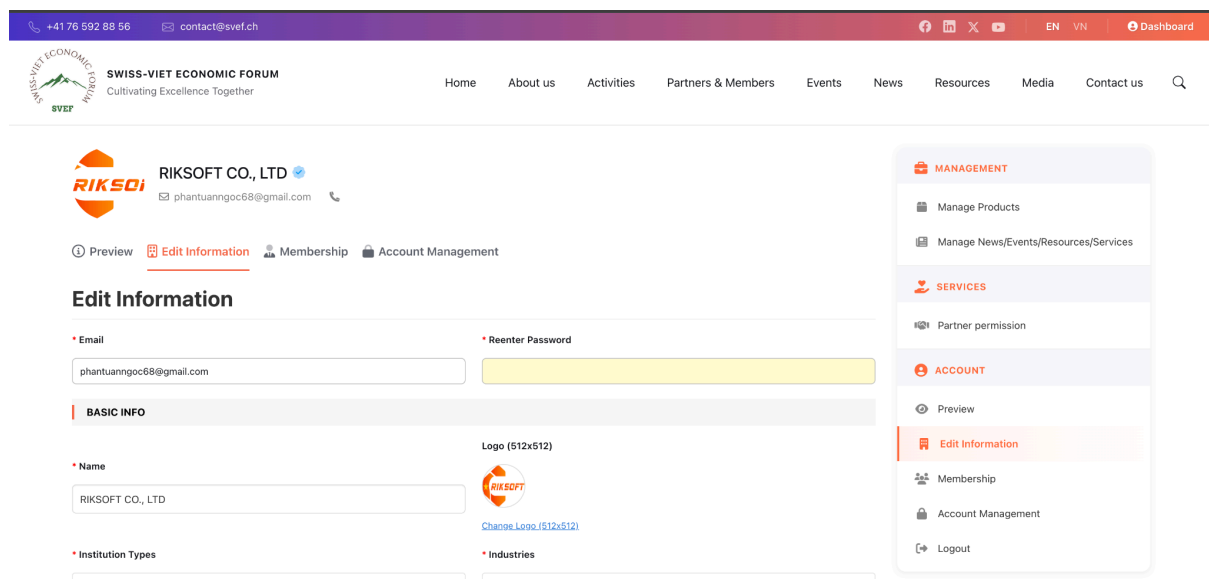


MEMBER PORTAL USER GUIDE

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.

The screenshot displays the 'Information' section of the RIKSOFT CO., LTD. account settings. The header includes the company logo, name, email, and phone number. Below the header, there are tabs for 'Preview', 'Edit Information', 'Membership', and 'Account Management'. The 'Information' section is divided into 'BASIC INFO' and 'ADDRESS'.

BASIC INFO

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	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

Street/HouseNumber	3/31 Bùi Thị Tú/Nhiên, Đồng Hải 1, Hải An
City/District	Hải Phòng
Zipcode	
State/Province	
Country	Vietnam

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 displays the 'Edit Information' page for RIKSOFT CO., LTD. on the Swiss-Viet Economic Forum (SVEF) website. The header includes the SVEF logo, contact information (+41 76 592 88 56, contact@svef.ch), and a navigation menu (Home, About us, Activities, Partners & Members, Events, News, Resources, Media, Contact us). The user's profile is shown as RIKSOFT CO., LTD. with the email phantuannoc68@gmail.com. The 'Edit Information' section contains fields for Email, Reenter Password, Name, Institution Types, Industries, Employee Size, and Legal Registered Number. A sidebar on the right lists management and account options: Manage Products, Manage News/Events/Resources/Services, Partner permission, Preview, Edit Information (highlighted), Membership, Account Management, and Logout.

Header: +41 76 592 88 56 | contact@svef.ch | EN | VN | Dashboard

Navigation: Home | About us | Activities | Partners & Members | Events | News | Resources | Media | Contact us

Profile: RIKSOFT CO., LTD. | phantuannoc68@gmail.com



Actions: Preview | **Edit Information** | Membership | Account Management

Edit Information Section:

- Email:** phantuannoc68@gmail.com
- Reenter Password:** [Yellow box]
- BASIC INFO:**
- Name:** RIKSOFT CO., LTD.
- Logo (512x512):** [RIKSOFT logo] | [Change Logo \(512x512\)](#)
- Institution Types:** Company
- Industries:** Technology & Innovation
- Employee Size:** [Field]
- Legal Registered Number:** [Field]

Management Sidebar:

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

Employee Size <div>1 - 10</div>	Legal Registered Number <div></div>
Business Licence (.Pdf) <div>  Business licence (.pdf) </div>	Keywords Describe Your Main Business (Max 10) ✎ <div>software</div>
Description <div> <p>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</p> </div>	QR Code To Detail Company Presentation (512x512) <div>  QR code to detail company presentation (512x512) </div>

ADDRESS

Street/House Number <div>3/31 Bùi Thị Túy Nhiên, Đồng Hải 1, Hải An</div>	City/District <div>Hải Phòng</div>
Zipcode <div></div>	State/Province <div></div>
* Country <div>Vietnam</div>	

CONTACT & SOCIAL

Phone <div></div>	Website <div></div>	LinkedIn <div></div>
X.Com <div></div>	Facebook <div></div>	Other <div></div>

ACTIVITY

* Active Market Areas <div>Vietnam</div>	Business/Partnership/Collaboration You Are Looking For? <div></div>
List Of Services/Products You Can Provide (Max 10) <div></div>	Main Facts/Figures/Achievements/Awards (Max 5) <div></div>
* Type Of Partnership With SVEF Want To Be <div>Institutional Member</div>	* Type Of Partnership <div>Strategic partner</div>

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.



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[Partners & Members](#)
[Events](#)
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[Media](#)
[Contact us](#)



RIKSOFT CO., LTD
 phantuanngoc68@gmail.com

[Preview](#)
[Edit Information](#)
[Membership](#)
[Account Management](#)

Membership

Partner Since: 18 November 2025
 Packages: Strategic partner

MANAGEMENT

- Manage Products
- Manage News/Events/Resources/Services

SERVICES

- Partner permission

ACCOUNT

- Preview
- Edit Information
- Membership**
- Account Management
- 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 displays the 'Account Management' section of the RIKSOFT CO., LTD. user interface. At the top, the header includes the SVET logo and navigation links: Home, About us, Activities, Partners & Members, Events, News, Resources, Media, and Contact us. The user profile 'RIKSOFT CO., LTD' is shown with an email address and a phone icon. Below this, a navigation bar contains links for Preview, Edit Information, Membership, and Account Management (which is highlighted). The main form area is titled 'Account Management' and features three input fields for password management: 'Old Password (*)', 'New Password (*)', and 'Re-enter your new password (*)'. A prominent orange 'Save Changes' button is located at the bottom of the form. On the right side, a sidebar menu lists various options under three categories: MANAGEMENT (Manage Products, Manage News/Events/Resources/Services), SERVICES (Partner permission), and ACCOUNT (Preview, Edit Information, Membership, and Account Management, which is highlighted). A 'Logout' link is at the bottom of the sidebar.

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:

Partner permission			
IMAGE	INFORMATION	STATUS	TOOLS
	EXCEDO GROUP <small>Creation Date: 04-07-2024 Updated: 07-10-2024 15:49:09</small>	 Approved	

Management

Post New

Manage product (10)

Manage Posts (7)

Services

Partner permission (1)

Account

Overview

Individual information

Partner Packages information

Change Password

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:



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HomeAbout usActivitiesPartnersEventsNews & InsightsDocuments & ResourcesMediaContact us



EXCEDO GROUP

Institution

excedo@gmail.com



OVERVIEWINFORMATIONPRODUCTSSERVICESEVENTSNEWSRESOURCES

EXCEDO GROUP

EXCEDO GROUP Superior Technology - Reaching Vietnamese Intelligence


Excedo 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


Search here

search

News



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



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

1. OVERVIEW

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

OVERVIEW	INFORMATION	PRODUCTS	SERVICES	EVENTS	NEWS	RESOURCES
----------	-------------	----------	----------	--------	------	-----------

BASIC INFO

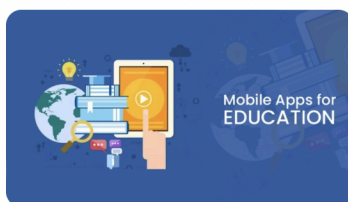
Name	EXCEDO GROUP
Type of Institution	
Industries	Technology & Innovation
Employee size	100 - 1000
Legal Registered Number	500
Business licence (.pdf)	
Keywords describe your main business (max 10)	Blockchain Generative AI IoT Công nghệ
QR code to detail company presentation (512x512)	
Institution Size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

2. INFORMATION

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

OVERVIEW	INFORMATION	PRODUCTS	SERVICES	EVENTS	NEWS	RESOURCES
----------	-------------	----------	----------	--------	------	-----------

Products



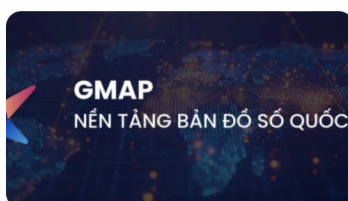
ỨNG DỤNG GIÁO DỤC



NỀN TẢNG ỨNG DỤNG - VN LAND.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

OVERVIEW

INFORMATION

PRODUCTS

SERVICES

EVENTS

NEWS

RESOURCES

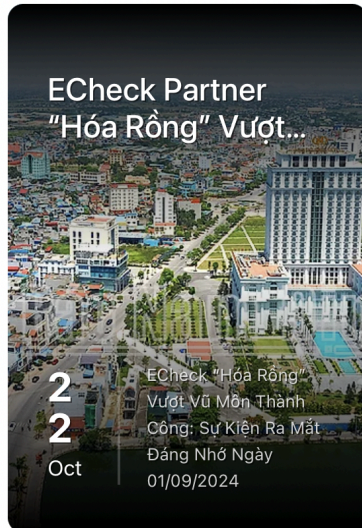
Services



4. SERVICES

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

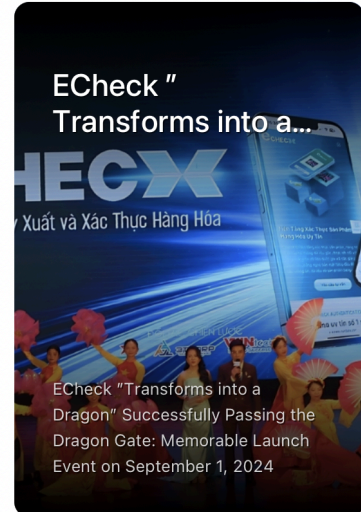
Events



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</p> <p>🛒 EXCEDO GROUP</p> <p>Creation Date: 04-07-2024 Updated: 04-07-2024 11:47:07</p>	Show	 
	<p>[ID-17] Nền tảng ứng dụng - Vnland.info</p> <p>🛒 EXCEDO GROUP</p> <p>Creation Date: 04-07-2024 Updated: 04-07-2024 11:42:54</p>	Show	 
	<p>[ID-16] Hệ thống mạng xã hội - Tpv.vn</p> <p>🛒 EXCEDO GROUP</p> <p>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</p> <p>🛒 EXCEDO GROUP</p> <p>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</p> <p>🛒 EXCEDO GROUP</p> <p>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</p> <p>🛒 EXCEDO GROUP</p> <p>Creation Date: 04-07-2024 Updated: 04-07-2024 11:33:19</p>	Show	 
	<p>[ID-12] Nền tảng và phần mềm - Wewinsocial.Vn</p> <p>🛒 EXCEDO GROUP</p> <p>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
	[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