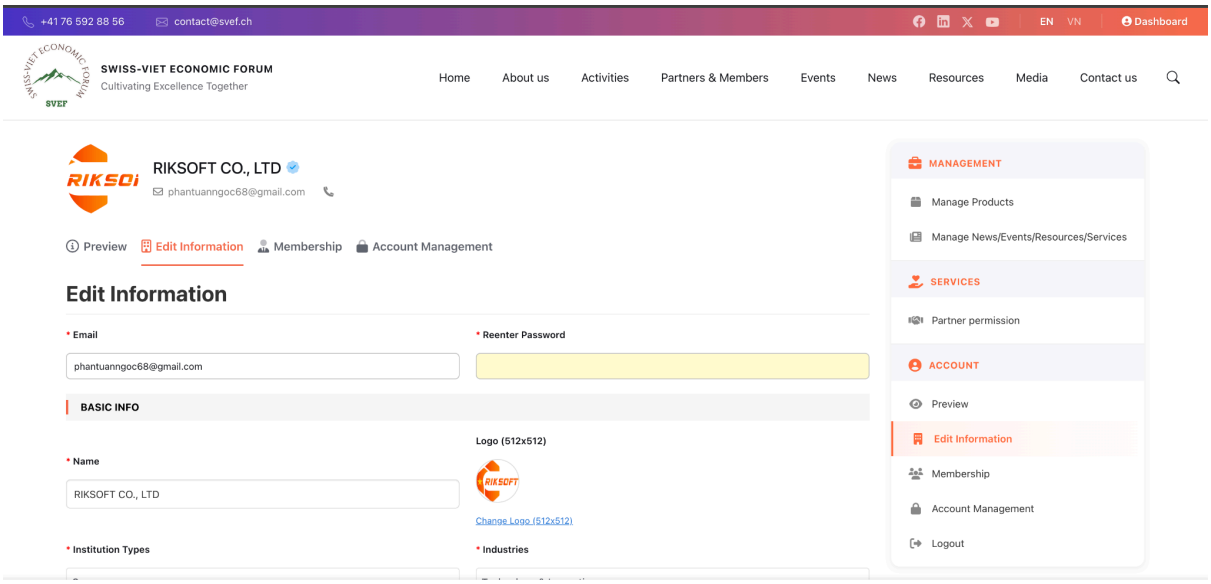
MEMBER PORTAL USER GUIDE

Welcome to your Member Portal!

Upon your first login, you'll be directed to the Overview page under the Account section. This page serves as your dashboard, displaying all your organization's current information including company details, contact information, business activities, and partnership status.



From here, you can navigate through three main sections of the portal to manage your content and settings:

Main Dashboard Navigation

Your portal features three primary sections:

I. Account Settings

Manage all account-related information through four key sections:

- Overview: View all current institutional details
- Institution Information: Update company information
- Partner Packages Information: Manage partnership status
- Change Password: Maintain account security

II. Services Section

Track your partnership status and permissions:

- View your current partner permissions and access levels
- Monitor active partnership benefits

III. Management Section

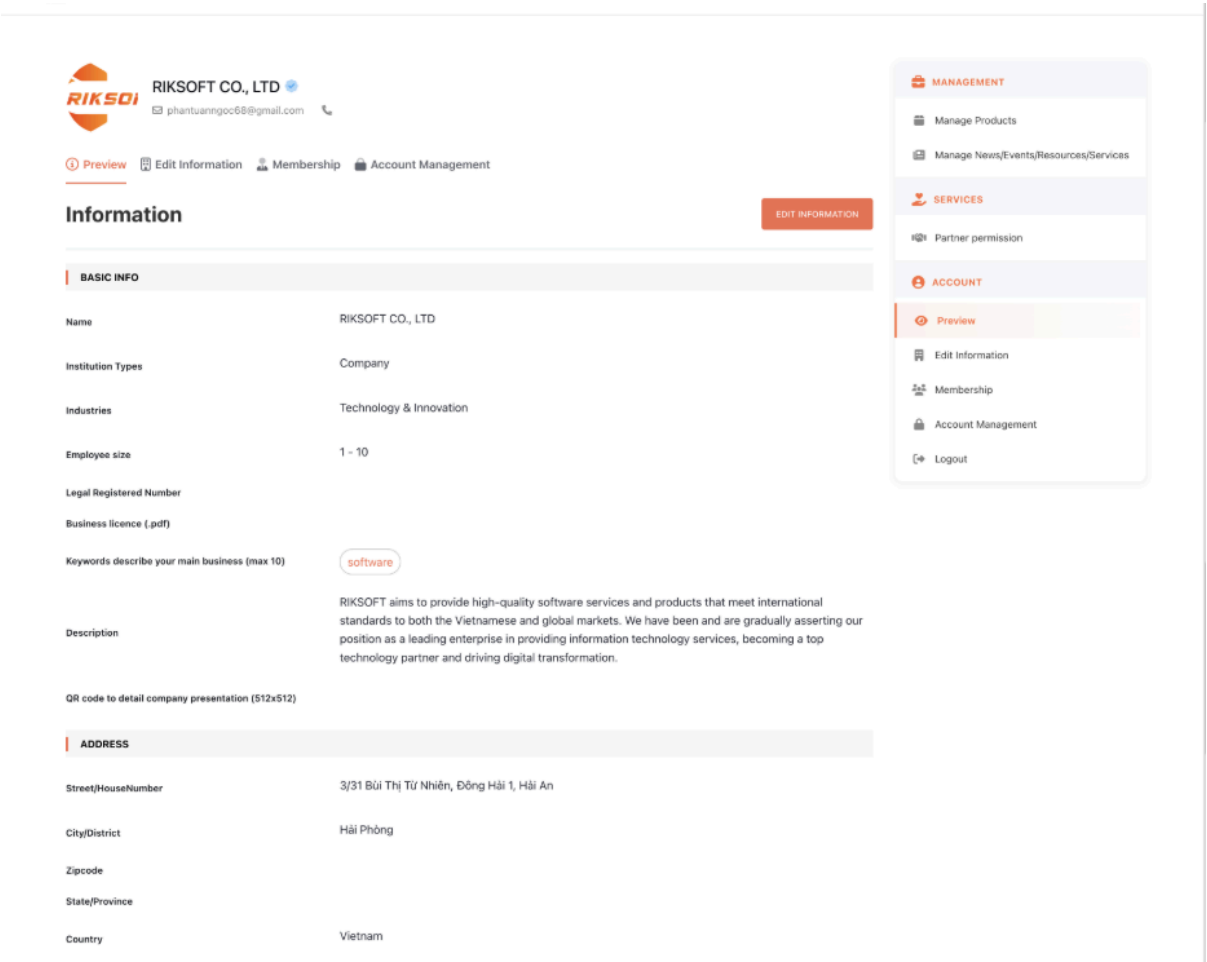
Here you can create and manage your content:

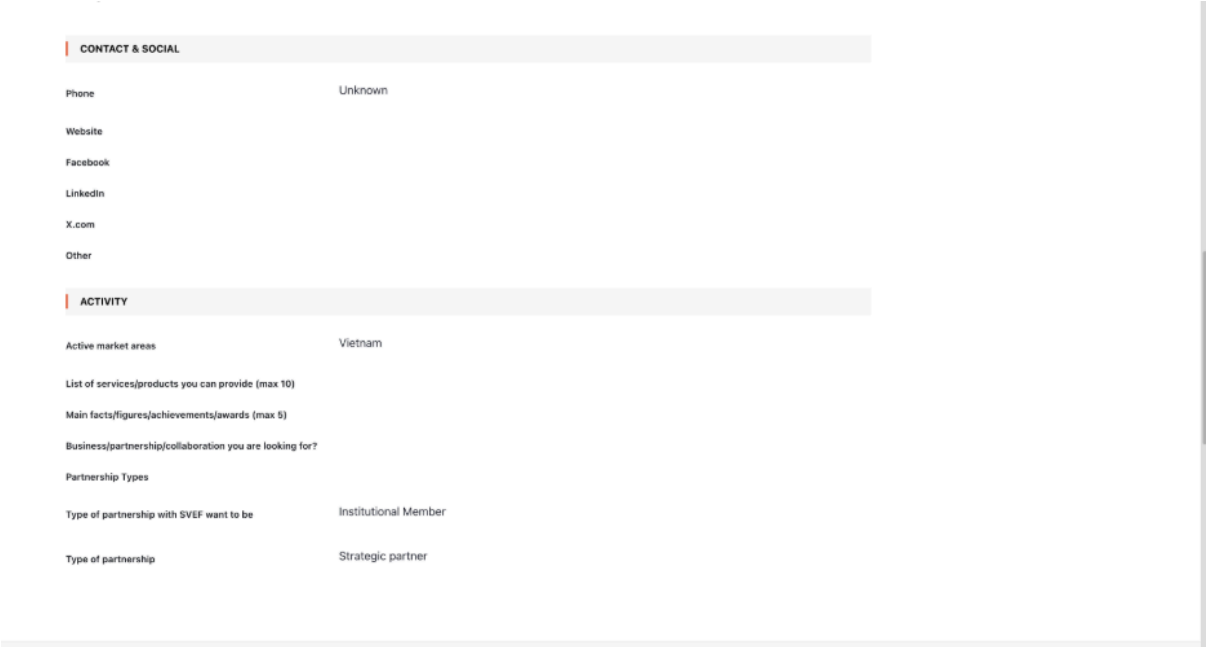
- Create new posts through "Post New"
- Monitor and update your products in "Manage Products"
- Access and edit your existing posts in "Manage Posts"

I. Account Settings

1. Preview

This section provides a comprehensive view of your organization's profile. Think of it as your company's digital business card.





What You Can View:

Basic Information
- Company name
- Institution type
- Industry classification
- Employee size range
- Legal registration details

Documentation
- Business license status
- Company description
- Business keywords
- QR code for company presentation

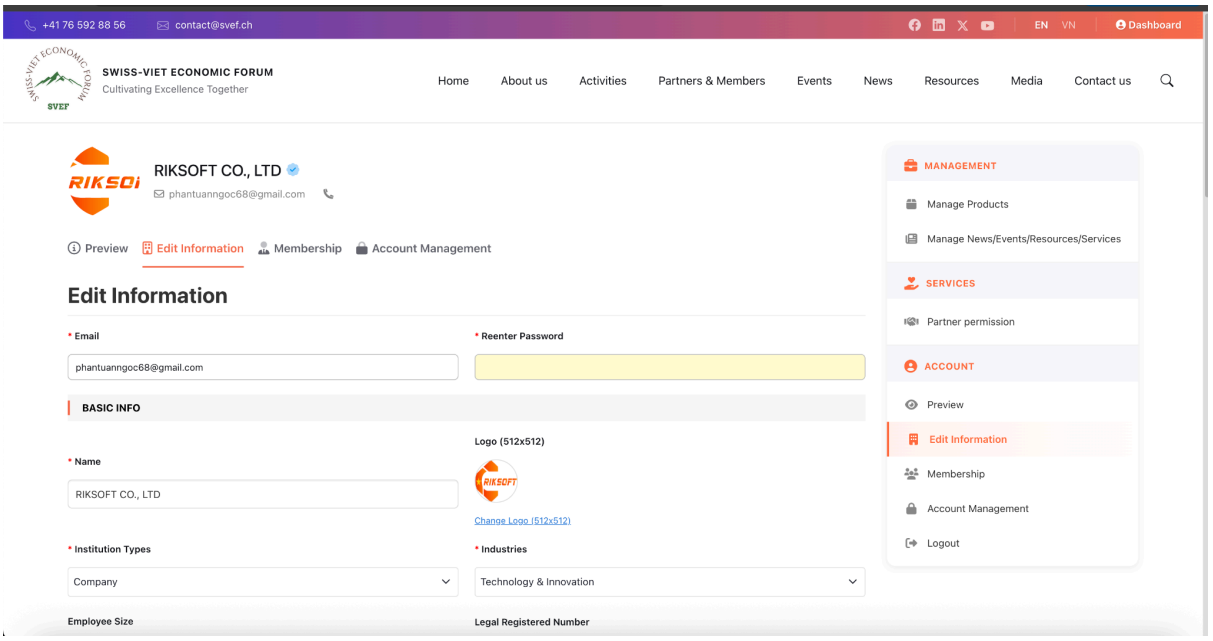
Contact Details
- Office address
- City and postal information
- Country details
- Phone numbers
- Website URL
- Social media links

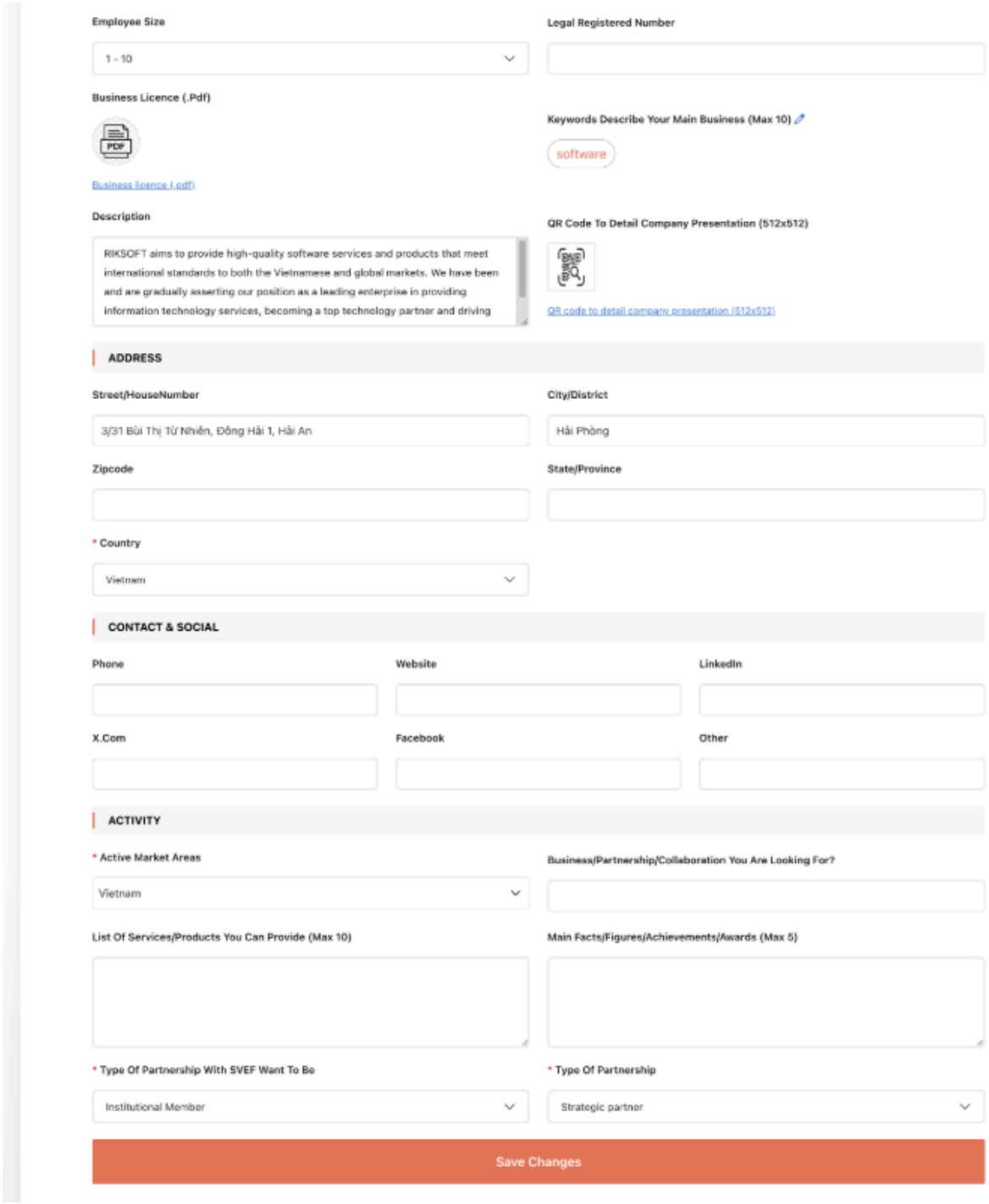
Business Activity
- Active markets
- Services/products list
- Achievements and awards
- Partnership preferences

Note: The Overview section is view-only. To make changes, use the Institution Information section.

2. INSTITUTION INFORMATION

This is your profile editing center where you can update all company information.





What You Can Edit:

Account Security

- Update email address (required)
- Password confirmation

Organization Details

- Company name (required)
- Upload/change company logo (512x512 pixel size)
- Select institution type from options:

- Company
- Public Office
- University
- Startup
- Non-Profit Organization

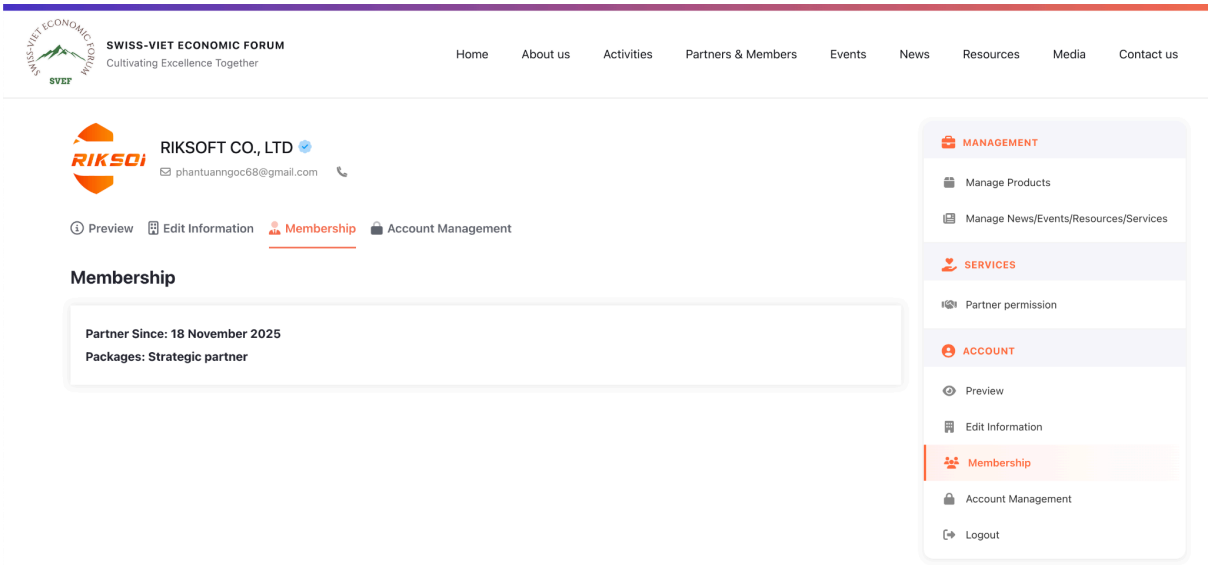
Business Information
- Industry sector
- Employee size range
- Legal registration number
- Upload business license
- Add/edit business keywords (max 10)
- Update company description
- Upload QR code

Contact Updates
- Modify address details
- Update contact numbers
- Edit website URLs
- Manage social media links

Partnership Settings
- Update market areas
- Modify service listings
- Edit achievement records
- Choose partnership preferences

3. PARTNER PACKAGES INFORMATION

Manage your partnership status and subscription details.



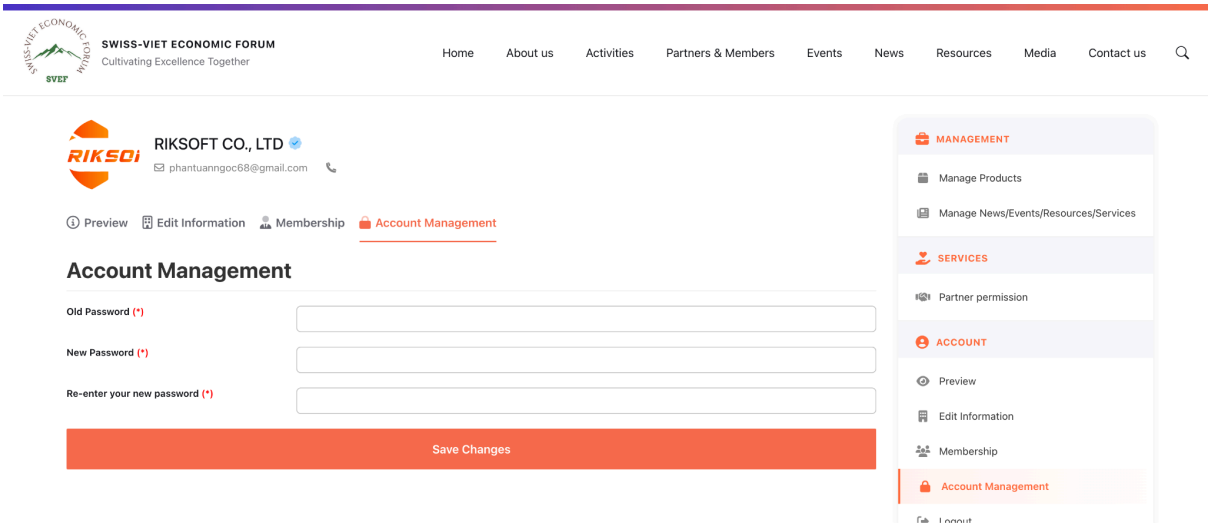
What You Can Access:
- View partnership start date
- Check current package type
- Review package options

- Manage payment methods (Comming Soon)
- Access transaction history(Comming Soon)

Available Actions:
- Update package type (Under Development)
- Change payment information (Under Development)
- View payment records (Under Development)

4. CHANGE PASSWORD

Maintain your account security through password management.



Security Features:
- Password update option
- Secure credential management
- Account protection settings

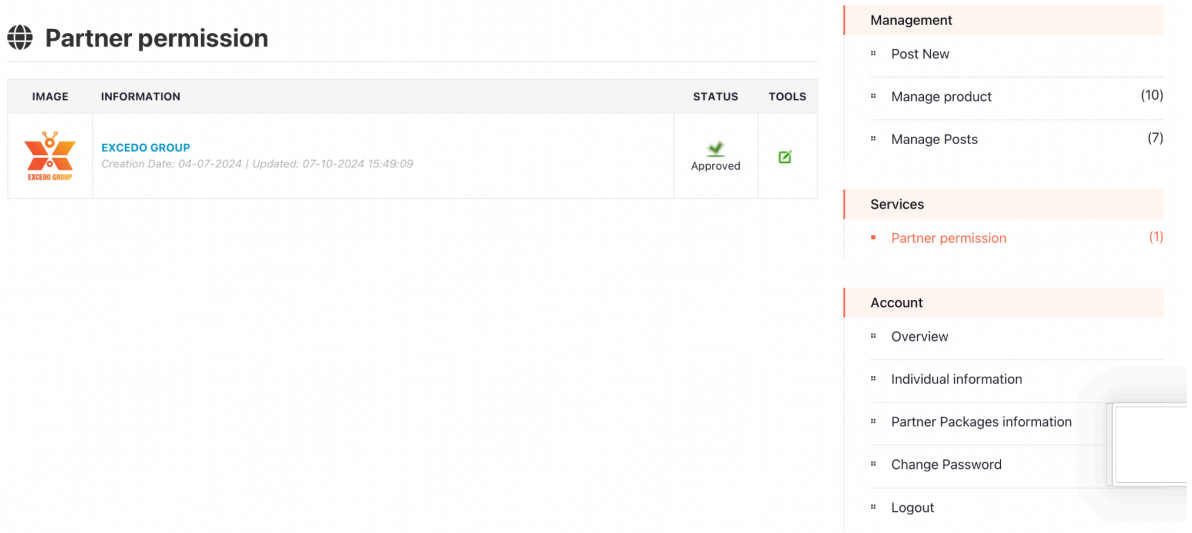
Password Change Process:
1. Enter current password
2. Create new password
3. Confirm new password
4. Save changes

II. Services Section

Accessing Partner Information

When you click on "*Partner Permission*" under the Services menu, you'll see a table with key information about partnerships.

a) Main Display Elements:



1. IMAGE
- Company/Partner logo display
- Visual identification

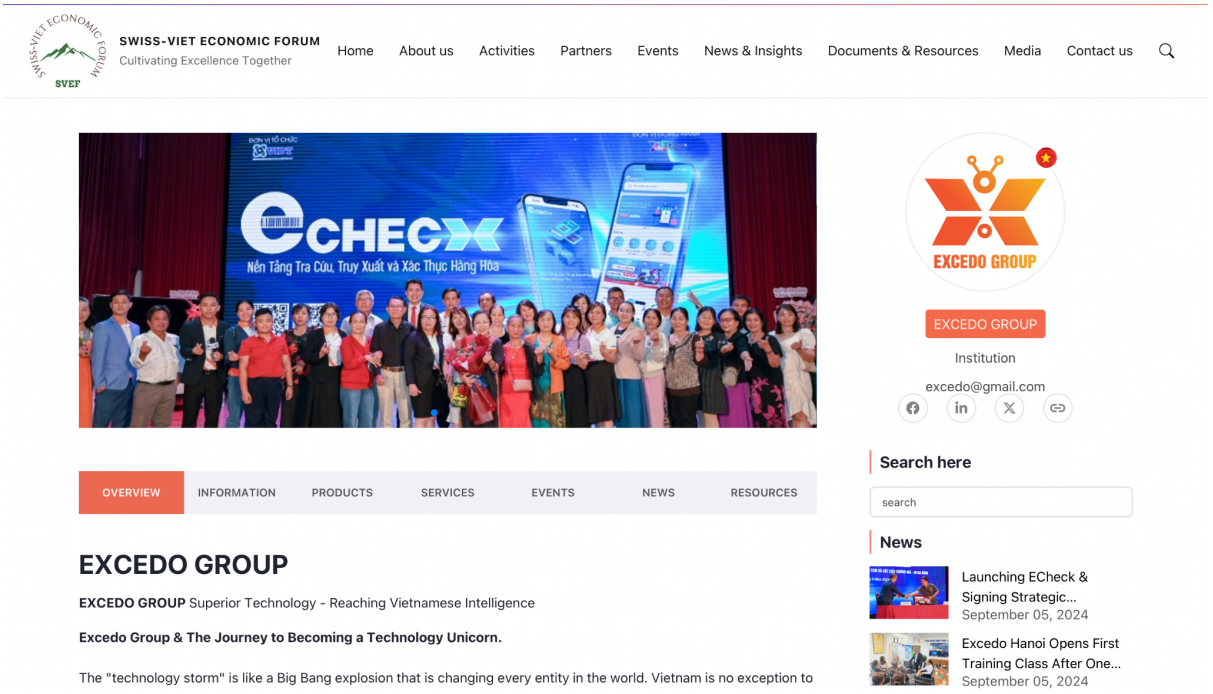
2. INFORMATION
- Organization name (e.g., EXCEDO GROUP)
- Important dates:
  * Creation Date
  * Last Update timestamp

3. STATUS
- Current approval status (e.g., Approved)
- Partnership standing

4. TOOLS
- Management options
- Action buttons

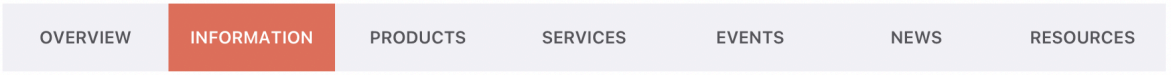
b) Detailed Partner Profile

When you click on the organization name (e.g., EXCEDO GROUP), you'll access a comprehensive profile page with seven main tabs:



1. OVERVIEW

- Quick snapshot of organization
- Key company metrics
- Essential information

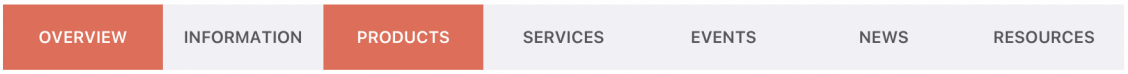


BASIC INFO

Name	EXCEDO GROUP
Type of Institution	
Industries	Technology & Innovation
Employee size	100 - 1000
Legal Registered Number	500
Business licence (.pdf)	
Keywords describe your main business (max 10)	Blockchain, Generative AI, IoT, Công nghệ
QR code to detail company presentation (512x512)	
Institution Size	Large Corporations

2. INFORMATION

- Detailed company profile
- Contact information
- Business details
- Social media links



Products

ỨNG DỤNG GIÁO DỤC

NỀN TẢNG ỨNG DỤNG - VNLAND.INFO

ỨNG DỤNG Y TẾ - GLOBEDR.COM

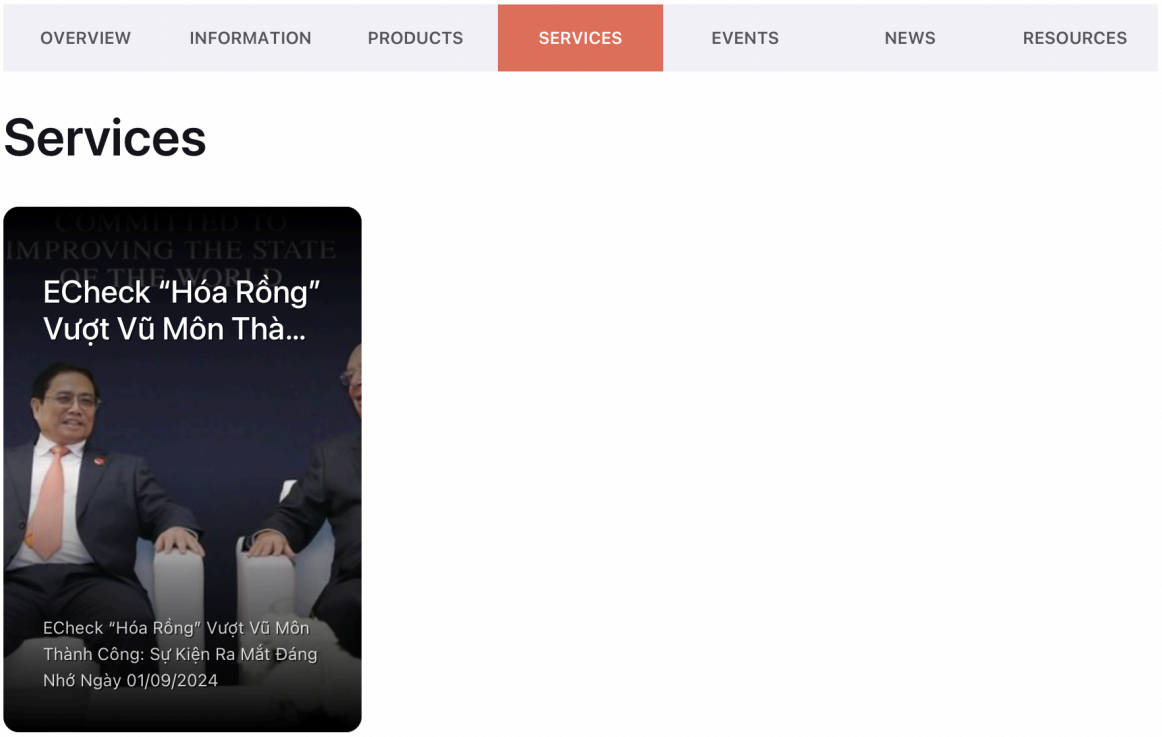
GMAP - BẢN ĐỒ SỐ QUỐC GIA

NỀN TẢNG ỨNG DỤNG CHUYỂN ĐỔI SỐ - BIZDATA.VN

ECHECK LÀ NỀN TẢNG XÁC THỰC SẢN PHẨM - ECHECK QR

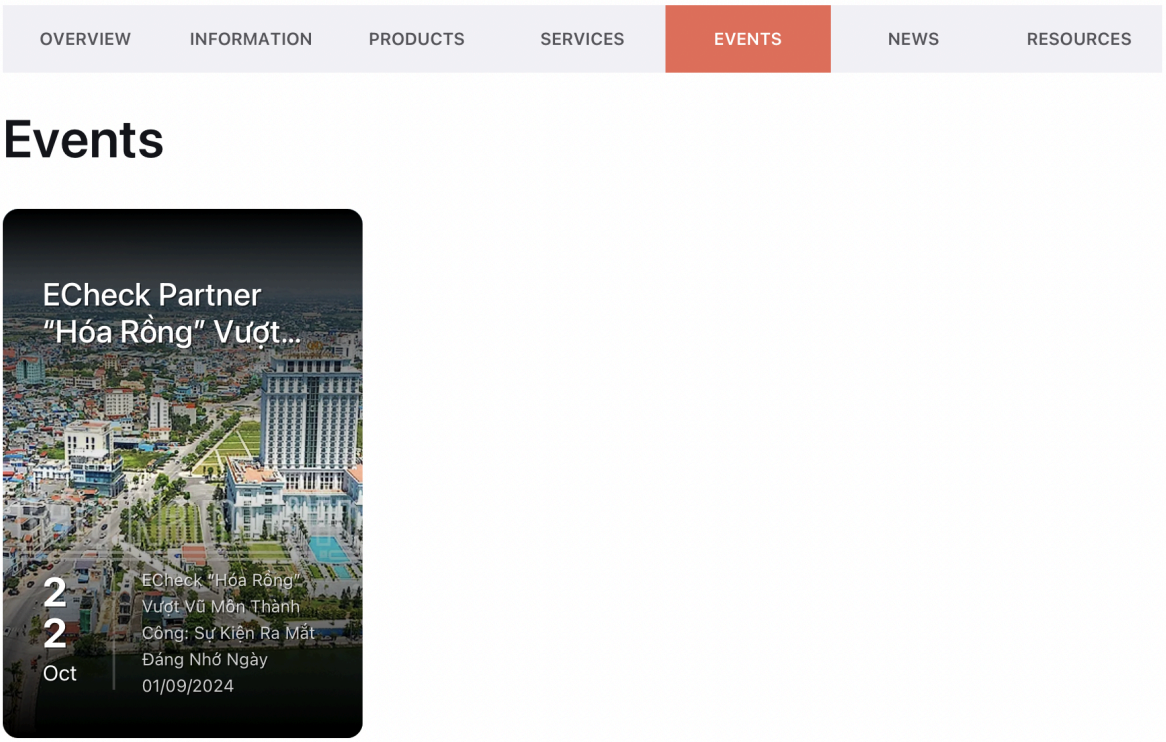
3. PRODUCTS

- Product catalog
- Product descriptions
- Pricing information
- Available offerings



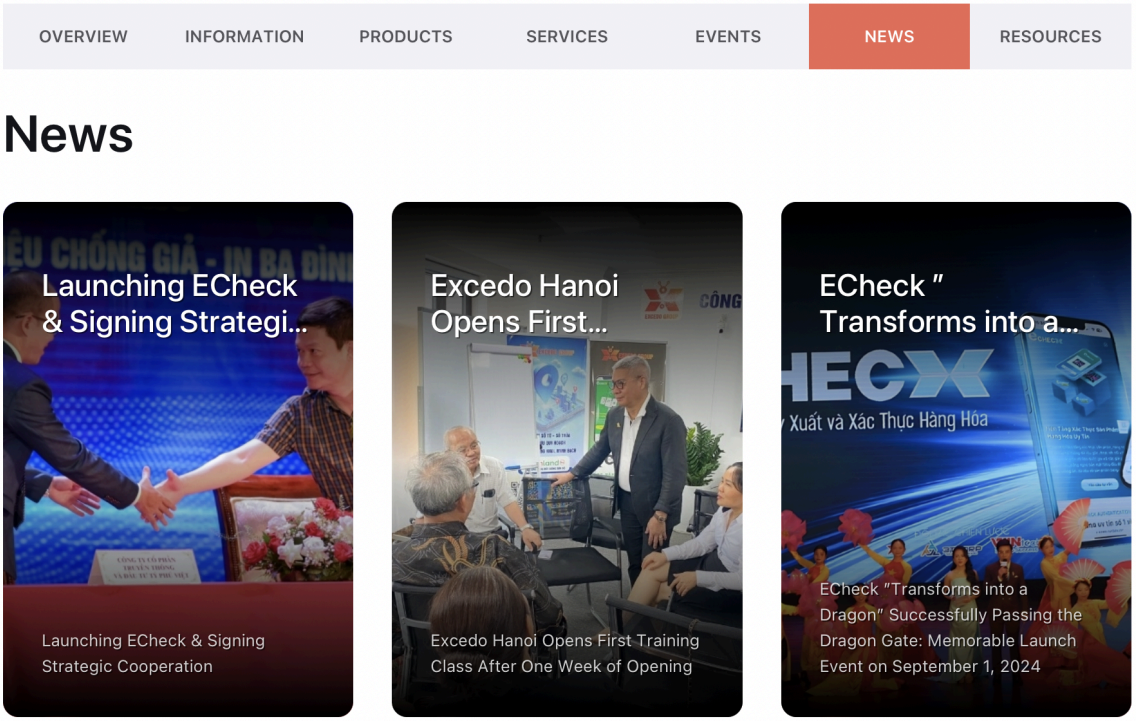
4. SERVICES

- Service listings
- Service descriptions
- Capabilities
- Areas of expertise



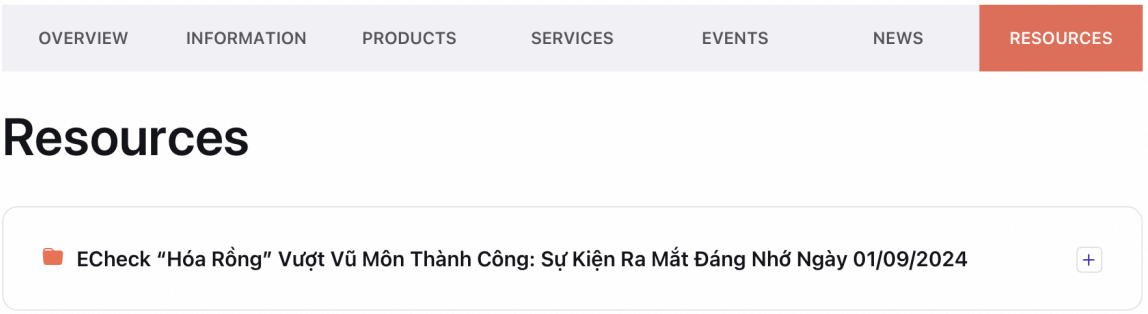
5. EVENTS

- Company events
- Upcoming activities
- Past event history
- Event announcements



6. NEWS

- Company updates
- Press releases
- Latest developments
- Industry news



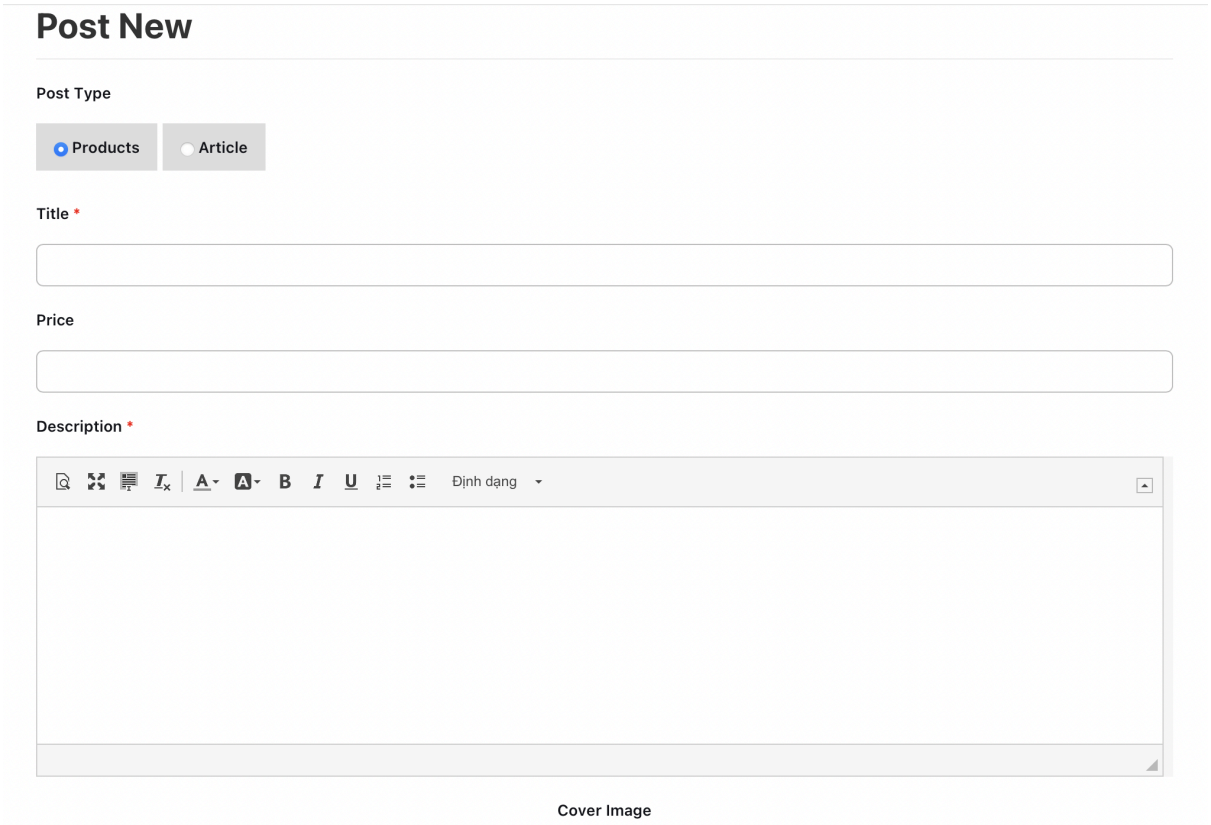
7. RESOURCES

- Downloads
- Documentation
- Useful links
- Additional materials

III. Management Section

1. Post New

Create new content for your organization's profile. You have two main content types to choose from:



a. Post Type Selection

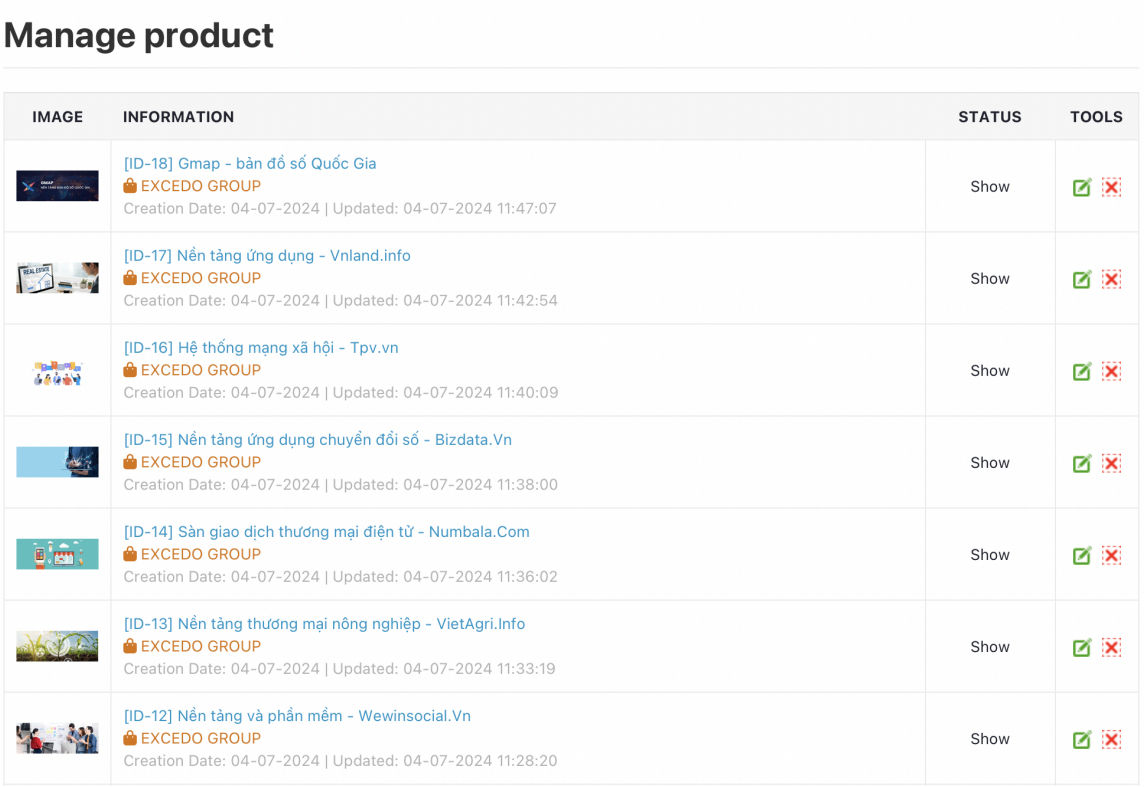
- **Products:** For showcasing your products
- **Articles:** For sharing news and updates

b. Required Fields

- **Title** (Required): Name your content
- **Price:** Set product pricing (for Products only)
- **Description** (Required): Detailed content information
- **Format:** Text formatting options available
- **Cover Image:** Upload a visual representation
    - Option to change/update image
- **Status:** Control content visibility
    - Hide: Content not visible to public
    - Show: Content visible to public

2. Manage Products

Monitor and manage your product listings. Currently showing 10 products.



View Categories:

- **Image:** Product visual
- **Information:** Product details
- **Status:** Visibility status
- **Tools:** Management options

3. Manage Posts

Control and organize all your published content.

Manage Posts

IMAGE	INFORMATION	SHOW TYPE	STATUS	TOOLS
	[ID-164] ECheck “Hóa Rồng” Vượt Vũ Môn Thành Công: Sự Kiện Ra Mắt Đáng Nhớ Ngày 01/09/2024 Creation Date: 03-10-2024 | Updated: 03-10-2024 22:09:32	Services	Show	
	[ID-163] ECheck “Hóa Rồng” Vượt Vũ Môn Thành Công: Sự Kiện Ra Mắt Đáng Nhớ Ngày 01/09/2024 Creation Date: 02-10-2024 | Updated: 02-10-2024 22:27:17	Resources	Show	
	[ID-162] ECheck Partner “Hóa Rồng” Vượt Vũ Môn Thành Công: Sự Kiện Ra Mắt Đáng Nhớ Ngày 01/09/2024 Creation Date: 02-10-2024 | Updated: 02-10-2024 21:58:22	Events	Show	
	[ID-136] Launching ECheck & Signing Strategic Cooperation Creation Date: 05-09-2024 | Updated: 05-09-2024 23:08:07	Article	Show	
	[ID-135] Excedo Hanoi Opens First Training Class After One Week of Opening Creation Date: 05-09-2024 | Updated: 05-09-2024 22:52:09	Article	Show	
	[ID-134] ECheck "Transforms into a Dragon" Successfully Passing the Dragon Gate: Memorable Launch Event on September 1, 2024 Creation Date: 05-09-2024 | Updated: 05-09-2024 22:02:52	Article	Show	
	[ID-132] Echeck - Platform for searching - tracing - authenticating goods Creation Date: 05-09-2024 | Updated: 05-09-2024 21:49:12	Article	Show	

Display Categories:

- **Image:** Post thumbnail
- **Information:** Post details
- **Show type:** Content category
- **Status:** Visibility status
- **Tools:** Management options