eCard System User Guide

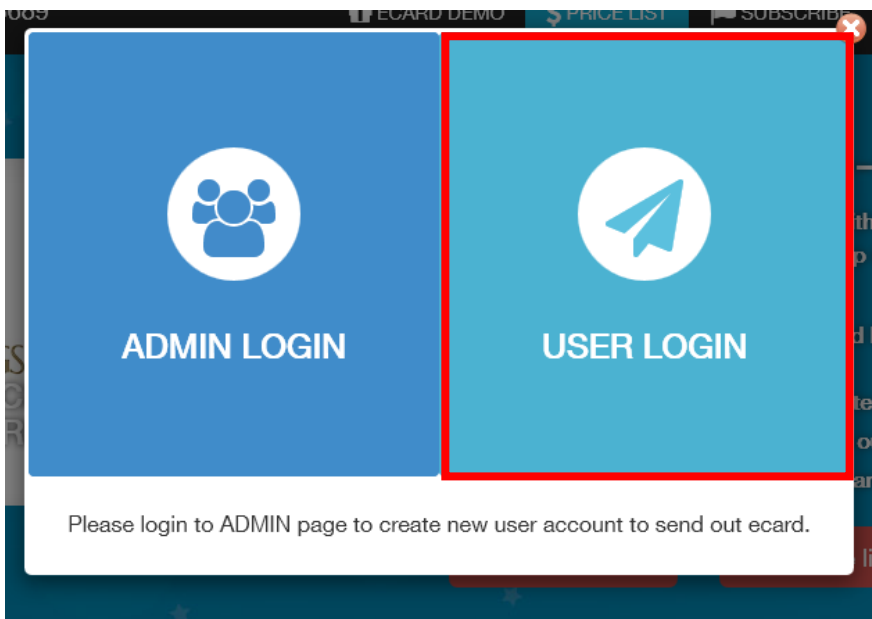1. Web access
    Link to **Christmas** eCard system: http://cards.in-concept.com/xmas
    Link to **Chinese New Year** eCard system: http://cards.in-concept.com/cny/
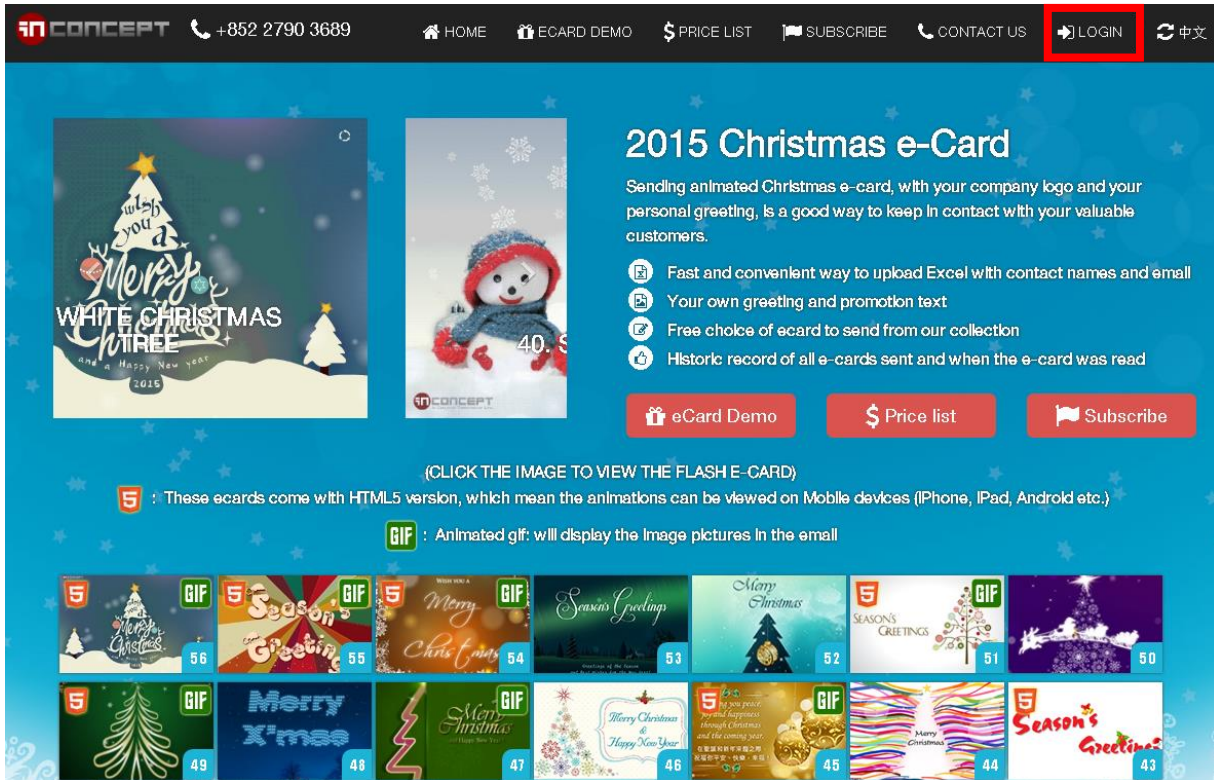
2. "ADMIN LOGIN" at the top right hand corner to login

3. After you successful login, there are 4 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

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

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

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

Text on "Extra Text" box may show in normal style

You can change the signature

Click Save when finishing editing

![inCONCEPT logo]

3.2 Add Recipient

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

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

Input the Recipient name and email address

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

When finishing populating the list, click "SEND CARDS" to start sending eCards

Below is the screen when you successful upload an excel file which include invalid data
The system may NOT check the duplicate email.

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.

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

3.3 Send Card

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

Ecard limit

Here indicates this account has sent out 16 ecards and (3) are pending to send out.

You can click this icon to delete an individual entry.

3.4 Check History

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.