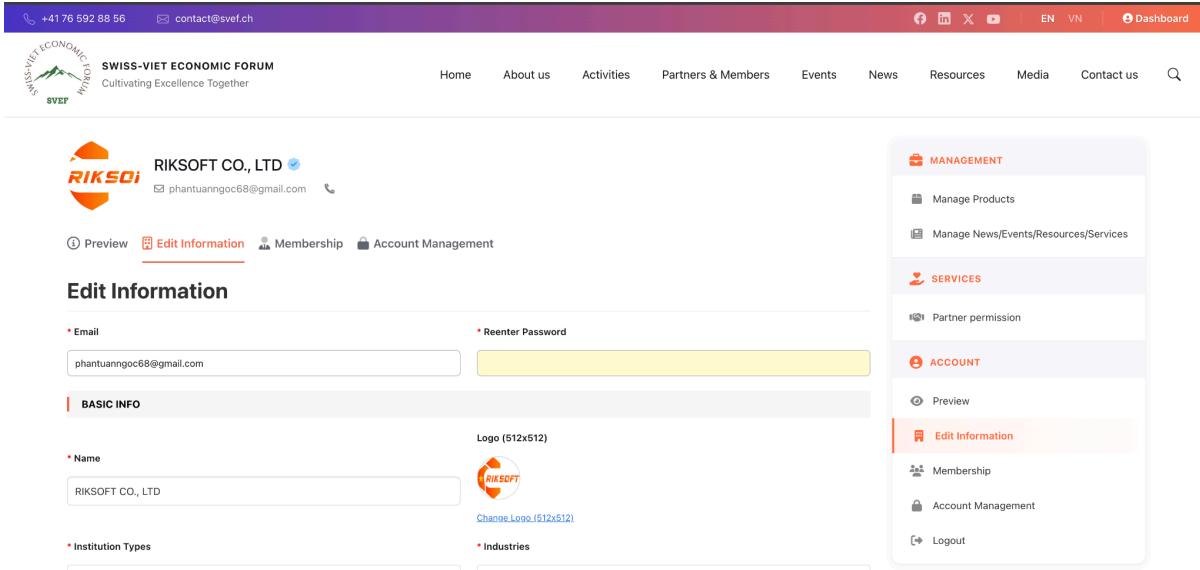


# MEMBER PORTAL USER GUIDE

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.



The screenshot shows the Member Portal interface for RIKSOFT CO., LTD. The top navigation bar includes links for Home, About us, Activities, Partners & Members, Events, News, Resources, Media, Contact us, and a search icon. The main content area displays the organization's logo, name, contact information, and basic account details. On the right, a sidebar provides links to Management, Services, and Account sections, along with a preview and logout options.

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

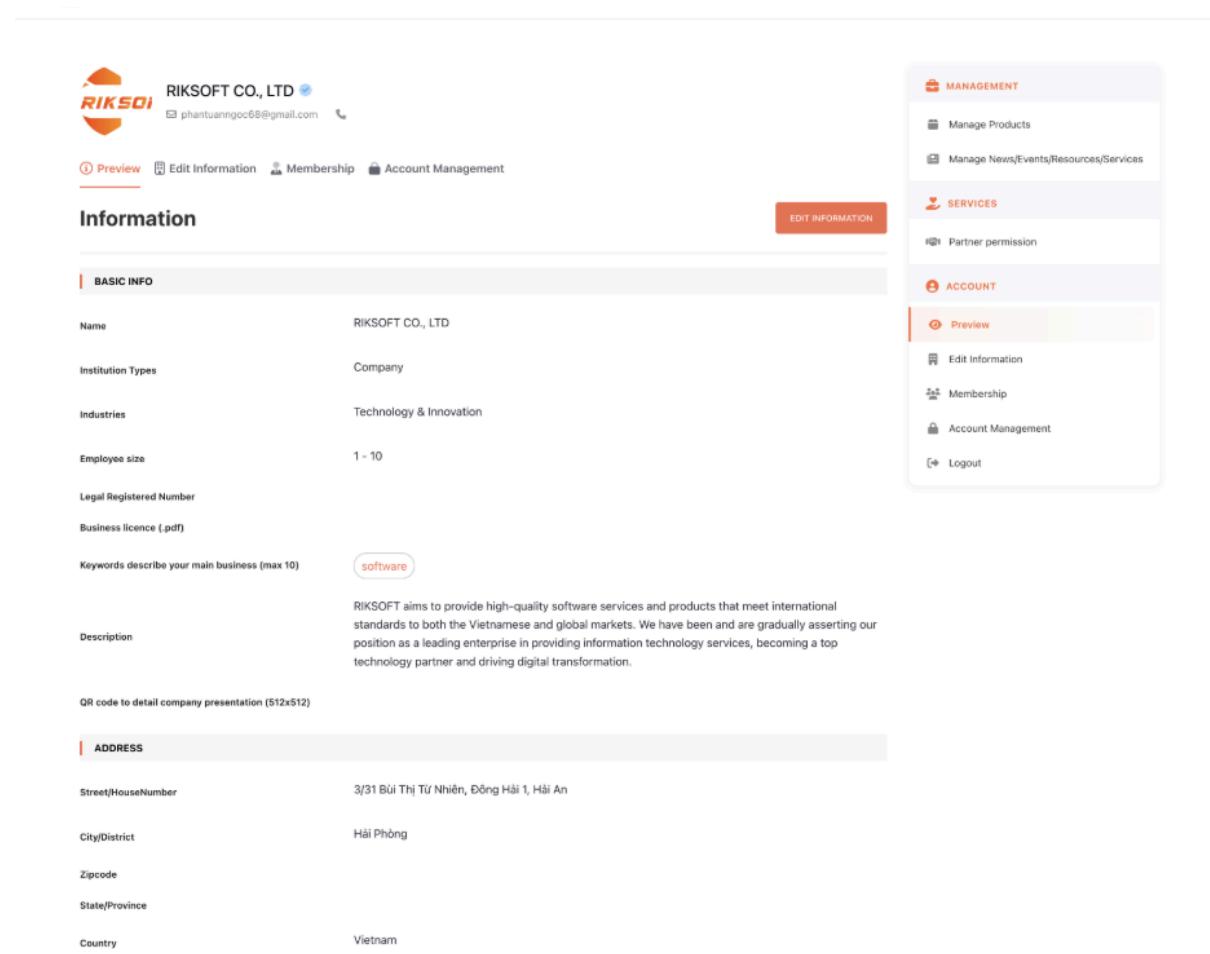
Here you can create and manage your content:

- 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.



The screenshot shows the RIKSOFT CO., LTD profile page on the left and the navigation sidebar on the right.

**Profile Information:**

- Logo: RIKSOFT CO., LTD
- Email: phantuannngoc68@gmail.com
- Preview, Edit Information, Membership, Account Management buttons.
- Information** tab selected.
- BASIC INFO** section:
  - Name: RIKSOFT CO., LTD
  - Institution Types: Company
  - Industries: Technology & Innovation
  - Employee size: 1 - 10
  - Legal Registered Number
  - Business licence (.pdf)
  - Keywords describe your main business (max 10): software
- Description** section: RIKSOFT aims to provide high-quality software services and products that meet international standards to both the Vietnamese and global markets. We have been and are gradually asserting our position as a leading enterprise in providing information technology services, becoming a top technology partner and driving digital transformation.
- QR code to detail company presentation (512x512)
- ADDRESS** section:
  - Street/HouseNumber: 3/31 Bùi Thị Tú Nhiên, Đông Hải 1, Hải An
  - City/District: Hải Phòng
  - Zipcode
  - State/Province
  - Country: Vietnam

**Navigation Sidebar (Right):**

- MANAGEMENT**
  - Manage Products
  - Manage News/Events/Resources/Services
- SERVICES**
  - Partner permission
- ACCOUNT**
  - Preview
  - Edit Information
  - Membership
  - Account Management
  - Logout

CONTACT & SOCIAL	
Phone	Unknown
Website	
Facebook	
LinkedIn	
X.com	
Other	
ACTIVITY	
Active market areas	Vietnam
List of services/products you can provide (max 10)	
Main facts/figures/achievements/awards (max 5)	
Business/partnership/collaboration you are looking for?	
Partnership Types	
Type of partnership with SVEF want to be	Institutional Member
Type of partnership	Strategic partner

## 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

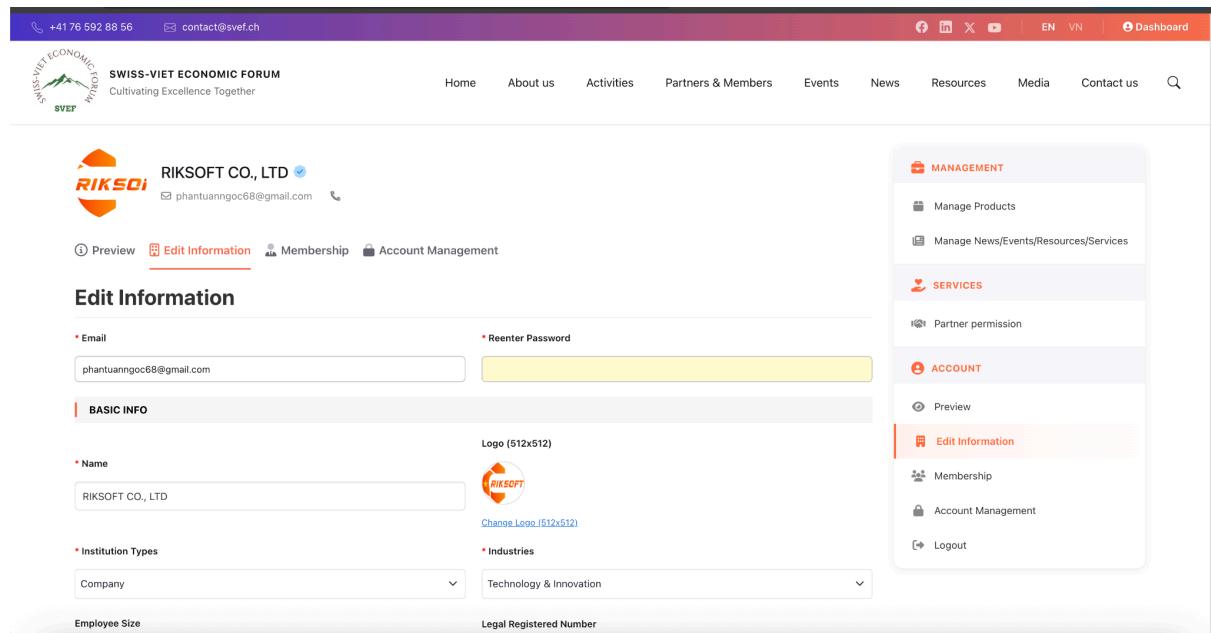
### ***Business Activity***

- 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.



The screenshot shows the SVEF website's institution information editing center. At the top, there are contact details (+41 76 592 88 56, contact@svef.ch) and a navigation bar with links for Home, About us, Activities, Partners & Members, Events, News, Resources, Media, Contact us, and a search icon. The main content area displays the company profile for RIKSOFT CO., LTD, including its logo, name, email (phantuanngoc68@gmail.com), and a preview of its membership and account management sections. A sidebar on the right lists management, services, account, and other navigation options.

Employee Size

1 - 10

Legal Registered Number

Business Licence (.Pdf)

Keywords Describe Your Main Business (Max 10) [🔗](#)

software

Description

RIKSOFT aims to provide high-quality software services and products that meet international standards to both the Vietnamese and global markets. We have been and are gradually asserting our position as a leading enterprise in providing information technology services, becoming a top technology partner and driving

QR Code To Detail Company Presentation (512x512)

**ADDRESS**

Street/HouseNumber

3/31 Bùi Thị Tứ Nghiên, Đông Hải 1, Hải An

City/District

Hải Phòng

Zipcode

State/Province

\* Country

Vietnam

**CONTACT & SOCIAL**

Phone

Website

LinkedIn

X.Com

Facebook

Other

**ACTIVITY**

\* Active Market Areas

Vietnam

Business/Partnership/Collaboration You Are Looking For?

List Of Services/Products You Can Provide (Max 10)

Main Facts/Figures/Achievements/Awards (Max 5)

\* Type Of Partnership With SVEF Want To Be

Institutional Member

\* Type Of Partnership

Strategic partner

Save Changes

## 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***

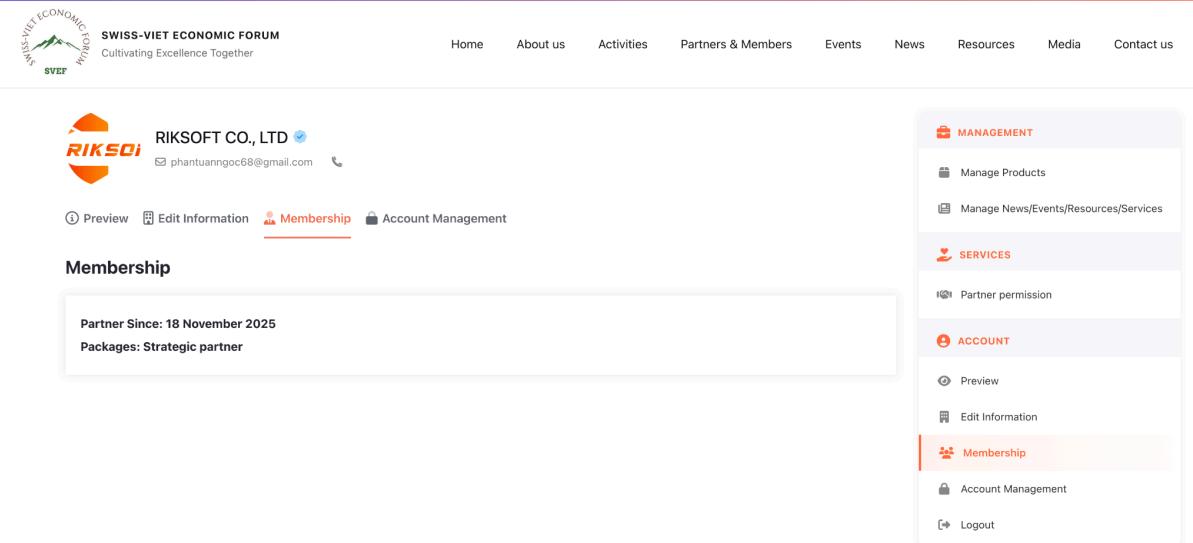
- Modify address details
- Update contact numbers
- Edit website URLs
- Manage social media links

### ***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.



The screenshot shows the SVEF (Swiss-Viet Economic Forum) website. At the top, there is a navigation bar with links: Home, About us, Activities, Partners & Members, Events, News, Resources, Media, and Contact us. The logo for SVEF is on the left, featuring a green and yellow design with the text 'SWISS-VIET ECONOMIC FORUM' and 'Cultivating Excellence Together'.

The main content area displays the profile of 'RIKSOFT CO., LTD'. It includes a logo, the company name, an email address (phantuanngoc68@gmail.com), and a phone icon. Below this, there are buttons for 'Preview', 'Edit Information', 'Membership' (which is underlined in red), and 'Account Management'.

The 'Membership' section shows the following details: 'Partner Since: 18 November 2025' and 'Packages: Strategic partner'.

On the right side, there is a navigation menu with three main sections: 'MANAGEMENT', 'SERVICES', and 'ACCOUNT'. Under 'MANAGEMENT', there are links for 'Manage Products' and 'Manage News/Events/Resources/Services'. Under 'SERVICES', there is a link for 'Partner permission'. Under 'ACCOUNT', there are links for 'Preview', 'Edit Information', and 'Logout'.

### **What You Can Access:**

- View partnership start date
- Check current package type
- Review package options

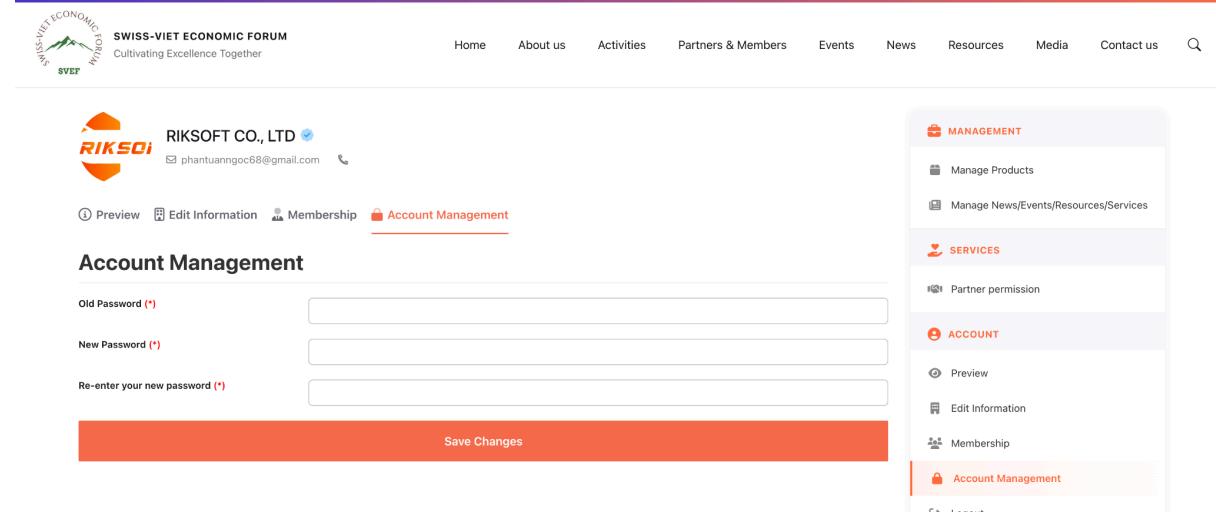
- Manage payment methods (Comming Soon)
- Access transaction history(Comming Soon)

**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.



The screenshot shows the Swiss-Viet Economic Forum website. At the top, there is a navigation bar with links to Home, About us, Activities, Partners & Members, Events, News, Resources, Media, and Contact us. A search icon is also present. Below the navigation, there is a logo for RIKSOFT CO., LTD and a user profile section with an email address (phantuanngoc68@gmail.com). The main content area is titled 'Account Management'. It contains three input fields: 'Old Password', 'New Password', and 'Re-enter your new password'. A large orange 'Save Changes' button is at the bottom. To the right, there is a sidebar titled 'MANAGEMENT' which includes 'Manage Products', 'Manage News/Events/Resources/Services', 'SERVICES', 'Partner permission', 'ACCOUNT', 'Preview', 'Edit Information', 'Membership', and 'Account Management' (which is highlighted in orange). At the bottom of the sidebar, there are 'Logout' and 'Logout' buttons.

**Security Features:**

- Password update option
- Secure credential management
- Account protection settings

**Password Change Process:**

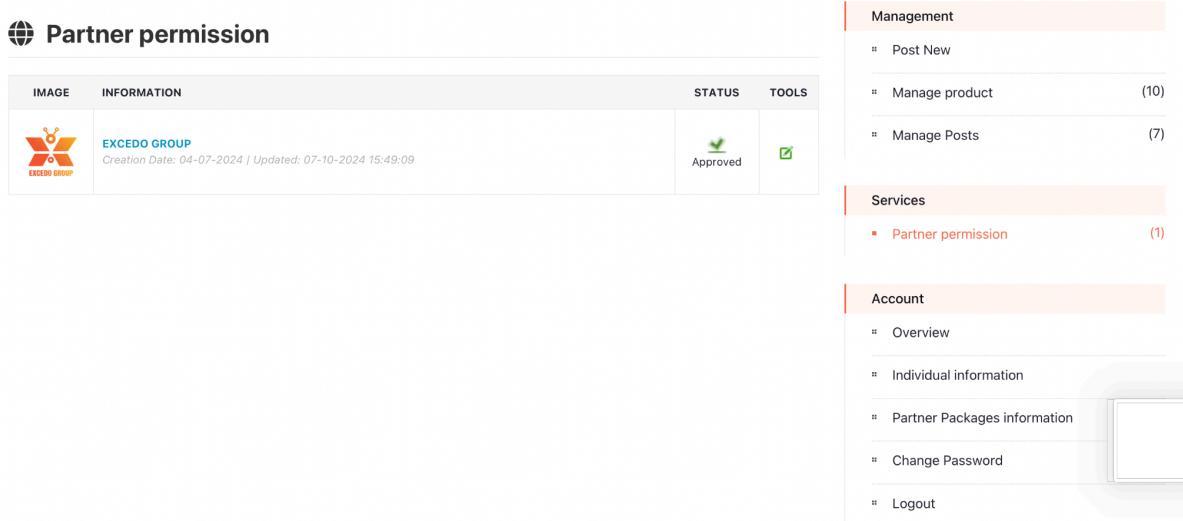
1. Enter current password
2. Create new password
3. Confirm new password
4. Save changes

## 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:



The screenshot displays the 'Partner permission' interface. At the top, there is a header with a globe icon and the text 'Partner permission'. Below the header is a table with the following columns: IMAGE, INFORMATION, STATUS, and TOOLS. The IMAGE column contains the EXCEDO GROUP logo. The INFORMATION column displays the organization name 'EXCEDO GROUP' and creation details: 'Creation Date: 04-07-2024 | Updated: 07-10-2024 15:49:09'. The STATUS column shows 'Approved' with a green checkmark icon. The TOOLS column contains a green square icon with a white checkmark. To the right of the table is a sidebar with three main sections: 'Management', 'Services', and 'Account'. The 'Management' section includes 'Post New', 'Manage product (10)', and 'Manage Posts (7)'. The 'Services' section includes 'Partner permission (1)'. The 'Account' section includes 'Overview', 'Individual information', 'Partner Packages information', 'Change Password', and 'Logout'.

#### 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

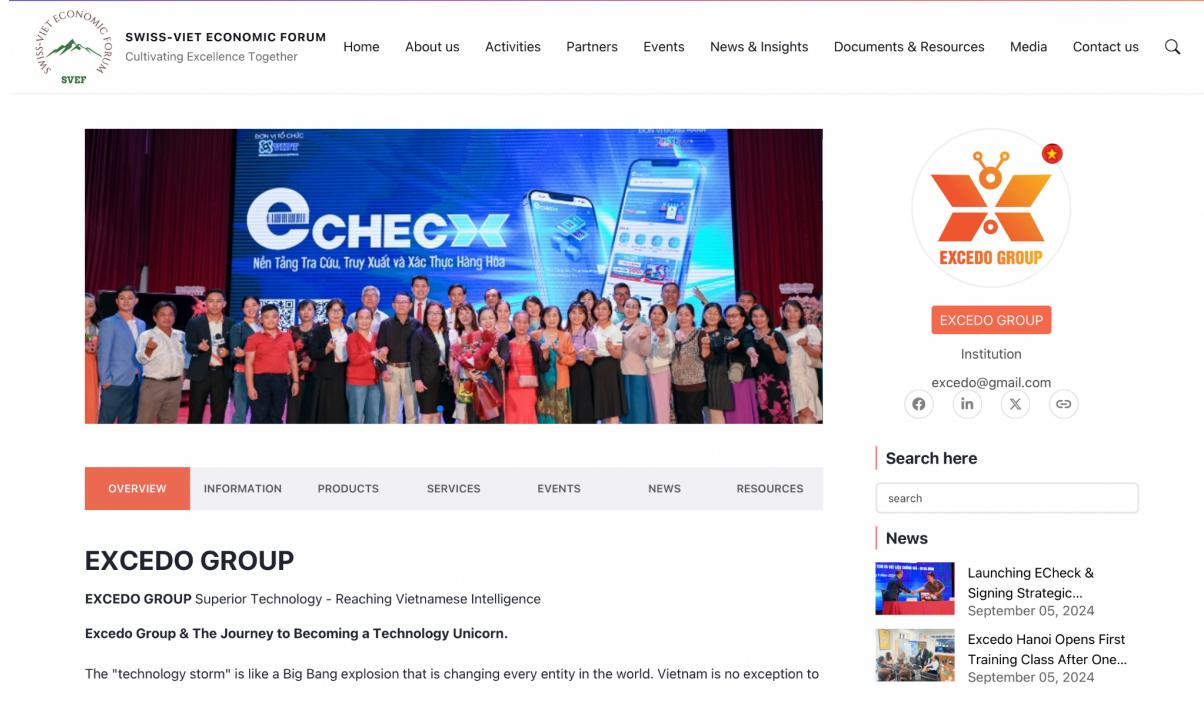
- Current approval status (e.g., Approved)
- Partnership standing

#### 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:



SWISS-VIET ECONOMIC FORUM  
Cultivating Excellence Together

Home About us Activities Partners Events News & Insights Documents & Resources Media Contact us 



OVERVIEW INFORMATION PRODUCTS SERVICES EVENTS NEWS RESOURCES

**EXCEDO GROUP**

EXCEDO GROUP Superior Technology - Reaching Vietnamese Intelligence

Exedo Group & The Journey to Becoming a Technology Unicorn.

The "technology storm" is like a Big Bang explosion that is changing every entity in the world. Vietnam is no exception to

**News**

 Launching ECheck & Signing Strategic... September 05, 2024

 Exedo Hanoi Opens First Training Class After One... September 05, 2024

Search here  

### 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)	<span>Blockchain</span> <span>Generative AI</span> <span>IoT</span> <span>Công nghệ</span>
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



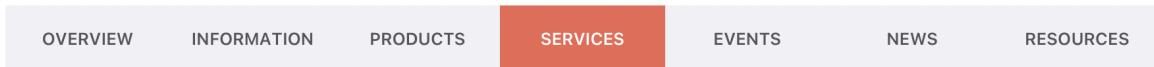
NỀN TẢNG ỨNG DỤNG CHUYÊN ĐÓI SỐ - BIZDATA.VN



ECHECK LÀ NỀN TẢNG XÁC THỰC SẢN PHẨM - ECHECK QR

### 3. PRODUCTS

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



## Services



### 4. SERVICES

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

## Events



### 5. EVENTS

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

## News



### 6. NEWS

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

## Resources



ECheck "Hóa Rồng" Vượt Vũ Môn Thành Công: Sự Kiện Ra Mắt Đáng Nhớ Ngày 01/09/2024



### 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:

### Post New

Post Type

Products  Article

Title \*

Price

Description \*



Cover Image

#### 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.

## Manage product

IMAGE	INFORMATION	STATUS	TOOLS
	<p>[ID-18] Gmap - bản đồ số Quốc Gia EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:47:07</p>	Show	 
	<p>[ID-17] Nền tảng ứng dụng - Vnland.info EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:42:54</p>	Show	 
	<p>[ID-16] Hệ thống mạng xã hội - Tpv.vn EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:40:09</p>	Show	 
	<p>[ID-15] Nền tảng ứng dụng chuyển đổi số - Bizdata.Vn EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:38:00</p>	Show	 
	<p>[ID-14] Sàn giao dịch thương mại điện tử - Numbala.Com EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:36:02</p>	Show	 
	<p>[ID-13] Nền tảng thương mại nông nghiệp - VietAgri.Info EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:33:19</p>	Show	 
	<p>[ID-12] Nền tảng và phần mềm - Wewinsocial.Vn EXCEDO GROUP Creation Date: 04-07-2024   Updated: 04-07-2024 11:28:20</p>	Show	 

## 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
	<p>[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</p>	Services	Show	 
	<p>[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</p>	Resources	Show	 
	<p>[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</p>	Events	Show	 
	<p>[ID-136] Launching ECheck &amp; Signing Strategic Cooperation            Creation Date: 05-09-2024   Updated: 05-09-2024 23:08:07</p>	Article	Show	 
	<p>[ID-135] Exedo Hanoi Opens First Training Class After One Week of Opening            Creation Date: 05-09-2024   Updated: 05-09-2024 22:52:09</p>	Article	Show	 
	<p>[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</p>	Article	Show	 
	<p>[ID-132] Echeck - Platform for searching - tracing - authenticating goods            Creation Date: 05-09-2024   Updated: 05-09-2024 21:49:12</p>	Article	Show	 

### Display Categories:

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