

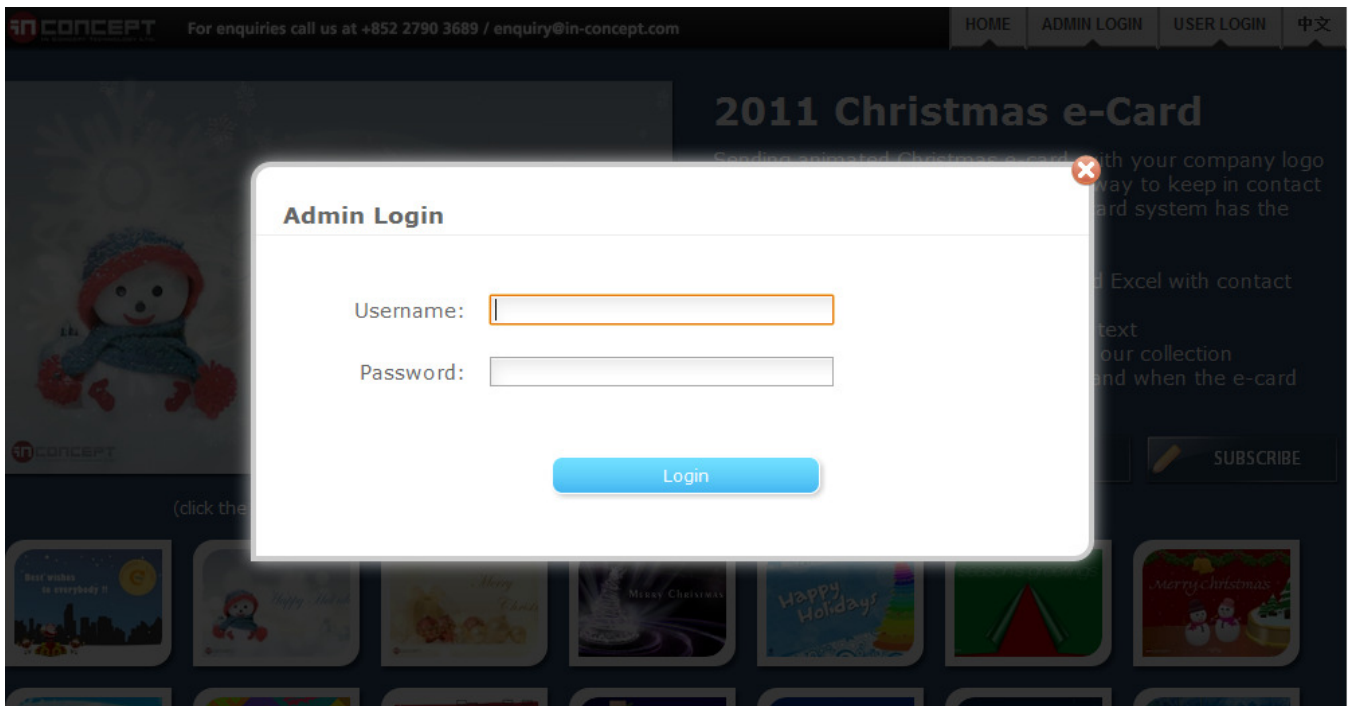
## eCard System Admin Guide

### 1. Web access

Link to eCard system: <http://cards.in-concept.com/xmas>



### 2. Click "ADMIN LOGIN" at the top right hand corner to login



3. After you successful login, there are 3 part you can manage:

3.1 Default Card

You can preview the email layout and the eCard animation by clicking these 2 buttons.

Change the default eCard by using the dropdown list. The eCard (still image) preview will show right next to the dropdown list

The Company name should pre-define according to the information you used when you register the service  
You can upload your company logo by clicking the "Browse" button.

Click Save when finishing editing

Customize the greeting message which will appear in the email and eCard.  
Check the checkbox so that the message will apply to all users.

### 3.2 User List

	Username	Display Name	Sent
Edit   Del	yvonne@in-concept.com	Yvonne test	14
Edit   Del	test1@in-concept.com	Keith Test	0
Edit   Del	remy.leung@in-concept.com	Remyyyyy	4
Edit   Del	keith.chan@in-concept.com	Keith	373
Edit   Del	demo@in-concept.com	Demo	59

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You can click Add User to add new user

You can click Edit | Del to edit or delete user

**Add User**

Username( Email ): \*

Password: \*

Re-type password : \*

Display Name : \*

Submit

#### Create / Edit User

Define the username.

Note that the username should be an email address and it can't be changed once created

Define a login password for the user.

Define a Display Name, it will appear as the sender's name.

Click Submit to create the user.

### 3.3 Check History

Card	Username	Recipient email address	Sent Date	read Date
<a href="#">Card</a>	demo@in-concept.com	m	2011-12-05 16:11:29	2011-12-05 16:12:16
<a href="#">Card</a>	demo@in-concept.com	s .com	2011-12-05 14:21:33	2011-12-05 14:26:35
<a href="#">Card</a>	demo@in-concept.com	s .com	2011-12-05 14:19:38	2011-12-05 14:22:06
<a href="#">Card</a>	keith.chan@in-concept.com	s hk	2011-12-05 13:47:23	
<a href="#">Card</a>	keith.chan@in-concept.com	inconcept.mail@gmail.com	2011-12-05 13:45:52	2011-12-05 13:48:10
<a href="#">Card</a>	demo@in-concept.com	inconcept.mail@gmail.com	2011-12-05 13:43:37	
<a href="#">Card</a>	keith.chan@in-concept.com	inconcept.mail@gmail.com	2011-12-05 13:43:22	
<a href="#">Card</a>	keith.chan@in-concept.com	inconcept.mail@gmail.com	2011-12-05 13:41:25	
<a href="#">Card</a>	demo@in-concept.com	s .com	2011-12-05 13:19:39	2011-12-05 13:20:57
<a href="#">Card</a>	demo@in-concept.com	s .com	2011-12-05 13:12:49	2011-12-05 13:14:03
<a href="#">Card</a>	keith.chan@in-concept.com	keith.chan@in-concept.com	2011-12-05 12:38:19	2011-12-05 12:39:13
<a href="#">Card</a>	demo@in-concept.com	@gmail.com	2011-12-05 10:35:55	
<a href="#">Card</a>	demo@in-concept.com	@gmail.com	2011-12-05 10:32:34	
<a href="#">Card</a>	remy.leung@in-concept.com	w @yahoo.com	2011-12-03 00:08:07	2011-12-03 00:09:03
<a href="#">Card</a>	remy.leung@in-concept.com	remyleung@facebook.com	2011-12-03 00:05:40	2011-12-03 00:06:48
<a href="#">Card</a>	remy.leung@in-concept.com	@hotmail.com	2011-12-03 00:05:38	
<a href="#">Card</a>	remy.leung@in-concept.com	@gmail.com	2011-12-03 00:05:36	2011-12-03 00:06:19
<a href="#">Card</a>	demo@in-concept.com		2011-12-02 23:30:14	2011-12-02 23:31:21
<a href="#">Card</a>	demo@in-concept.com	@yahoo.com	2011-12-02 21:59:11	
<a href="#">Card</a>	demo@in-concept.com	@yahoo.com	2011-12-02 21:58:46	2011-12-02 22:02:08
<a href="#">Card</a>	demo@in-concept.com	@yahoo.com.hk	2011-12-02 20:55:33	

You can see all the detail record for sent items from Check History tab.

You will be able to check the sender and recipient, the sent date and when the eCard has been open as the read date.

Click Card from the left most of the list to view the card that has been sent out.