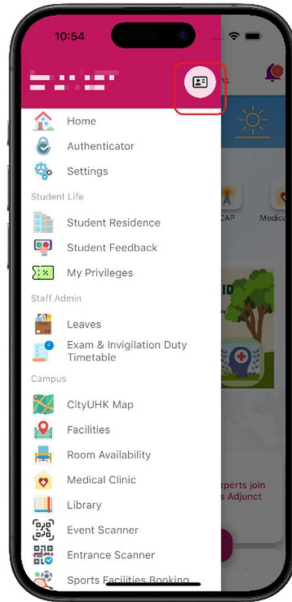


4 Your target audience may click **Add to Contacts** button to download and add your contact to her/his phone book.



- 5 Your target audience may also click the **Share Button** to share your Business Info Page through other communication channels like Whatsapp or email.

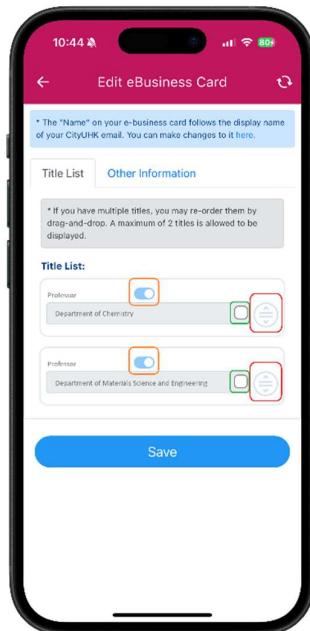
## II. Edit eBusiness Card Information on CityUHK Mobile App



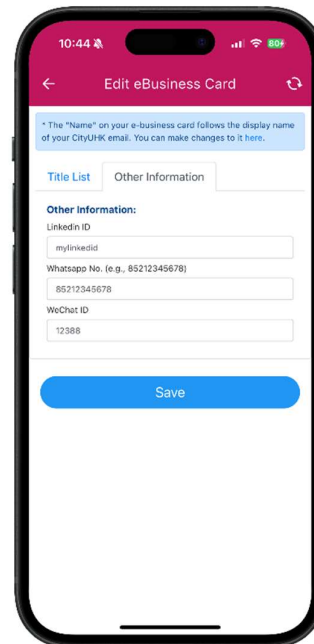
1 Press **e-Business Card** button (besides your name) from the left menu.



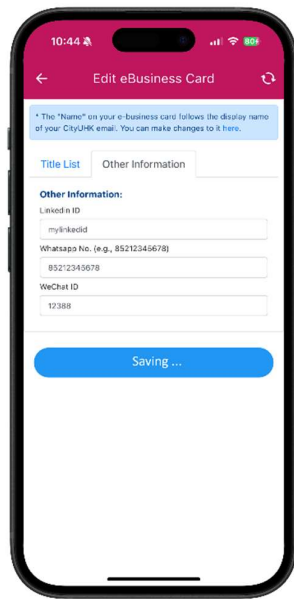
2 Click the **Edit Button** from the right side of the Contact Information.



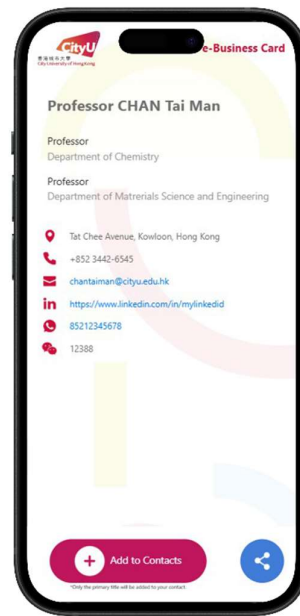
3 On the **Title List Tab**, if you have multiple job titles, you can enable /disable the job title (orange in the above image) to be shown in your e-Business card. You may also drag the job title (red in the above image) to modify the job title showing sequence. You can check the checkbox (green in the above image) to show your department.



4 On the **Other Information Tab**, you can input your other contacts information such as LinkedIn ID, Whatsapp No. and WeChat ID.



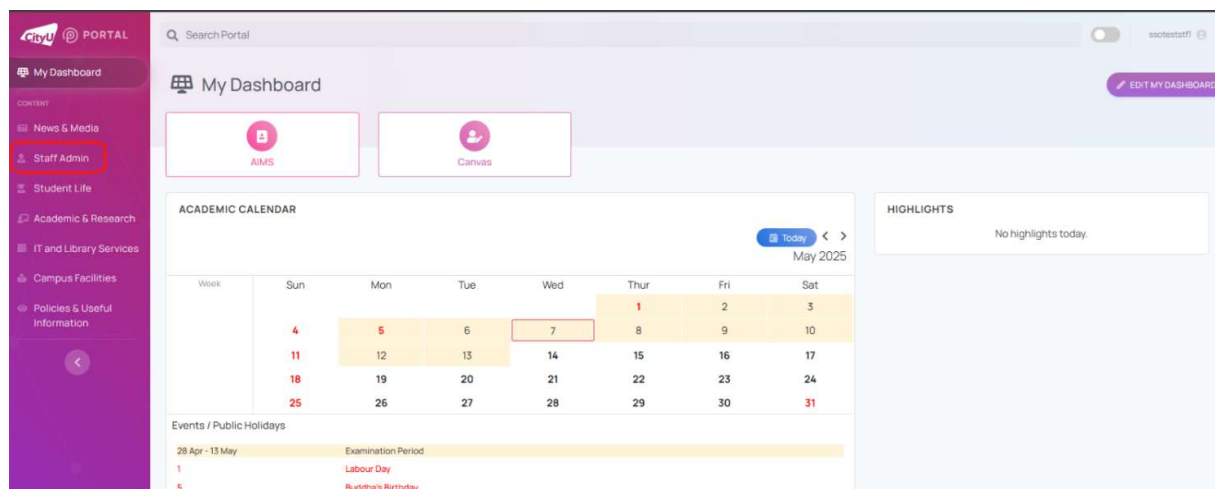
5 Click **Save** button.



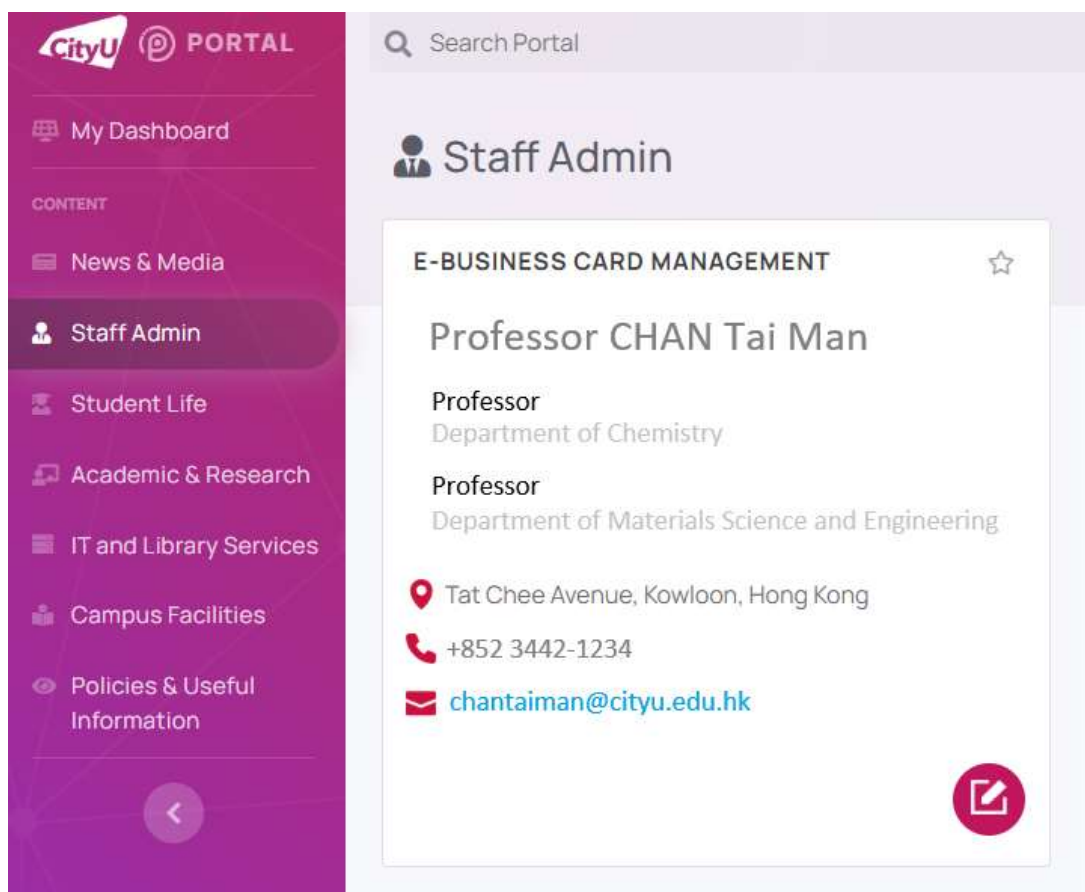
6 Your updated job titles and other contact information will be shown on the CityUHK Mobile App and the **e-Business Card** web page.

### III. Edit eBusiness Card on CityUHK Portal

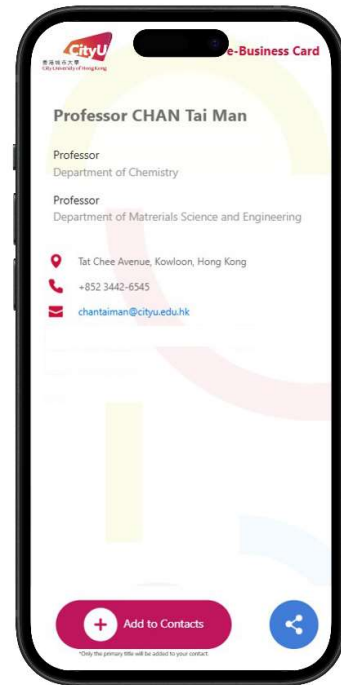
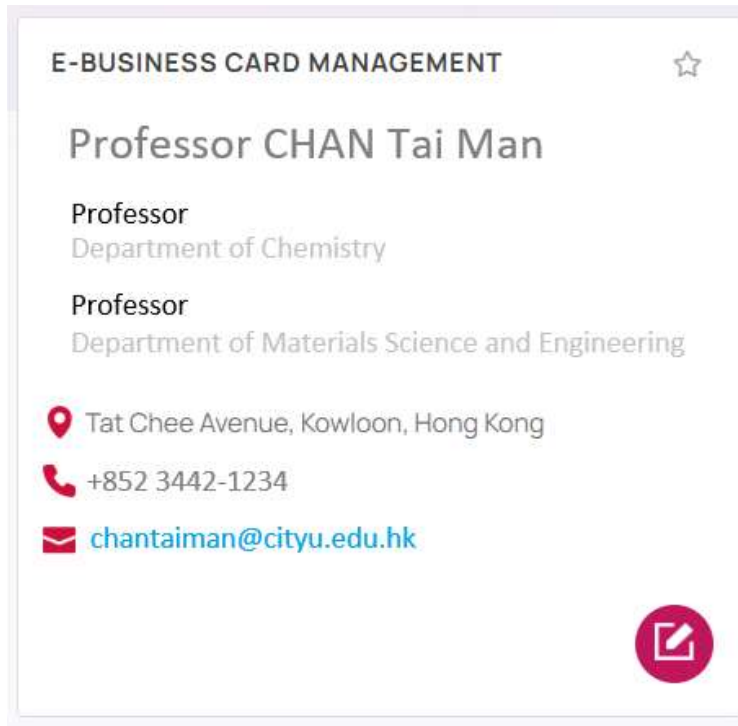
In addition to CityUHK Mobile, you may also edit your e-Business card information via CityUHK Portal.



- 1 Login to [CityUHK Portal](#), click **Staff Admin** in the left menu.



- 2 You will see the **e-Business Card Management Widget** on the first column and you can follow the steps in section II to edit your e-Business card information.



- 3 After editing in [CityUHK Portal](#), the e-Business Card Information will be updated on both the [CityUHK Portal](#) and CityUHK Mobile App.