

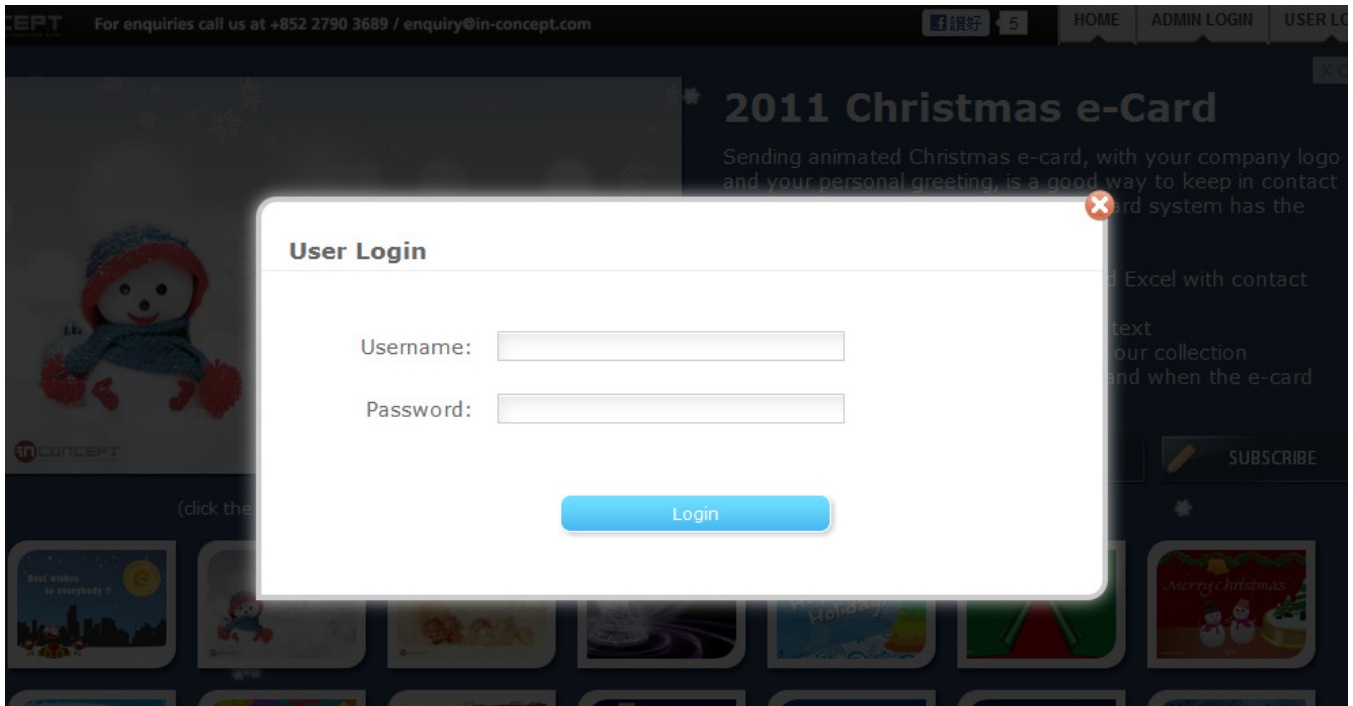
## eCard System User Guide

### 1. Web access

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



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



3. After you successful login, there are 5 parts you can manage:

3.1 Setup

\*The setting should be pre-defined by the admin, but you can always change the default value for your own to suit your needs

The screenshot shows the 'Default Card' and 'Setup' sections of the IN CONCEPT interface. The 'Default Card' section includes a dropdown menu with '37. Rainbow tree' selected, a preview image of a 'Happy Holidays' card with a rainbow tree, and two buttons: 'Email Layout Preview' and 'eCard Layout Preview'. The 'Setup' section includes fields for 'Email Address' (yvonne@in-concept.com), 'Sender\*' (Yvonne test), and 'Signature' (Yvonne). The 'Greeting Message' section includes font settings (Font Family: Monot, Font Size: 24px, Font Weight: bold, Font Style: norma, Font Align: Cente, Font Color: red) and a text area containing 'Merry Christmas and Happy New Year'. A 'Save' button is located at the bottom right of the greeting message area. Red arrows point from text boxes to these specific elements.

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

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

**You can change the sender's name and signature**

**You can change the greeting message with different font size/ style/ alignment to suit your own needs.**

**Click Save when finishing editing**

### 3.2 Add Recipient

\*All of the setting will appear as the same as the setup based-on part 3.1

The screenshot shows the 'Add Recipient' interface with several callout boxes:

- Default Card:** A dropdown menu shows '37. Rainbow tree'. A callout box states: "You can pick the eCard using the dropdown list".
- Recipient Information:** Fields for 'Recipient\*', 'Recipient email address\*', and 'Signature' (containing 'Yvonne'). A callout box says: "Input the Recipient name and email address".
- Greeting Message:** Formatting options for font (Monot, 24px, bold, norm), align (Cente), and color (red). A preview shows "Merry Christmas and Hannv New Year". A callout box says: "You can personalize the signature and greeting message for different recipients."
- SEND CARD NOW:** A button at the bottom right. A callout box says: "when finishing populating the list, click SEND CARD NOW to start sending eCards out."
- ADD TO LIST:** A button at the bottom center. A callout box says: "After customizing, click ADD TO LIST, and the corresponding recipient will added to the pending list up ahead."

### 3.3 Upload Excel (importing recipient)

This is a convenient way to mass send ecards.

Save the excel file then upload it by clicking the browse button. Choose the modified excel file and click Upload

First, download the excel sample list. Populate the list according to the sample.

Below is the screen when you successful upload an excel file which include valid data

Seq.	Receiver Name	Email Address
1	In Concept Technology Limited	enquiry@in-concept.com
2	testing1	test@hotmail.com
3	testing2	test@gmail.com
4	testing3	test@live.com
5	fail4	ssddsj
6	fail5	sdd

Total no. of record in file	Total no. of error inserted	Total no. of over inserted
6	2	0

[Error Found. please fix it and upload again.](#)

The data will list here; invalid email addresses will be highlighted in red.

The summary report will show the no. of the records found and no. of error records found. If error is found, please revise the excel and re-upload again.

The following is the screen when you successful upload the excel file without errors.

Setup | Add Recipient | Upload Excel | Send Card | Check History

**Upload Excel**  
( ecard\_sample (1).xls )

Seq.	Receiver Name	Email Address
1	In Concept Technology Limited	enquiry@in-concept.com
2	testing1	test@hotmail.com
3	testing2	test@gmail.com
4	testing3	test@live.com

Total no. of record in file: 4    Total no. of error inserted: 0    Total no. of over inserted: 0

Confirm    Cancel

If nothing needs to be correct, click Confirm and the data will be imported to the pending list

You can always click Cancel to cancel the import

### 3.4 Send Card

All of the pending recipients will appear here, click SEND CARD NOW to send.

Setup | Add Recipient | Upload Excel | Send Card | Check History

**Send Card**

My Acc. sent: 14 (4)    Total Sent: 461(4) / 10005    Ecard limit

SEND CARD NOW

	Email Address	Del	
pending	In Concept Technology Limited	enquiry@in-concept.com	<input type="checkbox"/>
pending	testing1	test@hotmail.com	<input type="checkbox"/>
pending	testing2	test@gmail.com	<input type="checkbox"/>
pending	testing3	test@live.com	<input type="checkbox"/>

Here indicates this account has sent out 14 ecards and 4 are pending to send out.

no. of ecards sent out by the whole company (4) indicates 4 ecards are pending to send out.

You can click Del to delete an individual entry.

### 3.5 Check History

[Setup](#) | 
 [Add Recipient](#) | 
 [Upload Excel](#) | 
 [Send Card](#) | 
 [Check History](#)

 [Check History](#)

Search

Card	Receiver	Sent Date	read Date
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-02 19:24:09	2011-12-02 19:25:25
<a href="#">Card</a>		2011-12-02 11:23:57	
<a href="#">Card</a>		2011-12-02 11:23:54	
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-02 11:20:12	2011-12-06 15:04:03
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-01 18:54:18	2011-12-02 10:17:52
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-01 18:51:35	
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-01 18:51:03	
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-01 11:14:33	
<a href="#">Card</a>	yvonne@in-concept.com	2011-12-01 10:05:20	
<a href="#">Card</a>		2011-12-01 10:05:17	
<a href="#">Card</a>		2011-12-01 10:05:13	
<a href="#">Card</a>		2011-12-01 10:05:10	
<a href="#">Card</a>		2011-12-01 10:05:07	
<a href="#">Card</a>		2011-12-01 09:52:21	2011-12-01 09:52:40

You will be able to check the recipient, the sent and read date of the eCard.  
 Click Card from the left most of the list to see which type of the card has been sent out.