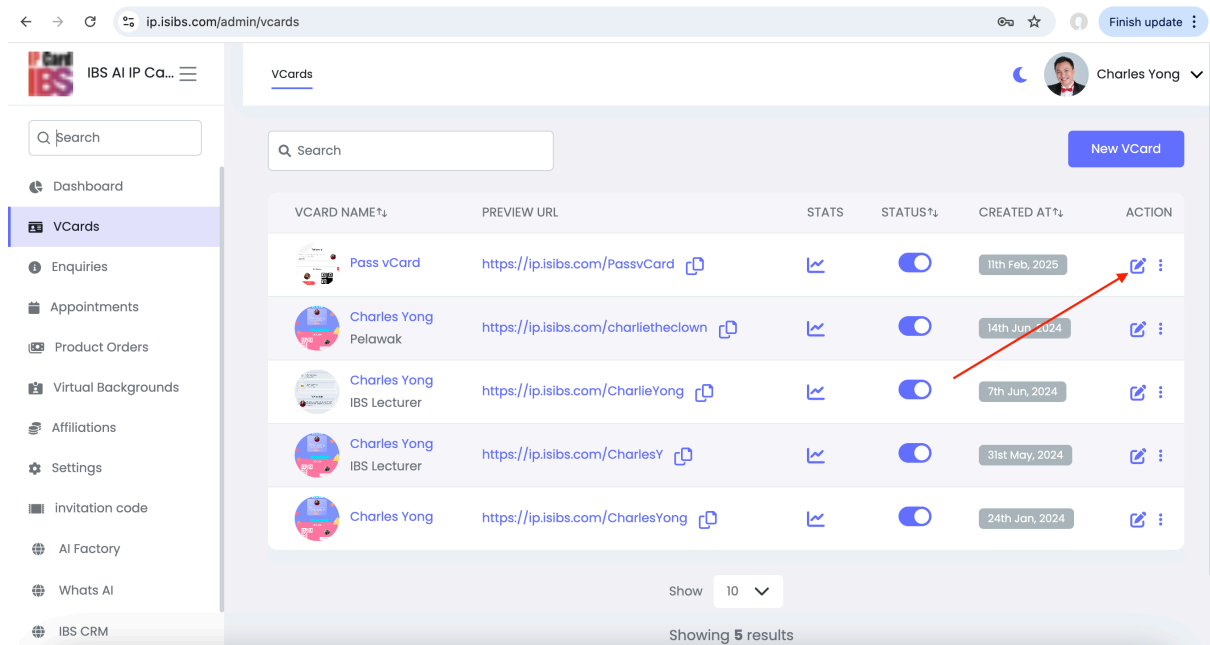


## How to add Services to your IP Card

Services are description of your services for example, cleaning services, professional services, consultation fees et cetera.

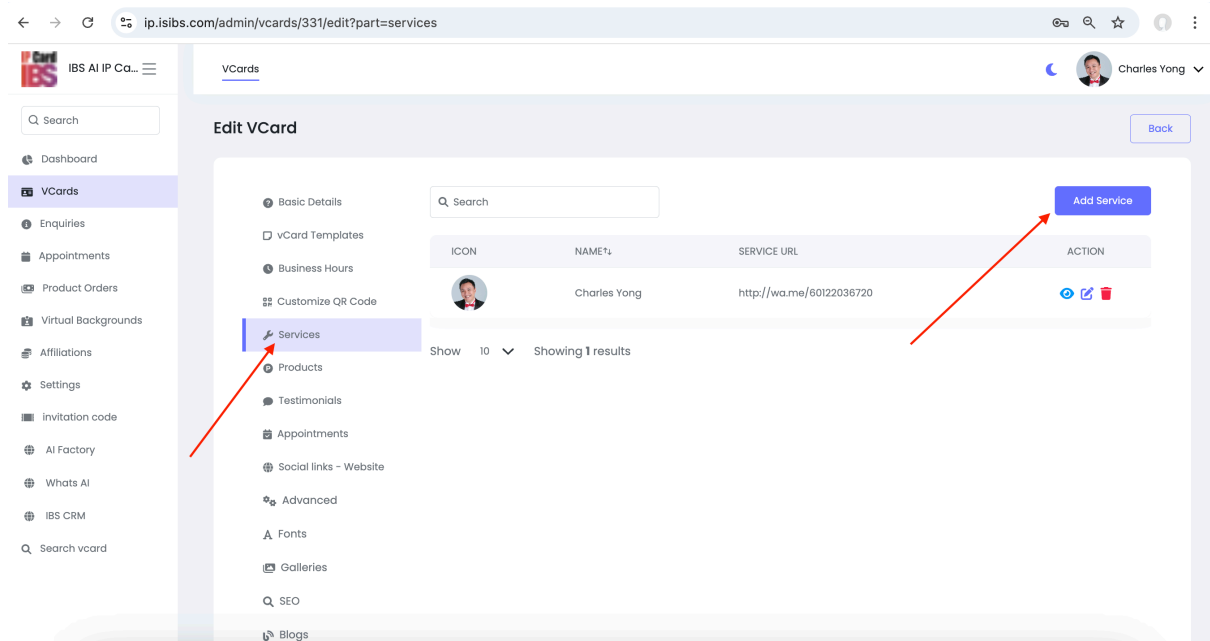
### Step 1

- Choose the IP Card that you want to edit from the vCard tab



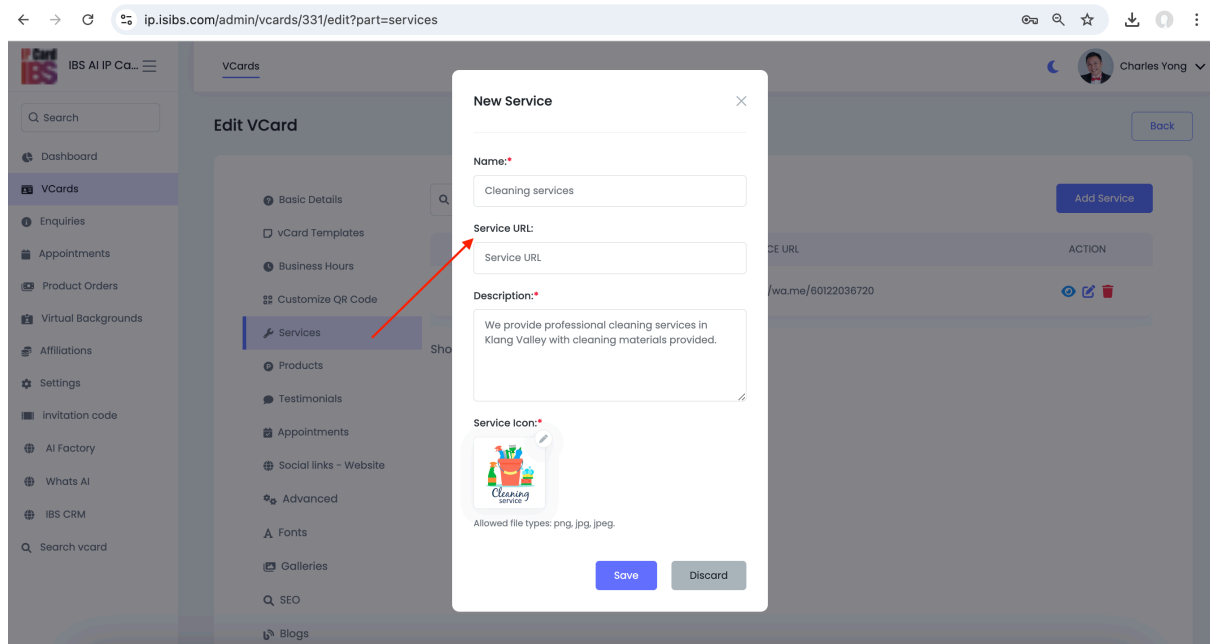
### Step 2

- Choose the **Services** button from the menu and select the Add Services button



### Step 3

- From the menu, you can fill up brief information about the services you provide. For example, cleaning services, bookkeeping services, consultation et cetera.
- Service URL is optional if you want a re-direction to your product page, payment portal, your Shopee link or your payment gateway link. Press Save and you are done.



## Step 4

- Your new service is added. You can update the information anytime, add new service or delete any service. Currently we have not set any limit to the number of services you can add.

The screenshot displays the IBS AI IP Card admin interface. The top navigation bar shows the user 'Charles Yong' and a 'Back' button. The left sidebar contains a search bar and a list of menu items: Dashboard, VCards, Enquiries, Appointments, Product Orders, Virtual Backgrounds, Affiliations, Settings, Invitation code, AI Factory, Whats AI, IBS CRM, Search vcard, and Blogs. The 'VCards' menu is selected, and the 'Edit VCard' page is active. This page features a search bar, an 'Add Service' button, and a table of services. The table has columns for 'ICON', 'NAME's', 'SERVICE URL', and 'ACTION'. Two services are listed: 'Cleaning services' with a cleaning icon and 'Charles Yong' with a profile picture. A red arrow points from the 'Cleaning services' icon in the table to the 'Cleaning Services' card in the 'Our Services' section of the front-end card. The front-end card also shows a 'Products' section with a 'View More' link and a chat bubble that says 'Hey there, How can I help you?'.

**Our Services**

**Charles Yong**  
Chat with me or visit  
<https://vcard.usd.kim/charles-yong>

**Cleaning Services**  
We provide professional cleaning services in Klang Valley with cleaning materials provided.

**Products**  
[View More](#)

Hey there, How can I help you?

Updated by Charles

24 March 2025