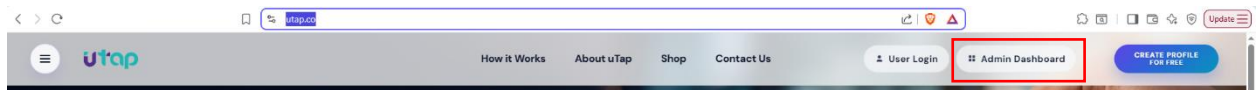


Utap Admin Portal – User Manual

Accessing the Admin Portal

1. Open your browser and navigate to the admin login page
<https://utap.world/admin/> - Direct Admin Login Page.

<https://utap.co/> - Website to Admin Dashboard



2. Log in using your registered email address and password

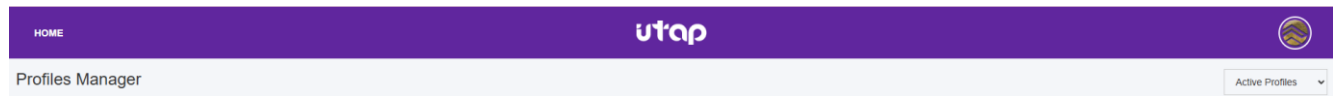
A screenshot of the 'Admin Account Login' form. It features a teal 'utap' logo at the top. Below the logo, the text 'Admin Account Login' is centered. The form consists of three main components: a teal input field for 'Email', a teal input field for 'Password' with an eye icon for toggling visibility, and a purple 'Log In' button. Below these fields, there is a horizontal line with the word 'OR' in the center. Underneath, there are two links: 'Create Account' and 'Forgot password ?'.

Dashboard Overview

3. Once logged in, you'll be directed to the Admin Dashboard

A screenshot of the Admin Dashboard. The top navigation bar is purple with the 'utap' logo and a 'HOME' link. Below the navigation bar, the 'Profiles Manager' section is visible. It includes a search bar with 'Aspen Meion' entered, a dropdown for 'Active Profiles', and a 'Number of Rows' selector set to '25'. The main content is a table with 7 columns: Name, Taps, Lock Edits, Edit Profile, View Profile, Created, and Delete. The table contains 9 entries. At the bottom left, it says 'Showing 1 to 9 of 9 entries'.

Header Navigation



4. Top-Right Corner: Company Logo

Click on the Company Logo in the header to access additional settings and company information

A diagram illustrating the company profile dropdown menu. The menu is titled 'Aspen Melon' and lists the following items: 'Email: demo@utap.co', 'Code: Access123', 'Edit Company Info' (with a camera icon), 'Zoho CRM Integration' (with a spreadsheet icon), 'Leads Report' (with a spreadsheet icon), 'Change Password' (with a lock icon), and 'Logout' (with a door icon). To the left of the menu, five boxes are connected to specific items by arrows: 'See in No.5' points to the company name, 'See in No.6' points to 'Edit Company Info', 'See in No.7' points to 'Zoho CRM Integration', 'See in No.8' points to 'Leads Report', and 'See in No.9' points to 'Change Password'. To the right, a box points to the 'Logout' item with the text: 'Logout: Click Logout to securely exit the admin session.'

Card Activation

5. Access Code for New Card Activation to incorporate in Admin Dashboard (Profile Manager)

a. Sample New Card Activation

The screenshot shows the 'New Card Activation' form. At the top is the 'utop' logo. Below it, the text 'Create an account to activate your card.' is displayed. The form consists of three input fields: 'Email', 'Create a Password' (with an eye icon for toggling visibility), and a large purple 'Activate Card' button. At the bottom, a line of text states: 'By signing up, you agree to our Terms and Privacy Policy'.This block shows a partial view of the footer area. It includes a 'Language' dropdown menu and an 'Access Code?' input field, which is highlighted with a red rectangular border.

utap

Enter Your Organization Code

Access Code

Pair Card

Language

Access Code?

b. Continue to Activate your Card by filling up the required filled

6. Edit Company Profile: Change or update contact information, social media links, and company logo.

utap

Edit Company Profile

Aspen Melon Logo



Contact information

 utap.world

 Doha, Qatar

Social Media

 utap.official

Done

7. ZOHO CRM Integration - Integration option for syncing profile or company data with ZOHO CRM. Ensure your ZOHO account credentials and permissions are correctly

configured for seamless access. – Function for this is for easy access if you need to open Zoho CRM Website.

8. Leads Report

- Exporting of the leads can be selected particular captured by who or all

Export	Lead	Email	Phone	Company	Captured From	Captured	Requested Profile	Notes
☐	Zakaria2	zakaria2@gmail.com	0736460	1 m	Adanya Interior Design & Trading	6 days, 23 hours, 23 min ago	No	adanya interior design & trading
☐	Adanya	adanya@gmail.com	0736460	adanya	Adanya Interior Design & Trading	1 week, 1 day, 15 hours ago	Yes	adanya interior design & trading

9. Change password or Reset Password

utop

Change Your Password

Create New Password

Repeat New Password

Reset Password

Key Features and Functions

10. Active Profiles

- Names of each person active members
- Taps – Monitoring how many taps has been made for each Cards.

Name	Taps	Lock Edits	Edit Profile	View Profile	Created	Delete
Mark Malek Faraz	1	☒	EDIT	VIEW	2022-02-22	Delete
Carles Sauce	0	☐	EDIT	VIEW	2022-02-23	Delete
Carles Sauce	5	☐	EDIT	VIEW	2022-02-23	Delete
JIMMY SEBOWA	1	☒	EDIT	VIEW	2022-03-13	Delete
COLIN PAULING	5	☐	EDIT	VIEW	2022-03-14	Delete
JUSTIN WEINTROP	0	☐	EDIT	VIEW	2022-03-14	Delete
JIMMY SEBOWA	1	☒	EDIT	VIEW	2022-03-14	Delete

c. Lock Edits :

- i. On - It cannot be edited by the owner of the card
- ii. Off – It can be edited by the owner of the card

HOME utap						
Profiles Manager						
Aspen Meion						
Number of Rows: 25						
Name	Taps	Lock Edits	Edit Profile	View Profile	Created	Delete
Mark Malek Fawaz	1	☒	EDIT	VIEW	2022-02-22	Delete
Canes Sauce	0	☐	EDIT	VIEW	2022-02-23	Delete
Canes Sauce	5	☐	EDIT	VIEW	2022-02-23	Delete
JIMMY SEBOWA	1	☒	EDIT	VIEW	2022-03-13	Delete
COLIN PAULING	5	☐	EDIT	VIEW	2022-03-14	Delete
JUSTIN WEINTROP	0	☐	EDIT	VIEW	2022-03-14	Delete
JIMMY SEBOWA	1	☒	EDIT	VIEW	2022-03-14	Delete
MICHAEL ALDERTON	0	☒	EDIT	VIEW	2022-03-15	Delete
DALE VAN DER SCHYFF	5	☒	EDIT	VIEW	2022-03-15	Delete

Showing 1 to 9 of 9 entries

d. Open browser to navigate log in personal account:

<https://www.utap.world/utap/login.php>

e. Log in using your registered email address and password



Login to your account.

Email

Password

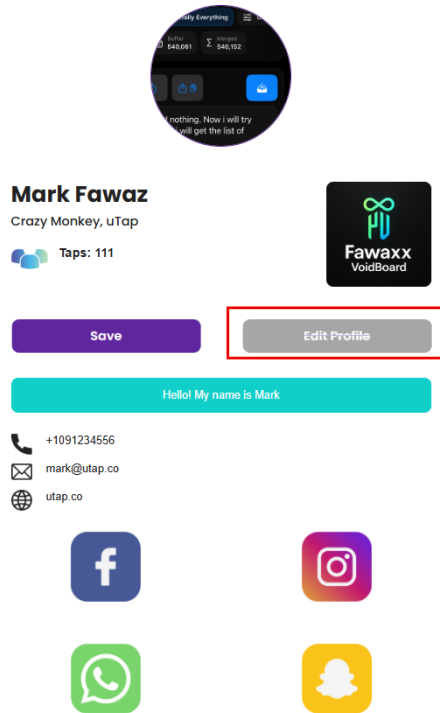


Log In

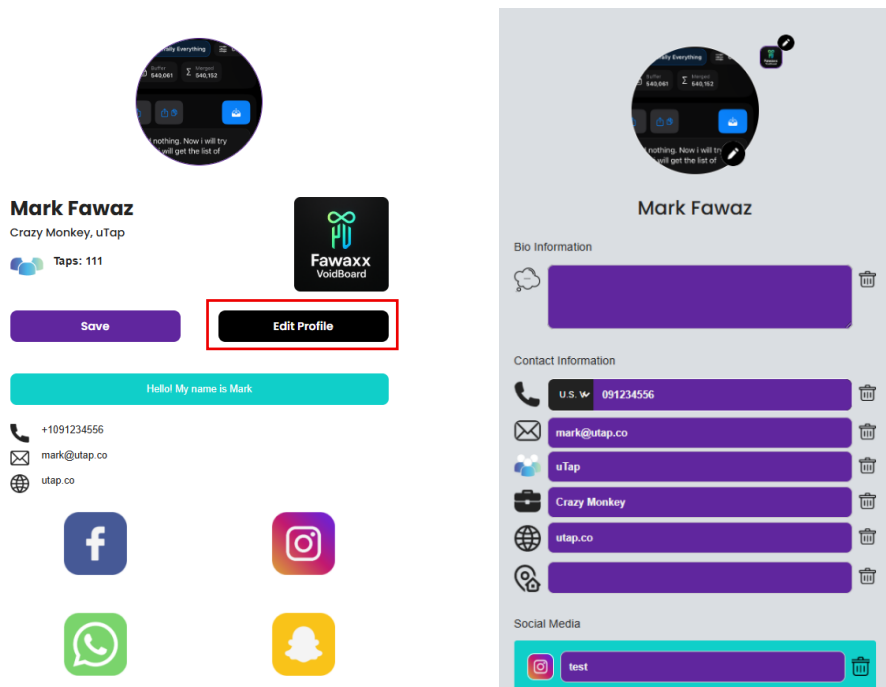
OR

Forgot Password ?

- f. Profile Sample:
- i. On- Not Editable Profile



- ii. Off- Editable Profile



11. Edit – Admin Edit/Update Profile

Mark Fawaz

Bio Information

Contact Information

- U.S. 🇺🇸 091234556
- mark@utap.co
- uTap
- Crazy Monkey
- utap.co

Social Media

test

Done

12. View Profile

a. Sample View Profile

Mark Fawaz
Crazy Monkey, uTap
Taps: 111

Fawaxx
VoidBoard

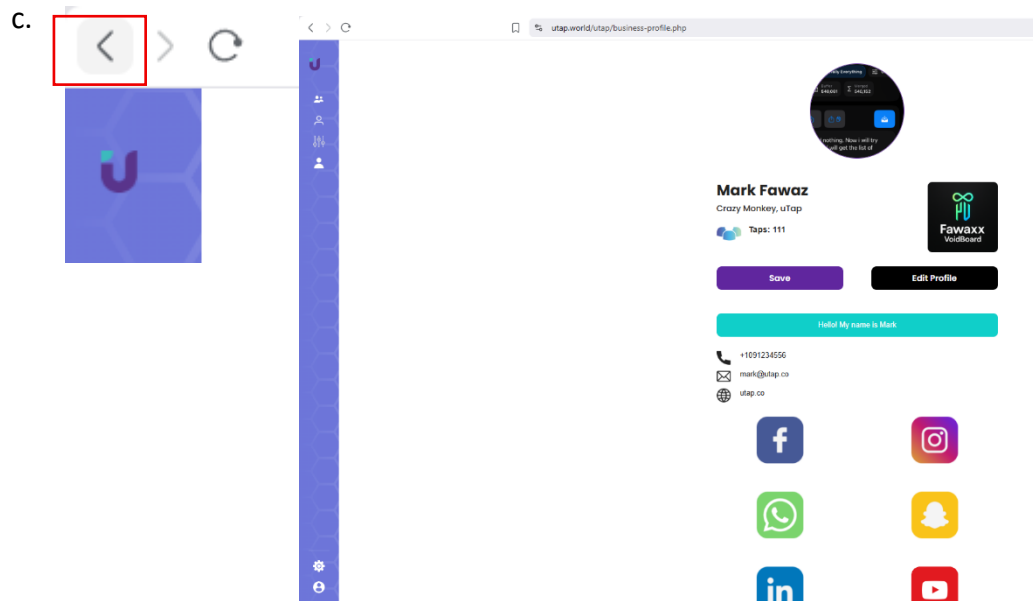
Save Edit Profile

Hello! My name is Mark

+1091234556
mark@utap.co
utap.co

f i s

b. To get back in Profile Press Back Arrow



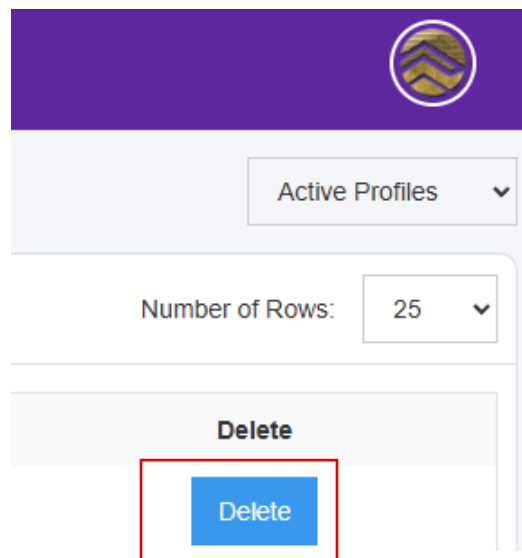
13. Delete

a. Delete Button: Permanently delete a user profile.

⚠ Note: Deleted profiles cannot be reactivated. To restore, request a new activation link from your admin support and re-enter the user's details

i. On how to activate link – you will be needing an NFC Tool – *Different Manual*.

b. To request a New Link Email to your admin support.



14. Number of Rows: shows the total number of active profiles upto 500 entries

The image shows a software interface with a tab labeled "Active Profiles". Below the tab, there is a label "Number of Rows:" followed by a dropdown menu. The dropdown menu is open, showing options: 25, 50, 100, 250, and 500. The option "500" is selected and highlighted. Below the dropdown menu, there are three buttons labeled "Delete".

15. Inactive Profile – Not Working (treat as Extra Features to be updated on the software. (not totally required)

16. New Profile - (treat as Extra Features to be updated on the software. (not totally required)