



KINKON

A faint, light gray world map is visible in the background, composed of a grid of small dots that form the outlines of continents.

**USER GUIDE
THE APP**

THANK YOU FOR CONNECTING

----- X

This mobile application provides a platform for creating, sharing and collecting digital business cards. Corporate cards can be issued by an organisation to all staff and include an in-app organisational chart of all colleagues and their details. Groups can also issue cards to members and KINKON can be used to display your group membership card plus, you get to see details of all other members.

NEVER LOSE A CONNECTION AGAIN

“

**Healthy business relationships are the
foundation of any successful business**

ONBOARDING

- - - - X

The Whanganui Chamber of Commerce (WCC) has issued you an email invitation to join the KINKON network!

If you're already using the app for other personal/business cards, your Chamber card will appear as a pending card once you follow the invite link.

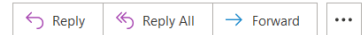
Accept and you're in! Jump to page 10 to see how to invite your staff members to also have a WCC card.

Step 1) Click the deep link in the invite (due to security reasons, sometimes you will be required to copy and paste in a web browser, on your phone)

You've got a connection request



KINKON <kinkon-invitation@kinkon.com.au>
To masina@proaxiom.co.nz



Sun 2/23/2020 1:06 PM



You have received a KINKON connection request

Thank you for opening our email. Welcome to the NEW digital, environmentally friendly WHANGANUI CHAMBER OF COMMERCE membership card. Please click the link below to register your card now.

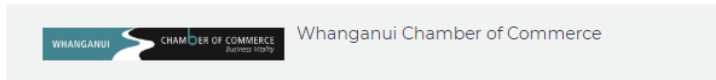
[Connect to KINKON](#)

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Step 2) Enter your email which is registered with the WCC and password followed by **REGISTER**, then head to your back to your email account



You have been invited by:



Do you already have a KINKON account?

YES! Click the Login button in the top right hand corner to connect your Chamber Card

NO! Please enter your email address below and click Register. Then head back to your email account to find your new password - if you cannot see it, check your spam folder.



Email Address

masina@proaxiom.co.nz

Password

.....

Register

Step 3) If you are on your **desktop** use your mobile phone to scan the QR code in the email.
This will take you to the download page.

Welcome to KINKON



KINKON <no-reply@kinkon.com.au>
To masina+xxxx@proaxiom.co.nz

Reply Reply All Forward ...

Sun 2/23/2020 1:53 PM



Hi! You have registered with KINKON

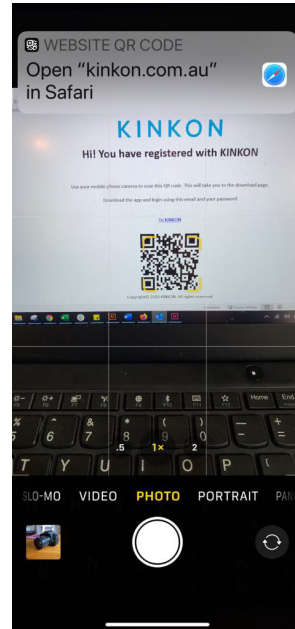
Use your mobile phone camera to scan this QR code. This will take you to the download page.

Download the app and login using this email and your password

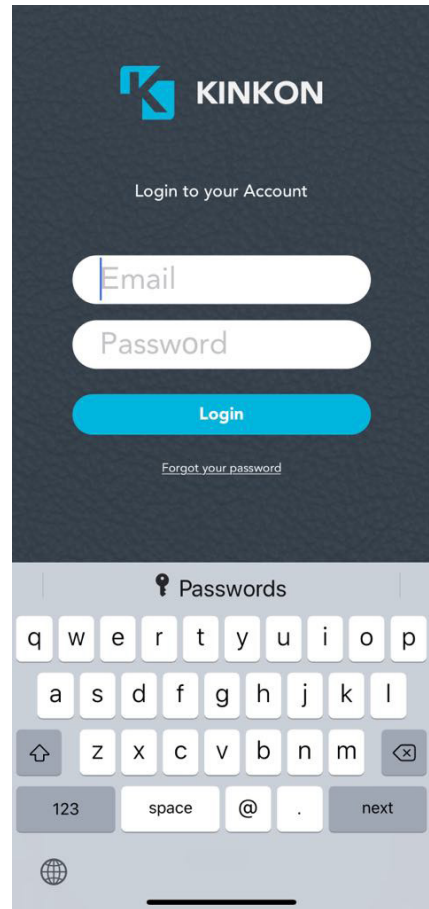
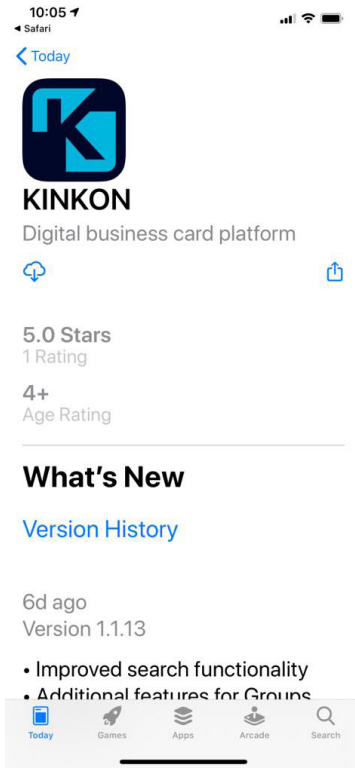
[To KINKON](#)



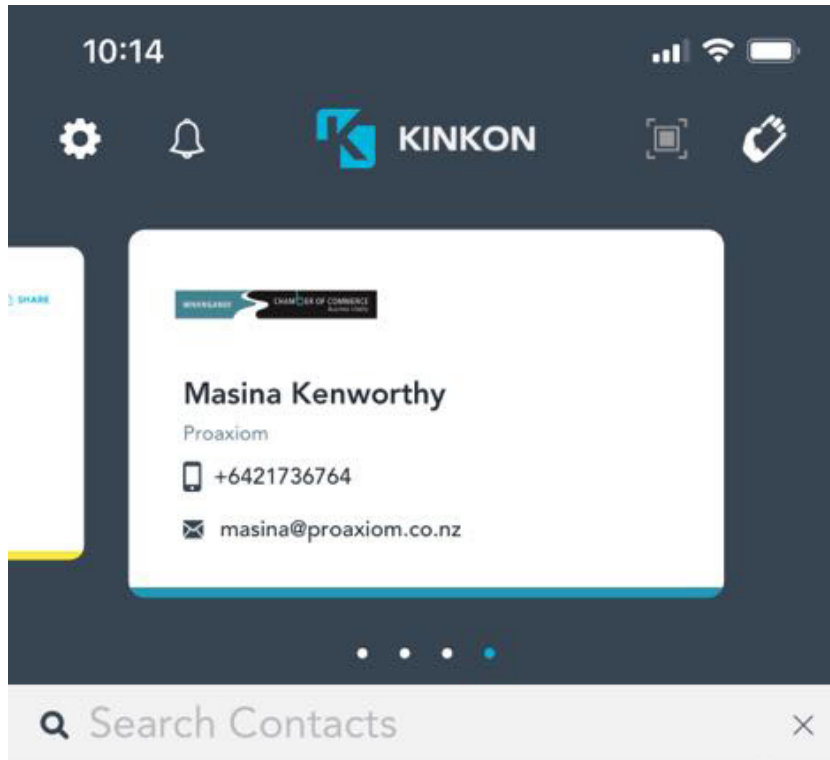
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Step 4) Download the **KINKON app** on your mobile phone and **login** using your **email** and **password**

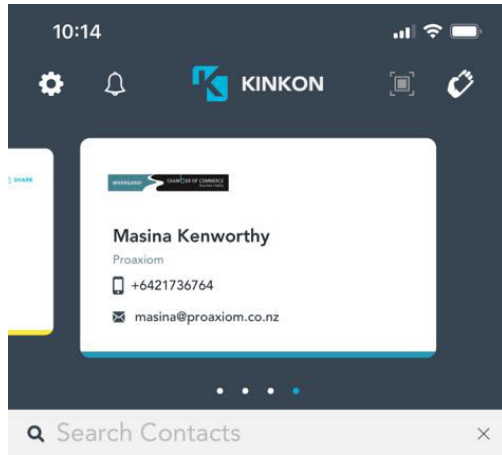


Step 4) Your card will appear once logged in, on the landing page, swipe across to view your WCC card.

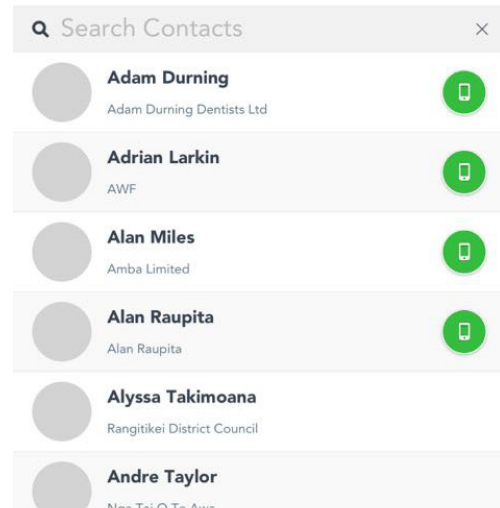
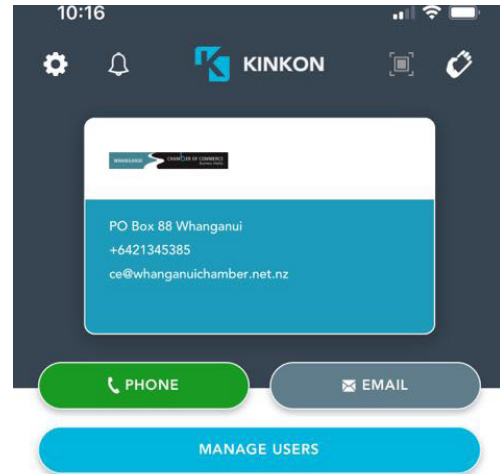


PS! You can create your own cards, not connected to the WCC, you know, for your rowing club, dog walking side business, or a personal card to keep track of friends and family.

Step 5) Now you have all the WCC Members at your finger tips!
Simply swipe the card down to view them!



**Events information
coming soon**

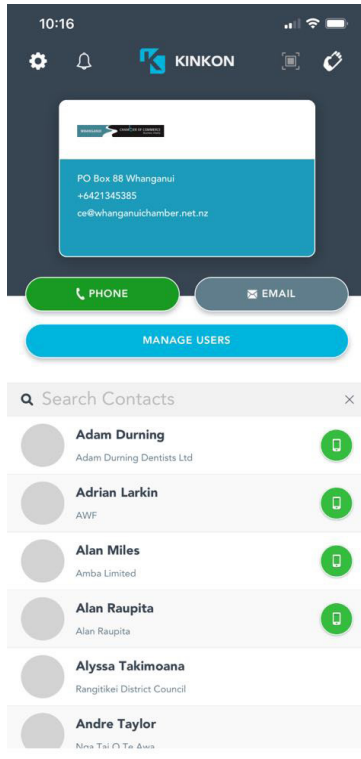


ADDING YOUR STAFF TO THE WCC LIST

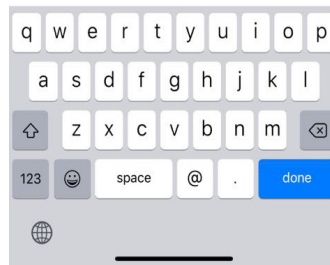
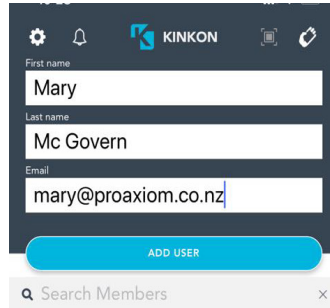


You can add staff members to the WCC cards, they will be linked to you and only viewable when others press and hold on your name in the WCC list. Follow these steps to learn how!

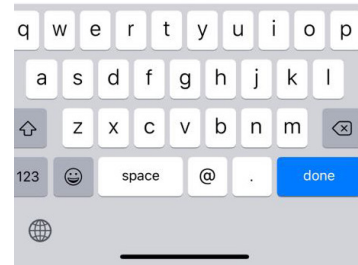
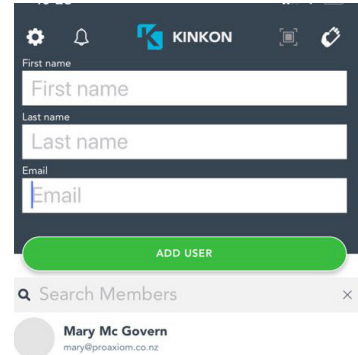
Step 1) Swipe your card down and press **MANAGE USERS**



Step 2) Enter your staff members details



Step 3) Press **ADD USER**



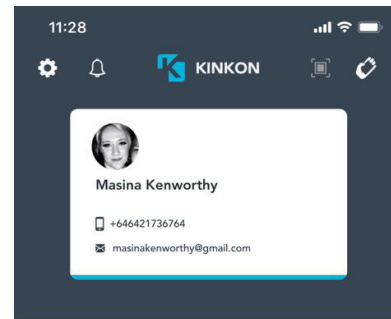
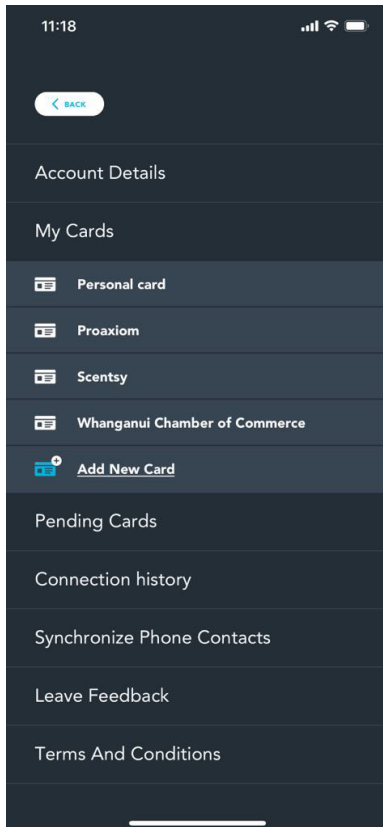
ADDING NEW CARDS



You can create your own personal cards by following these steps:

Step 1) Click the **SETTINGS** button - top left hand side, followed by **ADD NEW CARD**

Step 2) Complete all the information you want to have on your card




Personal Card

First Name*

Last Name*

Organisation

Title

 Add image

Email*

Step 3) You can even add in your social media accounts! Once complete hit **SAVE CARD**

11:31

KINKON

Address
Optional

LinkedIn
Masina Kenworthy

Instagram
Enter Username Or Link

Facebook
Masina Kenworthy

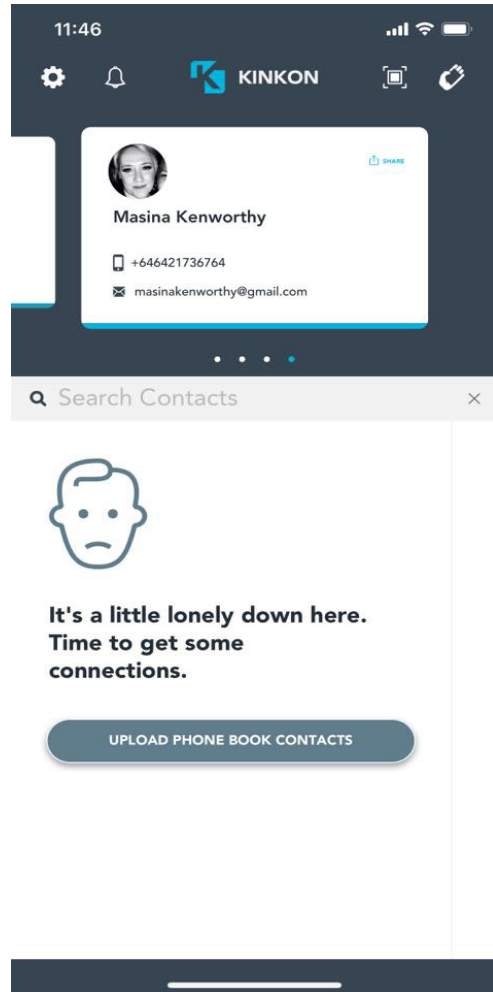
Twitter
Enter Username Or Link

Chosen colour will be shown as accent for this card

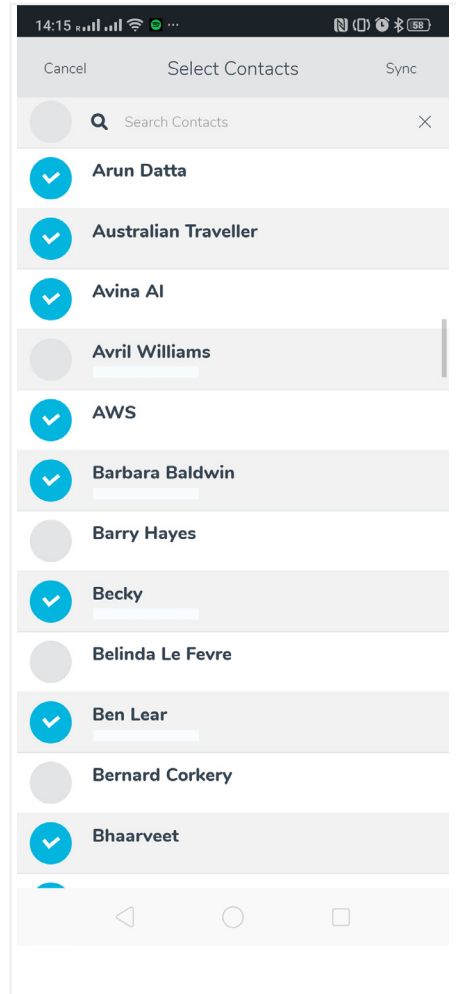
This card is shareable Yes

Save Card

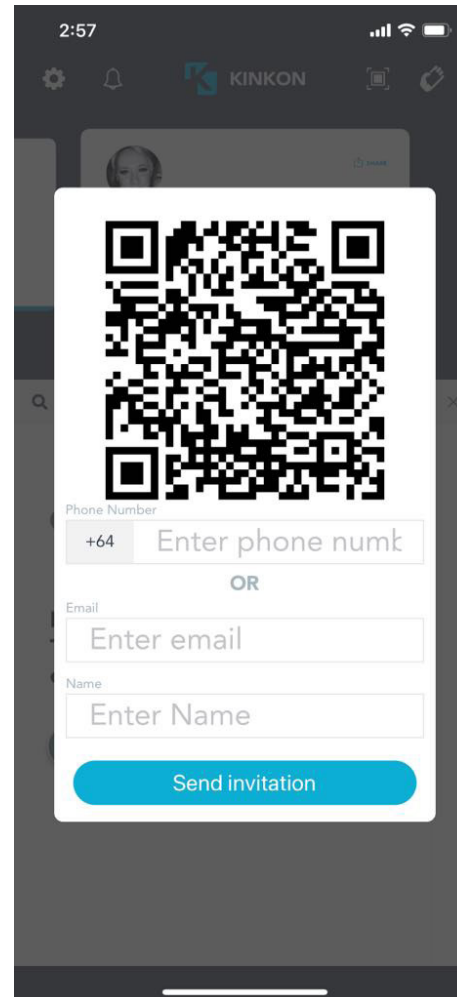
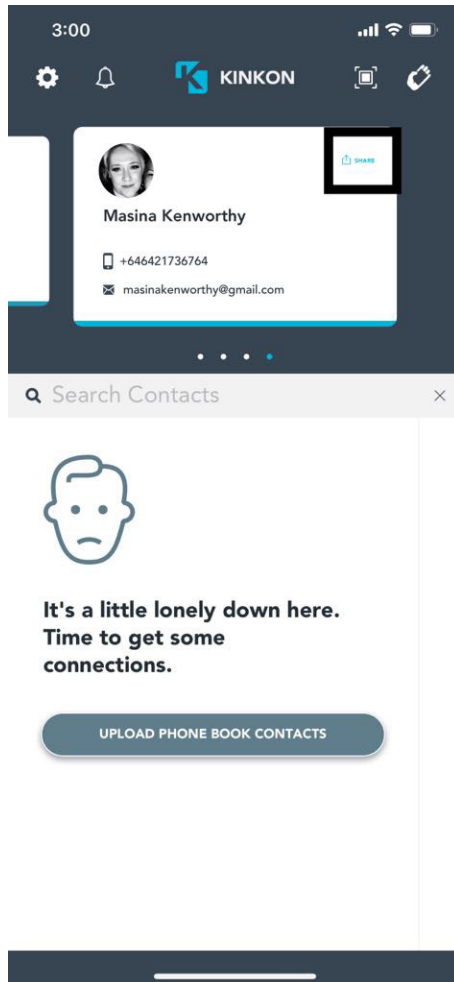
Step 4) View your cards on the landing page, by swiping across



Step 5) It might look a bit empty there. Upload all your relevant business contacts by following the prompt. You can upload ALL contacts or alternatively, tick the contacts that you regard relevant to be in that cards Rolodex.



Step 6) Now start sharing your card with anyone you meet! Share via email/text or QR code by swiping your card upwards or clicking the share button on the right hand side of the card

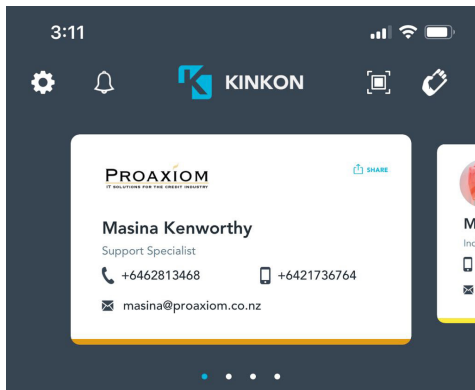


PRO TIPS



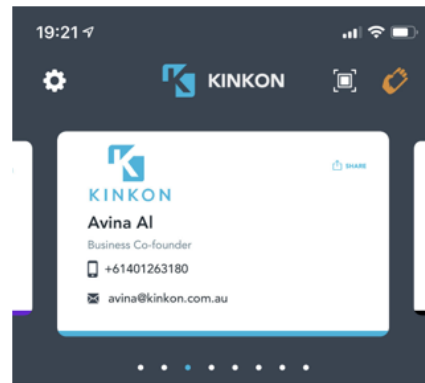
QR Scanner

Use the QR scanner to scan individual QR codes to connect



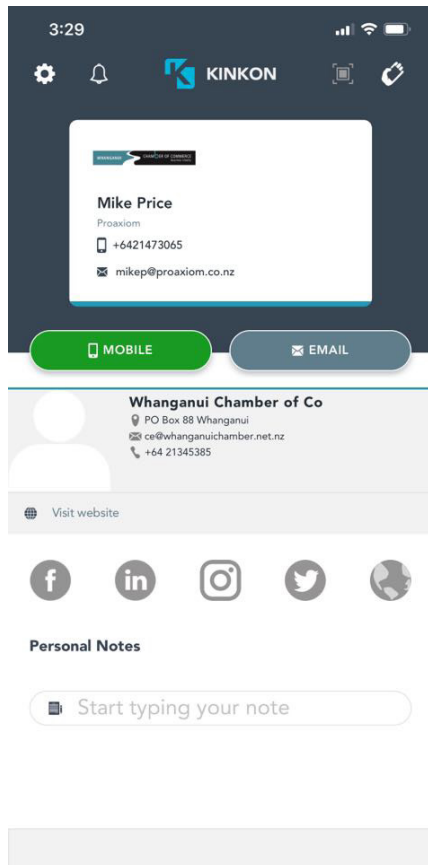
Amber Hand

If the hand above the card lights up in amber, you have PENDING cards



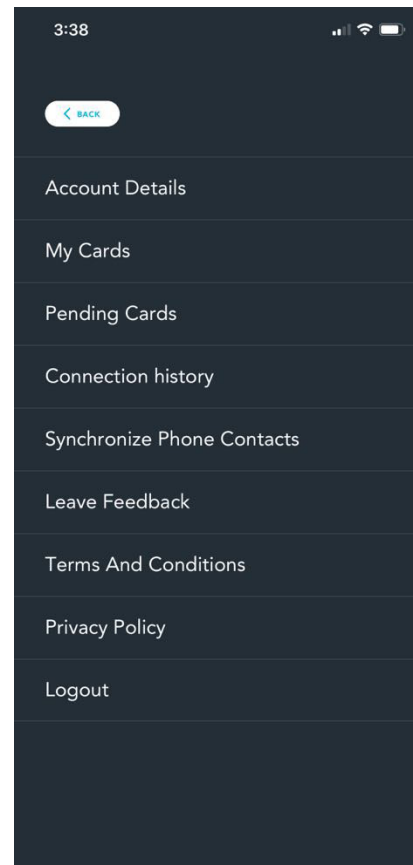
Take Notes!

Note down mind-triggering details on the person you meet in the personal notes field. From now on, everyone will be impressed with what you remember about them.



Settings

You will find settings at the top left hand corner. Here you can view/update your account details, all your cards, pending cards, connection history etc..



CONTACT US



Should you get lost, need some help, or just want to share some love, feel free to reach out using our **Feedback** section, which you will find this under **Settings** in the app. You can also email us at support@kinkon.com.au

