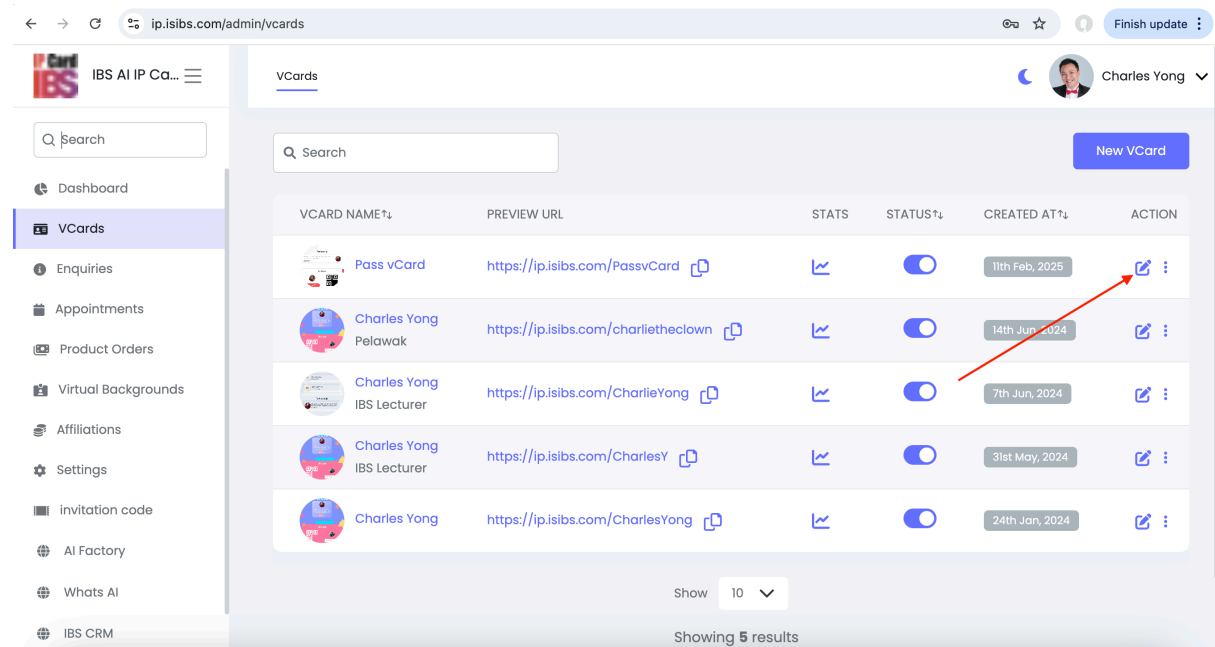


# How to Set your Business Hours in IP Card

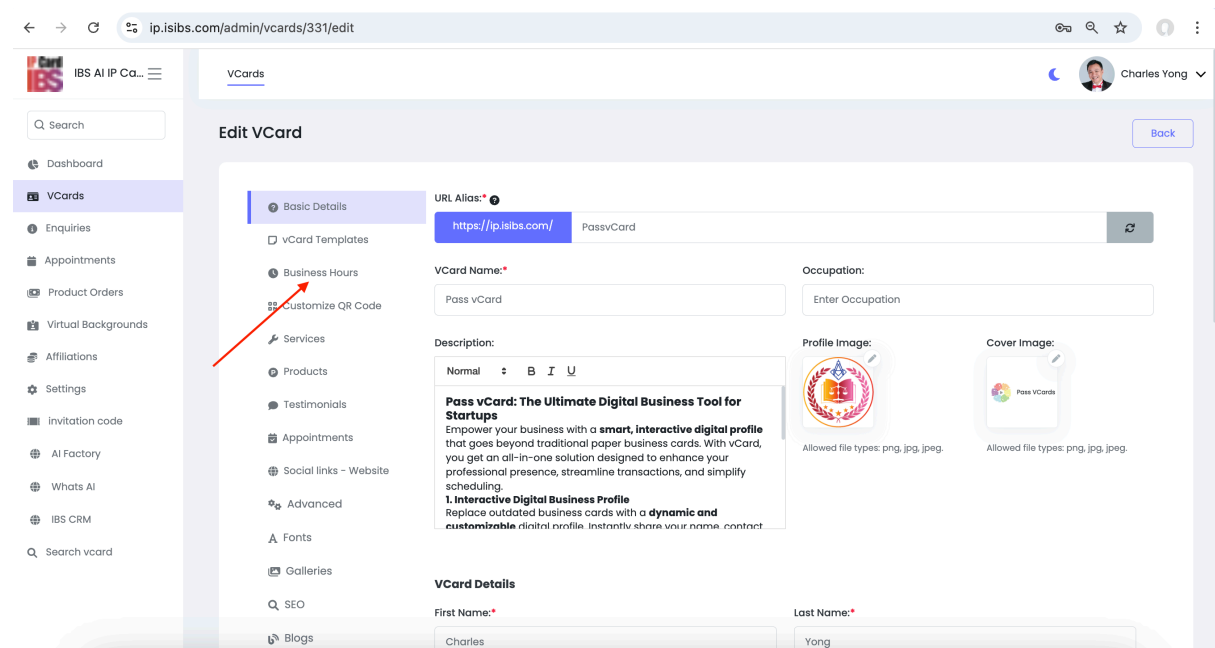
## Step 1

- Select the IP card that you want to edit from the selection



## Step 2

- Select the business hour tab.



### Step 3

- Select the day and choose your opening and closing hours from the drop-down menu.
- Once you are certain of the time, press save.
- You can always change the information anytime.
- Refresh your IP card page to see the changes.

The screenshot shows the 'Edit VCard' interface in a web browser. The URL is [ip.isibs.com/admin/vcards/331/edit?part=business-hours](http://ip.isibs.com/admin/vcards/331/edit?part=business-hours). The user is logged in as Charles Yong. The left sidebar contains a search bar and a menu with options: Dashboard, VCards (selected), Enquiries, Appointments, Product Orders, Virtual Backgrounds, Affiliations, Settings, Invitation code, AI Factory, Whats AI, IBS CRM, and Search vcard. The main content area is titled 'Edit VCard' and has a 'Back' button. It features a list of settings on the left: Basic Details, VCard Templates, Business Hours (selected), Customize QR Code, Services, Products, Testimonials, Appointments, Social links - Website, Advanced, Fonts, Galleries, SEO, and Blogs. The 'Business Hours' section displays a grid for selecting days and times. The days shown are MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SUNDAY. Each day has a checkbox and a time selection interface. Red arrows point to the 'Save' button and the time selection dropdown for Friday. The time selection dropdown for Friday shows a list of times: 04:30 PM, 04:45 PM, 05:00 PM (highlighted), 05:15 PM, 05:30 PM, and 05:45 PM.

Day	Time	To
MONDAY	09:00 AM	05:00 PM
TUESDAY	09:00 AM	05:00 PM
WEDNESDAY	09:00 AM	05:00 PM
THURSDAY	09:00 AM	05:00 PM
FRIDAY	09:00 AM	05:00 PM
SUNDAY	12:00 AM	12:00 AM

Updated by Charles  
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