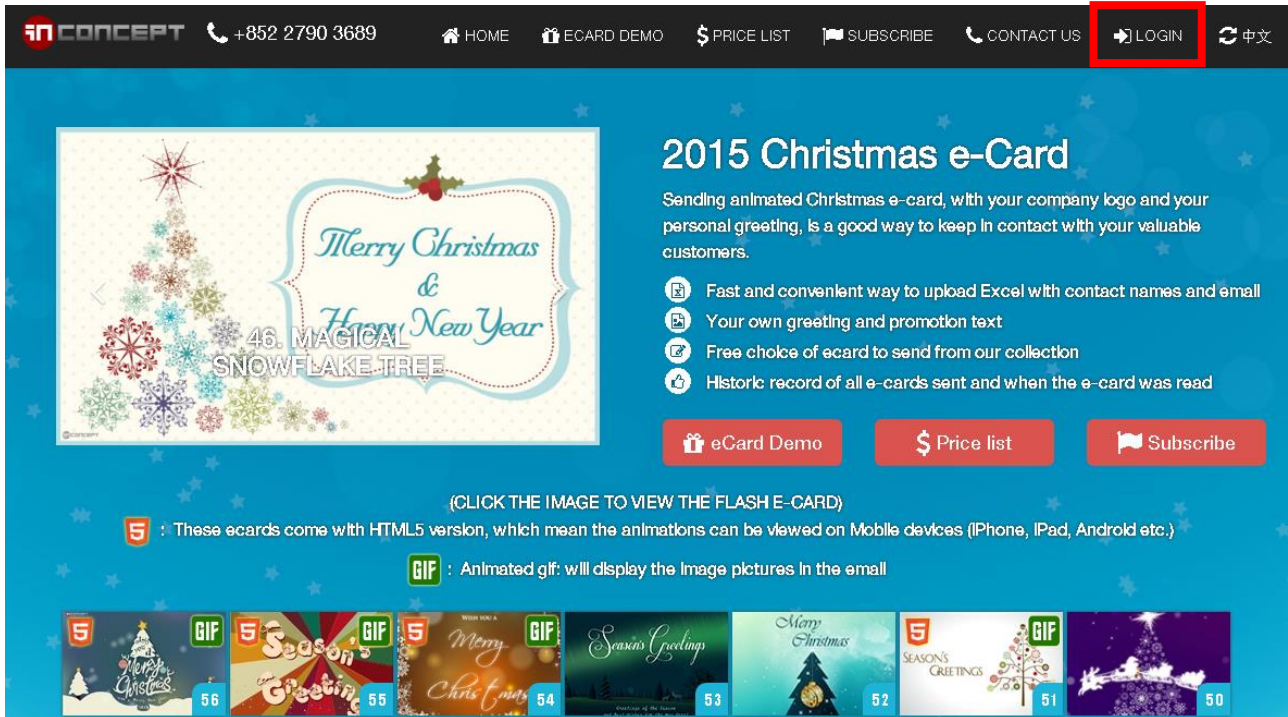


## eCard System Admin Guide

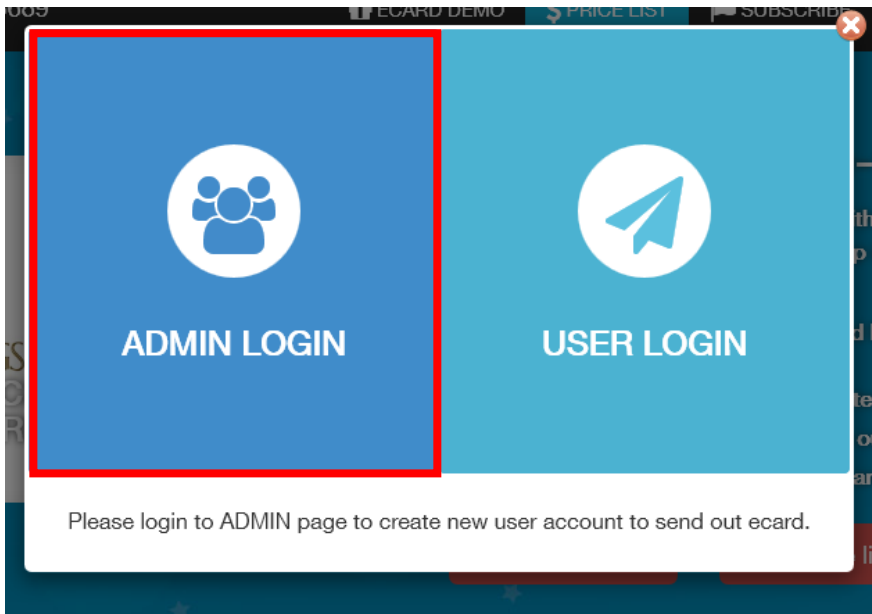
### 1. Web access

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

Link to **Chinese New Year** eCard system: <http://cards.in-concept.com/cny/>



### 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

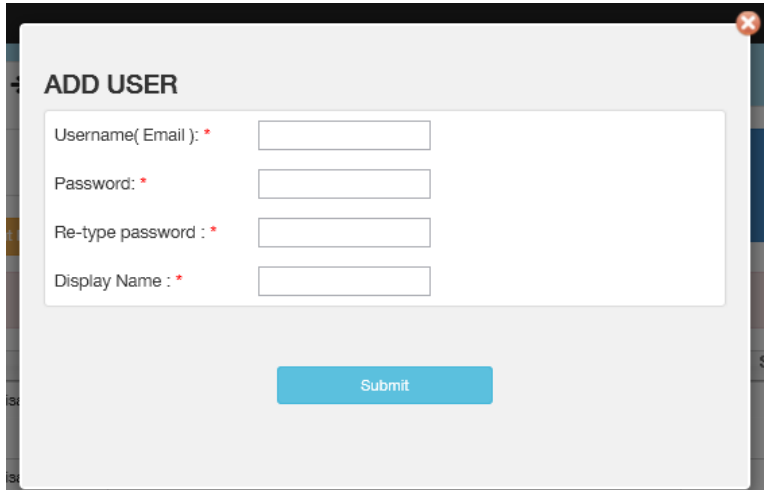
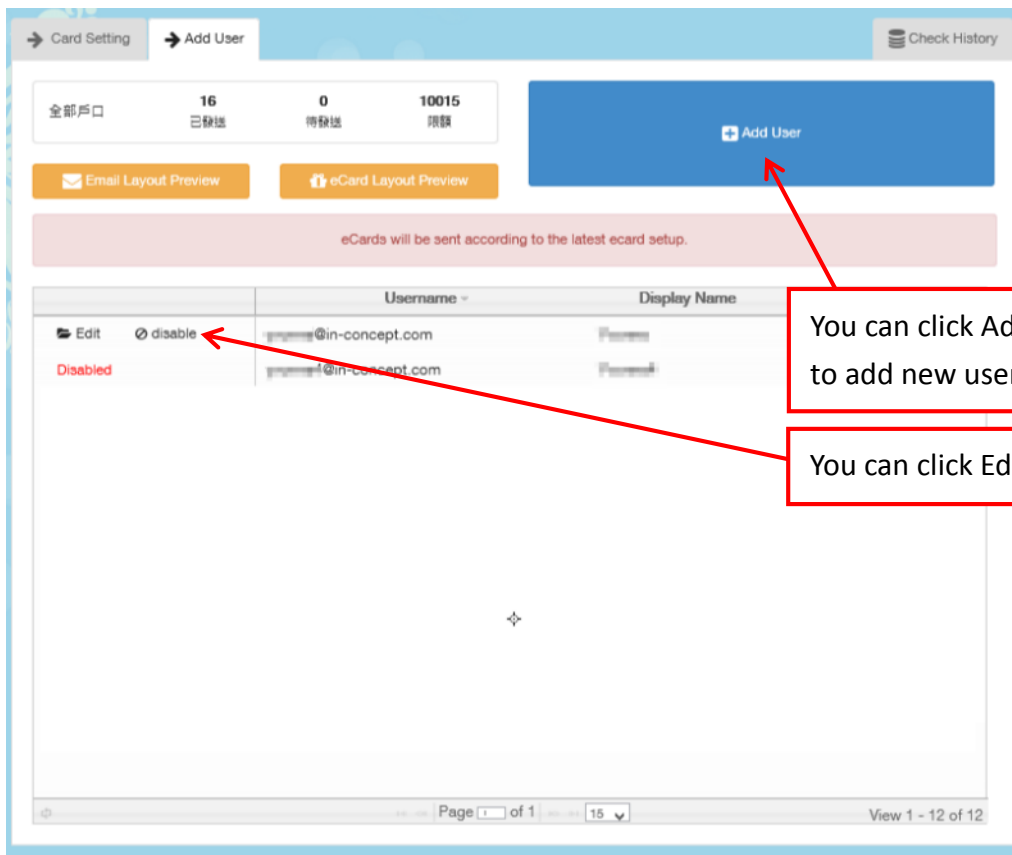
The screenshot shows the 'Card Setting' interface with a vertical navigation menu on the left containing: EMAIL SUBJECT, UPLOAD LOGO, DEFAULT CARD, GREETINGS MESSAGE, EXTRA TEXT, and SAVE & PREVIEW. The main content area includes:

- Email Subject (English) \*** and **Email Subject (中文) \*** text input fields.
- Company Name** text input field (containing 'In Concept Technology Ltd') and **Company Logo** upload area with a 'Browse...' button.
- Default Card** dropdown menu (showing '49 - Christmas Tree') and an **eCard Layout Preview** button.
- Font settings** for Family (Monotype C), Weight (bold), Align (Center), Size (24px), Style (normal), and Color (red).
- GREETINGS MESSAGE** text area (containing 'MERRY CHRISTMAS AND HAPPY 2015') with an **Apply Greeting Message to all user** checkbox.
- EXTRA TEXT** text area with an **Apply Extra Text to all user** checkbox.
- SAVE & PREVIEW** section with a **Save** button and preview buttons.

Annotations with red arrows point to the following elements:

- You can set the email subject** (points to the English subject field).
- 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.** (points to the Company Name field and the Browse button).
- Change the default eCard by using the dropdown list. The eCard (still image) preview will show right next to the dropdown list** (points to the Default Card dropdown and the eCard preview image).
- You can preview the email layout and the eCard animation by clicking these 2 buttons.** (points to the Email Layout Preview and eCard Layout Preview buttons).
- Customize the greeting message which will appear in the email and eCard.** (points to the Greeting Message text area).
- Check the checkbox so that the message will apply to all users.** (points to the 'Apply Greeting Message to all user' checkbox).
- Click Save when finishing editing** (points to the Save button).

### 3.2 User List



#### **Create / Edit User**

Define the username.

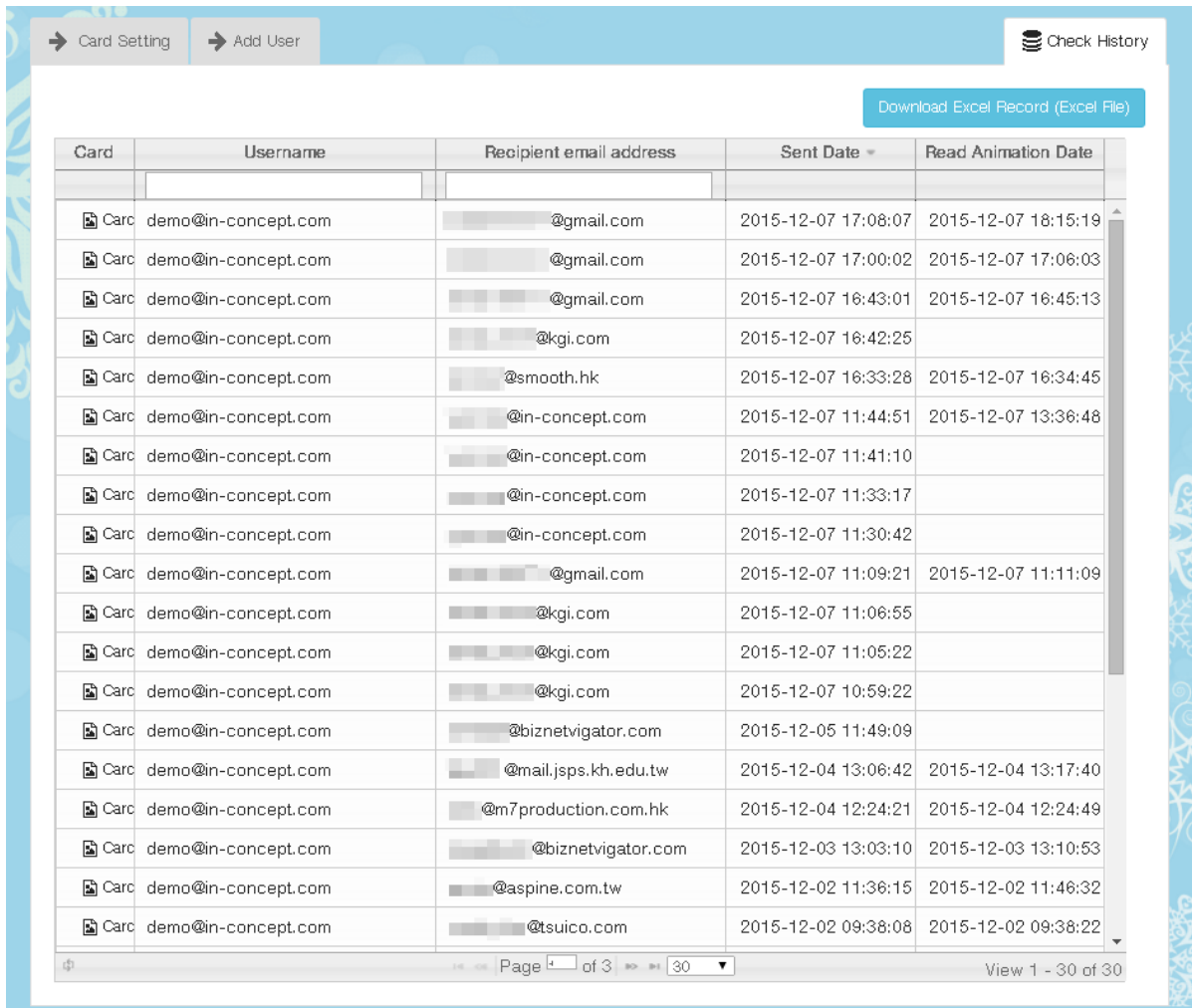
Note that the username should be an email address and it can't be changed once created




















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 Animation Date
 Card	demo@in-concept.com	██████████@gmail.com	2015-12-07 17:08:07	2015-12-07 18:15:19
 Card	demo@in-concept.com	██████████@gmail.com	2015-12-07 17:00:02	2015-12-07 17:06:03
 Card	demo@in-concept.com	██████████@gmail.com	2015-12-07 16:43:01	2015-12-07 16:45:13
 Card	demo@in-concept.com	██████████@kgi.com	2015-12-07 16:42:25	
 Card	demo@in-concept.com	██████████@smooth.hk	2015-12-07 16:33:28	2015-12-07 16:34:45
 Card	demo@in-concept.com	██████████@in-concept.com	2015-12-07 11:44:51	2015-12-07 13:36:48
 Card	demo@in-concept.com	██████████@in-concept.com	2015-12-07 11:41:10	
 Card	demo@in-concept.com	██████████@in-concept.com	2015-12-07 11:33:17	
 Card	demo@in-concept.com	██████████@in-concept.com	2015-12-07 11:30:42	
 Card	demo@in-concept.com	██████████@gmail.com	2015-12-07 11:09:21	2015-12-07 11:11:09
 Card	demo@in-concept.com	██████████@kgi.com	2015-12-07 11:06:55	
 Card	demo@in-concept.com	██████████@kgi.com	2015-12-07 11:05:22	
 Card	demo@in-concept.com	██████████@kgi.com	2015-12-07 10:59:22	
 Card	demo@in-concept.com	██████████@biznetvigator.com	2015-12-05 11:49:09	
 Card	demo@in-concept.com	██████████@mail.jsps.kh.edu.tw	2015-12-04 13:06:42	2015-12-04 13:17:40
 Card	demo@in-concept.com	██████████@m7production.com.hk	2015-12-04 12:24:21	2015-12-04 12:24:49
 Card	demo@in-concept.com	██████████@biznetvigator.com	2015-12-03 13:03:10	2015-12-03 13:10:53
 Card	demo@in-concept.com	██████████@aspine.com.tw	2015-12-02 11:36:15	2015-12-02 11:46:32
 Card	demo@in-concept.com	██████████@tsuico.com	2015-12-02 09:38:08	2015-12-02 09:38:22

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.