

SHAREINVESTOR DIGITAL NAME CARD GENERATOR GUIDE





Login to SI Holdings server

Site Manager		×
Select entry:		General Advanced Transfer Settings Charset
	^	Protocol: SFTP - SSH File Transfer Protocol ✓ Host: sgnp-webhl1.shareinvestor.com Port: 5241
		Logon Type: Key file User: wh_si-holdings 1 Key file: Browse
- - - - - - - - - - - - - - - - - - -	*	Background color: None Comments: UrrXrgfAKG8M
New site New folder New Bookmark Rename Delete Duplicate		~
		Connect OK Cancel

- Open FileZilla and access to si-holdings server
- Refer to the login details to the screen on the right
- Insert the Key file
- Click on the **Connect** button



Files Upload Guides – Create a name folder

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
card		File folder	02/23/22 17:27:05	drwxr-xr-x	wh_si-holdi
card-generate		File folder	02/24/22 12:26:16	drwxr-xr-x	wh_si-holdi
card-my		File folder	01/27/22 17:56:58	drwxr-xr-x	wh_si-holdi
css		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
images		File folder	02/24/22 13:29:30	drwxr-xr-x	wh_si-holdi
include		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
is 🔜		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
smartslider		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
💿 contact-us.html	14,422	Chrome H	12/21/21 15:07:50	-rw-rr	wh_si-holdi
💿 cookie-policy.html	11,221	Chrome H	06/17/21 22:38:11	-rw-rr	wh_si-holdi
💿 core-values.html	9,588	Chrome H	06/21/21 03:33:03	-rw-rr	wh_si-holdi
📄 favicon.ico	15,086	lcon	06/17/21 22:38:11	-rw-rr	wh_si-holdi
💿 include_template.html	1,898	Chrome H	06/17/21 22:38:11	-rw-rr	wh_si-holdi
4					

Filename		Filesize	Filetype	Last modified	Permissions	Owner/Group
agnes.lim			File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
andric.see			File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
christopher.lee			File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
dauhee.lim	Download		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
edward.stanislaus	Add files to succes		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
images	Add files to queue		File folder	02/24/22 15:30:51	drwxr-xr-x	wh_si-holdi
vcf	View/Edit		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
vivien.ong	Create directory		File folder	02/24/22 12:28:56	drwxr-xr-x	wh_si-holdi
yanjing.zhao	Create directory and ent	terit	File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
favicon.ico	Create new file	36	lcon	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🗉 index-my.json	Create new me	45	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🗉 index.json	Refresh	75	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🖉 main-my.js	Delete	73	JavaScript	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🌋 main.js	Rename	70	JavaScript	01/27/22 17:27:20	-rw-rr	wh_si-holdi
style.css	style.css	.d. 04	Cascading	01/27/22 17:27:20	-rw-rr	wh_si-holdi
ℬ vcf.js	File permissions	20	JavaScript	01/31/22 12:37:33	-rw-rr	wh_si-holdi

- Once accessed to the SI Holdings server, you will see the folders and files in the server
 - Double on the "card" folder to open this folder

- Under this folder, right click and select "Create directory" to create a folder and type the name of the staff as the folder name, Folder naming convention - name.surname
 - * Please note that this name will be use to fill in the fields on the Name Card Generator



	ShareInvestor*
Name Card	Name
Generator	Designation
 Fill out the fields below and click 'Preview' to see a sample of your name card. Once you are satisfied with your name card, click 'Download HTML'.	Avatar
	Mobile
Guardiana	Direct Number
Orienteria	Emai
	Whatsapp Link
	* Generator Link Here
0-1-2-2	Email Link * Generator Link Here
	Company Name Sharelmestor Ptd Ltd
	ShareInvestor Malaysia Sch Bhd O PT ShareInvestor Technologies Indonesia
	GR Code Image

https://www.shareinvestorholdings.com/card-generate/index.html



R



Name

Name Card Generator

Fill out the fields below and click 'Preview' to see a sample of your name card.
Once you are satisfied with your name card, click 'Download HTML'.

à Designation Avatar Mobile Direct Number Email Whatsapp Link * Generator Link Here Email Link * Generator Link Here Company Name ShareInvestor Ptd Ltd O ShareInvestor Malaysia Sdn Bhd O PT ShareInvestor Technologies Indonesia **OR** Code Image * Generator Image Here Advanced Options 💌

Go to the <u>Name Card Generator portal</u> and follow the steps below to generator the digital name card.

Name

Key in the staff name

Designation Key in the staff designation

Avatar

Follow the steps below to create the avatar image

- Download the avatar template avatar.psd file <u>here</u>
- Prepare the photo with transparent background
- Open the psd file, insert the photo and adjust it to fit into the circle
- Save the image as .png format and upload to the server*
- Once uploaded the image, key in the avatar image hyperlink into this field
- Avatar image file naming convention as below,

img-profile-name-surname.png

For example,

img-profile-Vivien-ong.png

* See Files upload guides (Avatar image) section on Page 12

Mobile

Key in the mobile number with the following format, (+XX) XXXX XXXX





- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'





Direct Number

Key in the direct number with the following format, (+XX) XXXX XXXX

Email

Key in the email address

WhatsApp Link

- Click the hyperlink * Generator Link Here , will lead to a site "Postcron"
- Under this site, click on the button "Create Link Now!"







- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'







Whatsapp Link

After clicked the button, you will see the following screen,



Under the 1st field, •



key in the phone number with country code, e.g. +XXXXXXXXXXXXX

Under the 2nd field, e.g: Give me further information about...

key in the details below and change the "Full Name" & "name.surname", to the staff name.

Full Name - Digital Name Card https://www.shareinvestorholdings.com/card/name.surname

For example,

Vivien Ong - Digital Name Card https://www.shareinvestorholdings.com/card/vivien.ong





- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'





Whatsapp Link

• Once completed, click on the button

🔗 Get link

• You will see the WhatsApp link is generated below the button "Get link"



- Click on the button Copy Link to copy the link and go back to the Name Card Generator
- Under Whatsapp Link section, paste the copied link into the field





- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'





Email Link

• Click on the hyperlink * Generator Link Here , you will lead to a site below

••• mailtolink.me	
то:	Cc: Bcc:
Subject:	
Body:	

- Under this site, to fill up the following sections,
- To key in the email address
- Subject key in the full name follow by the text " Digital Name Card"
- **Body** key in the details below with the following format

Full Name - Digital Name Card https://www.shareinvestorholdings.com/card/name.surname

For example,

Vivien Ong - Digital Name Card https://www.shareinvestorholdings.com/card/vivien.ong

To: vivien.ong@shareinvestor.com

Subject: Vivien Ong - Digital Name Card

Body:

Vivien Ong - Digital Name Card https://www.shareinvestorholdings.com/card/vivien.ong





- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'





Company Name

To select the company name

QR Code Image

Click on the hyperlink * Generator Link Here , you will lead to a site below



Key in the URL under this field

For the URL, to key in the following format,

https://www.shareinvestorholdings.com/card/name.surname/index.html

For example,

https://www.shareinvestorholdings.com/card/vivien.ong/index.html

After key in the URL, click on the button



to download the QR code

Save the QR code with file naming convention as below & upload to server*

img-qr-code-name-surname.png

For example, img-qr-code-vivien-ong.png

- Once uploaded to the server, you will have the hyperlink to key into the field under QR Code Image on the Name Card Generator
- * See Files upload guides section (QR Code) on Page 13





- Fill out the fields below and click 'Preview' to see a sample of your name card.
- Once you are satisfied with your name card, click 'Download HTML'.





Preview

• Once everything are filled, click on the button

Preview

• You will lead to this page as shown below



- To check all the information for Client and Admin version
- Once confirmed, click on the 2 download buttons (Client & Admin) to download the html files

Download Client HTML

Download Admin HTML

Upload the 2 html files to the server*

* See Files upload guides section (Admin and Client HTML files) on Page 14



Files Upload Guides – Avatar image

Please refer to Page X to see how to login to SI Holding server

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
card		File folder	02/23/22 17:27:05	drwxr-xr-x	wh_si-holdi
card-generate		File folder	02/24/22 12:26:16	drwxr-xr-x	wh_si-holdi
card-my		File folder	01/27/22 17:56:58	drwxr-xr-x	wh_si-holdi
css		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
images		File folder	02/24/22 13:29:30	drwxr-xr-x	wh_si-holdi
include		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
js		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
smartslider		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
💿 contact-us.html	14,422	Chrome H	12/21/21 15:07:50	-rw-rr	wh_si-holdi
💿 cookie-policy.html	11,221	Chrome H	06/17/21 22:38:11	-rw-rr	wh_si-holdi
💿 core-values.html	9,588	Chrome H	06/21/21 03:33:03	-rw-rr	wh_si-holdi
avicon.ico	15,086	lcon	06/17/21 22:38:11	-rw-rr	wh_si-holdi
💿 include_template.html	1,898	Chrome H	06/17/21 22:38:11	-rw-rr	wh_si-holdi
Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
agnes.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
andric.see		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
christopher.lee		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
dauhee.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
edward.stanislaus		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
images		File folder	02/24/22 15:30:51	drwxr-xr-x	wh_si-holdi
vcf		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
vivien.ong		File folder	02/24/22 12:28:56	drwxr-xr-x	wh_si-holdi
yanjing.zhao		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
📑 favicon.ico	15,086	lcon	01/27/22 17:27:20	-rw-rr	wh_si-holdi
📄 index-my.json	3,245	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
📃 index.json	6,175	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🖉 main-my.js	18,273	JavaScript	01/27/22 17:27:20	-rw-rr	wh_si-holdi
📓 main.js	18,270	JavaScript	01/27/22 17:27:20	-rw-rr	wh_si-holdi
style.css	6,704	Cascading	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🖉 vcf.js	9,120	JavaScript	01/31/22 12:37:33	-rw-rr	wh_si-holdi

- Once accessed to the SI Holdings server, you will see the folders and files in the server
 - Double on the "card" folder to open this folder

- In the card folder, you will see a folder named "images"
- To upload the avatar image file, drag or copy the image file to this folder
- Once uploaded, you will have the avatar image hyperlink generated, For example,

https://www.shareinvestorholdings.com/card/images/</mark>img-profile-Vivien-ong.png

The highlighted in yellow is standard format of the hyperlink and follow by the uploaded image file name

• Key in the avatar hyperlink into the Avatar field on the Name Card

Generator. (Refer to page 5, 3)



Files Upload Guides – QR Code

Please refer to Page X to see how to login to SI Holding server

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
card		File folder	02/23/22 17:27:05	drwxr-xr-x	wh_si-holdi
card-generate		File folder	02/24/22 12:26:16	drwxr-xr-x	wh_si-holdi
card-my		File folder	01/27/22 17:56:58	drwxr-xr-x	wh_si-holdi
css		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
images		File folder	02/24/22 13:29:30	drwxr-xr-x	wh_si-holdi
include		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
js		File folder	06/17/21 22:38:12	drwxr-xr-x	wh_si-holdi
smartslider		File folder	06/17/21 22:38:18	drwxr-xr-x	wh_si-holdi
💿 contact-us.html	14,422	Chrome H	12/21/21 15:07:50	-rw-rr	wh_si-holdi
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core-values.html	9,588	Chrome H	06/21/21 03:33:03	-rw-rr	wh_si-holdi
avicon.ico	15,086	lcon	06/17/21 22:38:11	-rw-rr	wh_si-holdi
o include_template.html	1,898	Chrome H	06/17/21 22:38:11	-rw-rr	wh_si-holdi
Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
agnes.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
andric.see		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
christopher.lee		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
dauhee.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
edward.stanislaus		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
images		File folder	02/24/22 15:30:51	drwxr-xr-x	wh_si-holdi
vcf		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
vivien.ong		File folder	02/24/22 12:28:56	drwxr-xr-x	wh_si-holdi
yanjing.zhao		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
📄 favicon.ico	15,086	lcon	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🔳 index-my.json	3,245	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
🔳 index.json	6,175	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh_si-holdi
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🖉 vcf.js	9,120	JavaScript	01/31/22 12:37:33	-rw-rr	wh_si-holdi

- Once accessed to the SI Holdings server, you will see the folders and files in the server
 - Double on the "card" folder to open this folder

- In the card folder, you will see a folder named "images"
- To upload the QR code file, drag or copy the downloaded QR file to this folder
- Once uploaded, you will have the QR code hyperlink generated, For example,

https://www.shareinvestorholdings.com/card/images/img-qr-code-vivien-ong.png

The highlighted in yellow is standard format of the hyperlink and follow by the uploaded image file name

• Key in the QR code hyperlink into the QR code image field on the

Name Card Generator. (Refer to page 10, 10)



Files Upload Guides – Admin and Client HTML files

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
					
agnes.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
andric.see		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
christopher.lee		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
dauhee.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
edward.stanislaus		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
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vcf		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
vivien.ong		File folder	02/24/22 12:28:56	drwxr-xr-x	wh_si-holdi
yanjing.zhao		File folder	01/27/22 17:27:22	drwxr-xr-x	wh_si-holdi
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andric see		File folder	01/27/22 17:27:21	drawr-yr-y	wh_si-holdi
christopher lee		File folder	01/27/22 17:27:21	dnwxr-xr-x	wh_si-holdi
daubee.lim		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
edward.stanislaus		File folder	01/27/22 17:27:21	drwxr-xr-x	wh_si-holdi
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vcf		File folder	01/27/22 17:27:22	drwxr-xr-x	wh si-holdi
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favicon.ico	15.086	lcon	01/27/22 17:27:20	-rw-rr	wh si-holdi
index-my.ison	3,245	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh si-holdi
index.ison	6.175	Adobe Aft	01/27/22 17:27:20	-rw-rr	wh si-holdi
					-

- Once downloaded the 2 HTML files, upload it to the folder (e.g. vivien.ong) created previously.
 - To upload the QR code file, drag or copy the 2 HTML file to this folder

- After uploaded the 2 HTML files, open any of the name folder highlighted on the screenshot on the right
- Inside the folder, you will see 3 files below,

admin.html
 index.html
 service-worker.js

- Download the file "service-worker.js"
- And upload it to the name folder (e.g. vivien.ong) created previously
- Total will have 3 files (as shown above) in the name folder





Congratulations!

You've completed the digital name card.