



Welcome to **MikiVcard**

Digital Visiting Card + Daily Greetings Images

User Documentation

Create Digital Vcard at
Mikivcard.com



Thank You for Choosing Us!

Welcome to the **MikiVcard family!** We are thrilled to have you on board and appreciate your trust in our digital visiting card and daily greetings services. Since our **launch in 2021**, ***our mission has been to empower small businesses by enhancing their marketing and operational capabilities on digital platforms.*** Your decision to invest in Miki Vcard is a step towards a more connected and digitally savvy business future.

For any inquiries or customer support, feel free to reach out :

Call: **+91 86810 71236**

Mail: **mikivcard@gmail.com**



Video Tutorials

Mikivcard Login செய்வது எப்படி.?

<https://youtu.be/gaZbJfg18Xw>

டிஜிட்டல் விசிட்டிங் கார்டை Edit செய்வது எப்படி.?

https://youtu.be/A_7cz0pzHhg

Daily Greetings Images சேவையை பயன்படுத்துவது எப்படி.?

https://youtu.be/_Z528Koa2Ks

Custom Product Posters Create செய்வது எப்படி.?

<https://youtu.be/8uuzXVh69pk>

How to Login

MikiVcard?

Open the Website:

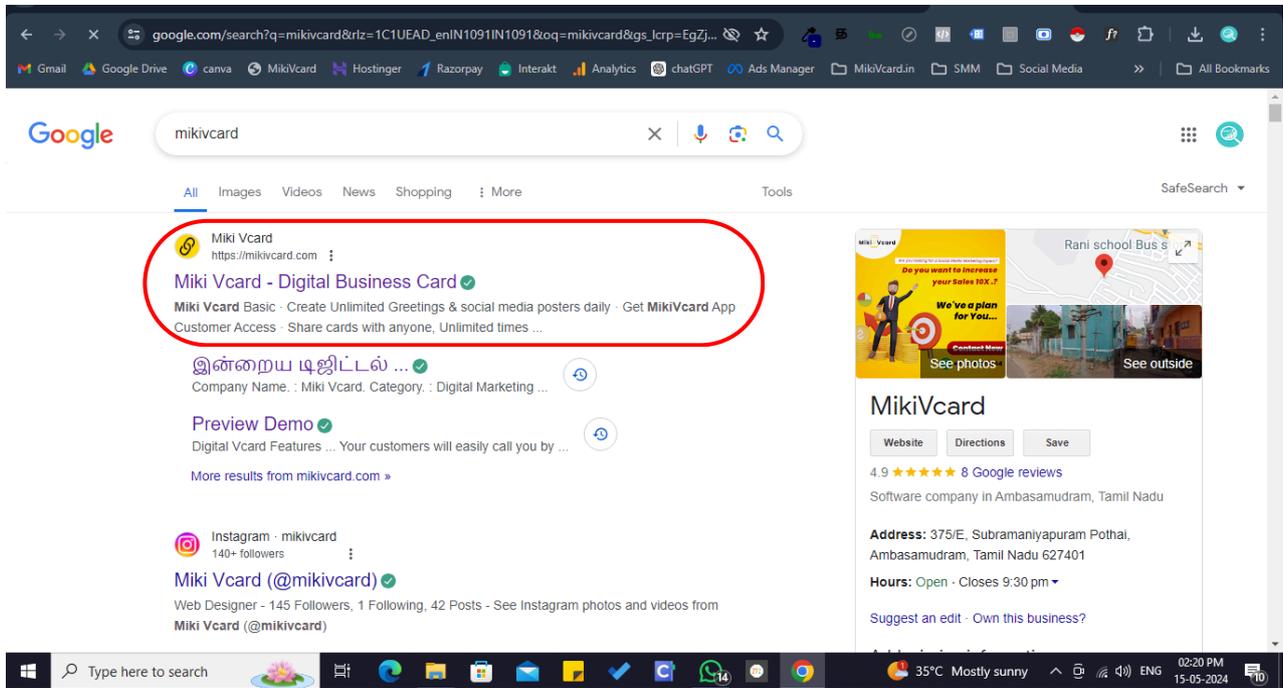
To begin, you need to access MikiVcard through our website. Here's how:

- Open your preferred web browser (such as Chrome, Safari, Firefox, or Edge).
- Go to the MikiVcard.com login page by entering the URL: <https://mikivcard.com/panel/login> into the address bar and press Enter. (Or) Go to [MikiVcard.com](https://mikivcard.com).
- On the top bar of the website, click the Customer Login link.
- This will take you to the login page where you can enter your credentials.

Open the Website:

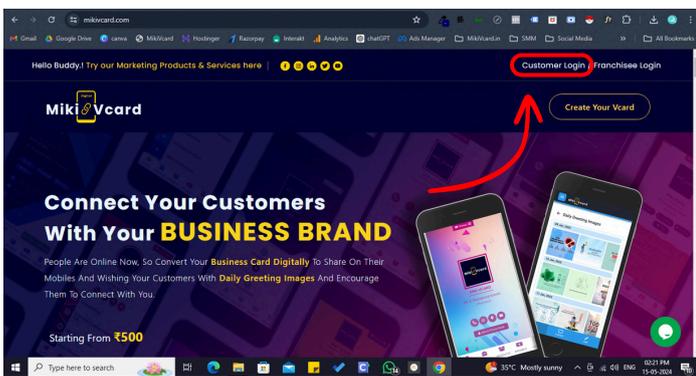
Search "MikiVcard" on your Browser.

1



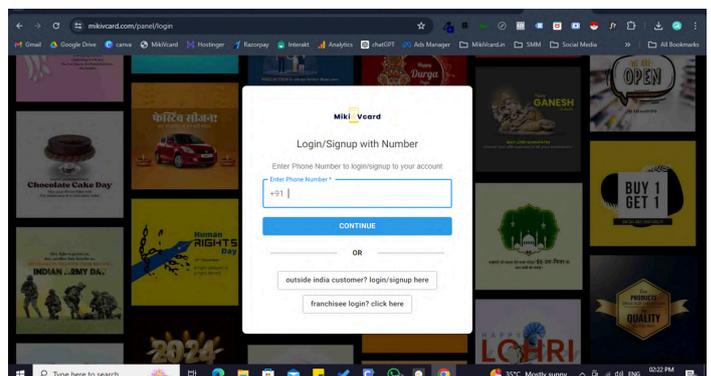
Click Mikivcard.com Website.

2



Click "Customer Login" Text

3



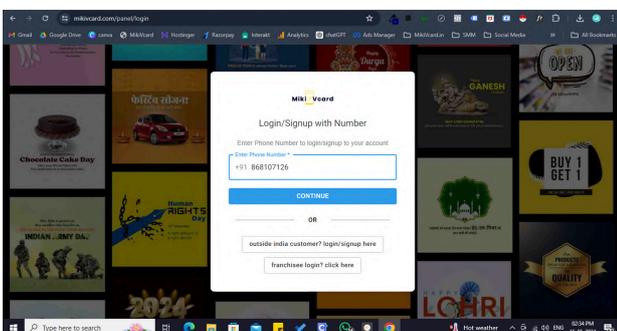
It will Redirect to Login Page



Log In:

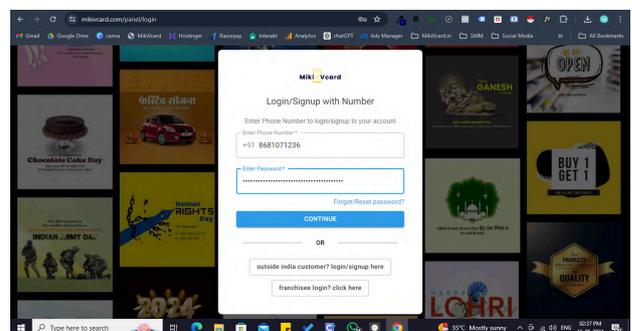
- Enter your login credentials, which is your registered mobile number. If you haven't received your login credentials, Contact our team, has sent them to you via WhatsApp.
- Enter your register mobile number and Click Continue Button.
- Enter your Password and Click Continue Button.
- If you forget your password, click the Forgot/Reset password? link.
- Follow the instructions to create a new password (OTP verification required).

4



Enter your register mobile number and
Click Continue

5



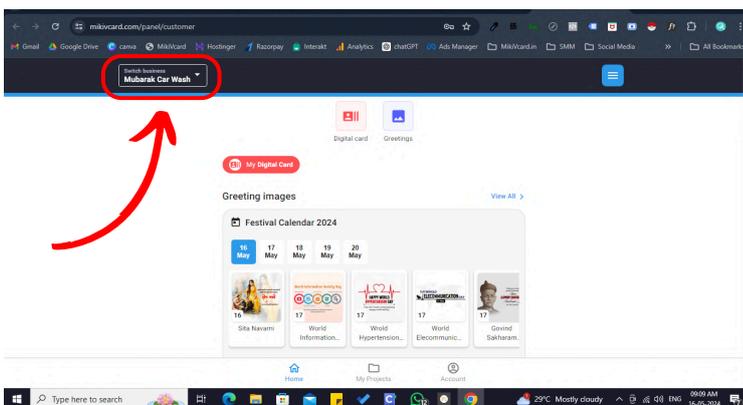
Enter your Password and Click Continue

Video Tutourial : <https://youtu.be/gaZbJfgl8Xw?si=thghYY0BCxyYEgcT>

How to Edit Digital Visiting Card?

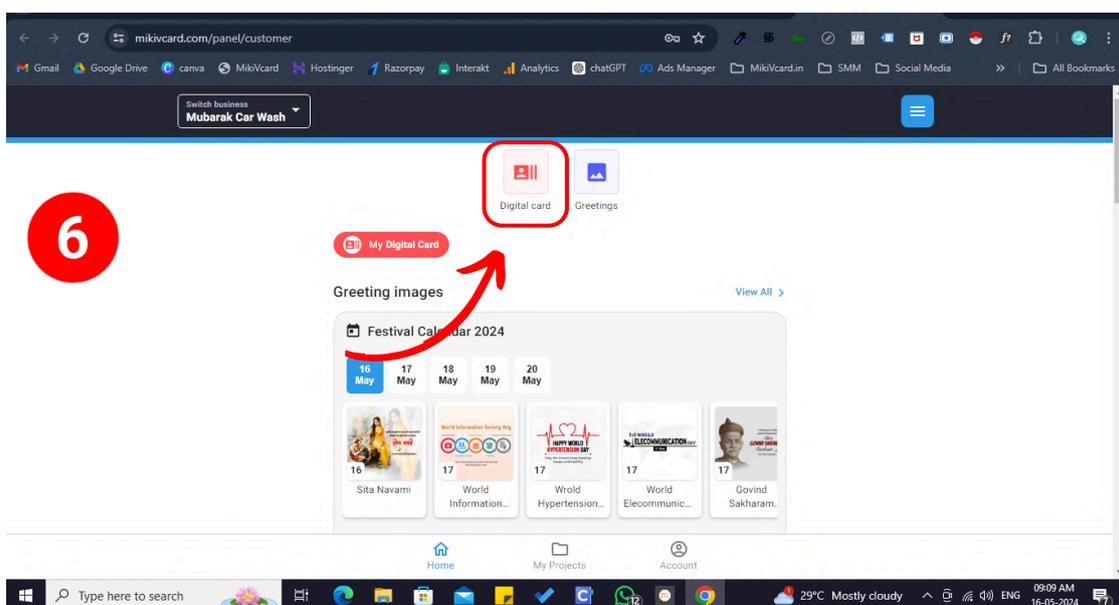
Edit Digital Card:

After logging in, you will find this screen. (In case the Category page is displayed, choose your category and submit. If you don't find your business category, select "Other" and submit.)



For Multiple Card User :

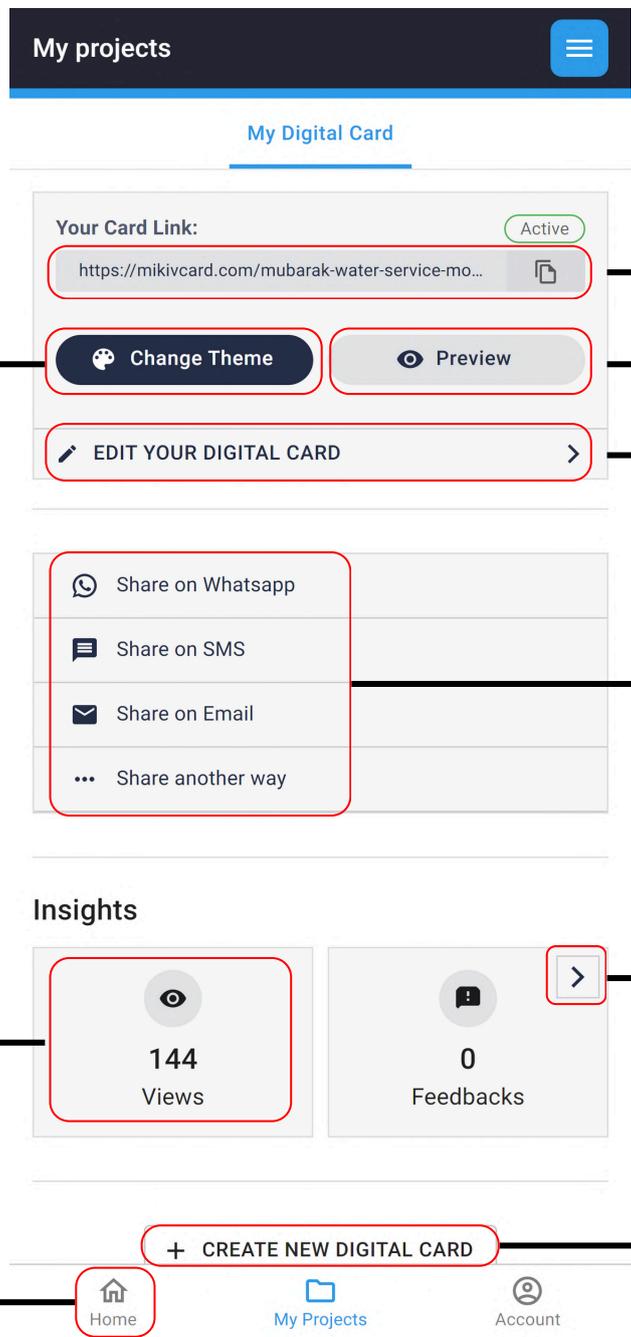
If you have multiple businesses under a single registered number, click this dropdown and select the business you want to set as default for editing.



Click this **Digital Card** Option to Edit Digital Visiting Card

Digital Card:

After clicking Digital Card, you will find this screen. (You can access these features on any device such as mobile, laptop, computer, etc. The system screen is too large, so I am showing you the mobile screen.)



Changing the theme of your Digital Visiting Card

Your Digital Visiting Card URL: Click this icon to copy your link

Preview of your Digital Vcard

Editing Options for Your Digital Visiting Card

Easily share your Digital Vcard by clicking these options

Number of people viewing this particular Digital Visiting Card

To remove feedback from your Digital Visiting card

Click to go back to the previous screen.

Creating New Digital Visiting card

Edit Your Digital Card:

After clicking Edit Your Digital Card, you will find this screen. (You can edit all details of your digital visiting card from these tab options.)

The screenshot shows the 'Edit Card Details' interface with the following sections and their corresponding edit options:

- Basic Details**: Edit Business Name, Owner name, Contact number, Address Etc..
- Social media links**: Edit Social Media Links (FB, Insta, youtube etc)
- About us**: Edit About us Page, Specialities, Nature of business, Pdf etc..
- Products/Services**: Edit or Add Products / Services Name, Image, Description, Price Etc..
- Payment Methods**: Edit Gpay, Phonepe, Paytm Number, bank account details and Payment QR Image
- Gallery**: Add or Edit Gallery Images
- Youtube video gallery**: Add or Edit Youtube Videos
- Settings & customize headings**: Editing Title of All Section & Hiding Some Sections

At the bottom, there is a card preview with the URL: <https://mlikivcard.com/mubarak-water-service-motor-works>. Below the preview are two buttons: 'Change theme' (highlighted with a red box) and 'Preview'. An annotation 'Changing Templates of Digital Vcard' points to the 'Change theme' button.

Basic Details:

* Required Fields

Business Name
 Enter Company Name (Required) *
 Mubarak Water Service & Motor Works *

→ Edit your Business Name here

Display Link Name
 Enter Display Link Name (Required) *
 mubarak-water-service-motor-works *

→ Edit your Digital Visiting Card link here (can't add caps Letter & Special Characters) **(do not change this if printed QR Card with this link)**

Upload Logo/Profile Pic



* Add logo border

→ Change your logo by clicking the triple dot icon

→ Uncheck this to remove the logo border in Digital Vcard.

Click this Button to add One More Owner Name with Designation ←

Change Owner Name and Prefix ←

Add or Edit Last Name ←

Add or Edit Designation (Managing Director, CEO Etc..) ←

Owner Details (Optional)

Prefix: Mr. Enter First Name: M.I.Kather Mydeen

Enter Last Name: _____

Enter Designation: Proprietor

Edit Primary Contact Number ←

Add or Edit Secondary Contact Number ←

Edit Whatsapp Number ←

Add or Edit Landline Number ←

Phone number Details

Code: +91 Enter Phone No (Required): 6380315964 *

Code: +91 Enter Alternate No (Optional): _____

Code: +91 Enter Whatsapp No (Optional): 6380315964 *

Code: _____ Landline No (Optional): _____

Basic details

Code: _____ Landline No (Optional): _____

Address Details

Enter Address: 7/7A,main road, Melaseval - Karisalpatti Road, Kozhumadai, Tamil Nadu 627452 *

Enter Map Location link (Optional): https://maps.app.goo.gl/JRzR4uuTYfjFCr4e7

Email Details (Optional)

Enter E-mail (Optional): Mubarakmotorworks@gmail.com

Website Details (Optional)

Protocol: http Enter Website link (Optional): _____

→ Click this Button to add One More Address

→ Edit Address here

→ Add a location link: **Get the location link from Google Maps and add it here to activate the direction button.**

→ Click this Button to add One More Email Address

→ Add or Edit Email Address here

→ Add or Edit Website Address here

→ **After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.**

Social Media Links:

Social media links ×

Social Media Links

Enter Facebook Link (Optional) → Add or Edit your Facebook Link

Enter Instagram link (Optional) → Add or Edit your Instagram Link

Enter twitter link (Optional) → Add or Edit your Twitter/X Link

Enter LinkedIn link (Optional) → Add or Edit your LinkedIn Link

Enter YouTube Channel link (Optional) → Add or Edit your Youtube Channel Link

Enter Pinterest link (Optional) → Add or Edit your Pinterest Link

Enter telegram link (Optional) → Add or Edit your Telegram Link

Other Links

CANCEL SAVE → **After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.**

Other Links

Enter Other link 1 (Optional) → Add or Edit Any Two Links (Like JustDial, Indiamart, Whatsapp Group, Whatsapp Catalogue Etc..)

Example: <https://www.justdial.com>, <https://www.indiamart.com/>

Enter Other link 2 (Optional)

Example: <https://www.justdial.com>, <https://www.indiamart.com/>

Don't put your profile or Page Id / name here. Please get your page or profile link from the respective social media account and enter it.
(eg: <https://instagram.com/mikivcard>)

About Us:

About Us

Establishment Year
 Select Comp Establishment Year (Optional)
 2017 Choose your Established Year

Category
 Business category: **Automobile**
 Show category in digital card Category is set by default. If the category does not suit your business, just uncheck it to hide it from your Digital Visiting Card.

Nature of business To Edit this Click the add Button -> + Add

Service provider Motor Repair Works Car Wash

Specialities To Edit this Click the add Button -> + Add

Complete client satisfaction Ethical business policies
 Live In Touch With Our Customers Transparent dealings

CANCEL SAVE

Add Business Nature

Distributor
 Exporter/importer
 Service provider
 Restaurant
 Hotel
 Consultancy Services
 Architect and Interior Designer

Manual Nature of business

Enter Nature of business

ADD

Motor Repair Works

Car Wash

DONE

Select your nature of business here. You can add it manually or choose from the default options.

About us text Text Controls

Paragraph **B** *I*

We offers best **Water Wash service** for your Valuable Cars & Lovable Bikes. if You have struggle with your vehicle for every time don't worry friends came to our shop repair it at affordable cost. We offers Four wheeler & Heavy Vehicle motor repair works, Engine works, Gearbox works, Brake works service etc.. Don't waste your money on Showroom service centres.

Human need a bath cars need a wash

We Provide us a best water wash for your vehicle..

Come to our shop & Keep Support us.!

Upload Company Documents/Brouchers (Optional) - Max 2 pdfs of 5 MB each

UPLOAD COMPANY PDFS You can add two PDF files here (e.g., Company Profile, Ebook, etc.).

CANCEL SAVE

Add Speciality

Default Speciality List

Knowledgeable team of professionals
 Complete client satisfaction
 Ethical business policies
 Affordable pricing
 On-time deliver/ execution
 Qualitative products
 Reliable services
 Ability to undertake bulk orders
 Live In Touch With Our Customers
 Transparent dealings
 Easy payment mode
 Customized solutions
 Best Consultancy

Manual Specialities

Enter Speciality

ADD

DONE

Add or Edit Specialities here. You can add it manually or choose from the default options.

Add your "About Us" text here, including headings, bullet points, etc. (e.g., About, Mission, Vision, Why Choose Us, etc.).

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Products/Services : Max 15 Products/Services

Products

[+ ADD PRODUCT/SERVICE](#)

- Car Wash** (MUBARAK logo, MEN T92 + 84TH, CALLS 9812 A 300H) - Edit, Delete, Drag
- Water Wash** - Edit, Delete
- Bike Wash** - Edit, Delete
- Motor Repair Service** (MUBARAK logo)
- Grease Filling**

CANCEL **SAVE**

Annotations:

- **Add New Product/Service by Click this Button** (points to the '+ ADD PRODUCT/SERVICE' button)
- Drag this to align the product display position. (points to the drag handle of the 'Car Wash' item)
- Click this to Delete Product/Service (points to the delete icon of the 'Water Wash' item)
- Click this to Edit Product/Service (points to the edit icon of the 'Bike Wash' item)

Add Product/Service details

Enter Product/Service name (Optional)

Product Description

Paragraph [Rich Text Editor Icons]

Currency: ₹ Enter Product/Service Price (Optional)

Hide Enquiry Button [Customise Your Enquiry Message](#)

Hide Download Product Card Button [Download Product Card](#)

CANCEL **SAVE**

Annotations:

- Add your Product/Service Name here (Eg: Digital Visiting Card)
- Add your Product/Service Description here (Eg: Explain about Digital Visiting Card)
- Add your Product/Service Price here
- Check the box to hide Enquiry Button | Customize Enquiry Message here
- Check the box to hide Download Product Button
- Upload your Product images here (Max 5 images)

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Payment :

Payment Methods

Code	Enter Paytm Phone No (Optional)
+91	9047532818

Code	Enter Phone Pe Phone No (Optional)
+91	9047532818

Code	Enter GooglePay Phone No (Optional)
+91	9047532818

Account Details

Enter Bank Name (Optional)
Enter IFSC code (Optional)
Enter Account Holder Name (Optional)
Enter Account Number (Optional)
Enter Account Type (Optional)

CANCEL SAVE

Add or Edit your Gpay, Phonepe, Paytm number here

Add or Edit your Bank Account Details here
(We do not recommend adding details to this.)

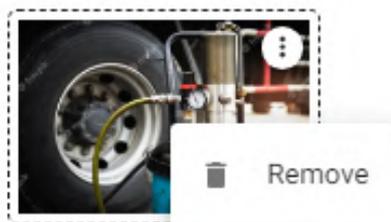
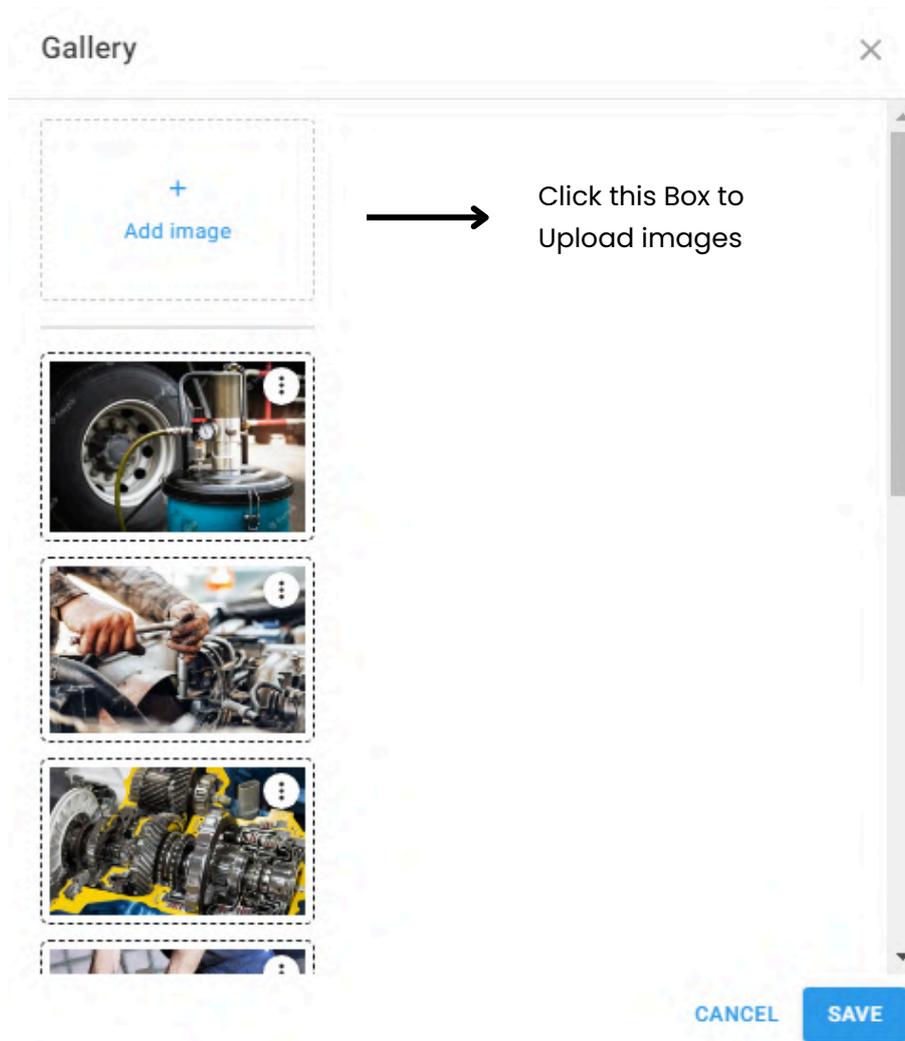
Upload Qr Images

 Paytm Qr
 PhonePe Qr
 Google Pay Qr

Upload your UPI QR Code Image here

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Gallery : **Max 20 Images**



Click this Triple dot to Remove images

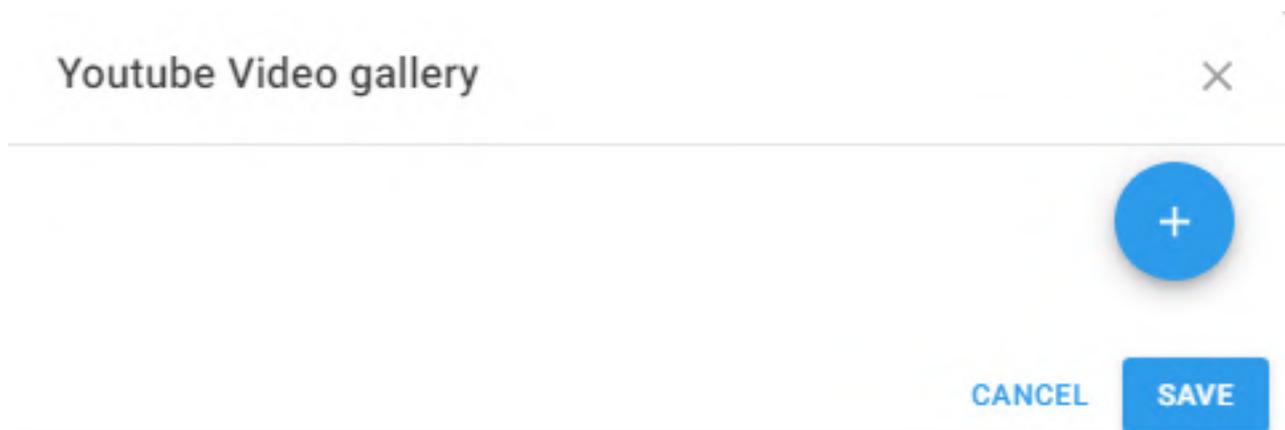
Once you upload the images, kindly wait for them to load, then click the save button.

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Youtube Video Gallery :

Max 5 Youtube Videos

You can't add video directly. Please upload your video to YouTube, then copy the link and add it to your Digital Visiting Card (shorts videos are not supported).



Click the plus button to add a video link.



Enter your video link here. If you want to delete, click the delete icon. Click the plus button to add another video.

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Settings & Customize Headings:

Visibility Settings

- Hide About Us Section
- Hide Products/Services Section
- Hide Payment Options Section
- Hide Gallery Section
- Hide Youtube Videos Section
- Hide Feedback Section
- Hide Enquiry Form Section
- Hide Share Section
- Hide Unentered Social Media Links
- Hide Views

Check these buttons to hide particular things from your digital visiting card

Customise headers

About Us Section
Enter about us section heading
About Us

Products Section
Enter products section heading
Our Services

Payment Section
Enter payment section heading
Payment

Gallery Section
Enter gallery section heading
Gallery

Youtube Videos Section
Enter youtube videos section heading
Videos

Customise footer labels

Home footer text
Enter home footer text (Optional)
HOME

About Us footer text
Enter About Us footer text (Optional)
ABOUT US

Products footer text
Enter products footer text (Optional)
PRODUCTS

Payment footer text
Enter payment footer text (Optional)
PAYMENT

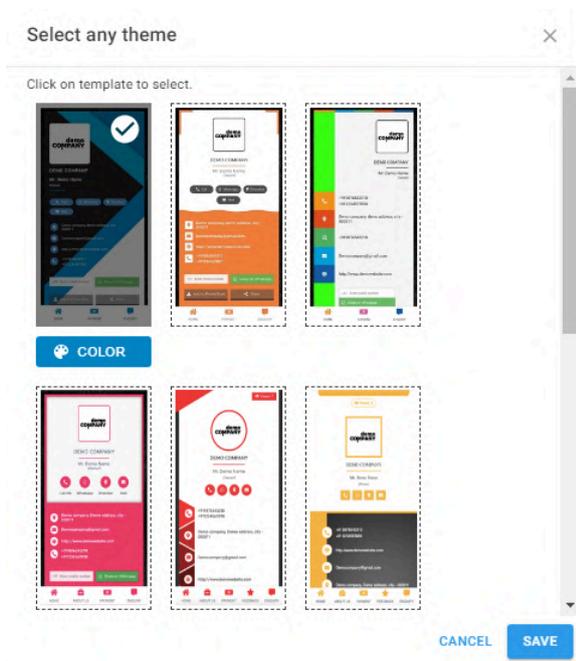
Enquiry footer text
Enter enquiry footer text (Optional)
ENQUIRY

Changing specific section headings and footer labels on your digital visiting card

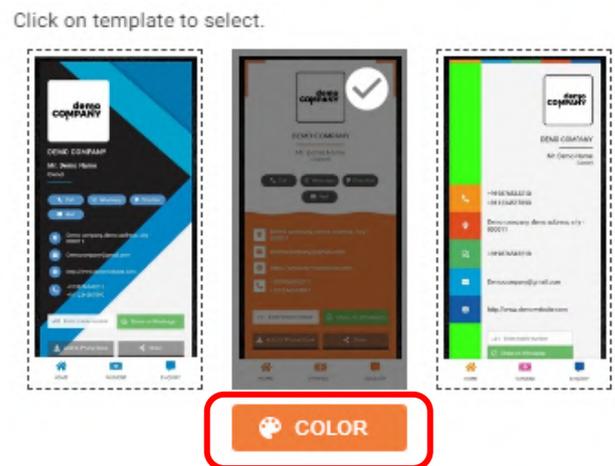
After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

Digital Visiting Card Templates :

Click the Change theme button to Change Digital Vcard Design.



We have 12 templates; you can choose any one of them. **For some templates, you can change the colors.**



Click the Color Button, The Color Selecting Popup will open. choose your Color from Defaults or Click the plus icon and choose it from color wheel.

Choose a color, You like.



Color Selector

Choose a color, You like.



Keep in mind, you can easily change it later.

DONE >

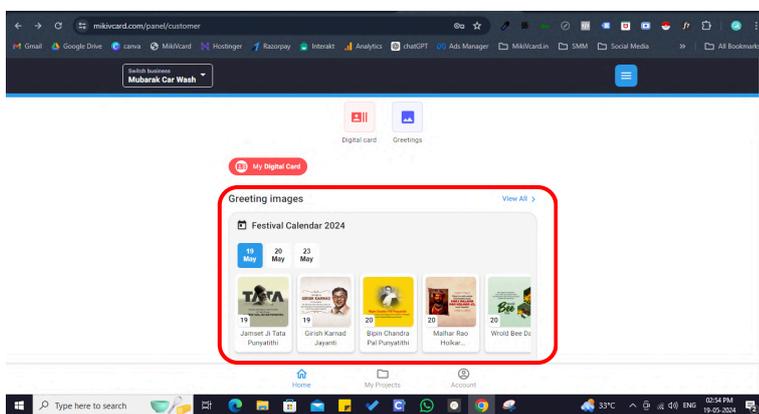
Default Colors

After making all the changes, don't forget to click the save button. Otherwise, your card details will not be updated.

How to Download Daily Greetings Images?

Daily Greetings Images:

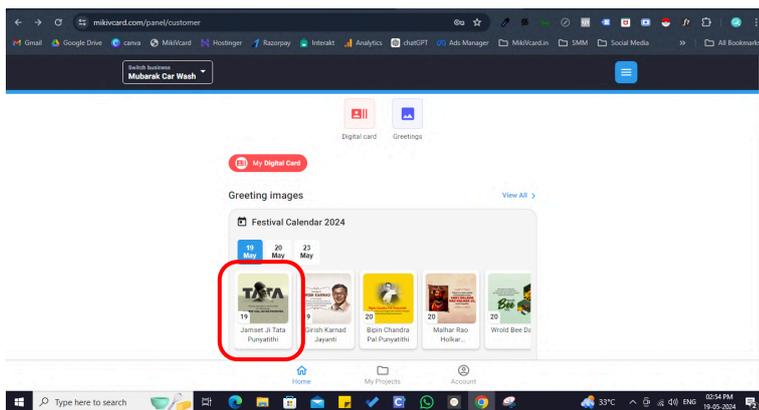
After logging in, you will find this screen.



Upcoming Days Greetings

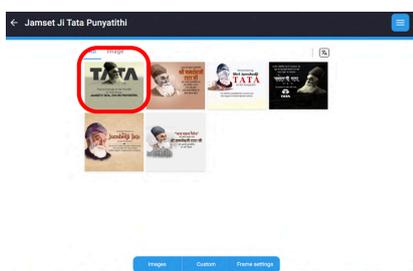
1

In this section, we list upcoming festival images, occasional images, and motivational images.



For all topics, there will be some images related to those events. So Select the Topic

2



3 You will find images related to that topic. Choose any image from the selection.



4 It will open the frame selection tab. Choose any frame and click the download button to save the image.

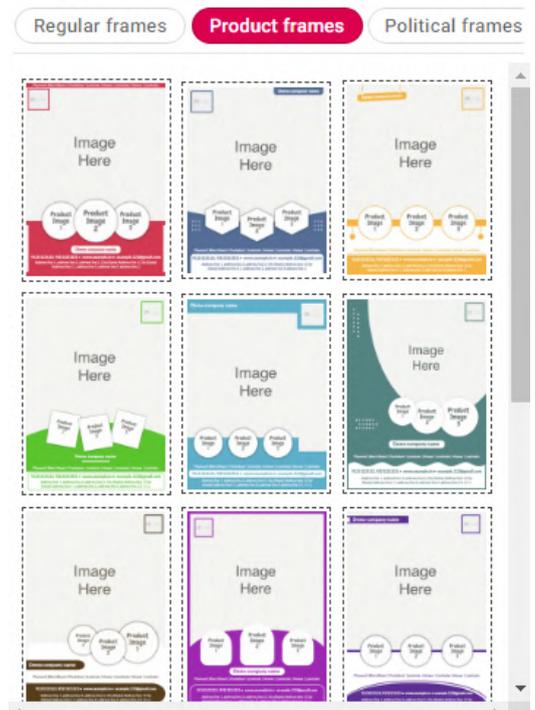
4

Daily Greeting Images Frames:



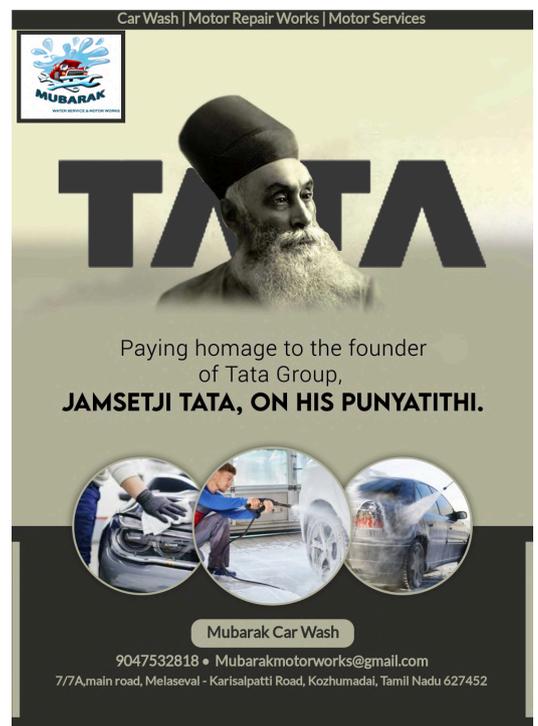
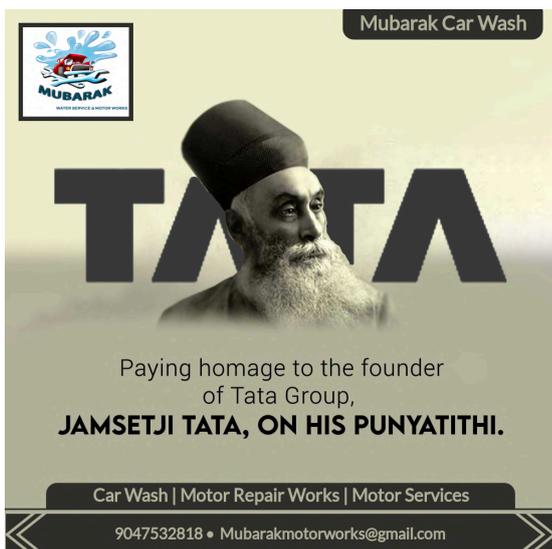
Regular Frames

17 Frames



Product Frames

16 Frames



How to Edit Business Details?

Edit Business Details in Daily Greetings Images:



Click the "Edit Frame Details" button to change your business details.

Regular frame settings | Political frame settings

Logo/Profile Pic

Click the Triple Dot to Change your Logo

Select logo size

Small (10%) Medium (15%) Big (20%)

Custom

Add logo border

Adjust Logo Size on Posters | Add or Remove Logo Border Line

Contact details

Enter Business Name (Required) *

Mubarak Car Wash **Business Name**

Code +91 Enter Phone No 9047532818 **Contact Number**

Code +91 Enter alternate No

SUBMIT CANCEL

Contact details

Enter Business Name (Required) *

Mubarak Car Wash

Code +91 Enter Phone No 9047532818

Code +91 Enter alternate No

Enter email Mubarakmotorworks@gmail.com

Enter website

Business description Or Product/Service names (Max 90 characters)

Enter description

Car Wash | Motor Repair Works | Motor Services

For eg: Plywood | Block Board | Flushdoor | Laminates

Add or edit the business description that is shown on the posters.

Address settings **Address**

Enter address

7/7A,main road, Melaseval - Karisalpatti Road, Kozhumadal,

Product Images (Optional)

Product Image 1 Product Image 2

Product Image 3

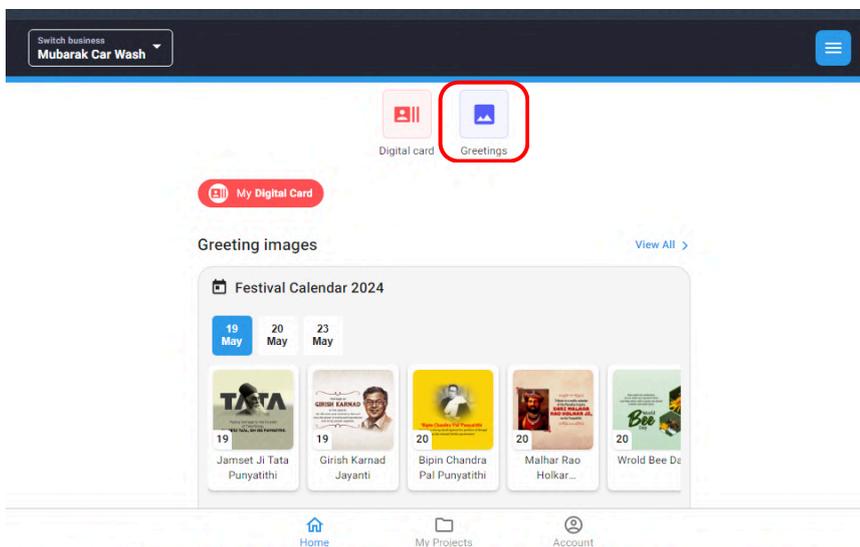
Choose image *

Click the "Choose Image" box and upload product or service-related images, which will be shown only on product frames.

After making all the changes, don't forget to click the submit button. Otherwise, your business details will not be updated.

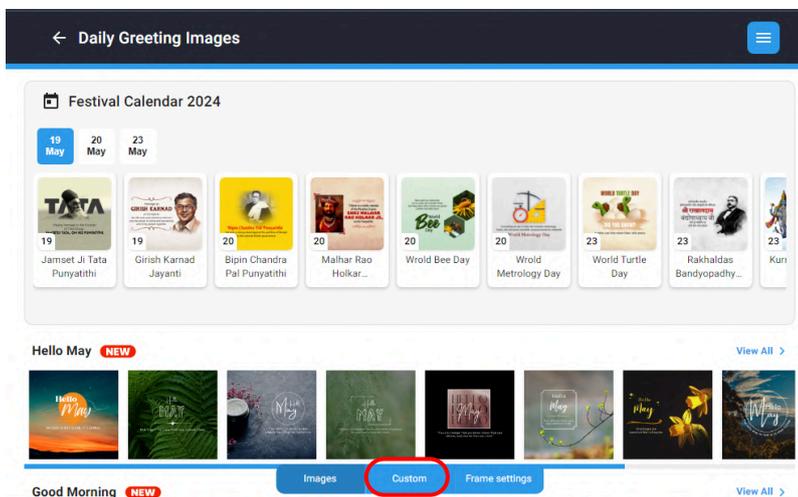
How to Use Custom Posters?

Creating Custom Poster Images:



1

Click the greetings icon on the opening screen to be redirected to the greetings page.



On the greetings page, you will find over 5000 premade greetings posters. You can use these designs. Additionally you can download custom images or Google images with your branding.

2

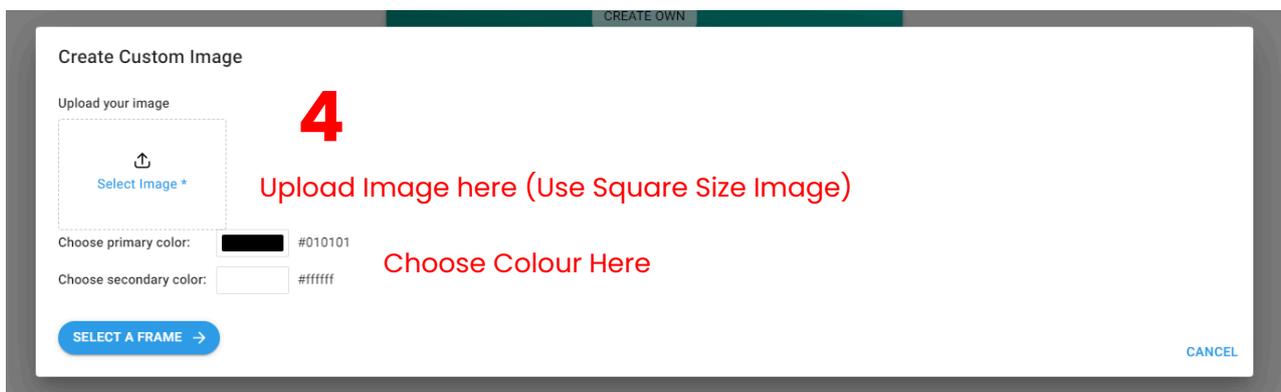
Click the "Custom" button to create custom images.

Creating Custom Poster Images:



3

Click the "Create Own Image Post" button.



Create Custom Image

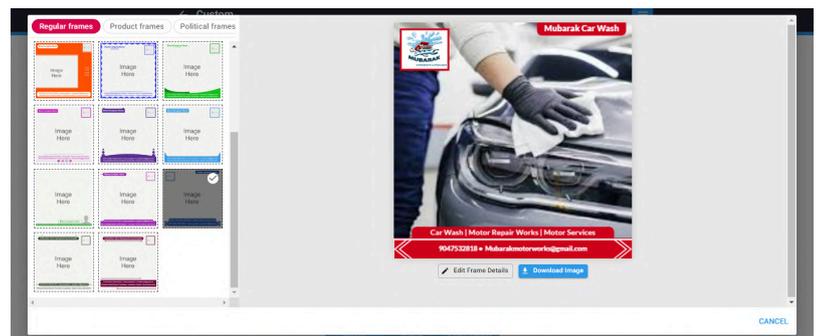
Upload your image



Choose primary color: #d0021b

Choose secondary color: #ffffff

SELECT A FRAME ->



6

Select your frame and click the "Download" button to save the image.

5

Once you've uploaded, click the "Select a Frame" button.

Thank You.!

If you find any issues or have any doubts, kindly contact our support team([+91 86810 71236](tel:+918681071236)) they will be happy to help you!

Additional Resources:

Check Out Our Other Services:

<https://mikivcard.com/miki-vcard-9>

Leave Your Review Here:

[Click here](#)

We appreciate your feedback and are always here to assist you. Thank you for choosing Miki Vcard!