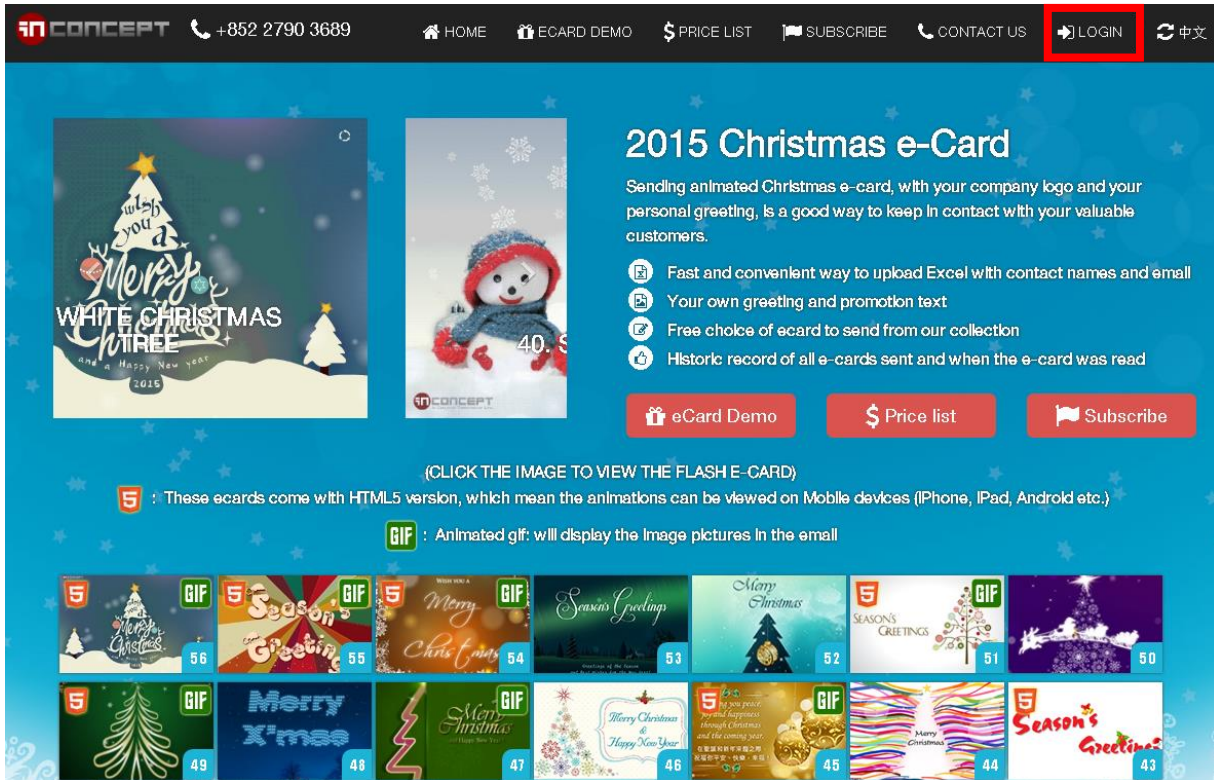


## eCard System User Guide

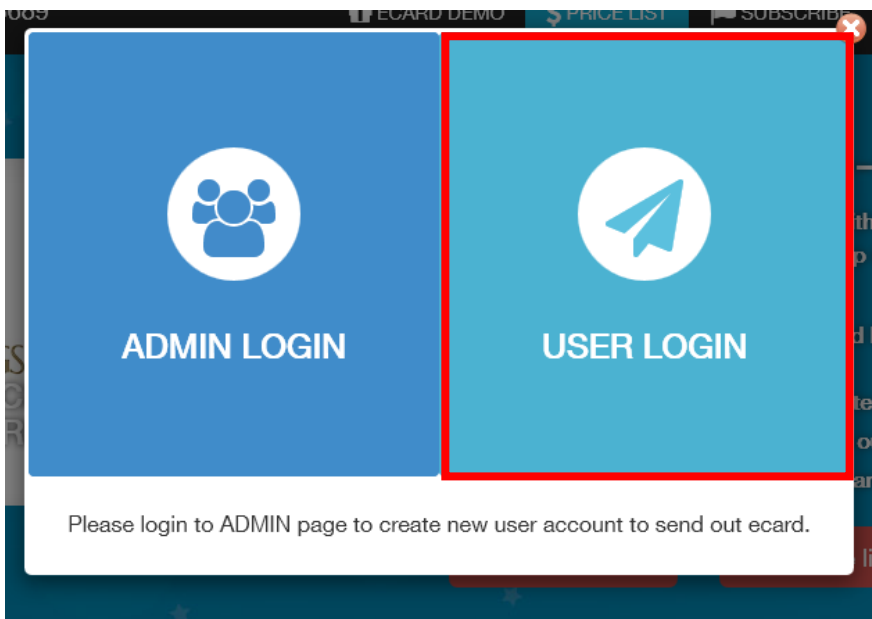
### 1. Web access

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

→ Setup → Add Recipient → Send Card Check History

eCards will be sent according to the latest ecard setup.

Email Subject (English)  
 Email Subject (中文)  
 Email Address:   
 Sender:

**SELECT CARD**

52 - Bell on Tree --- Please Select ---

Email Layout Preview eCard Layout Preview

**GREETINGS MESSAGE**

Font Family: Helvetica | Font Weight: bold | Font Align: Center  
 Font Size: 24px | Font Style: normal | Font Color:  

MERRY CHRISTMAS  
 AND  
 HAPPY 2015

Extra Text:

Signature:  
 Chan Tai Man  
 ABC company

**SAVE & PREVIEW**

Save → Email Layout Preview eCard Layout Preview

**ADD RECIPIENT**

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

### 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.

Seq.	Receiver Name	Email Address
1	Miss Chan	abc@in-concept.com
2	陳小姐	123@gmail.com
3	陳先生	chataiman_testing_21213@gmail.com
4	Miss Chan	chan_test_abc@gmail.com
5	Sandy Wong	sandy.wong.test@in-concept.com

Total no. of record in file	Total no. of error inserted	Total no. of over inserted
5	2	0

Error Found. please fix it and 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

Seq.	Receiver Name	Email Address
1	Miss Chan	abc@in-concept.com
2	陳小姐	123@gmail.com
3	陳先生	chataiman_testing_21213@gmail.com

Total no. of record in file	Total no. of error inserted	Total no. of over inserted
3	0	0

Confirm Cancel

### 3.3 Send Card

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

Account	Sent	pending	Limit
My Account	0	(3)	
All Account	16	(3)	10015

View	Status	Receiver Name	Email Address	Del
	pending	Miss Chan	abc@in-concept.com	
	pending	陳小姐	123@gmail.com	
	pending	陳先生	chataiman_testing_21213@gmail.com	

You can click this icon to delete an individual entry.

### 3.4 Check History

Card	Receiver Name	Email Address	Sent Date	read Date
	Miss Chan	abc@outlook.com	2015-11-04 17:37:51	
	陳小姐	123@in-concept.com	2015-11-04 17:37:53	2015-11-05 12:06:21
	陳先生	chataiman_testing_21213@in-concept.com	2015-11-04 17:37:55	

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.