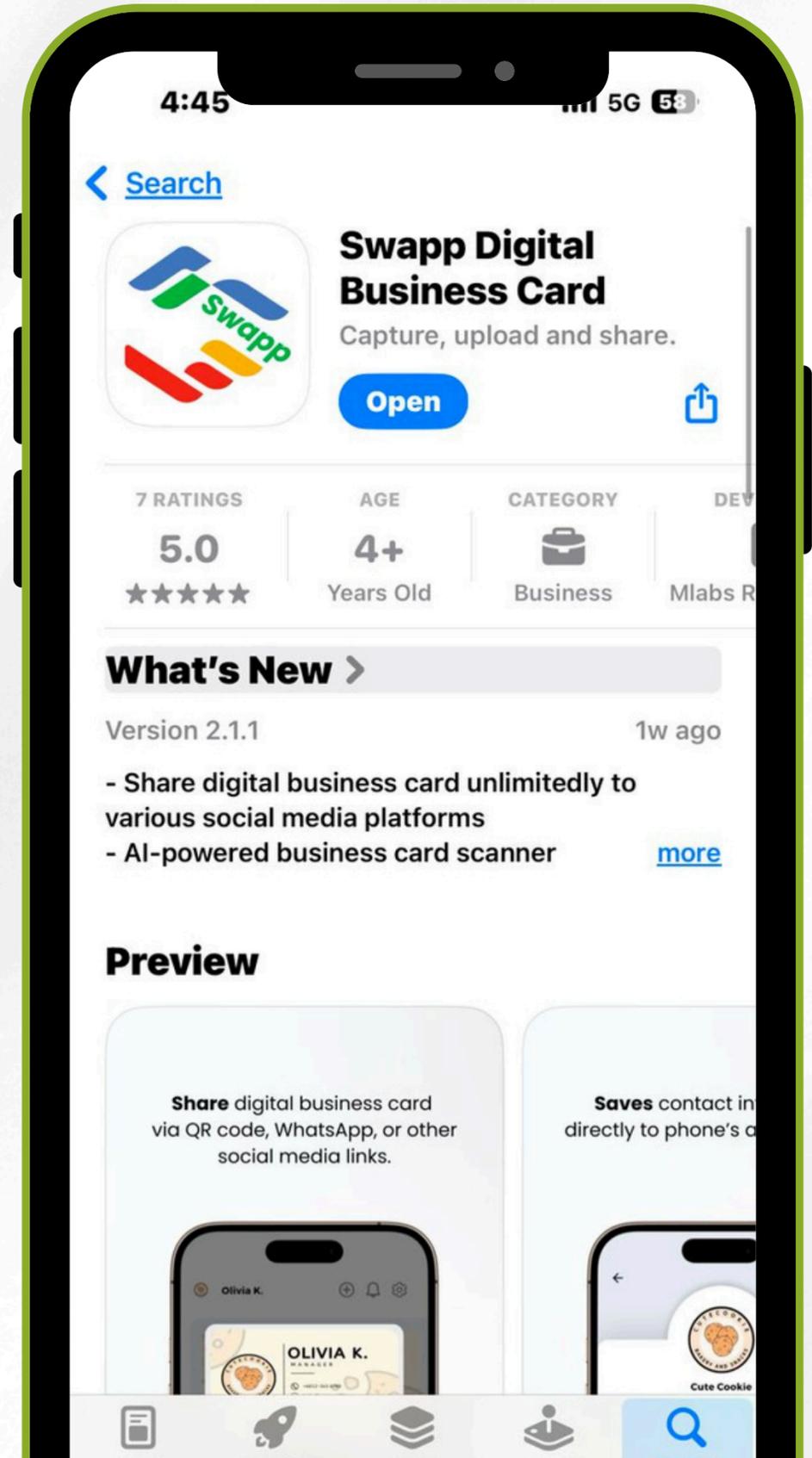


# SWAPP DIGITAL BUSINESS CARD

# User

# Manual

Ver. 02 | Updated 28 Feb 2025



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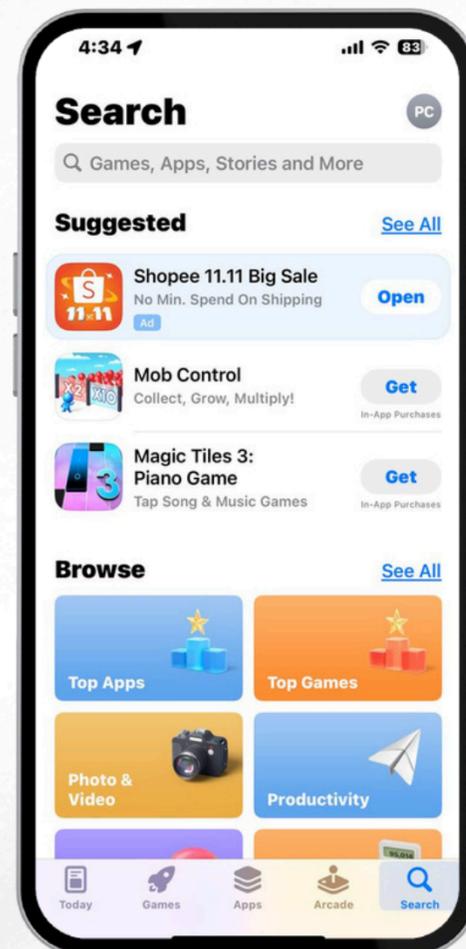
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# DOWNLOAD FROM APP STORE

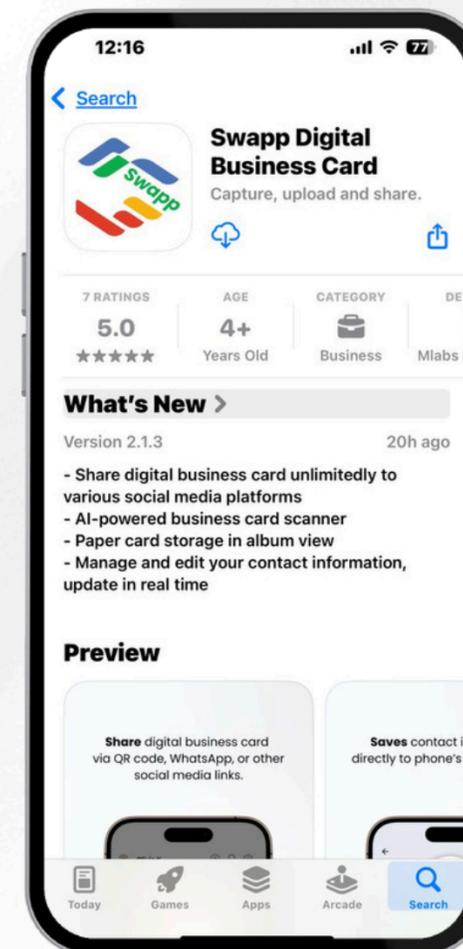
## Step 1

Go to App Store



## Step 2

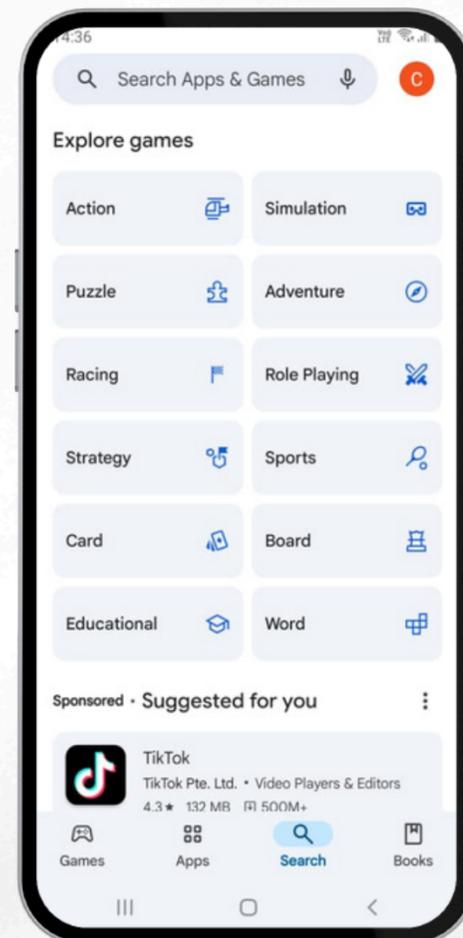
Search for Swapp Digital Business Card and download



# DOWNLOAD FROM PLAY STORE

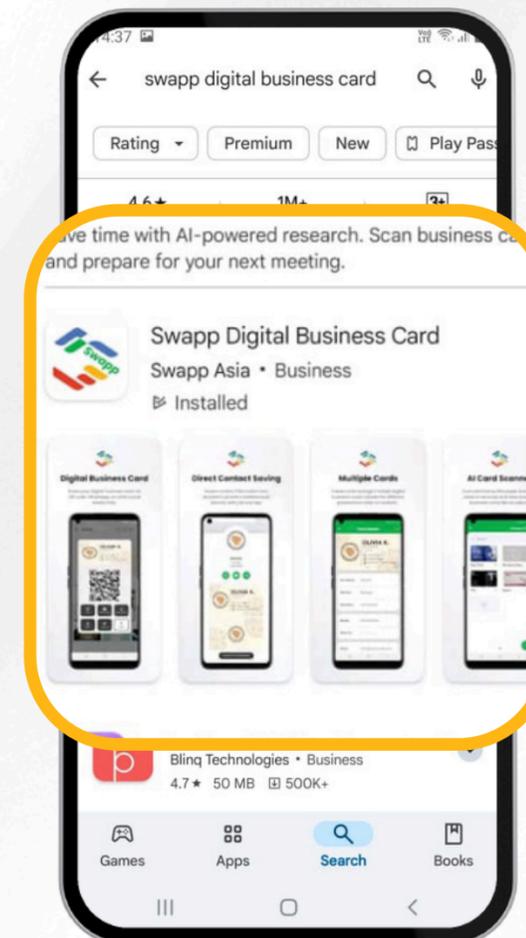
## Step 1

Go to Google Play Store



## Step 2

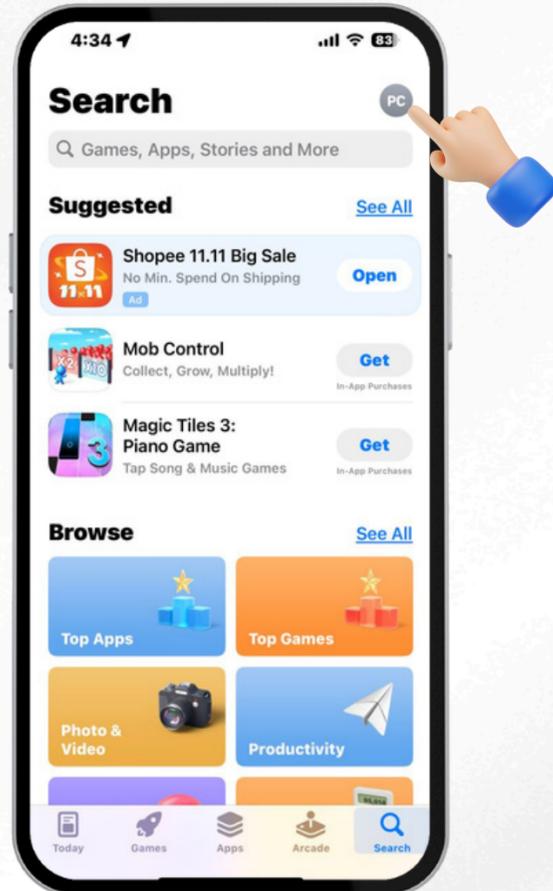
Search for Swapp Digital Business Card and download



# MANUAL APP UPDATE (IOS)

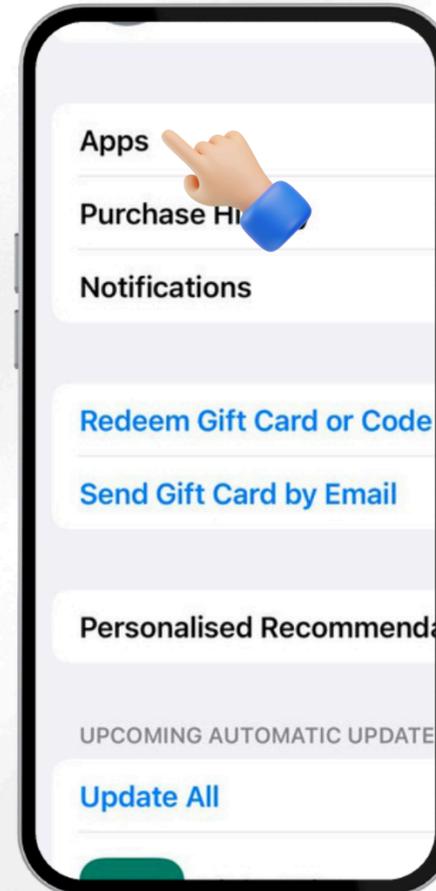
## Step 1

Open the App Store.  
Tap on your profile icon at the top right corner of the screen.



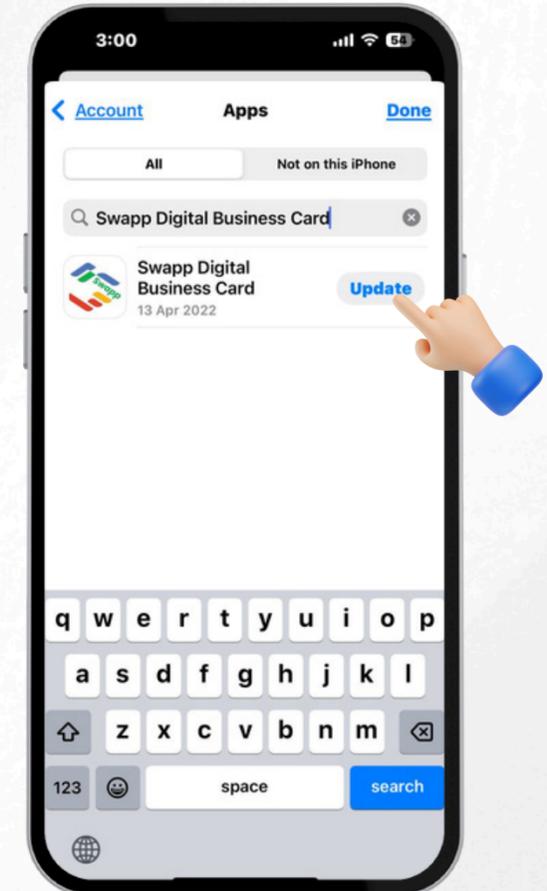
## Step 2

Tap on "Apps" and look for Swapp Digital Business Card.



## Step 3

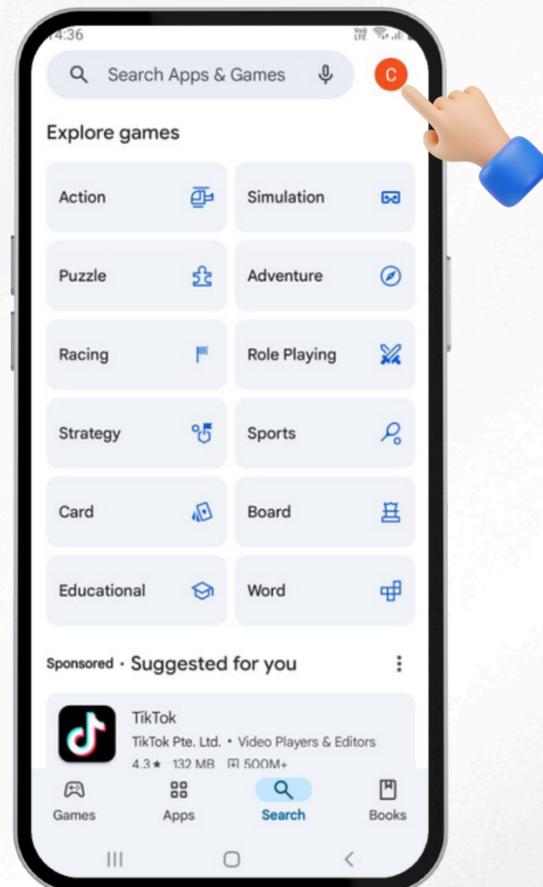
Tap the "Update" button to install the latest version.



# MANUAL APP UPDATE (ANDROID)

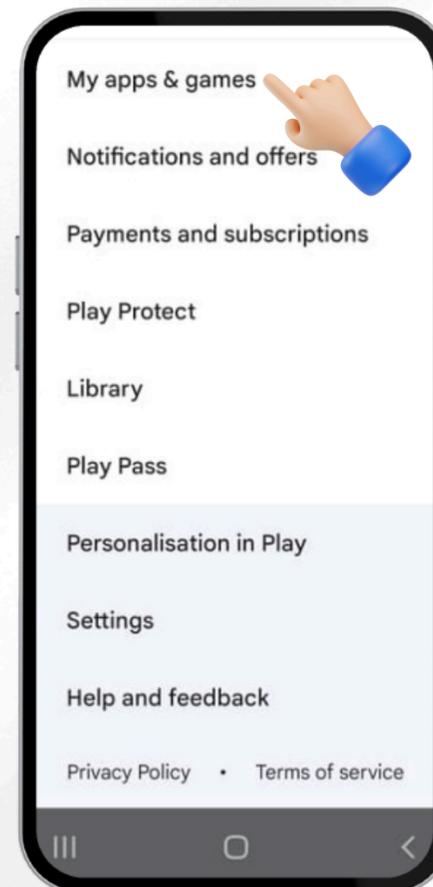
## Step 1

Open the Google Play Store. Tap on your profile icon at the top right corner of the screen.



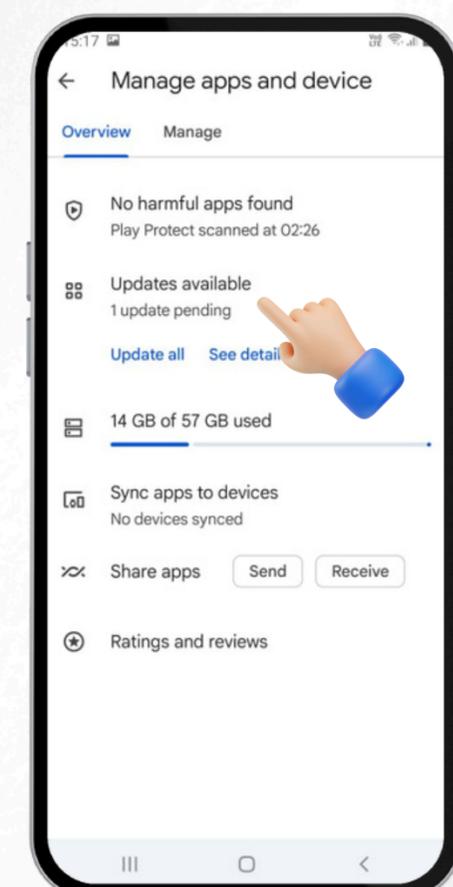
## Step 2

Tap on "My apps & games."



## Step 3

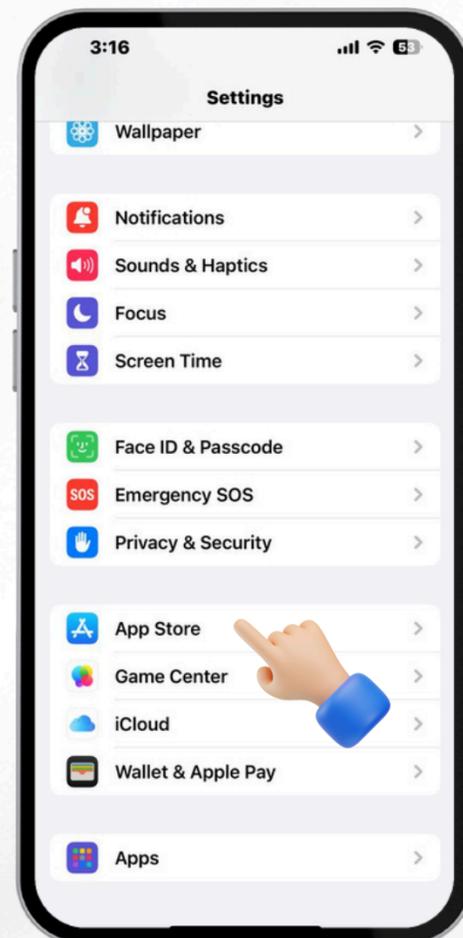
Under the "Updates" tab, look for Swapp Digital Business Card, tap the "Update" button to install the latest version.



# AUTO APP UPDATE (ios)

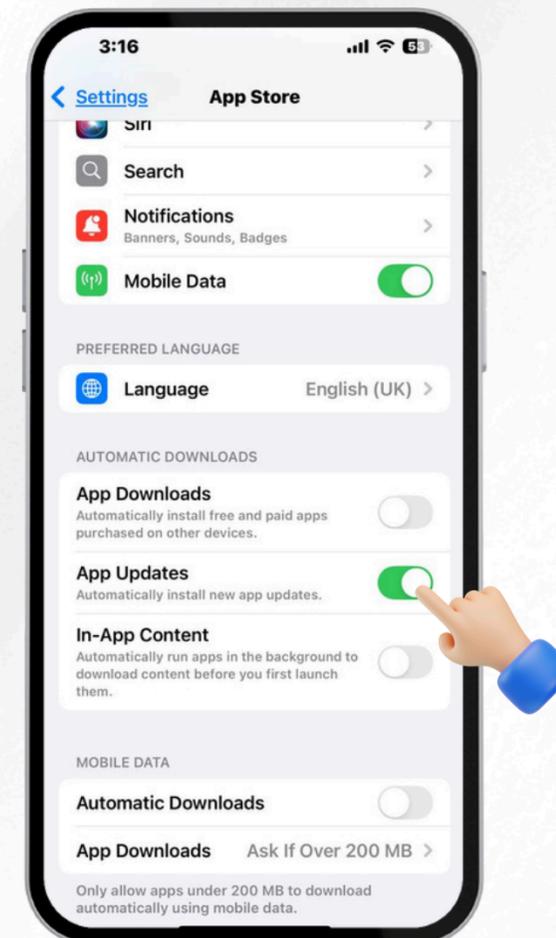
## Step 1

Open your device  
"Setting" and tap on  
"App Store".



## Step 2

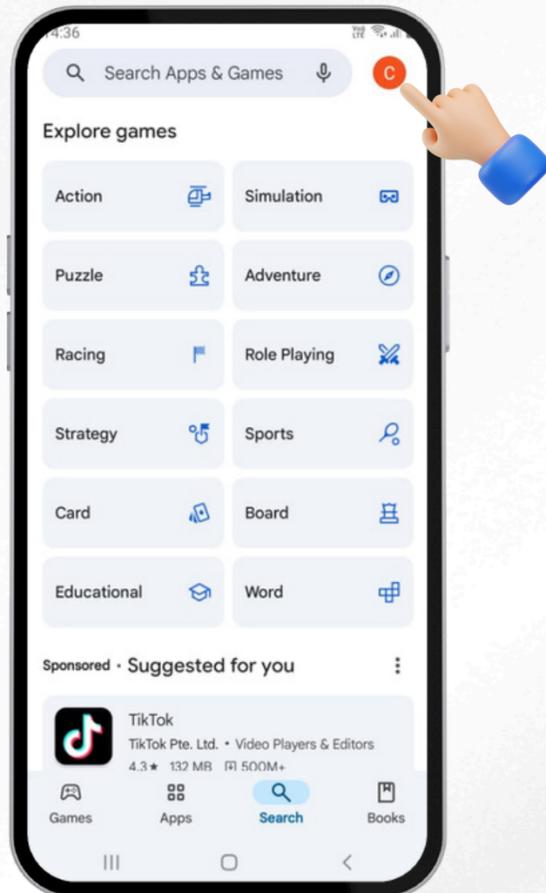
Look for "App Updates"  
and toggling it on.



# AUTO APP UPDATE (ANDROID)

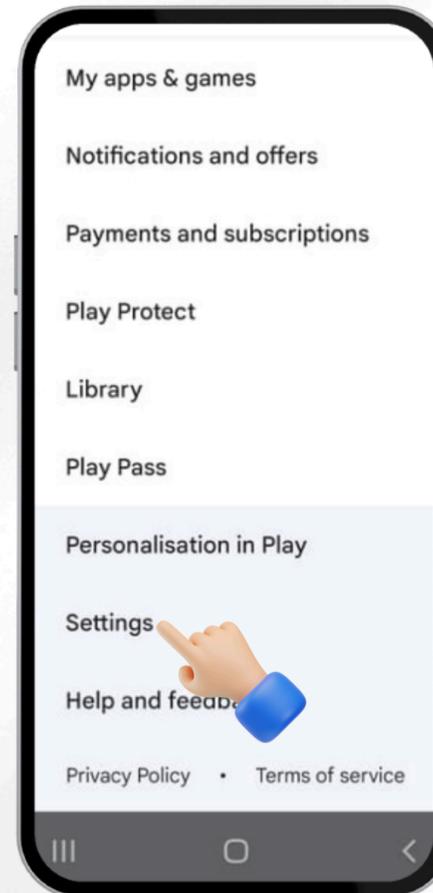
## Step 1

Open the Google Play Store.  
Tap on your profile icon at the top right corner of the screen.



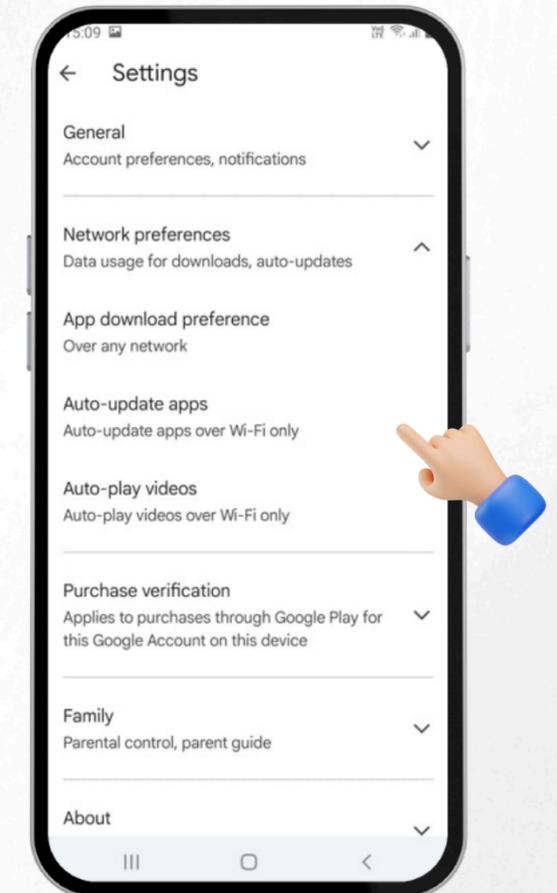
## Step 2

Tap on "Settings."



## Step 3

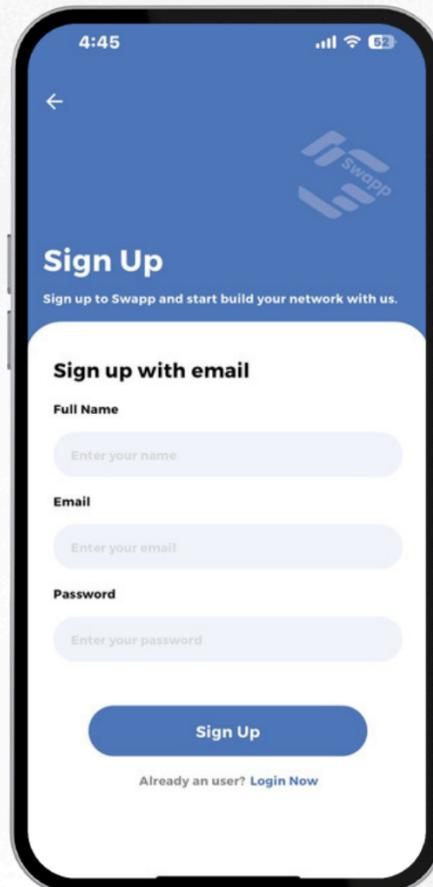
Under the "Network Preferences" tab, look for "Auto-update Apps." to select your preferred options.



# SIGN UP

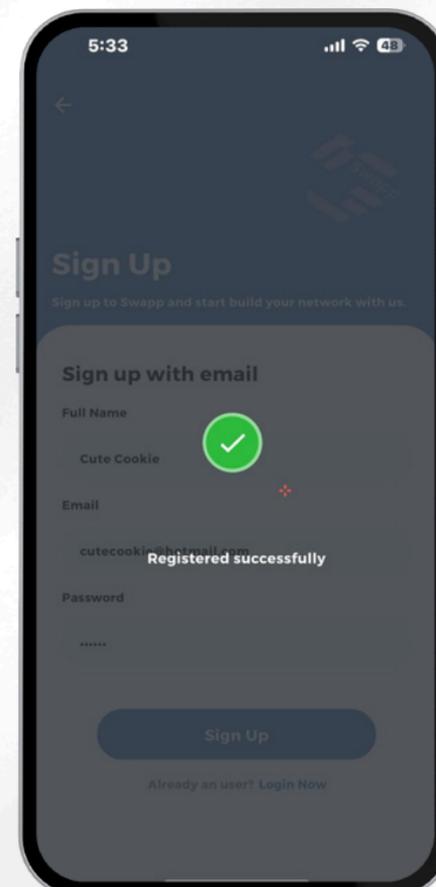
## Step 1

Key in your full name,  
email and set a password



## Step 2

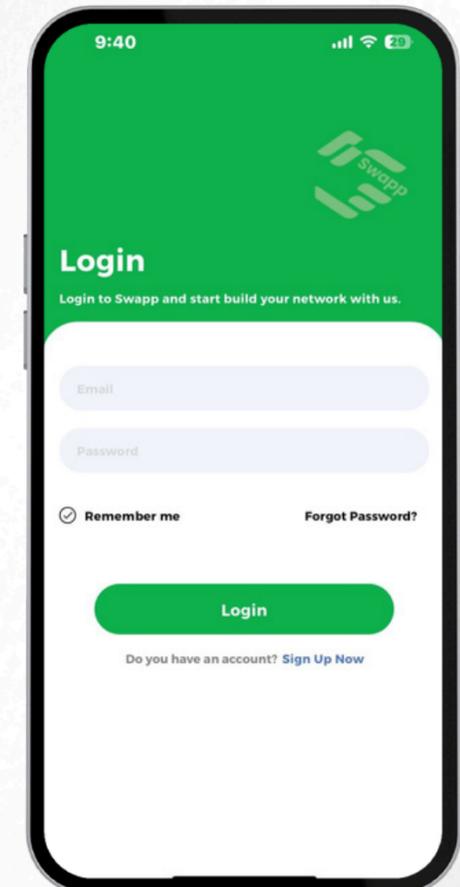
Congratulations!  
Registered successfully!



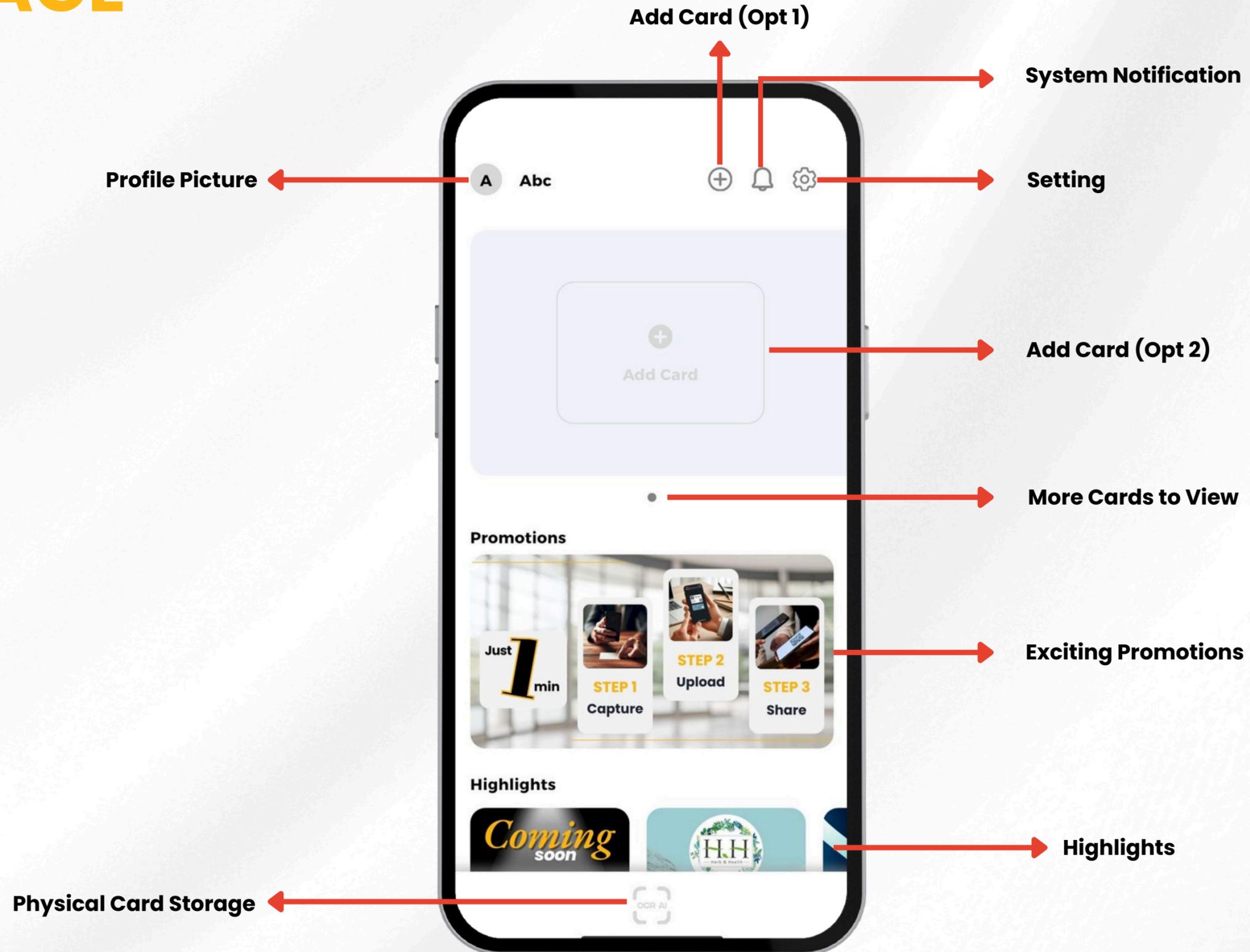
## Step 3

Require log in with registered  
email and password

 Click on "Remember Me" to skip repeated logins



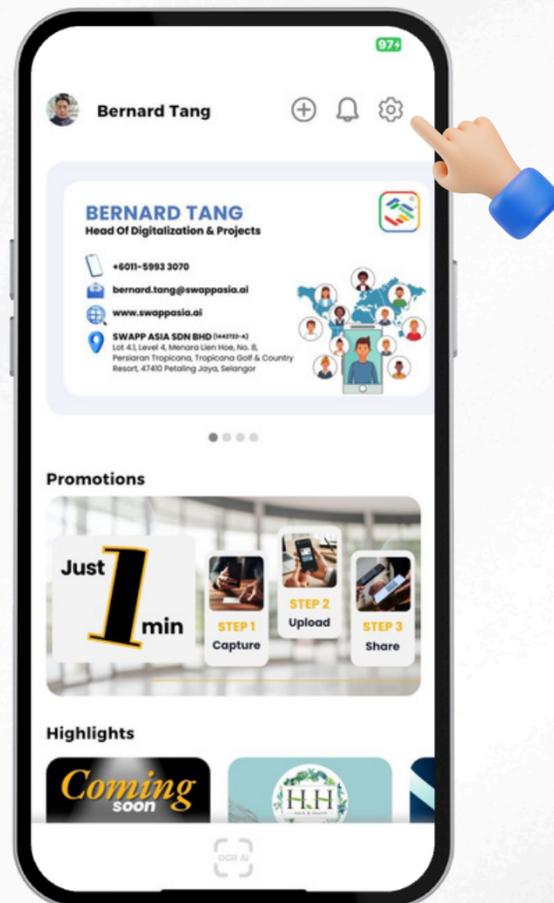
# HOMEPAGE



# ADD/EDIT PROFILE PICTURE

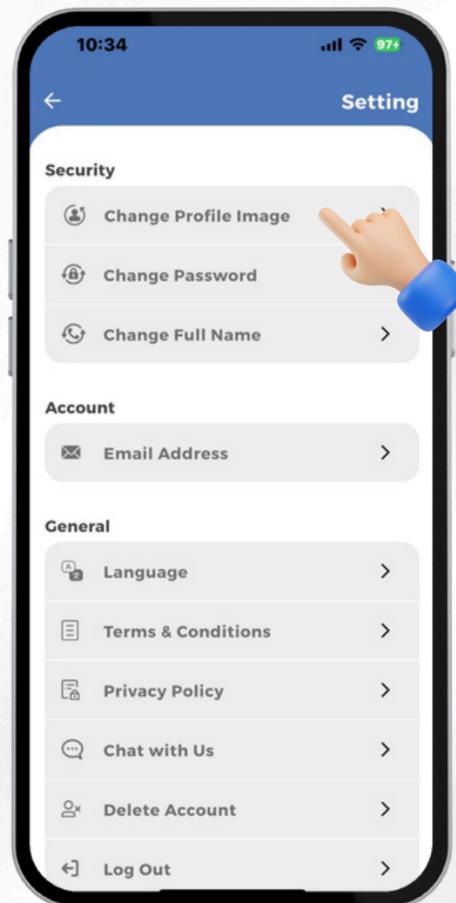
## Step 1

Tap on "Setting" located at the top-right corner.



## Step 2

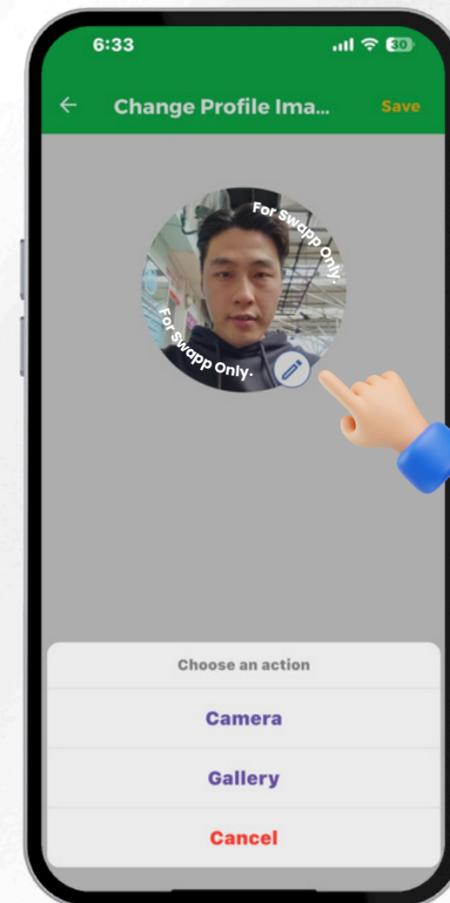
Under Security, tap on "Change Profile Image".



## Step 3

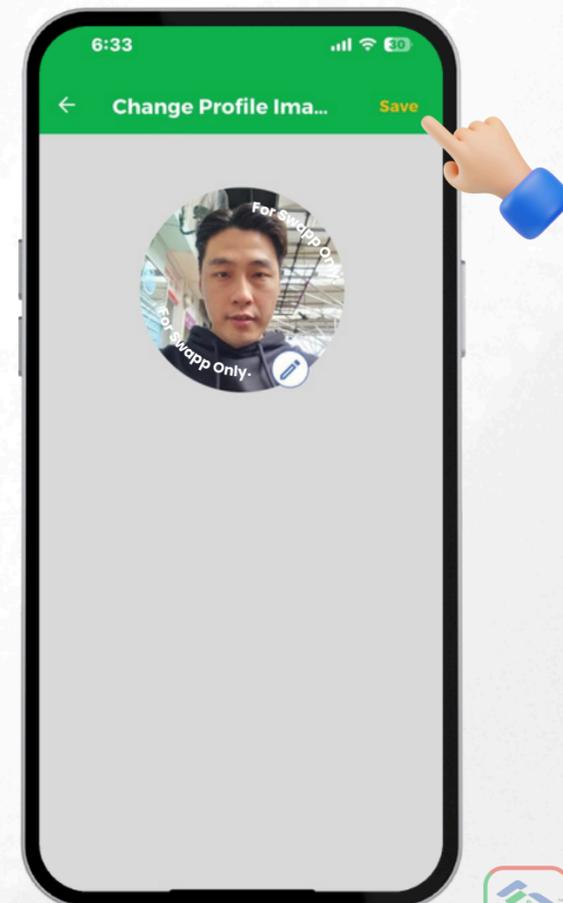
Tap on "Edit" button, choose either:

- Capture and upload your image
- Upload image from gallery



## Step 4

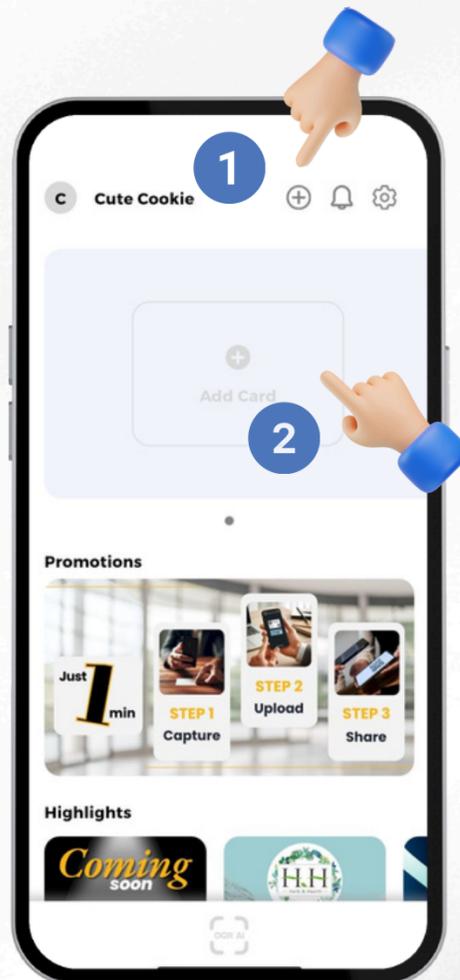
Click "Save", image uploaded successfully!



# ADD CARD (CAPTURE WITH CAMERA)

## Step 1

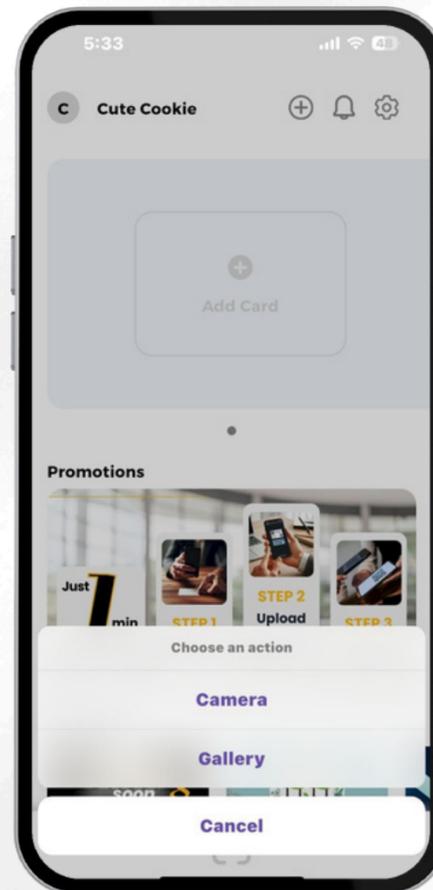
Tap on “+” to add card  
(Opt 1 or Opt 2)



## Step 2

Choose capture with “Camera”

 Image Format: 640 pixel x 380 pixel



## Step 3

Position the card in front of  
the camera. Adjust and  
crop the photos.

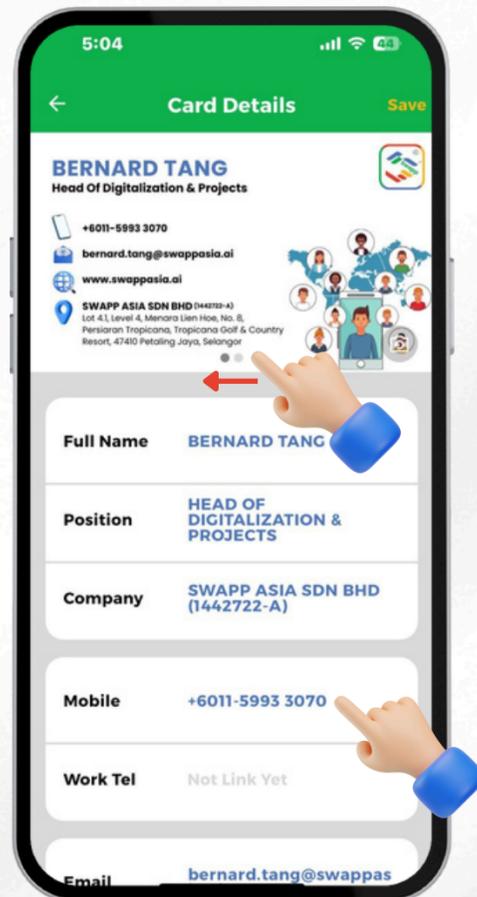


# ADD CARD (CAPTURE WITH CAMERA)-CONT.

## Step 4

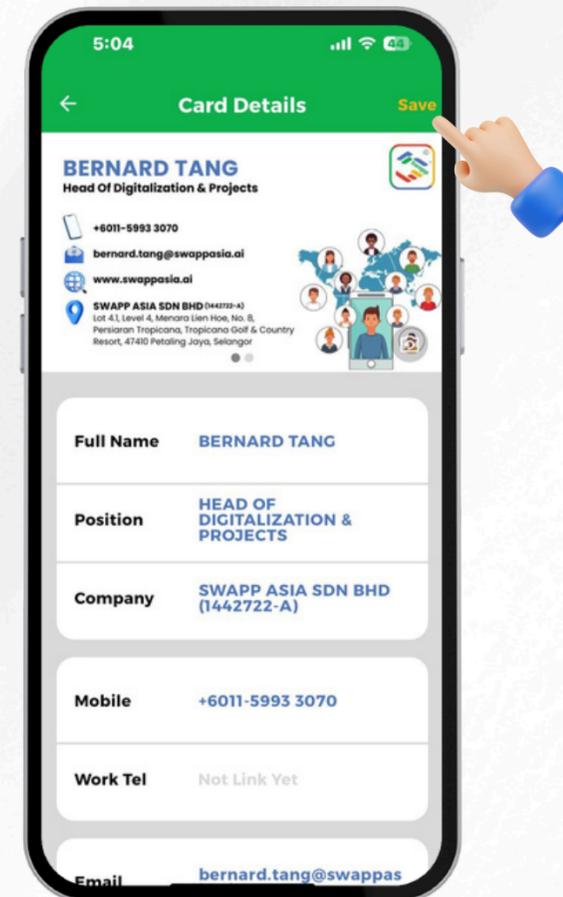
Slide left to add back card image. Review and edit the details below.

- 📄 Reviewing and editing OCR-detected information to ensure accuracy



## Step 5

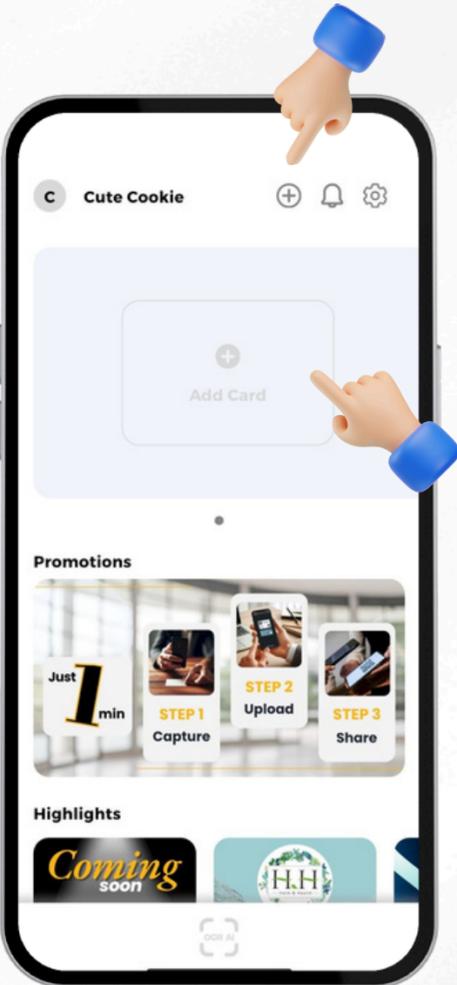
Click "Save", card uploaded successfully!



# ADD CARD (DESIGN & UPLOAD)

## Step 1

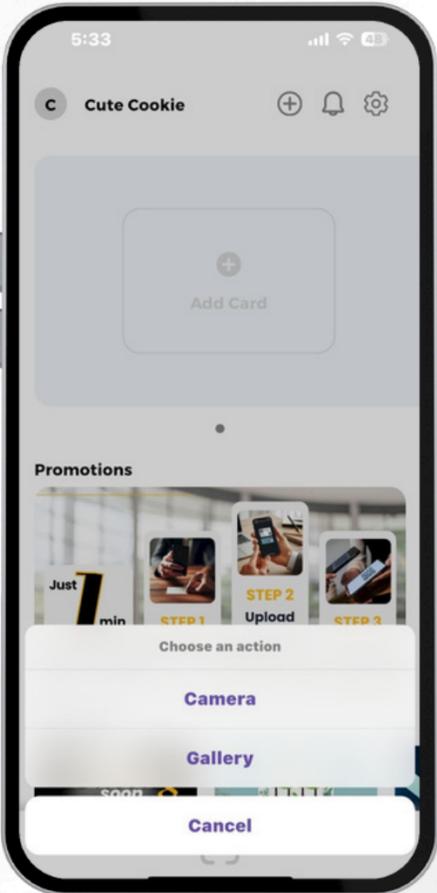
Tap on "+" to add card.



## Step 2

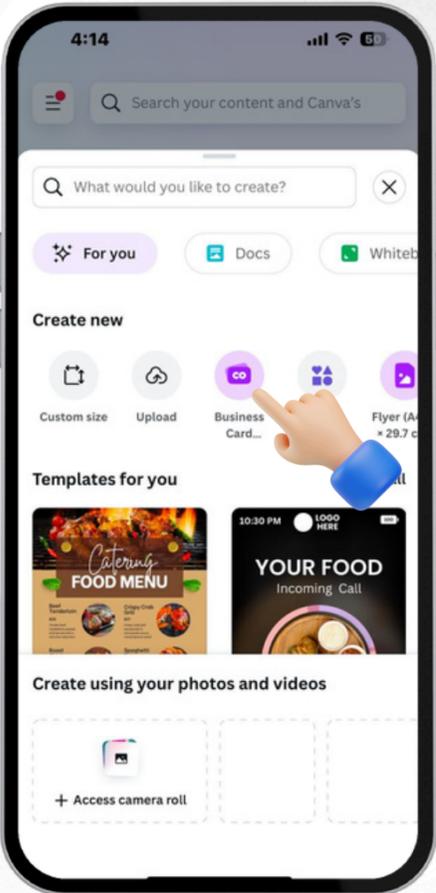
Choose upload card image from "Gallery".

 Image Format: 640 pixel x 380 pixel



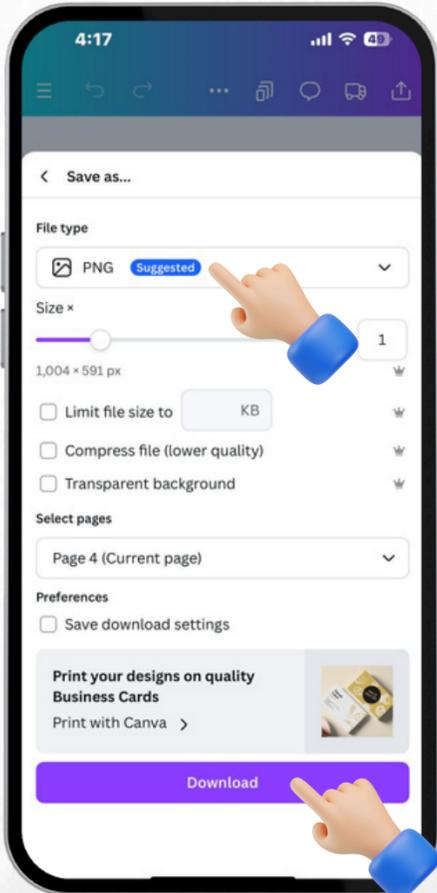
## Step 3

Create or log in to your Canva account. Select "business card" template and customize one.



## Step 4

Design both front and back images of the card. Download the images as PNG or JPG.



# ADD CARD (DESIGN & UPLOAD)-CONT.

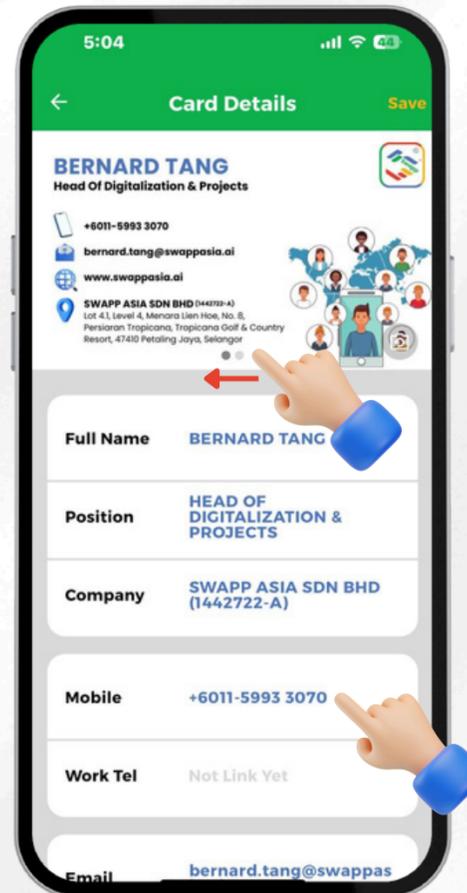
## Step 5

Adjust and crop the photos.



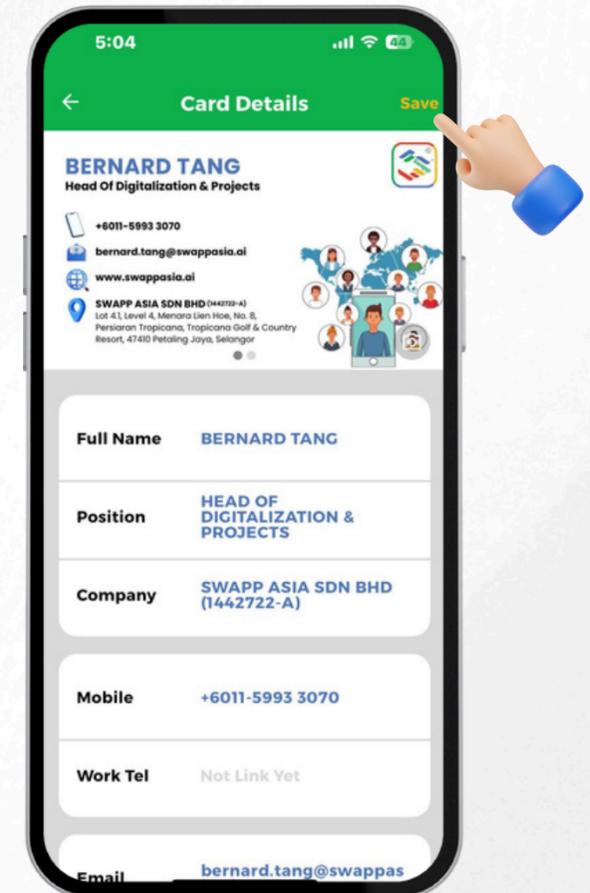
## Step 6

Slide left to add back card image. Review and edit the details below.



## Step 7

Click "Save", card uploaded successfully!



# EDIT AND UPDATE CARD

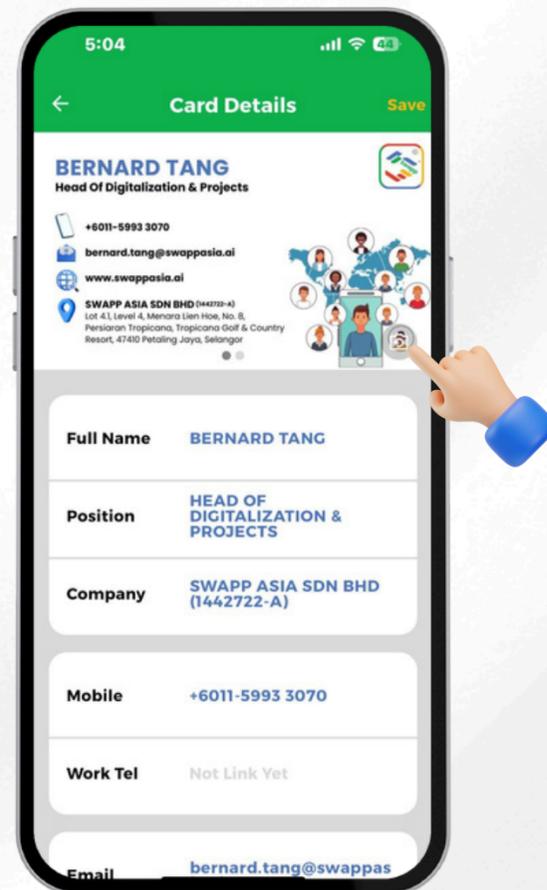
## Step 1

Click on "Edit"



## Step 2

Click on "Camera" button at the right bottom of the card.

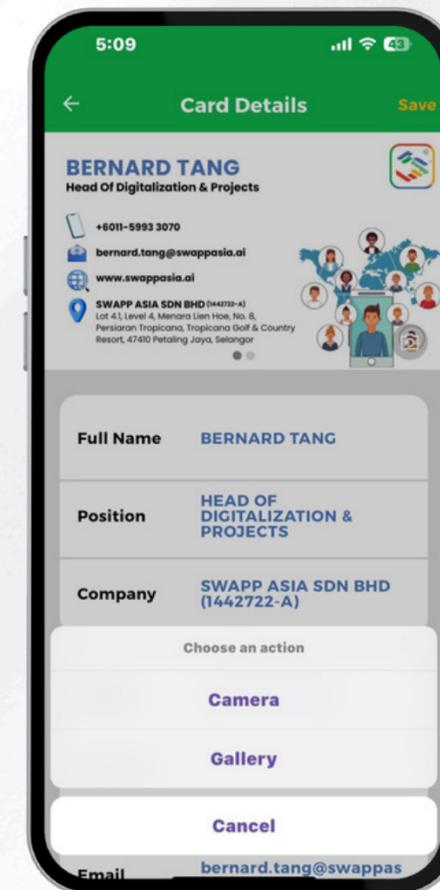


## Step 3

Repeat the steps, choose either:

- Capture and upload your card
- Upload card image from gallery

 Image Format: 640 pixel x 380 pixel



## Step 4

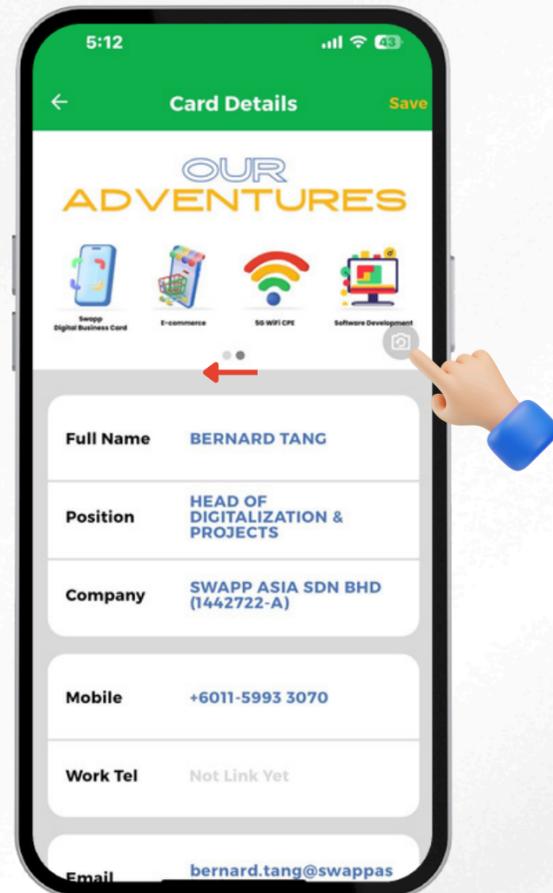
Adjust and crop the photos.



# EDIT AND UPDATE CARD-CONT.

## Step 5

Slide left to add back card image. Click on "Camera" button at the right bottom of the card.

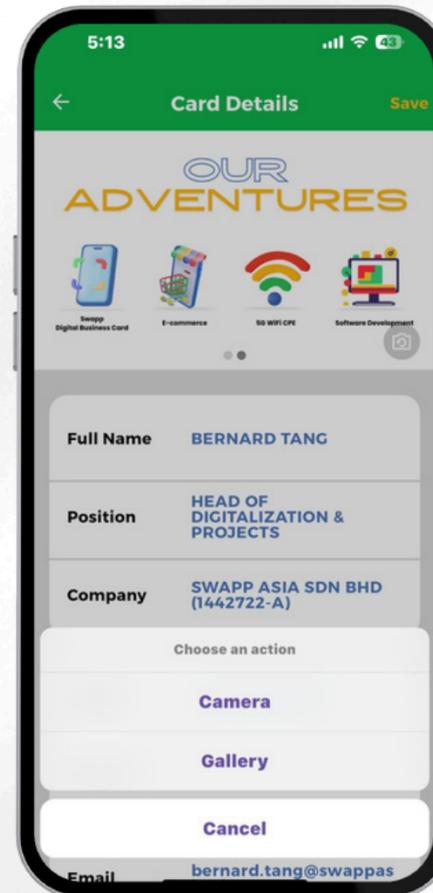


## Step 6

Repeat the steps, choose either:

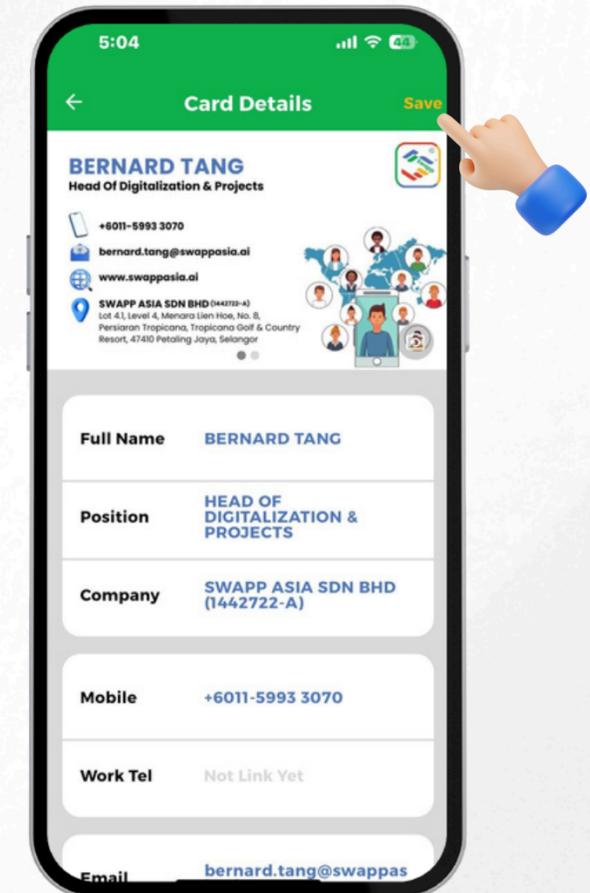
- Capture and upload your card
- Upload card image from gallery

 Image Format: 640 pixel x 380 pixel



## Step 7

Click "Save", card uploaded successfully!

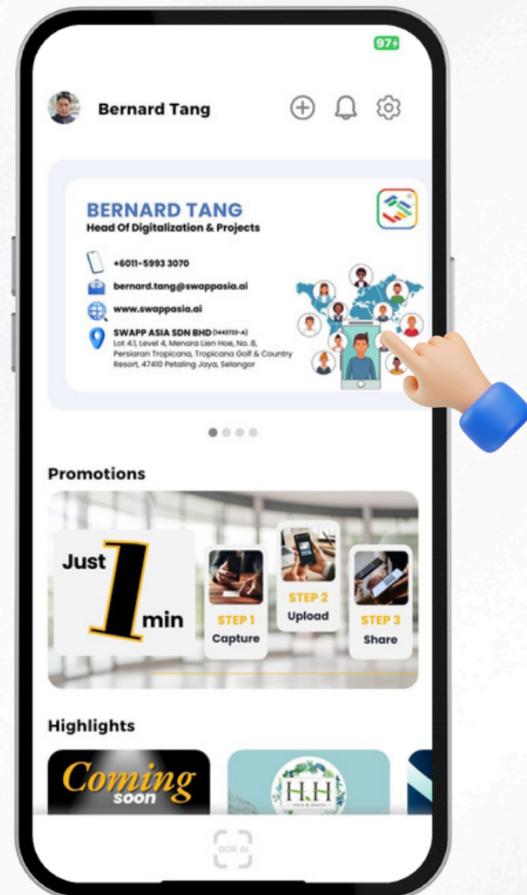


 For in-person sharing

# SHARE CARD (VIA QR CODE)

## Step 1

Tap on your card.



## Step 2

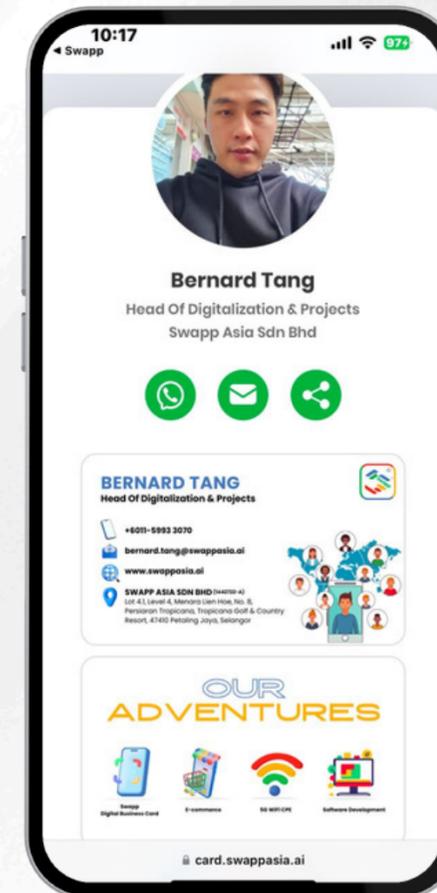
Show QR code for others to scan.



## Step 3

Your profile page appears on recipient's mobile device.

 Recipients do not need an app to view your digital business card.



## Step 4

Recipient to tap "Add To My Phone Book" to keep your contact.

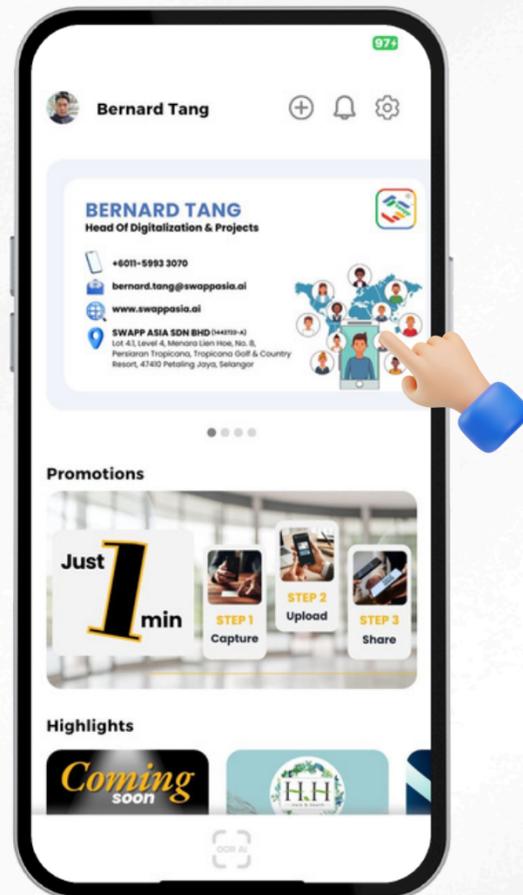


 For remote sharing

# SHARE CARD (VIA URL LINK)

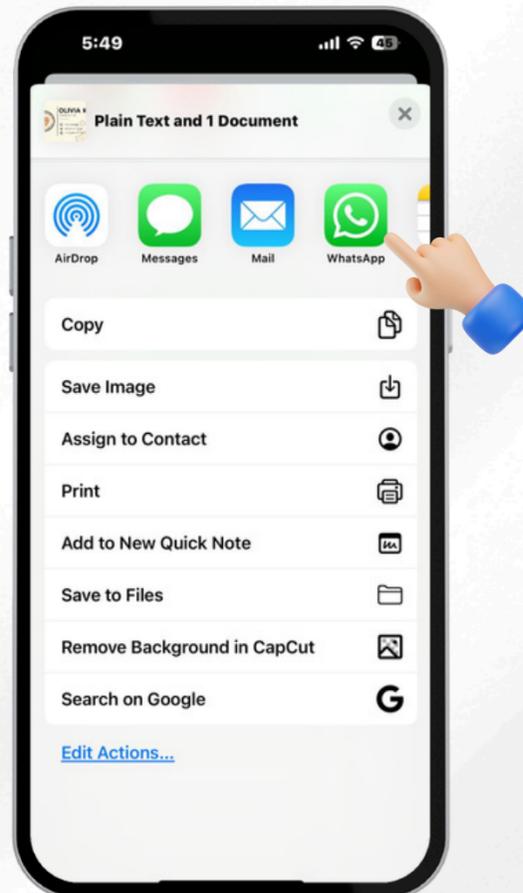
## Step 1

Tap on your card.



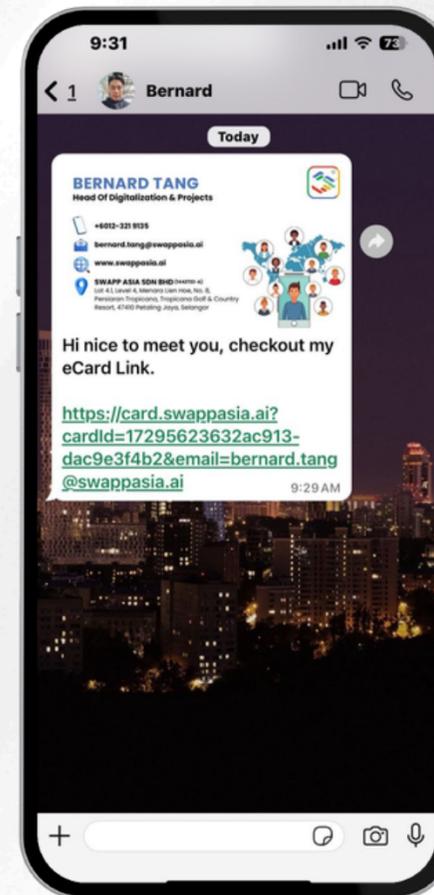
## Step 2

Tap on "Share" and choose your desired platform.



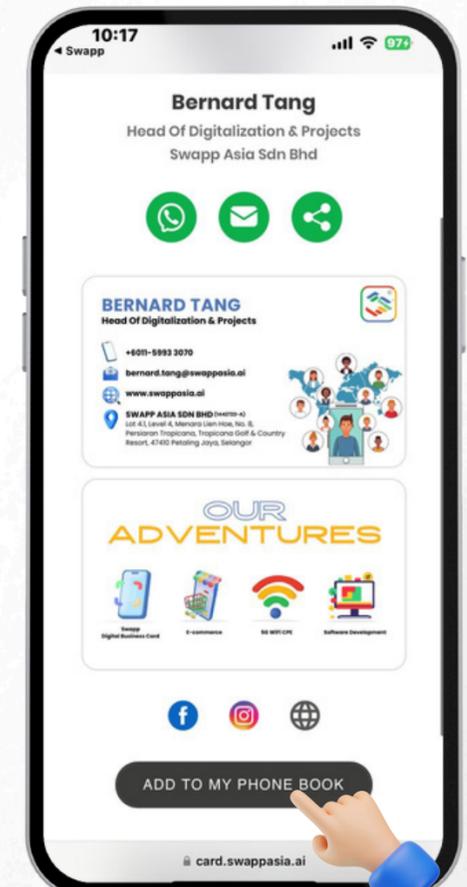
## Step 3

Your card image and link appear.



## Step 4

Send it, the recipient clicks on link and saves your contact by tapping "Add To Phone Book."

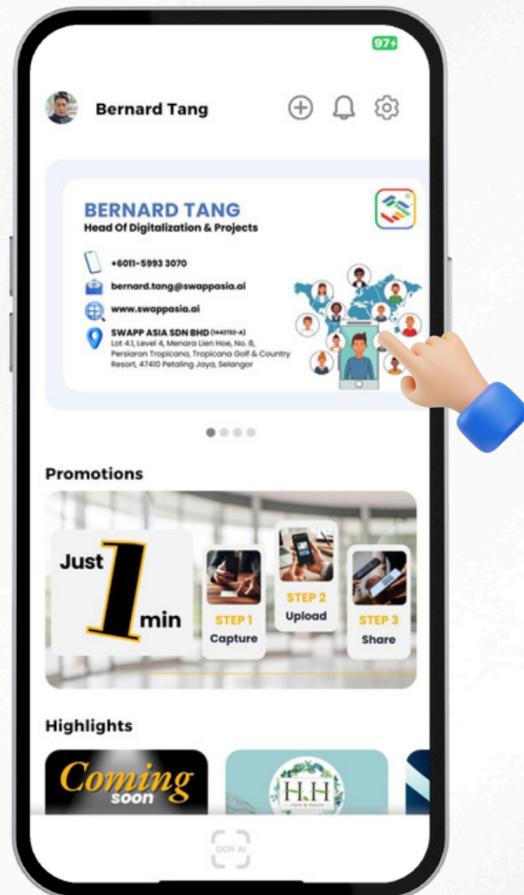


 For remote sharing

# SHARE CARD (VIA COPY LINK)

## Step 1

Tap on your card



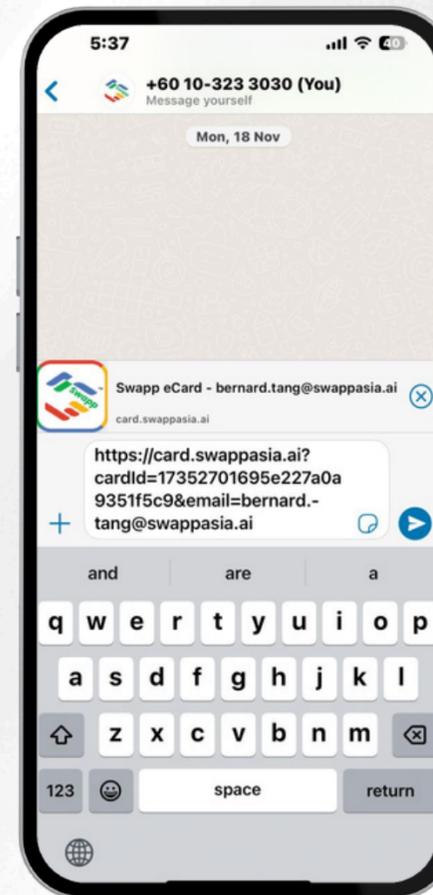
## Step 2

Tap on "Copy Link"



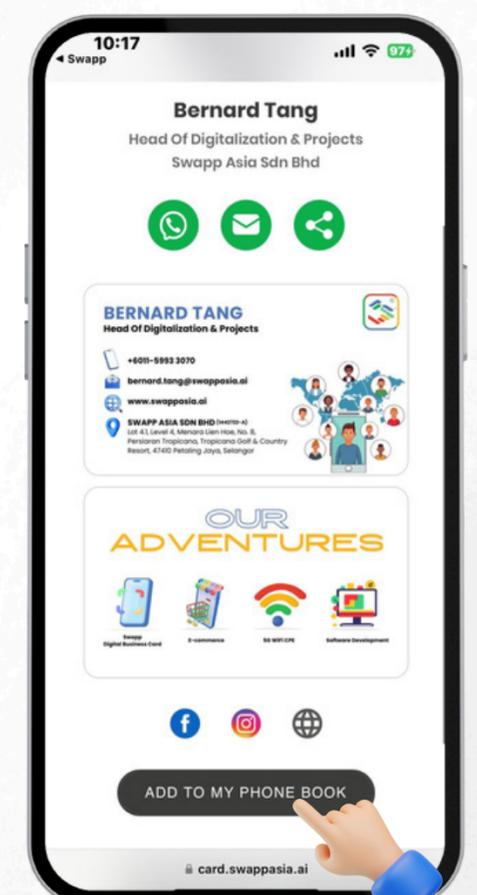
## Step 3

Switch to other platform and paste your link



## Step 4

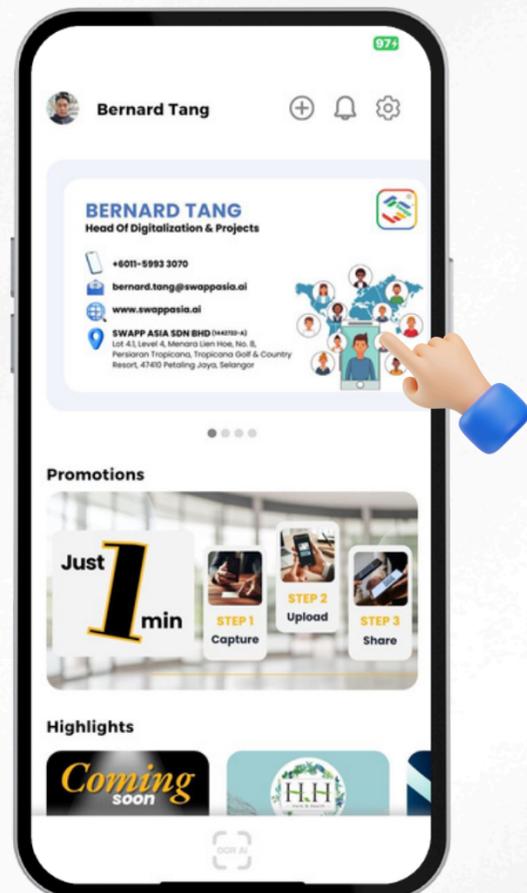
Send it, the recipient clicks on link and saves your contact by tapping "Add To Phone Book."



# SHARE CARD (APPLE WALLET)

## Step 1

Tap on your card.



## Step 2

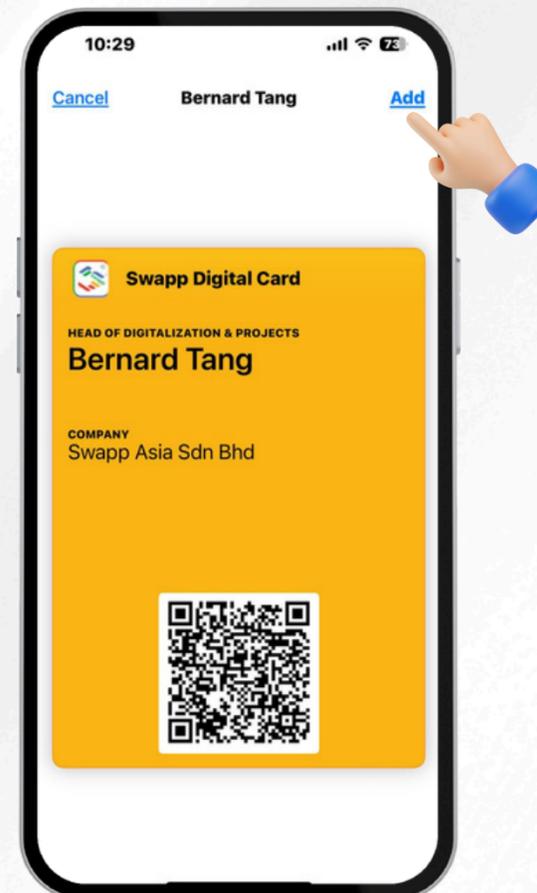
Tap on Add to Wallet.

 This step required the installation of Apple Wallet App.



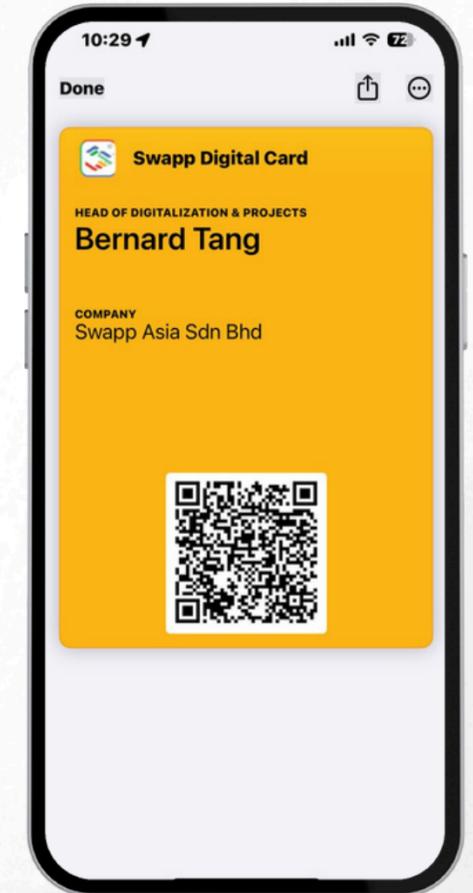
## Step 3

Tap Add button on the top right.



## Step 4

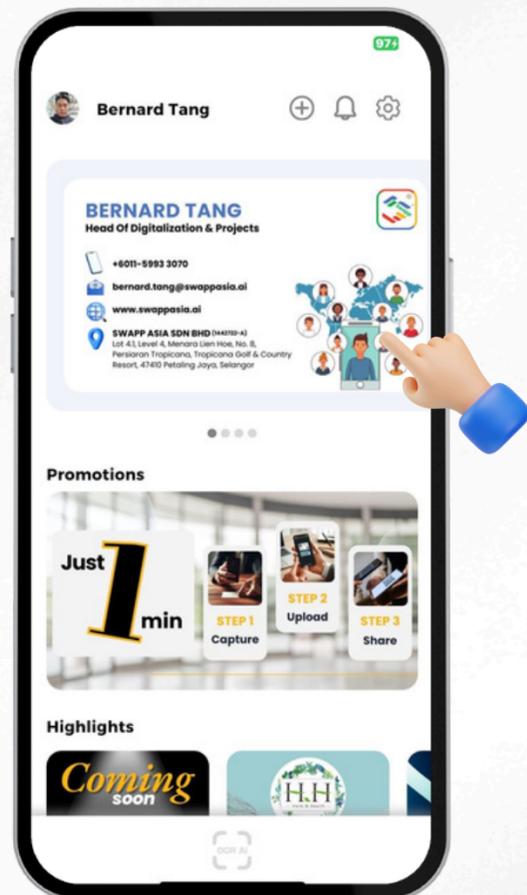
Share your digital business card directly from Apple Wallet.



# SHARE CARD (GOOGLE WALLET)

## Step 1

Tap on your card.



## Step 2

Tap on Add to Wallet.

 This step required the installation of Google Wallet App.



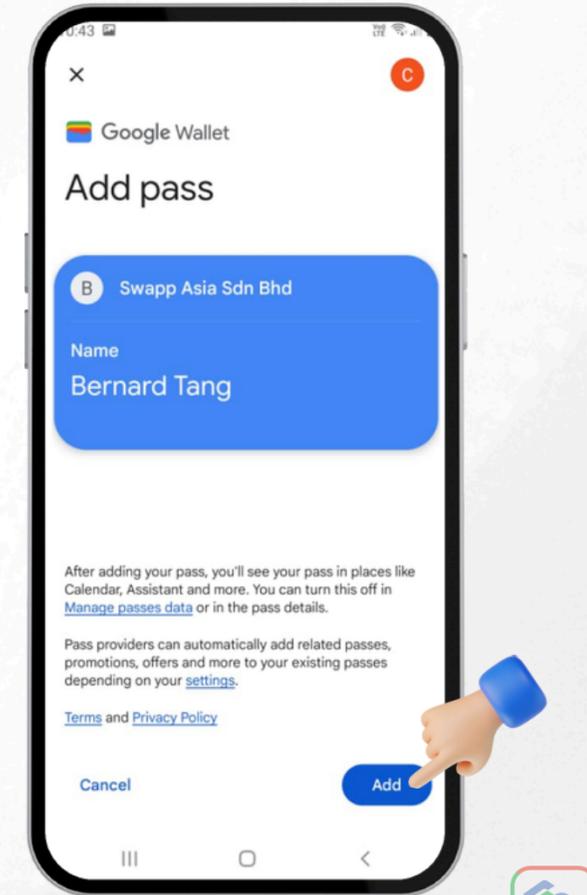
## Step 3

Tap Add to Google Wallet button at the bottom.



## Step 4

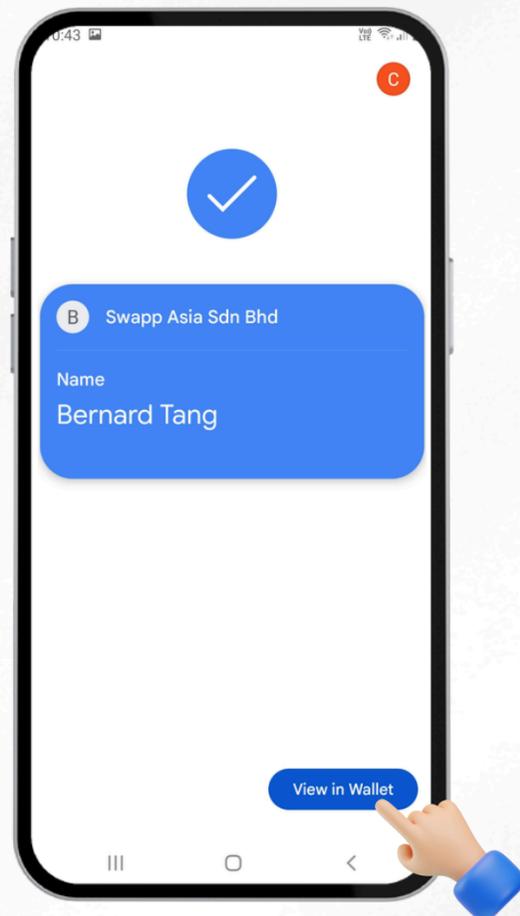
Tap Add Pass button at the bottom right.



# SHARE CARD (GOOGLE WALLET)

## Step 5

Tap View in Wallet button at the bottom right.



## Step 6

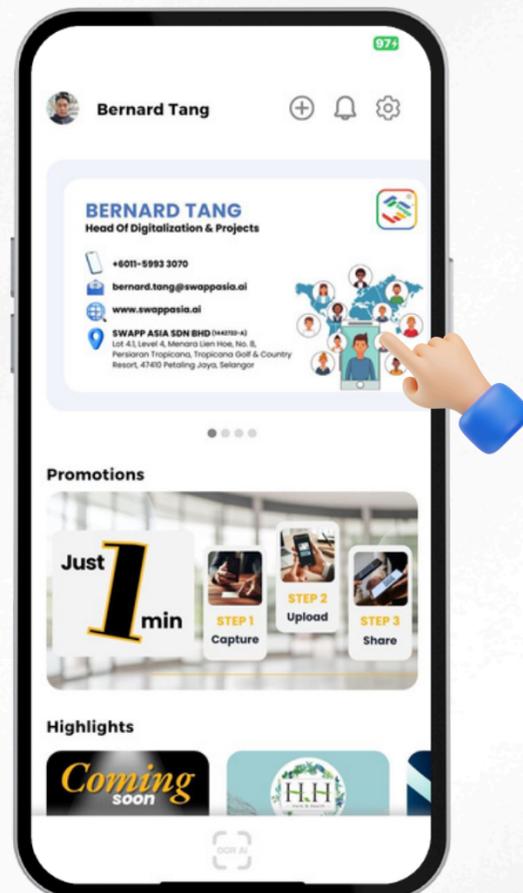
Share your digital business card directly from Google Wallet.



# SHARE CARD (OFFLINE MODE)

## Step 1

Tap on your card.



## Step 2

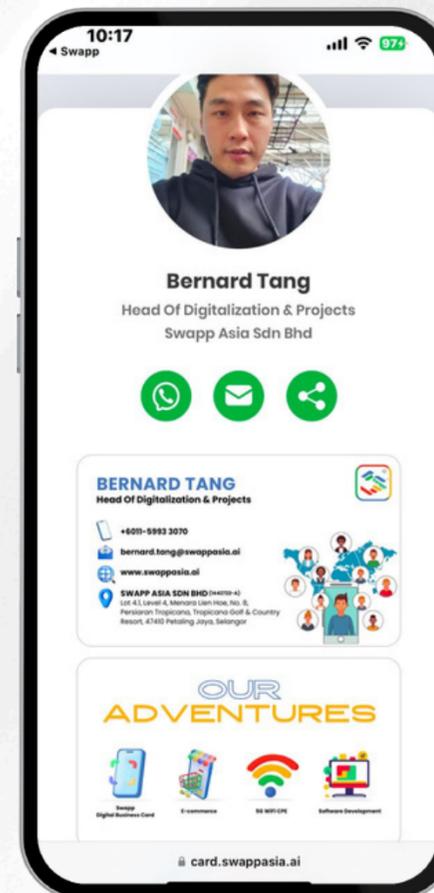
Show QR code for others to scan.



## Step 3

Your profile page appears on recipient's mobile device.

*i* Recipients do not need an app to view your digital business card.



## Step 4

Recipient to tap "Add To My Phone Book" to keep your contact.

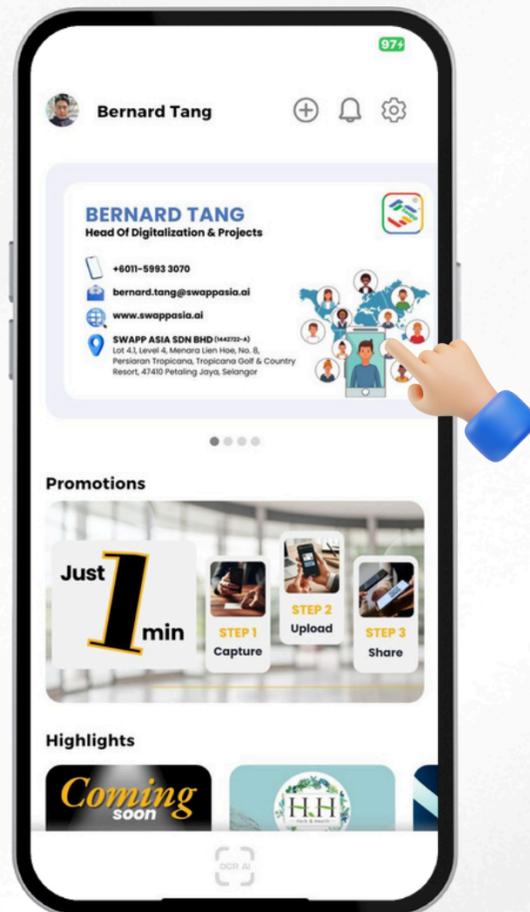
*i* Internet is needed to view your card. The page will reload once connected.



# DELETE CARD

## Step 1

Tap on your card.



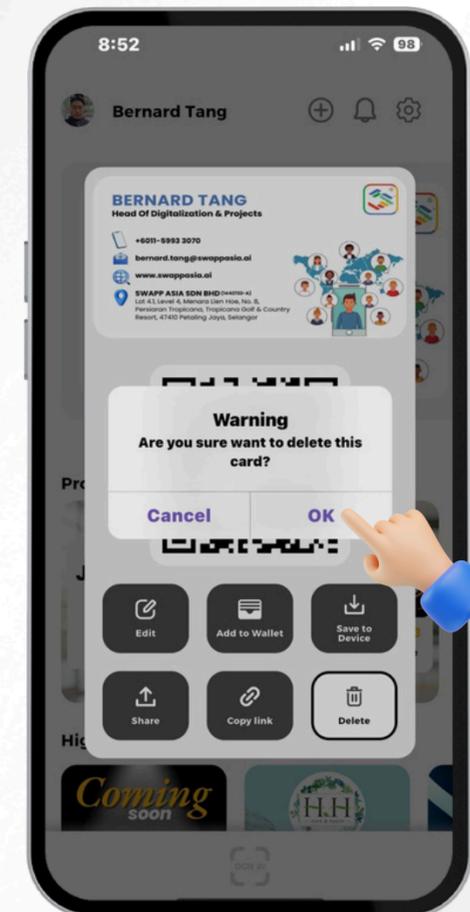
## Step 2

Tap on "Delete".



## Step 3

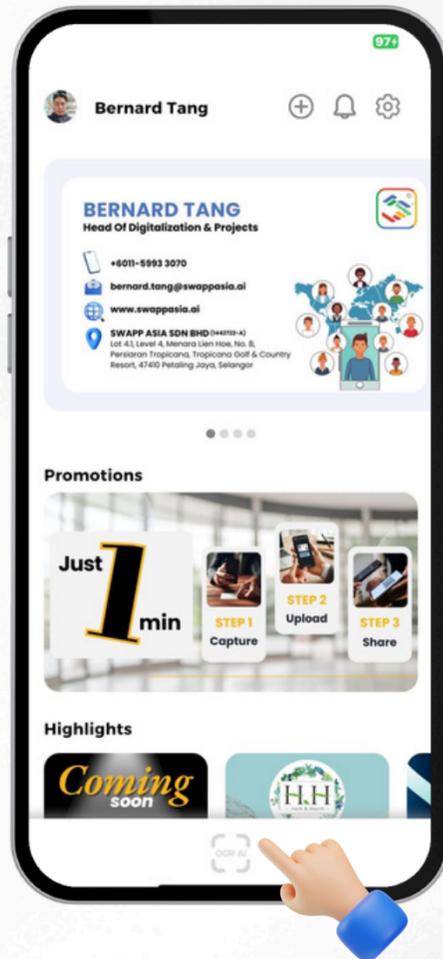
Click on "Ok" to delete the card.



# SCAN CARD (OCR)

## Step 1

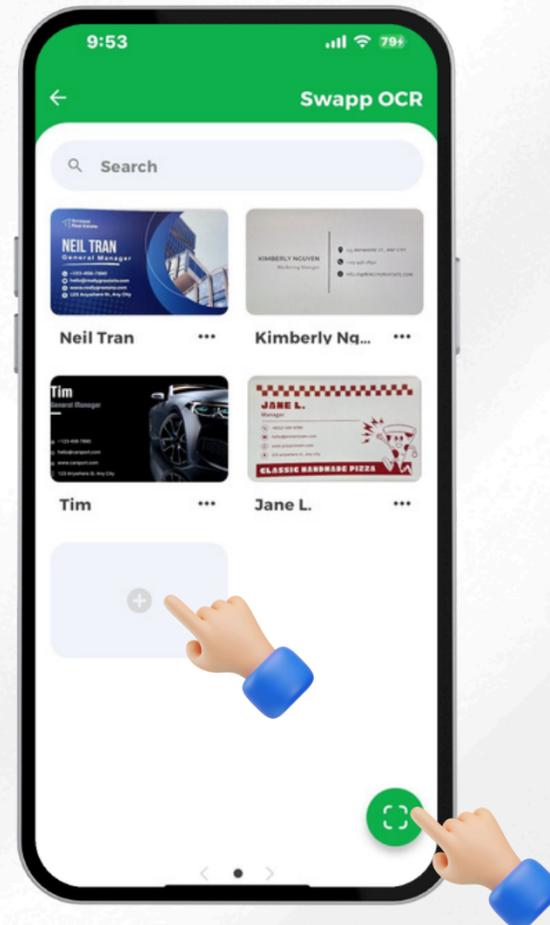
Tap on "OCR AI" at the bottom.



## Step 2

To scan card, choose either:

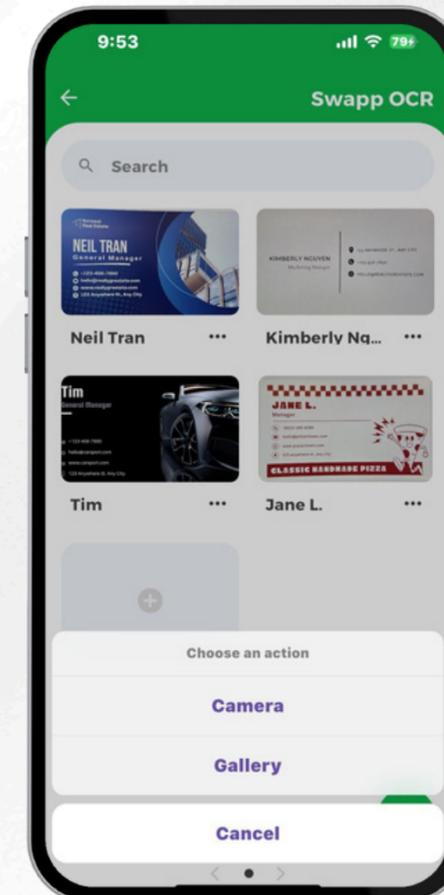
- Tap on "+"
- Tap on "Scan" at the bottom right



## Step 3

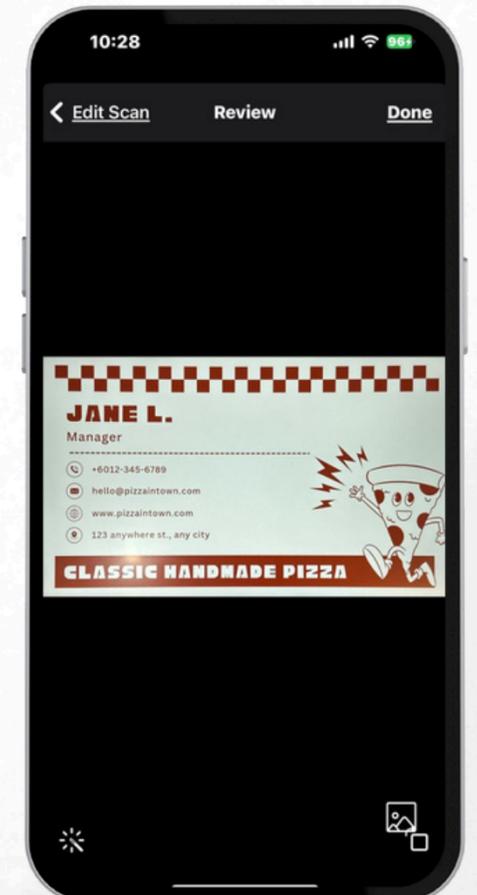
Choose either:

- Capture and upload your card
- Upload card image from gallery



## Step 4

AI scanning and cropping process.

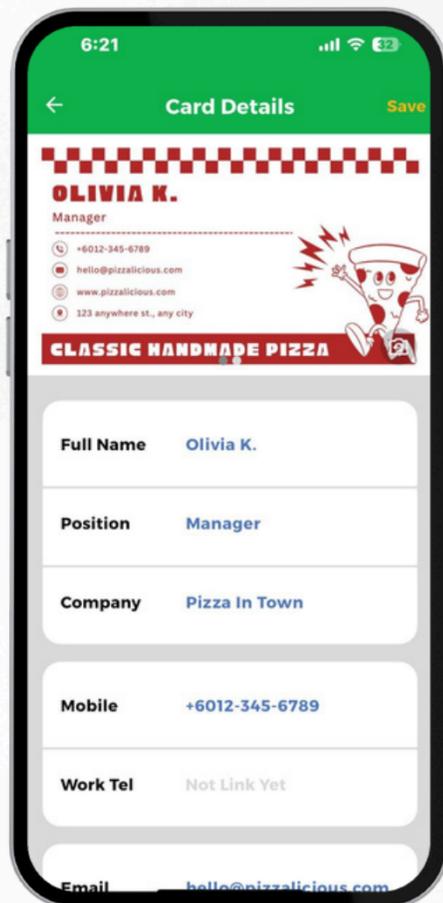


# SCAN CARD (OCR)-CONT.

## Step 5

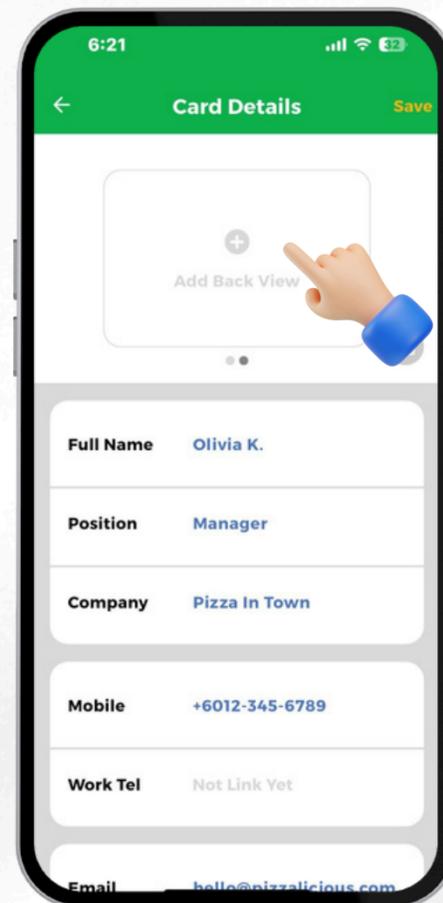
Check the scanned data for accuracy and make any necessary edits.

 You can add more notes into "Other" field



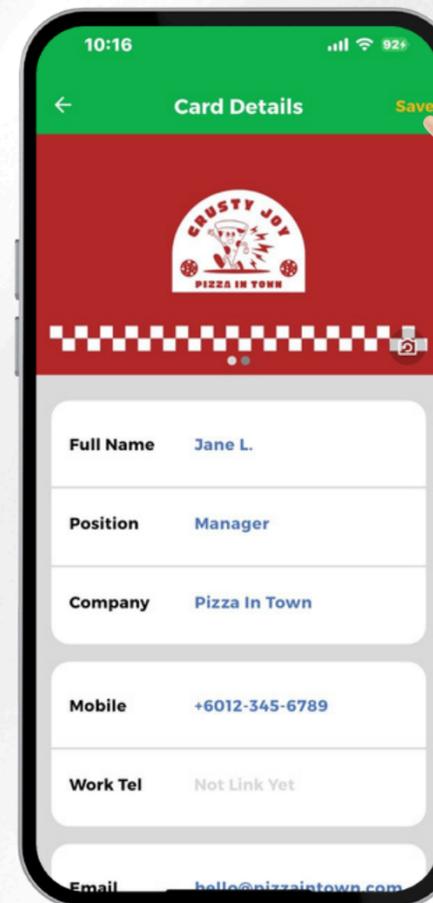
## Step 6

To add back card view, slide the card to left and click "+".



## Step 7

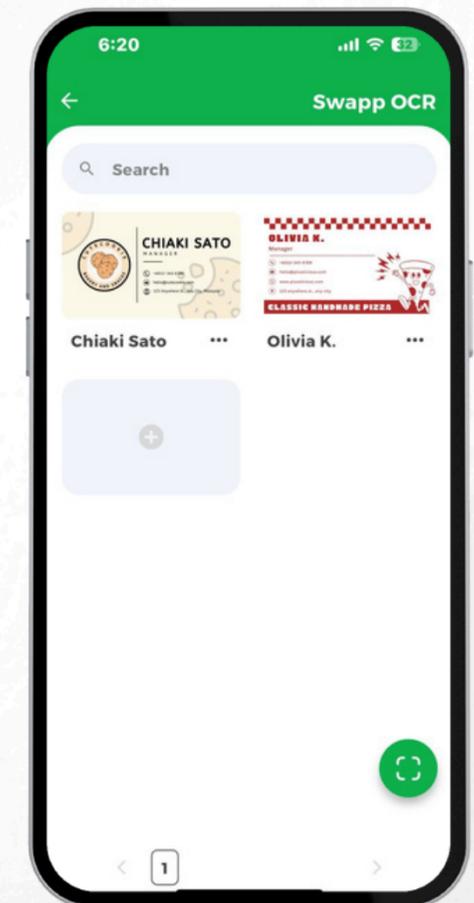
Tap "Save".



## Step 8

View the saved contact from the OCR album.

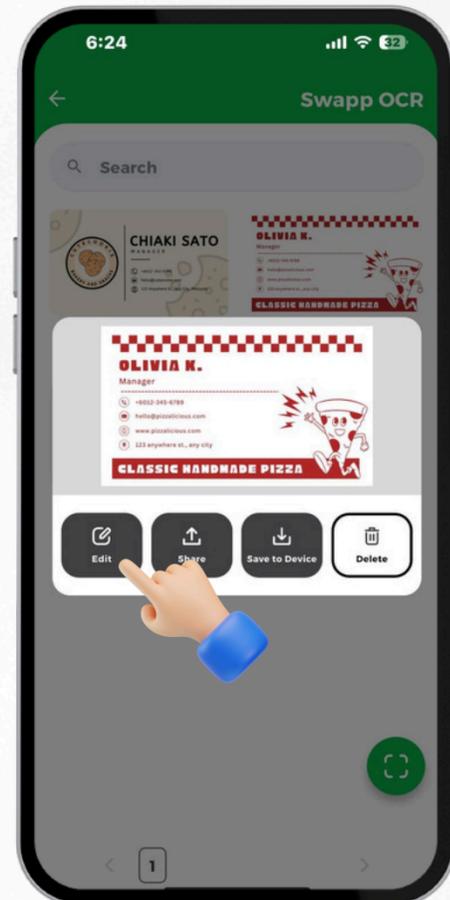
 Tap on "Left/Right Arrow" to view more cards



# SCAN CARD (OCR)-CONT.

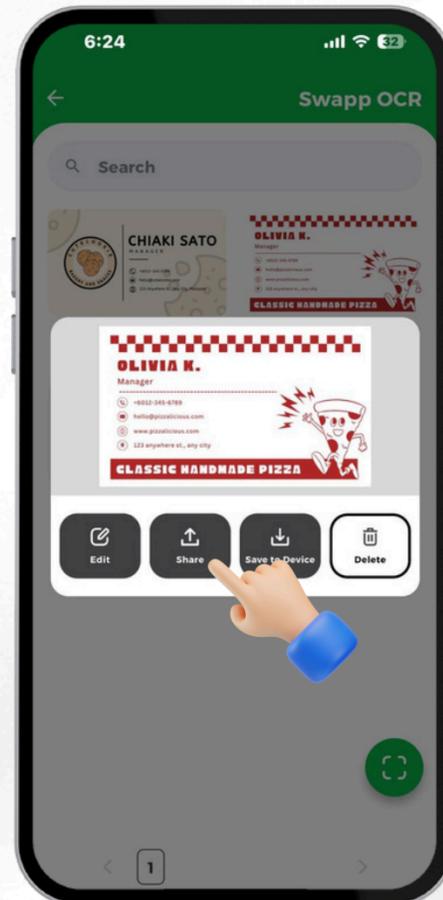
## Step 9

To edit the saved card, tap on card and "Edit".



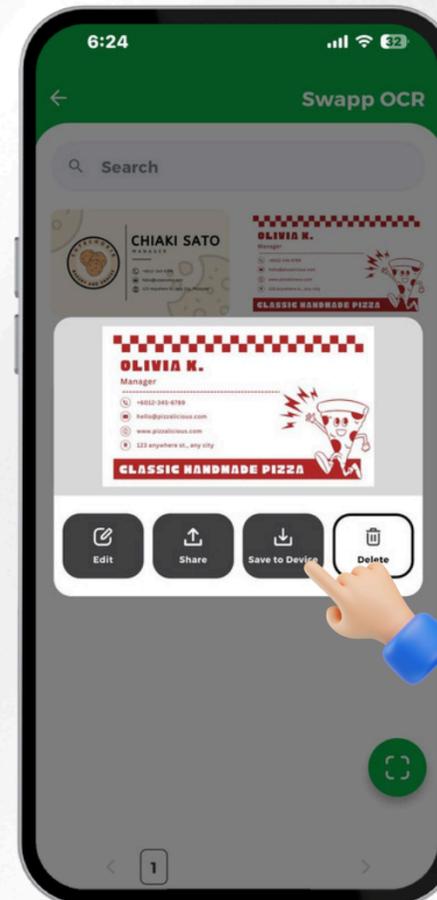
## Step 10

To share the contact to others, tap "Share".



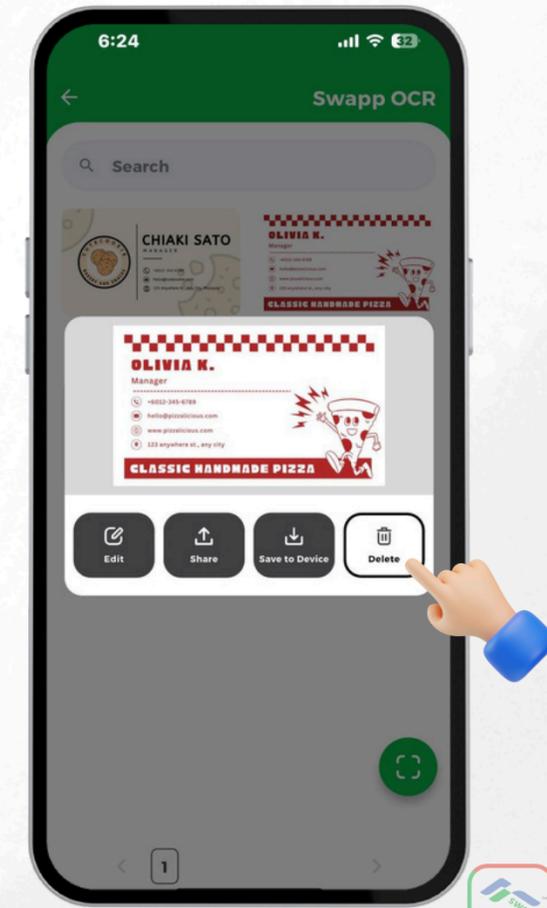
## Step 11

To save OCR-ed card image to your device, tap "Save to Device".



## Step 12

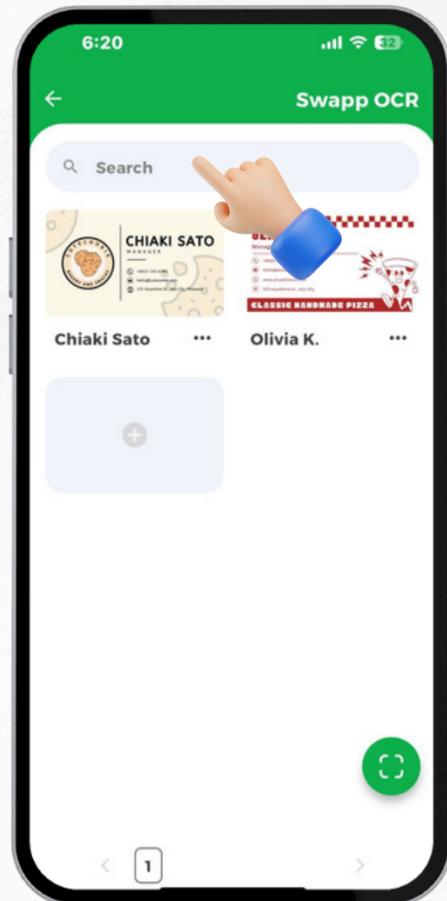
To remove OCR-ed card from album, tap "Delete".



# SCAN CARD (OCR)-CONT.

## Step 13

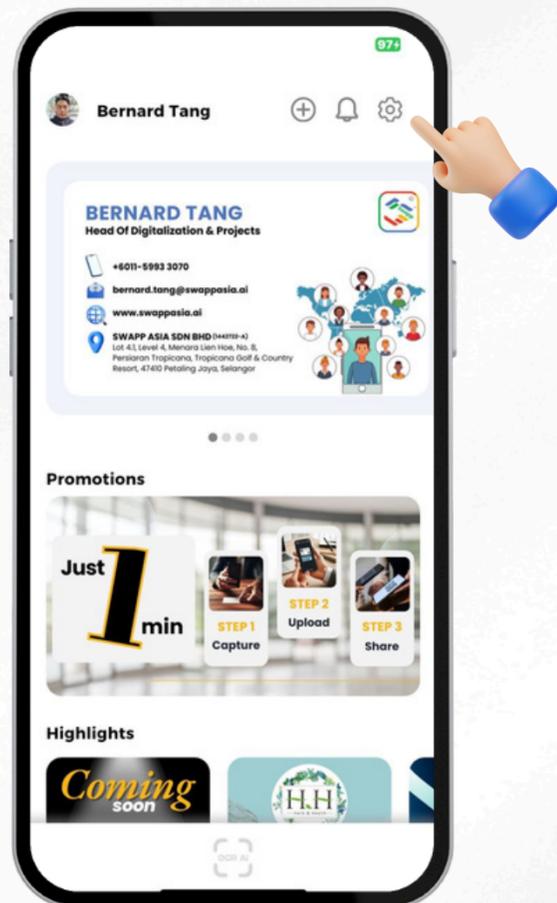
To search for contact,  
type keyword into  
"Search Bar".



# CHANGE PASSWORD

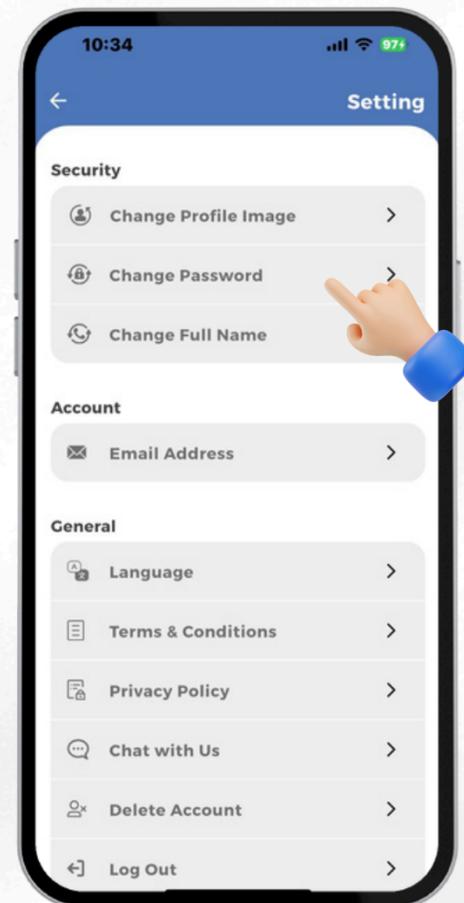
## Step 1

Tap on "Setting" located at the top-right corner.



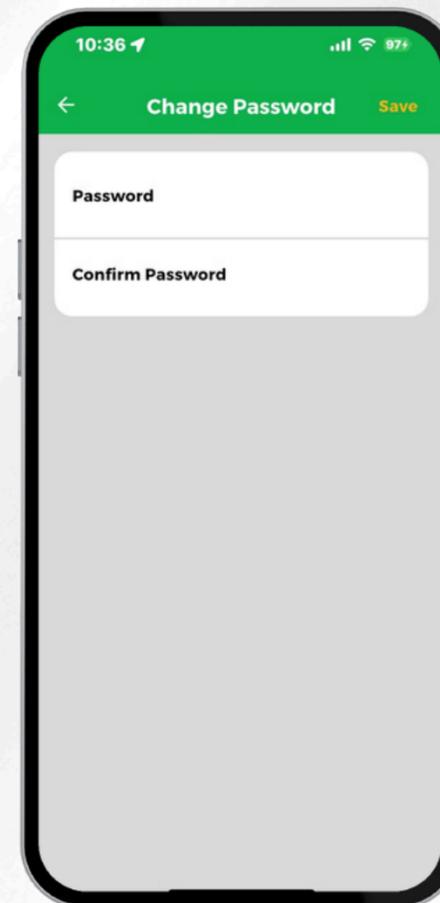
## Step 2

Under Security, tap on "Change Password".



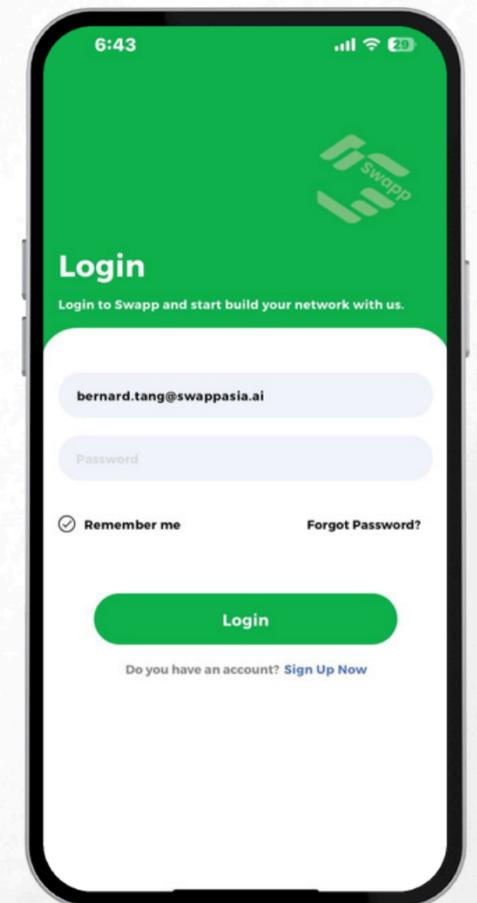
## Step 3

Type in your new password.



## Step 4

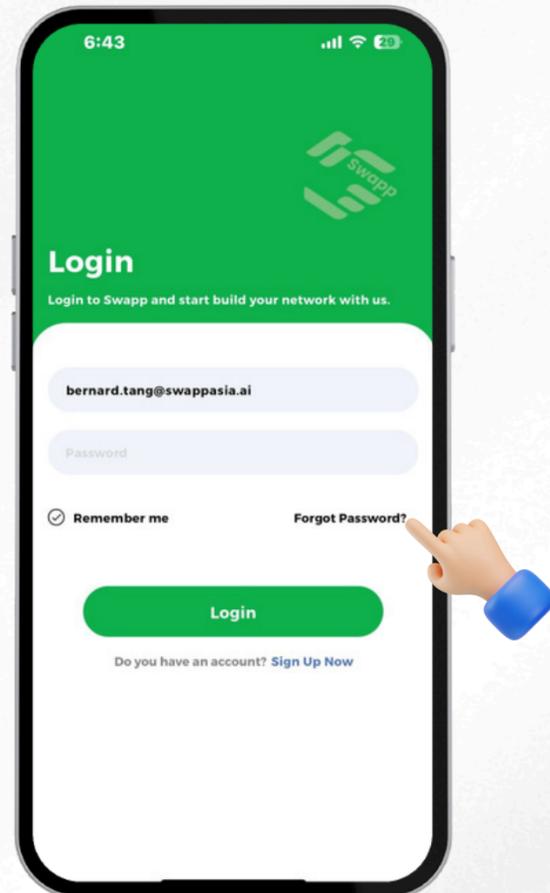
You will be logged out of the application and prompted to log in again with new password.



# FORGOT PASSWORD

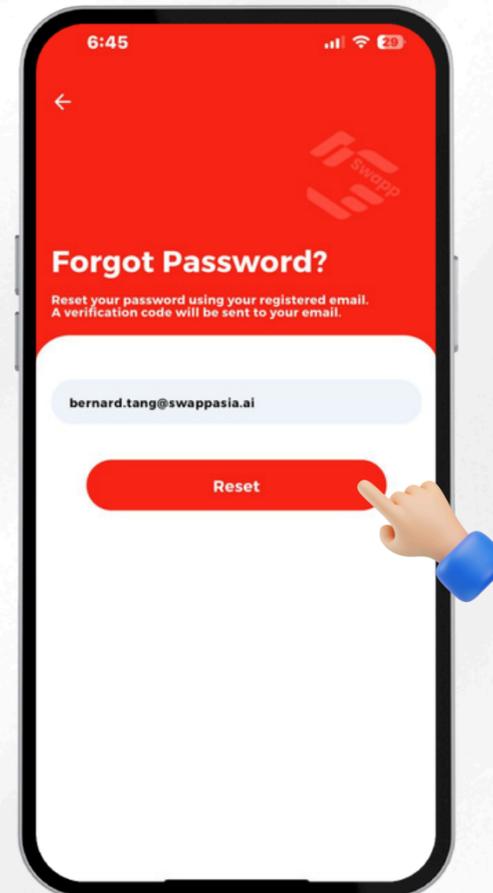
## Step 1

On the login screen, tap on "Forgot Password".



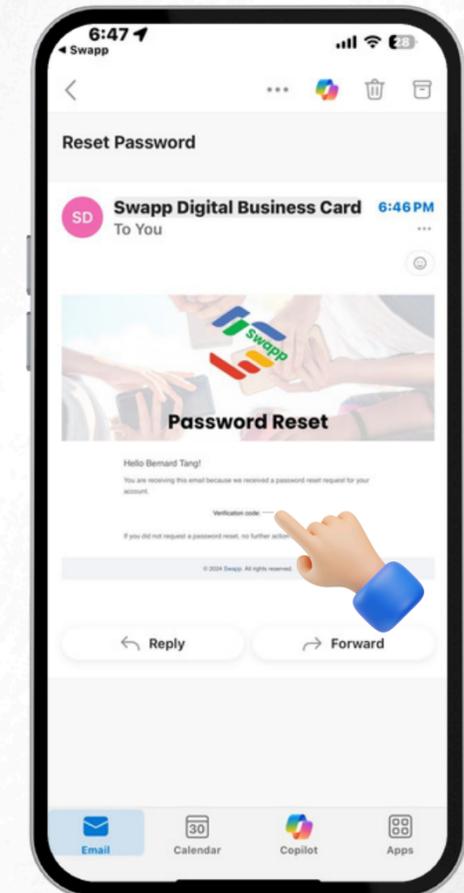
## Step 2

Enter your registered email address and tap on "Reset".



## Step 3

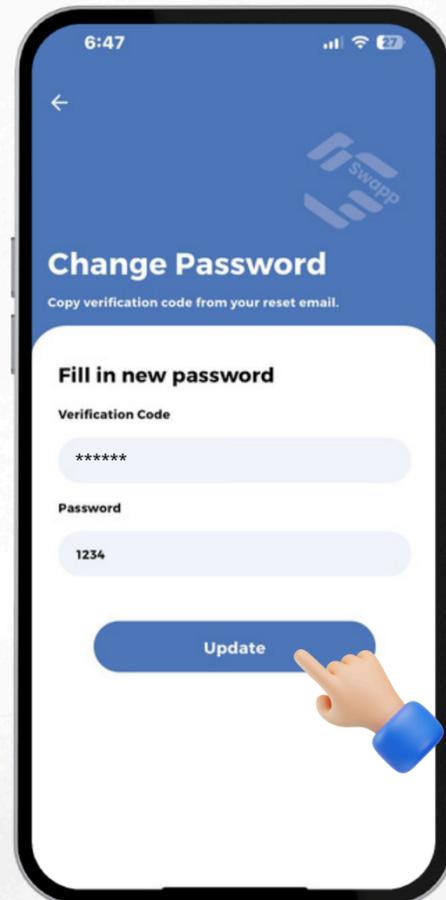
Check your email inbox for a password reset verification code.



# FORGOT PASSWORD-CONT.

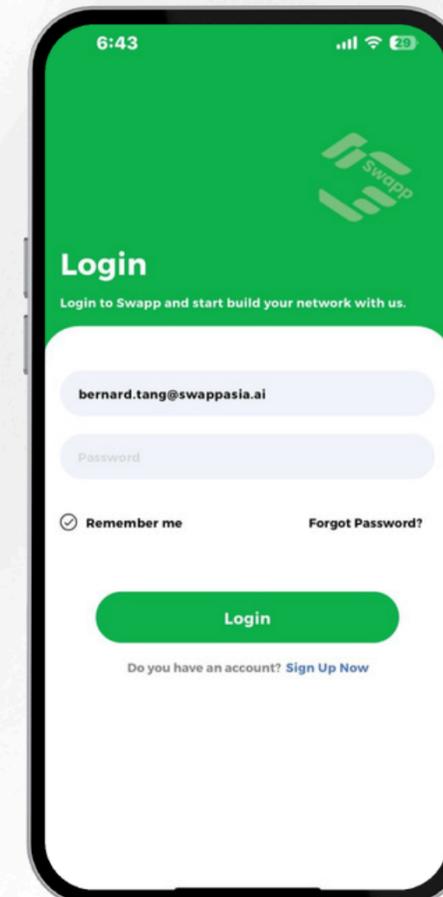
## Step 4

Copy the code and type in a new password. Tap on "Update" button.



## Step 5

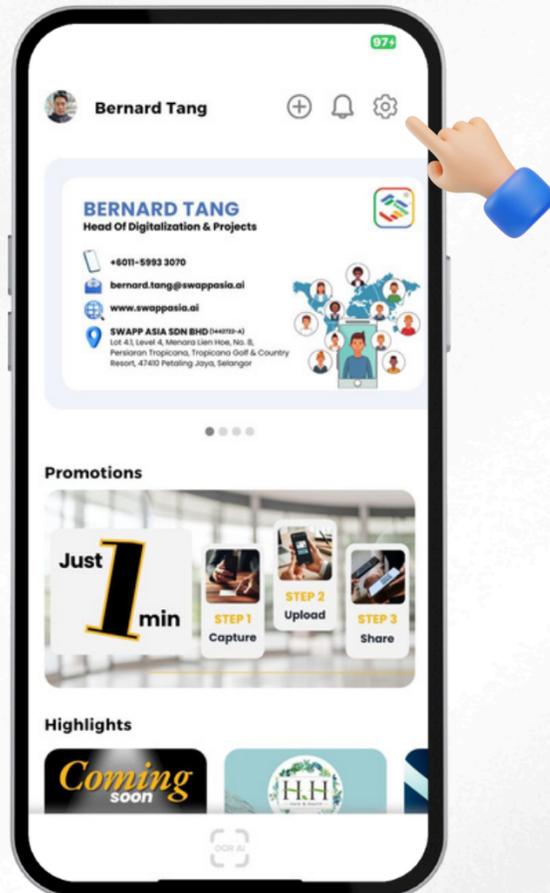
Log in your account with the new password.



# CHANGE FULL NAME

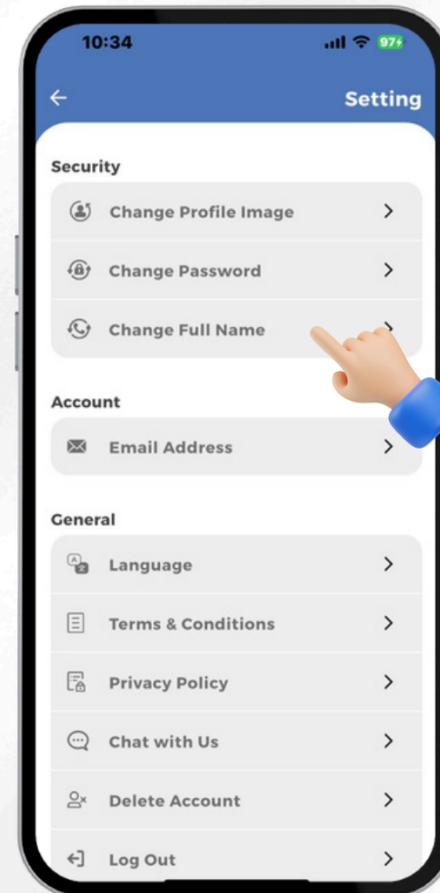
## Step 1

Tap on "Setting" located at the top-right corner.



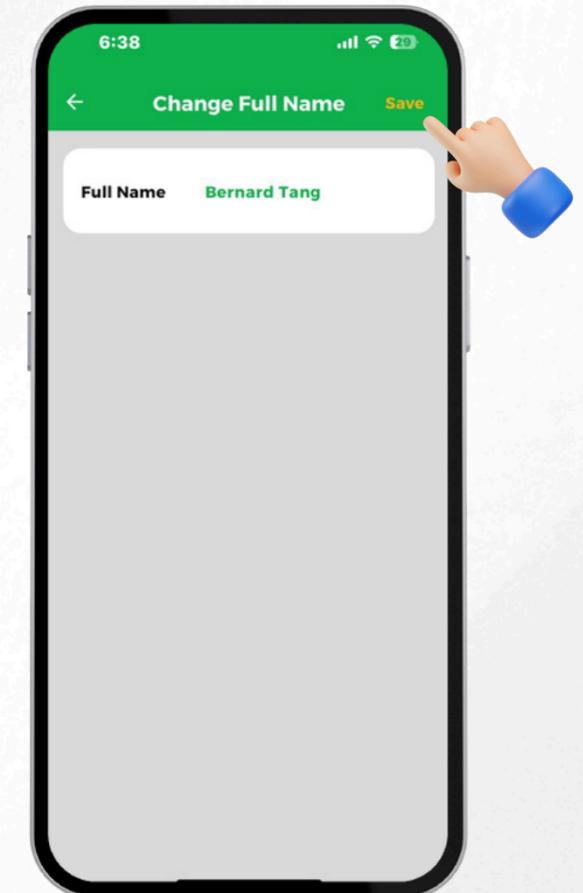
## Step 2

Tap on "Change Full Name".



## Step 3

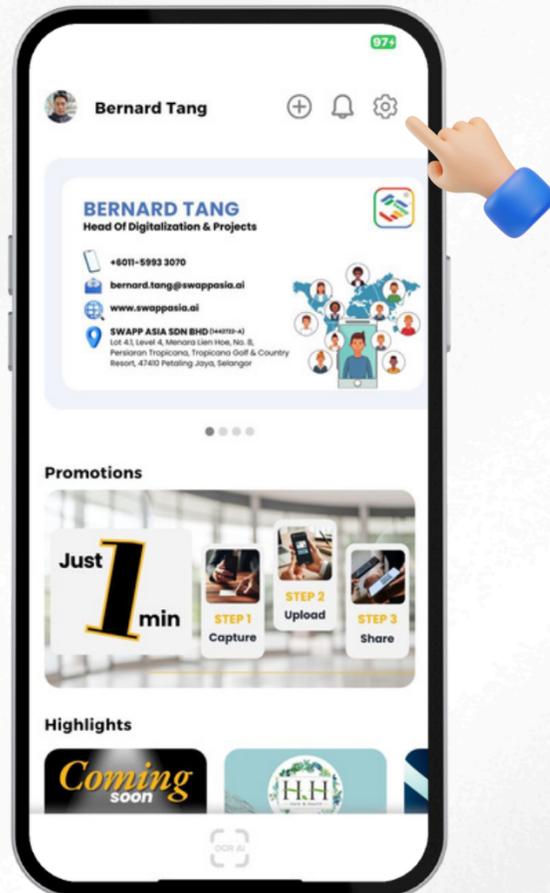
Click "Save" to update the profile name successfully.



# SWITCH APP LANGUAGE

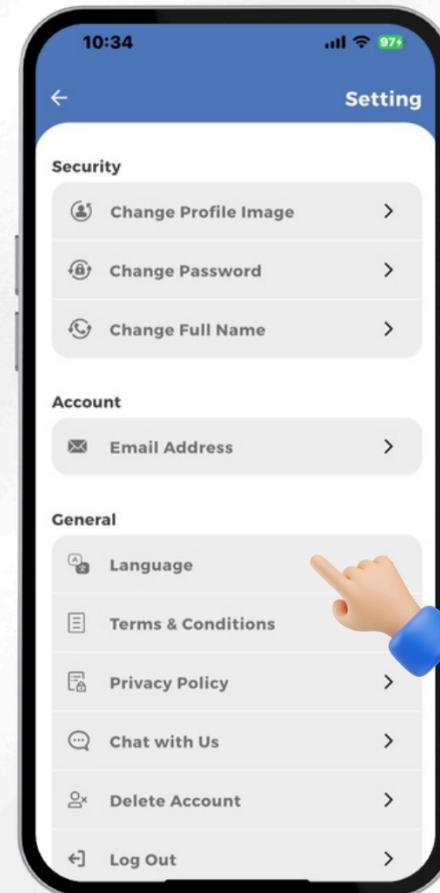
## Step 1

Tap on "Setting" located at the top-right corner.



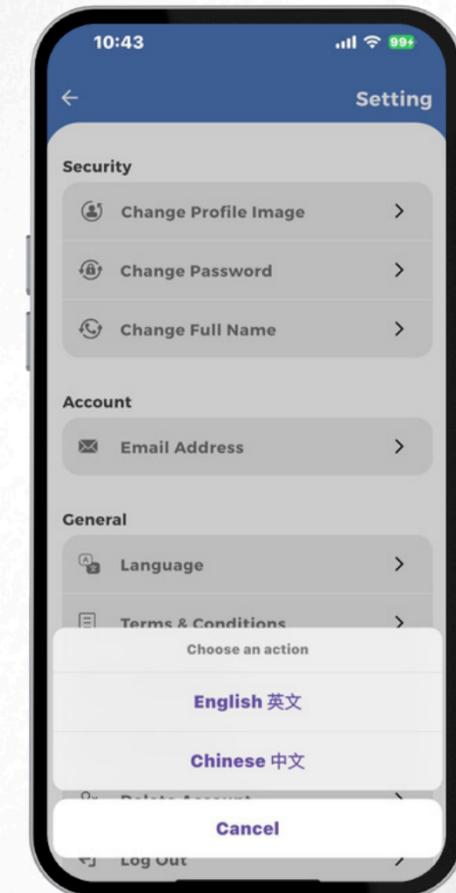
## Step 2

Tap on "Language".



## Step 3

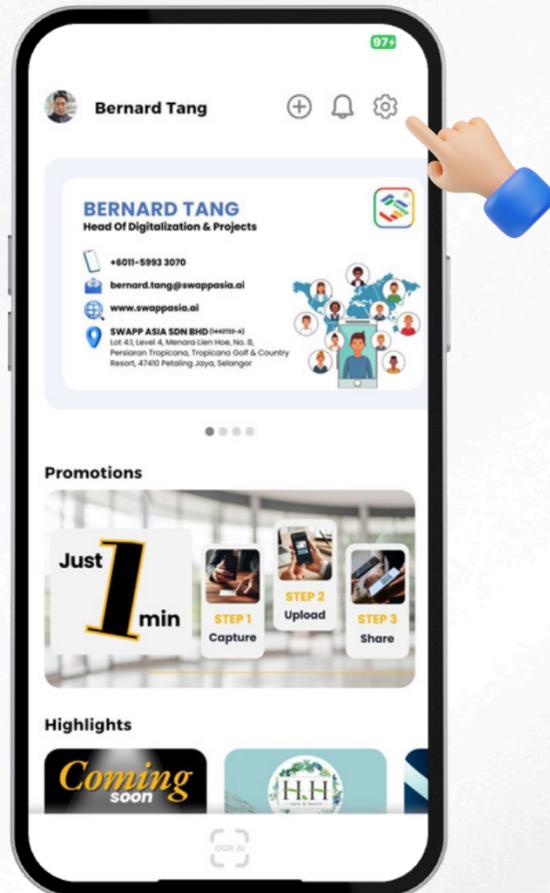
Select your preferred language, English or Chinese.



# SUPPORT (WHATSAPP)

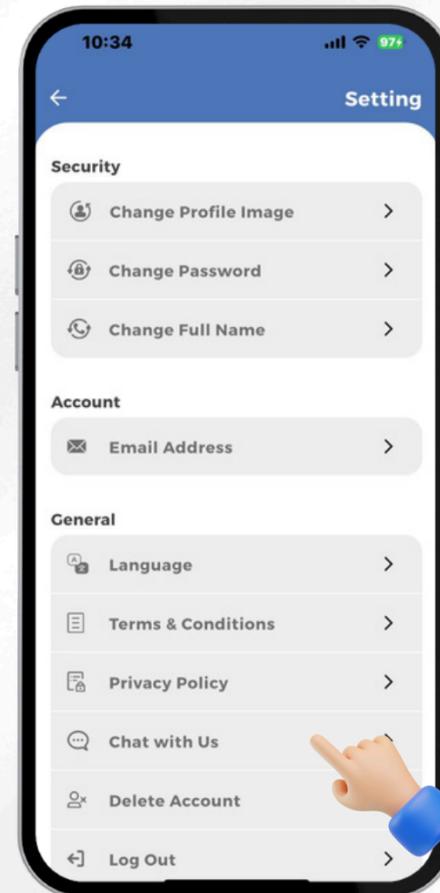
## Step 1

Tap on "Setting" located at the top-right corner.



## Step 2

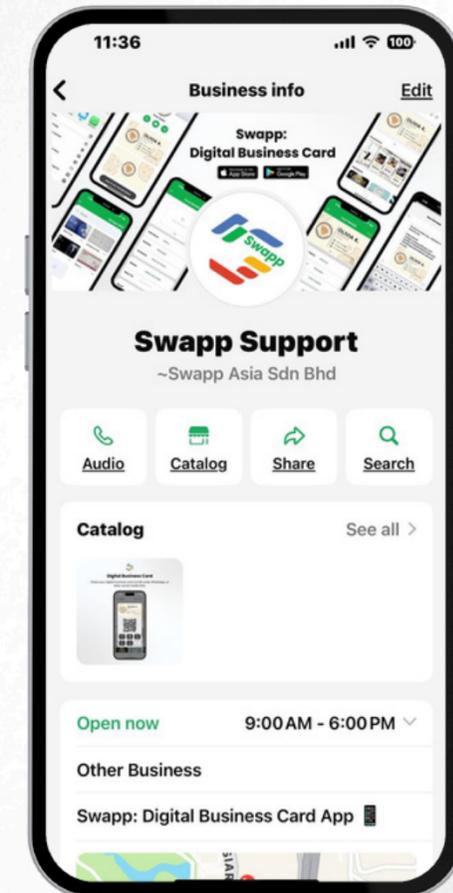
Tap on "Chat With Us".



## Step 3

The app will redirect you to our WhatsApp number.

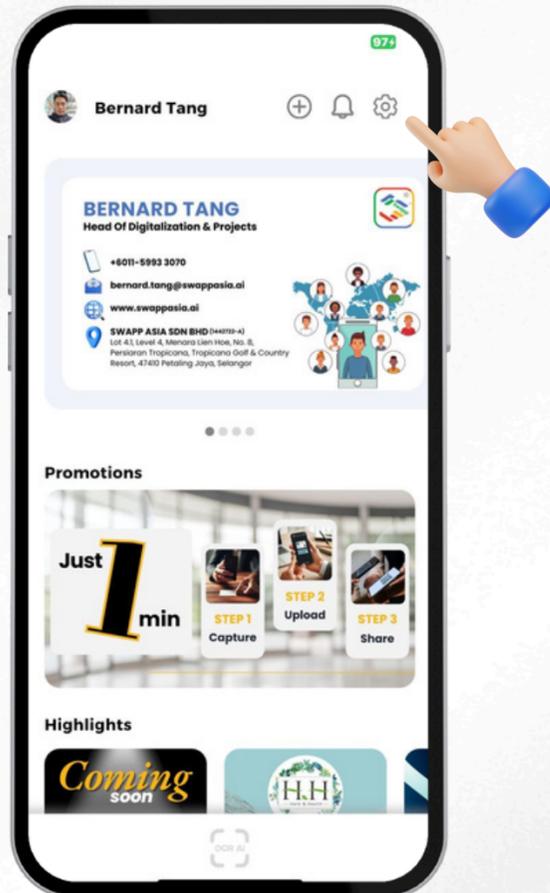
 Working Hour: Mon-Fri, 9am to 6pm



# DELETE ACCOUNT

## Step 1

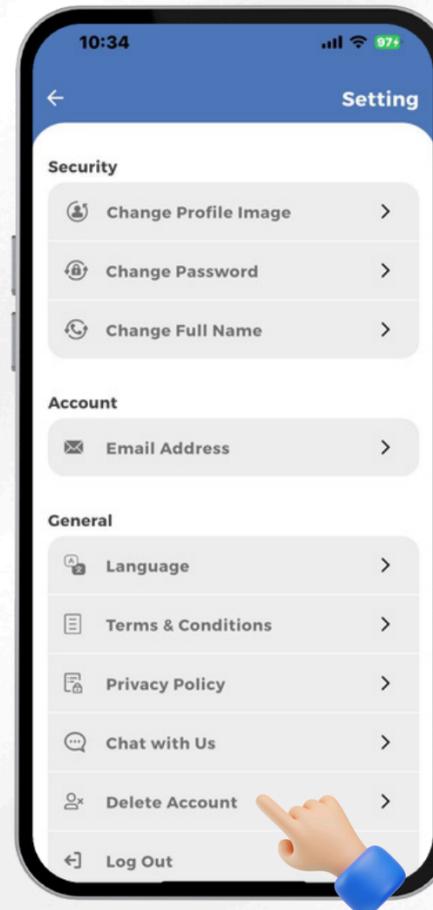
Tap on "Setting" located at the top-right corner.



## Step 2

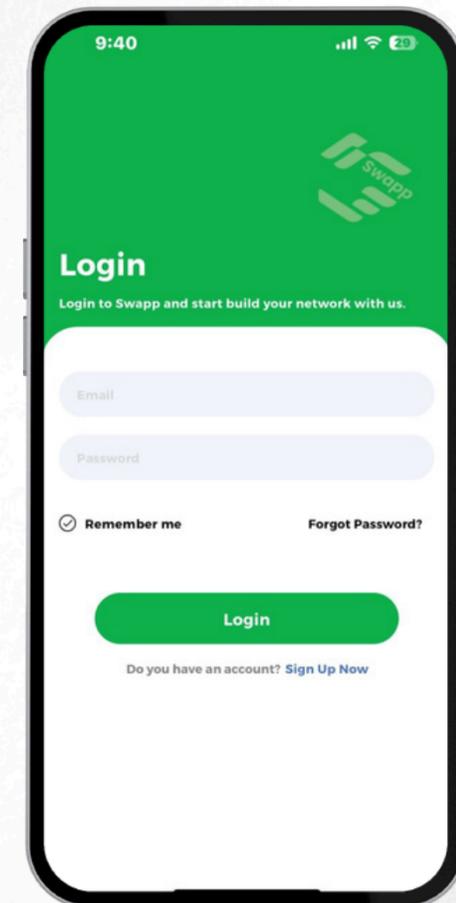
Tap on "Delete Account".

 Deleting your account will result in the loss of all data within the app.



## Step 3

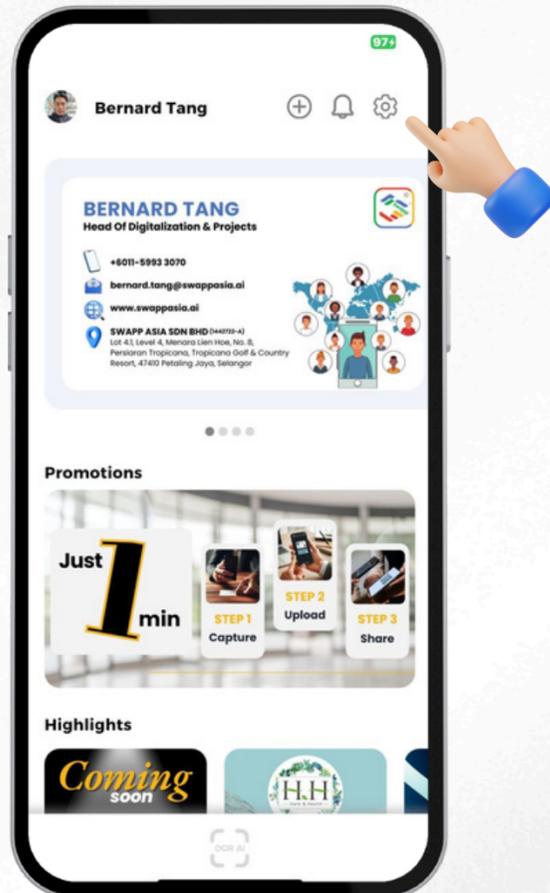
The app will redirect you to log in page.



# LOG OUT

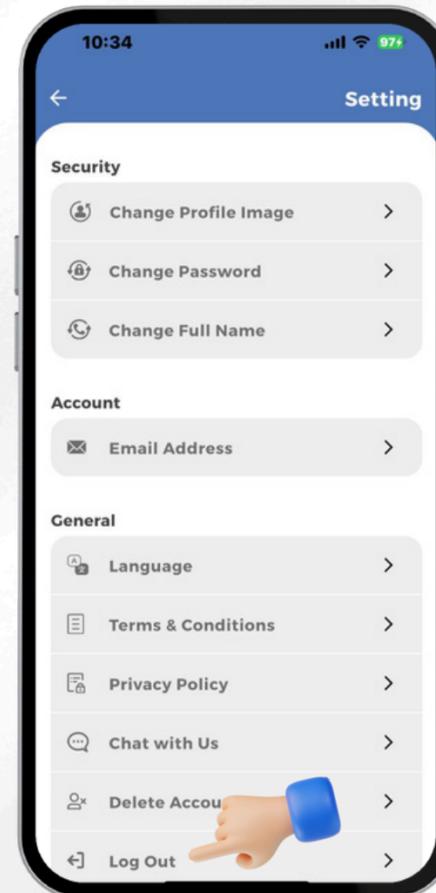
## Step 1

Tap on "Setting" located at the top-right corner.



## Step 2

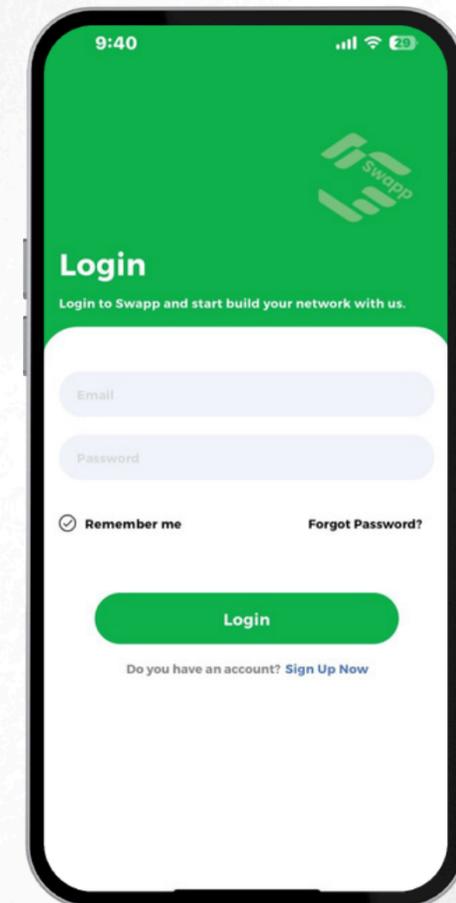
Tap on "Log Out".



## Step 3

The app will redirect you to log in page.

 We only support one login per device.





# THANK YOU !

We hope it made your experience smoother. Stay tuned for more exciting updates!

**Share this app  
with your friends!**

[www.swappasia.ai](http://www.swappasia.ai)

