Mobile Bizdex App User Guide

Mobile Bizdex (MBD) is a social multi-media messaging app based on business card/profile. Here is the brief description to use the app.

1. Download and install the app.
    a. Search "Mobile Bizdex" from App/Play Store.
    b. Install it.
    c. Open it.
2. Sign up process
    a. From the Login screen choose Sign Up.
    b. Enter name, email address and password.
    c. Go to your email and open the email you have received from MobileBizdex.com. Copy the code in the email and paste it to the activation screen. Submit it. In case you have any problem of the code, press Resend Code button.
    d. Login and accept the user agreement.
3. Set up Profile
    Mobile Bizdex profile has a comprehensive list of fields you want to share with your contacts including various your social media page.
    a. Enter the information.
    b. Turn on/off fields anytime depending on whether you want to share the information with your contacts.
    c. Take an advantage of Keyword, Other or Summary field to describe you additionally well. For example, you could paste your short bio or resume to the Summary field.
    d. Save Profile.
4. Invite contacts
    There are several ways to invite your contacts on MBD.
    a. Go to All Contacts and search person you are interested in and press Request Connection button. Outgoing message will pop up and if necessary, make changes and press Submit. The message will be delivered to the recipient's Message box under More button. The recipient can Accept, Decline or Block the person. Once it is accepted, the two parties are connected to each other and each party will show up on the other's My Contact screen.
    b. Under More button go to Code. It will display your personal code uniquely assigned to you. Pass that code to your contacts. Once your contacts receive the code, simply have them enter the code into the "Code To Connect" box on My Contact. Then, two parties will be connected. By the way you can change your personal code any time with pressing New Code button from Personal Code screen if necessary for data protection.
    c. On the website (http://www.mobilebizdex.com) click Invite from the top menu. From there you can send the invitations to your contacts on your email accounts or friends on social media sites.
5. View contact's profile
    a. Go to My Contact and click the name.
    b. Use the Note field to store any important thing associated with the contact.
    c. Go to Contact History tab and enter any events or tasks to do.

6. View posts or updates from a contact
    a. Go to My Contact and click the name. If there is any new post, the badge will show up on the screen.
    b. Click Update tab. It will display the posts you have received from the contact.
    c. To see the comments posted by others on the post, click Comments button. Then, you will see other's comments. If necessary, you can write a reply there.
    d. You can share the post via other apps or delete the post.
7. Create/edit a group
    a. Go to Group and click Add Group and enter a group name to add a new group.
    b. Click the group name to add/delete members to/from the group.
    c. Click the edit icon to modify the group name.
8. Post your own message
    a. Go to More and My Update and click Add Update.
    b. Enter Title and other information including the auto expiration date. You can also select the groups or individuals you want to send the post only. Otherwise, the update will be sent to all your contacts.
    c. Submit button will send the message with a notification to the contacts and Save button will send it without a notification.
9. To add/edit a sub item/picture to a main post
    a. Go to More and My Update and select the post to add sub items.
    b. Click +Add Item.
    c. And enter information with a picture if necessary. Click Save.
    d. Repeat the steps b-c to add multiple sub items.

Summary

MBD is a comprehensive business profile/card sharing app to eliminate the effort of entering your contacts data or the data inconsistency between devices or accounts. It has very convenient contact management functions as well. MBD also allows you to control the expiration of your post and to create your own custom groups like "High School Buddies", "Business Associates", "Family", etc. When you post a message, you can send it to only designated individuals or groups you select. The default is all your contacts. Another nice feature of MBD unlike many other apps is that all the posts within MBD are already grouped by contact and timeline. Your post will be under More => My Update and your contact's post is located under each contact's name. This separates your posts from the posts originated by others.