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User Manual for the E-card System

URL for the e-card system and user interface

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URL for the e-card system: <https://isw.umac.mo/eCard>

Login in with your **username** and your **check in/out password**



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UMPASS Authentication Service SINGLE SIGN ON

To access the protected service, sign in
with your UMPASS

[Change or forgot password?](#)

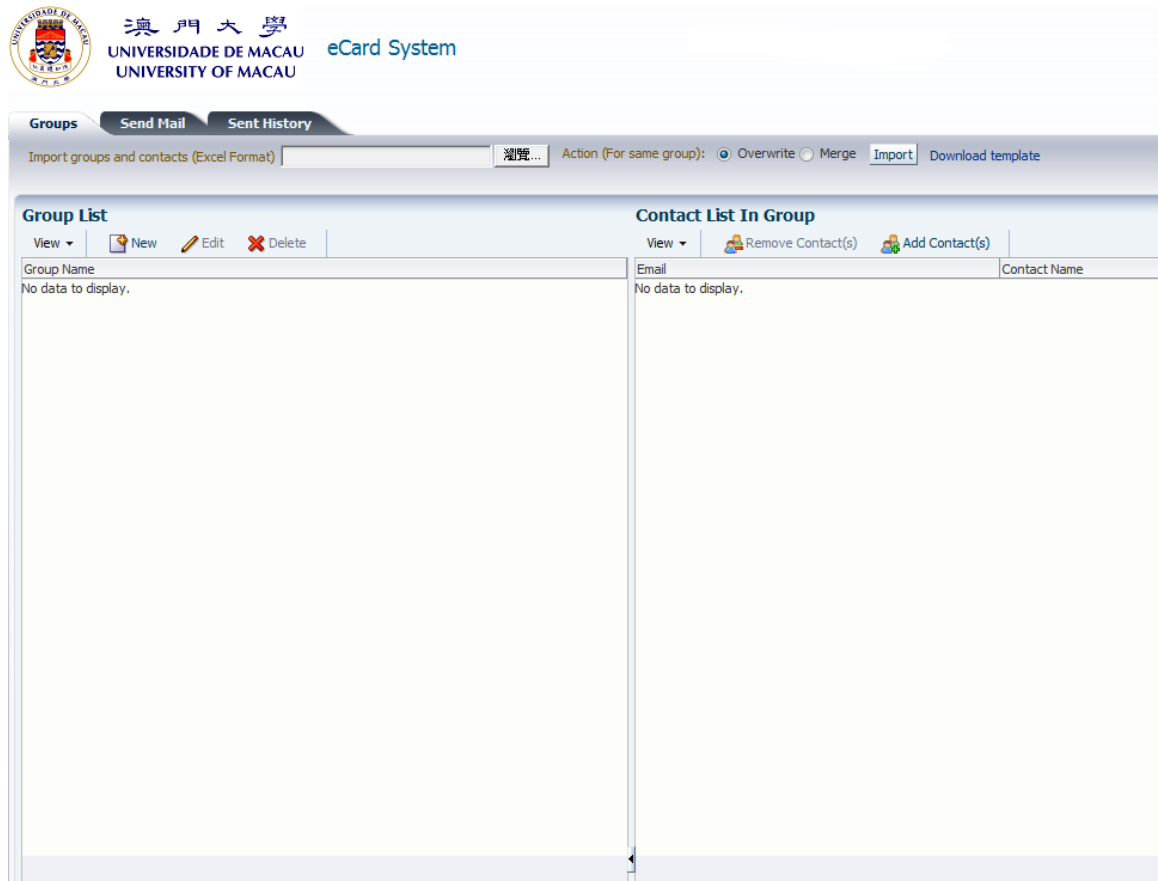
登入



IMPORTANT REMARKS:

- Before login, always [verify the page's web address](#) and make sure it starts with **<https://websso.umac.mo/>**
- Always logout and close all browser windows after accessing services

After login-in, you will see the user interface shown below.



Function 1 - Create a group list

If you want to group-send the e-cards, first of all, you need to create a group list. There are two ways to create the group lists.

Method 1 - add groups and contacts directly by using the function keys

1. Please click “New”, and create a name for the group, e.g. Group 1



Groups **Send Mail** Sent History

Import groups and contacts (Excel Format) 瀏覽... Action (For same group): Overwrite Merge Import Download template

Group List **Contact List In Group**

View Edit Delete

Group Name
No data to display.

View

Email	Contact Name
No data to display.	

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eCard System

Login username: ESTHERCHAN Logout

Groups **Send Mail** Sent History

Import groups and contacts (Excel Format) 瀏覽... Action (For same group): Overwrite Merge Import Download template

Group List **Contact List In Group**

View Edit Delete

Group Name
No data to display.

View

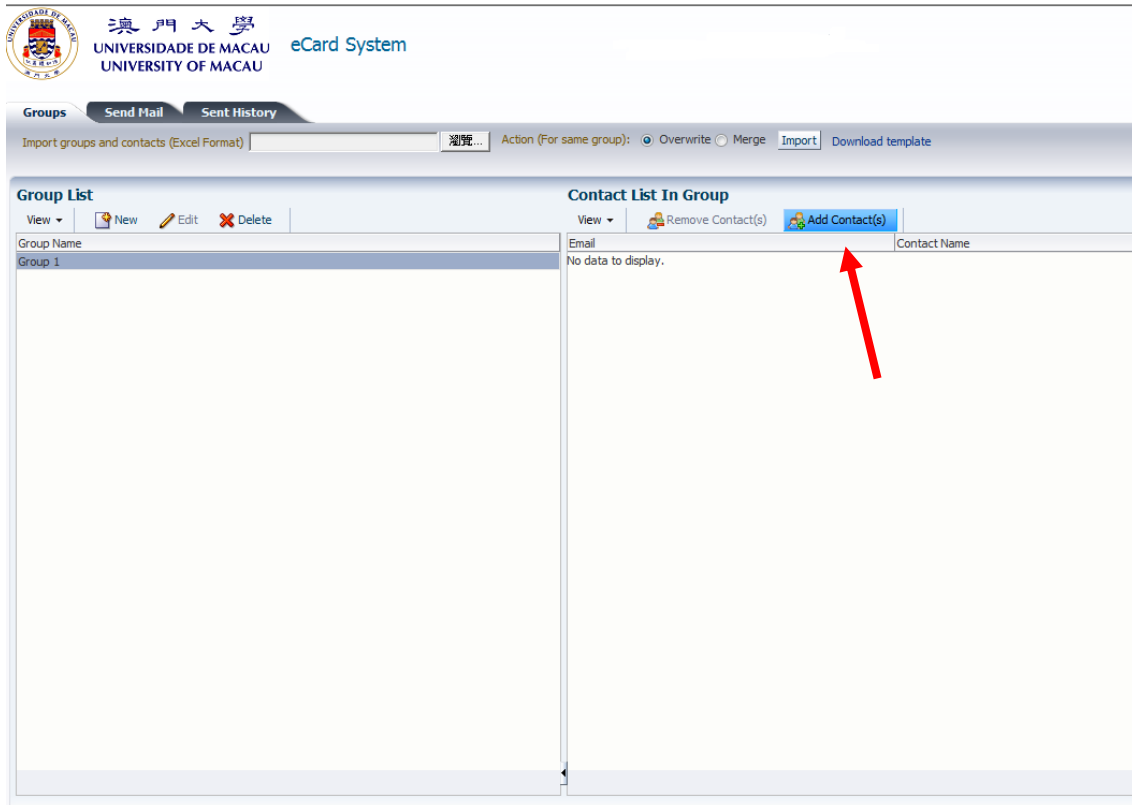
Email	Contact Name
No data to display.	

New group

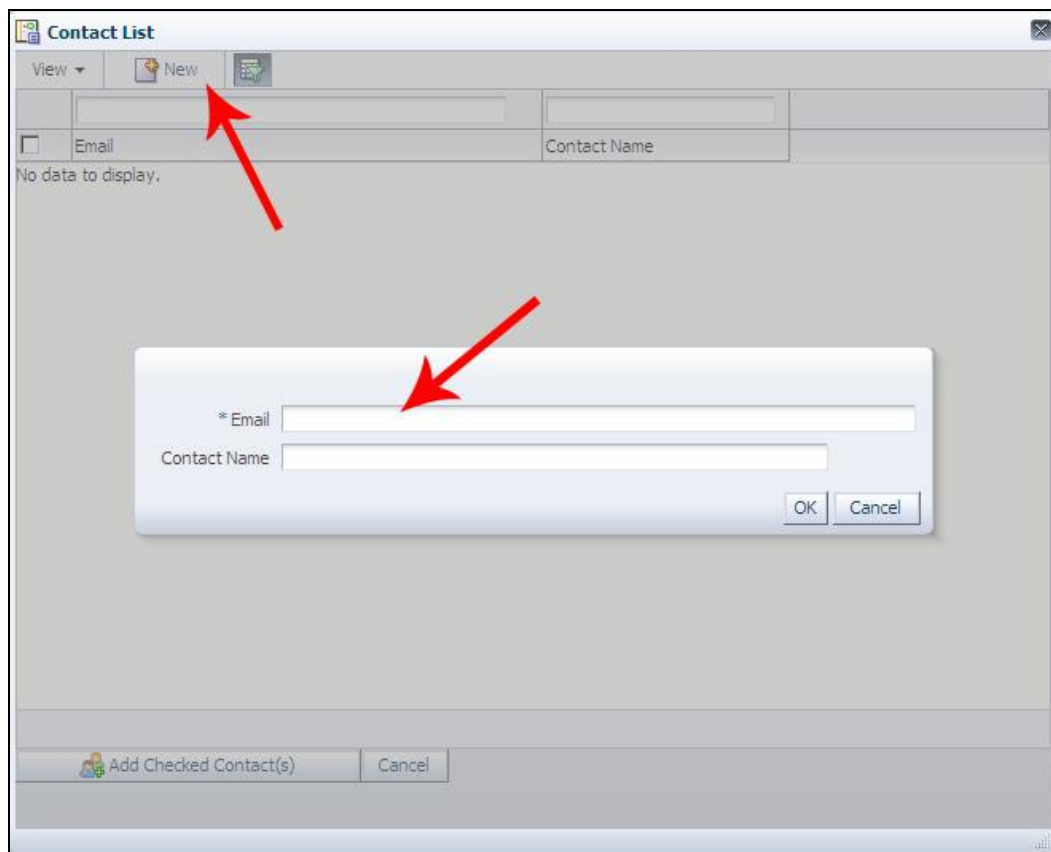
* Group Name

OK Cancel

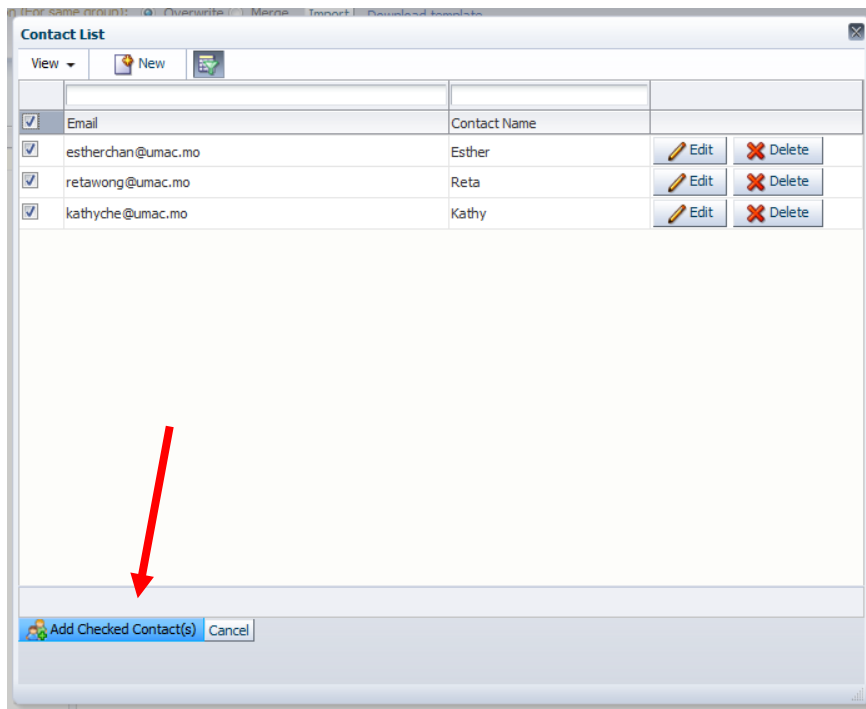
2. The group name - “Group 1” is added to the left of the interface. Now you need to add some contacts to the group, please click “Add Contact(s)”



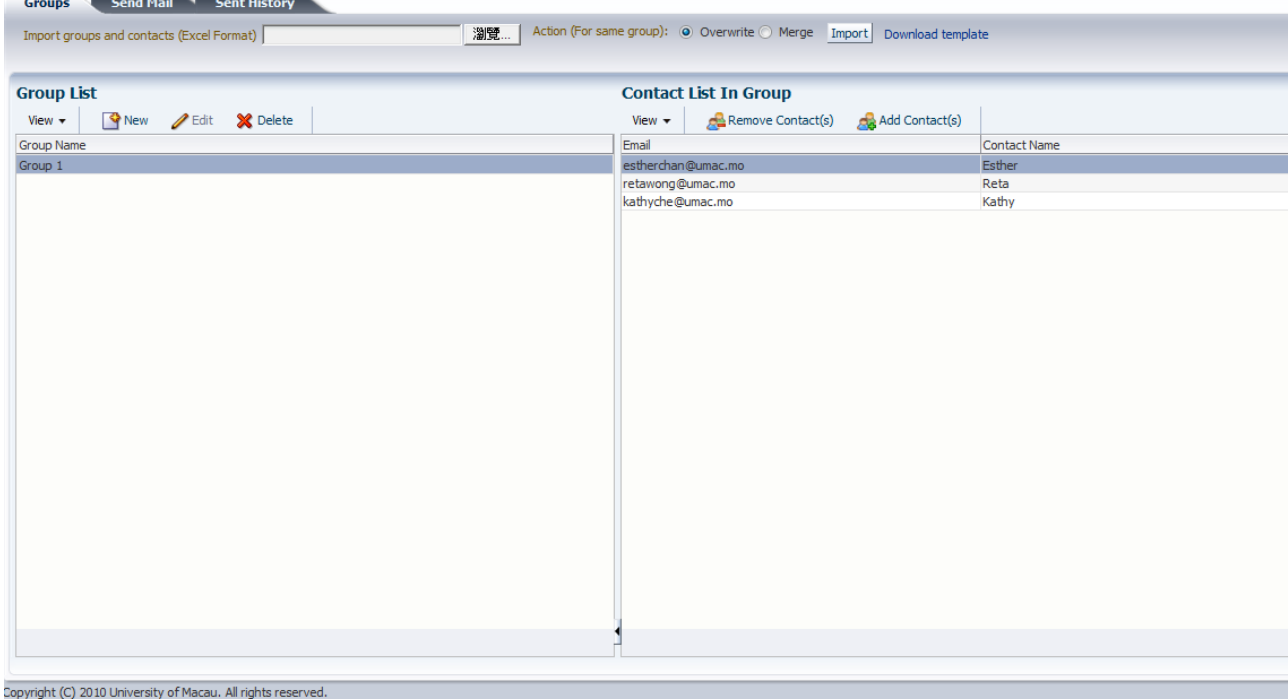
3. Then you will enter the page shown below, please click “New” to enter a new contact



4. After created the new contacts, you need to select the contacts and click “Add Checked Contact(s)”



5. Then the selected contacts will be added to the group

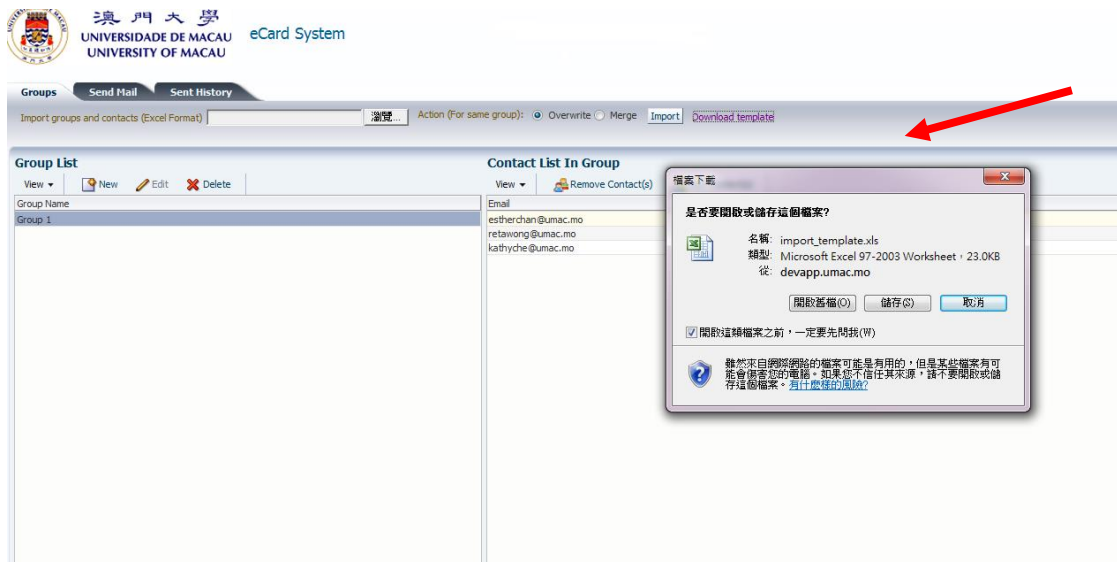


If you want to create more groups, please follow the same procedures mentioned above. Please notice that contacts can be shared among groups, in other words, the same contact can be added or linked to different group. Modification of a shared contact will affect all sharing groups.

Method 2 - upload contact list in excel format

If you don't want to add contacts individually, you can choose to upload the contact list in excel format.

Please click "Download template" and save the excel file as a template to create your contact lists in excel format.



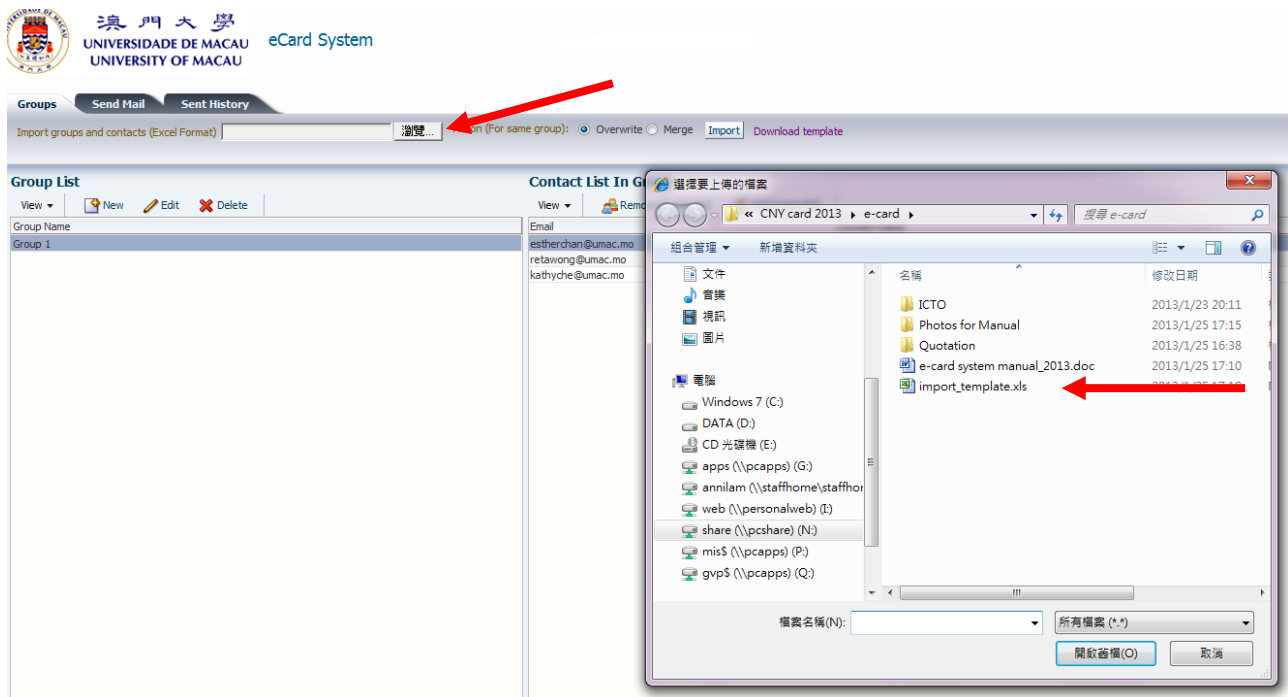
Please key in your contacts. Remember to put all contacts in the same spreadsheet even if they belong to different groups (e.g. group 1, 2 or 3, etc.)

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Contact Name	Contact Email	Group Name		
2	Kathy	kathyche@umac.mo	event 1		
3	Iris	irislio@umac.mo	event 1		
4	Esther	estherchan@umac.mo	event 2		
5	Jack	jackho@umac.mo	event 2		
6					
7					
8					
9					
10					
11					
12					
13					
14					

When the contact list is ready, please click “Browse”, select the excel file and click “Import”. Then the entire contact list will be imported to the system automatically.

In case there are group(s) with same name already existed (either created manually with method 1 above or imported from another excel file previously), you can select either “overwrite” or “merge” to handle the duplicated group contacts in your new excel file.



Tips:

1. If you just have a few updates (add, remove or move member contacts) on the groups, you can do it on the interface directly.
2. If you need to make major revisions to a group, you can import the whole revised group again from an excel file using the “overwrite” option.
3. If you select “overwrite”, the system will replace the old group with the new member contacts.
4. If you select “merge”, the system will only append the new member contacts.

Function 2 - Send e-cards individually

1. Click "Send Mail"
2. Key in your name, the recipient's name and email, subject and personal message
3. Click "Preview" at the left bottom corner of the window

The screenshot displays the 'eCard System' web interface for the University of Macau. The browser address bar shows the URL: https://isw.umac.mo/eCard/faces/main?_afrcLoop=85058158559564&_afrcLoop=85058158559564. The page header includes the University of Macau logo and name in Chinese and English, along with the user's login information: 'Login username: WININGAN' and a 'Logout' button.

The main content area is titled 'Send Mail' and contains the following form fields:

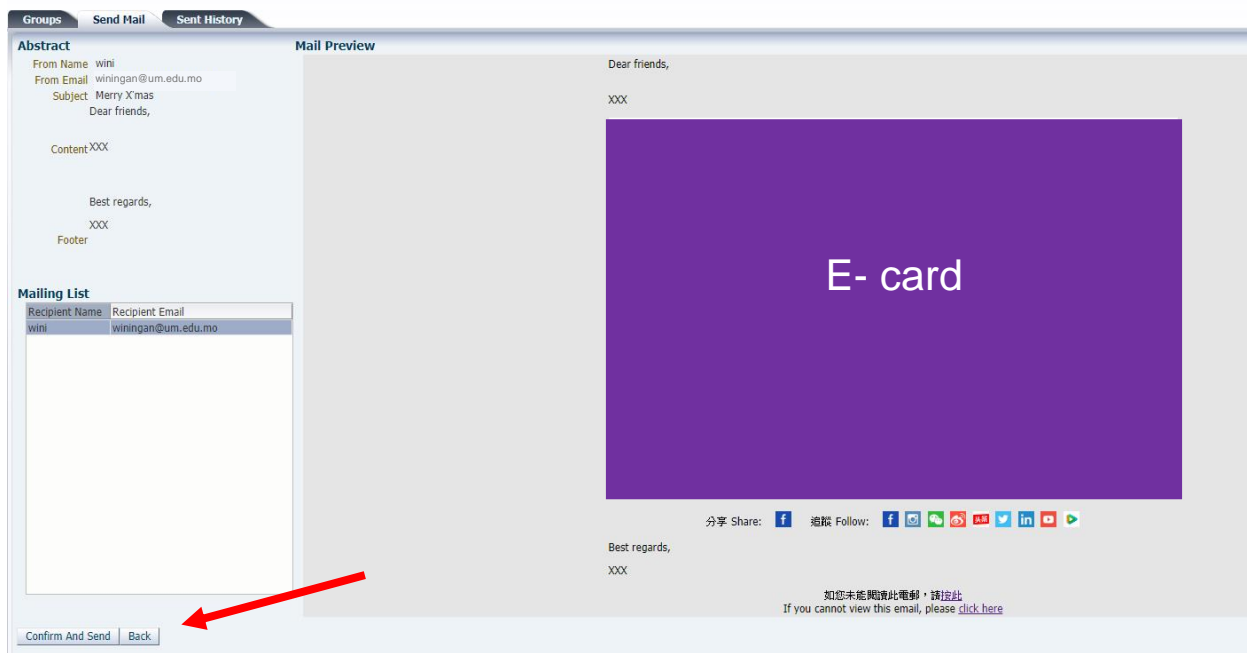
- Send By Delegation:** Radio buttons for 'Yes' and 'No (Send By Login User)'. 'No' is selected.
- From Name:** Text input field containing 'wini'.
- Send To Group:** Radio buttons for 'Yes' and 'No'. 'No' is selected.
- * Recipient Name:** Text input field containing 'wini'.
- * Recipient Email:** Text input field containing 'winingan@umac.mo'.
- * Subject:** Text input field containing 'Merry X'mas'.
- * Content:** A rich text editor with a toolbar. The font is set to 'Tahoma' and size to '2'. The content area contains the text 'Dear friends, XXXXXXXXXXXX'.

A tip at the bottom of the form reads: 'Tip: You can use %RECIPIENT% as the variable of recipient name in the mail content.'

At the bottom left of the form, there is a 'Preview' button, which is highlighted by a red arrow. Another red arrow points to the 'Send Mail' tab at the top of the form.

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4. Click “Preview” and you will see the following preview



5. Click “Confirm And Send” if there are no further amendments

6. Click “Back” to go back to the previous page for amendments

Function 3 - Group-send e-cards

1. Click "Send Mail"
2. Click "Yes" for Send To Group
3. Select the group
4. Key in personal message if necessary
5. Click "Preview"
6. Click "Confirm And Send" if there are no further amendments

The screenshot shows the 'Send Mail' interface with the following fields and options:

- Send By Delegation:** Radio buttons for 'Yes' and 'No (Send By Login User)'. 'No' is selected.
- From Name:** Text input field containing 'wini'.
- Send To Group:** Radio buttons for 'Yes' and 'No'. 'Yes' is selected.
- * Group:** A dropdown menu is open, showing 'Group 1' (selected) and 'Group 2'. A red arrow points to this dropdown.
- * Subject:** Text input field.
- Content (Optional):** A rich text editor with a toolbar (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, insert link, insert image, insert table) and a text area containing 'Font'.
- Footer (Optional):** A rich text editor with the same toolbar and a text area.

Tip: You can use %RECIPIENT% as the variable of recipient name in the mail content.

Preview

Tips:

You can key in your personal message if you like. For example:

Dear all,

XXXXXXXXXXXX!!

Regards,

Wini

If you want to show your friends' names respectively on "Dear XXX" when you group-send the e-cards, you can use "%RECIPIENT%" as the variable of the names of recipients. Click "Preview" and the names will appear automatically.

The screenshot shows the 'Send Mail' tab in an email client. At the top, there are three tabs: 'Groups', 'Send Mail', and 'Sent History'. Below the tabs, there are several settings:

- Send By Delegation:** Radio buttons for 'Yes' and 'No (Send By Login User)'. 'No' is selected.
- From Name:** Text input field containing 'wini'.
- Send To Group:** Radio buttons for 'Yes' and 'No'. 'Yes' is selected.
- * Group:** Dropdown menu showing 'Group 1'.
- * Subject:** Text input field containing 'Merry X'mas'.

The main content area is divided into two sections:

- Content (Optional):** A text area with a toolbar above it. The toolbar includes icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, and insert image. The text in the content area is 'Dear %RECIPIENT%, ' followed by a red arrow pointing to the variable. Below this is 'XXXXXXXXX'.
- Footer (Optional):** A text area with a toolbar above it. The toolbar is identical to the one above. The text in the footer area is 'Best Regards, Wini'.

At the bottom left, there is a 'Preview' button. At the bottom center, there is a tip: 'Tip: You can use %RECIPIENT% as the variable of recipient name in the mail content.'

Function 4 - Send e-cards on behalf of your bosses

This system enables you to send e-cards on behalf of your bosses. Please follow the steps below:

1. Click “Yes” for Send By Delegation
2. Select your boss’s email

The screenshot shows the 'Send Mail' interface with the following elements:

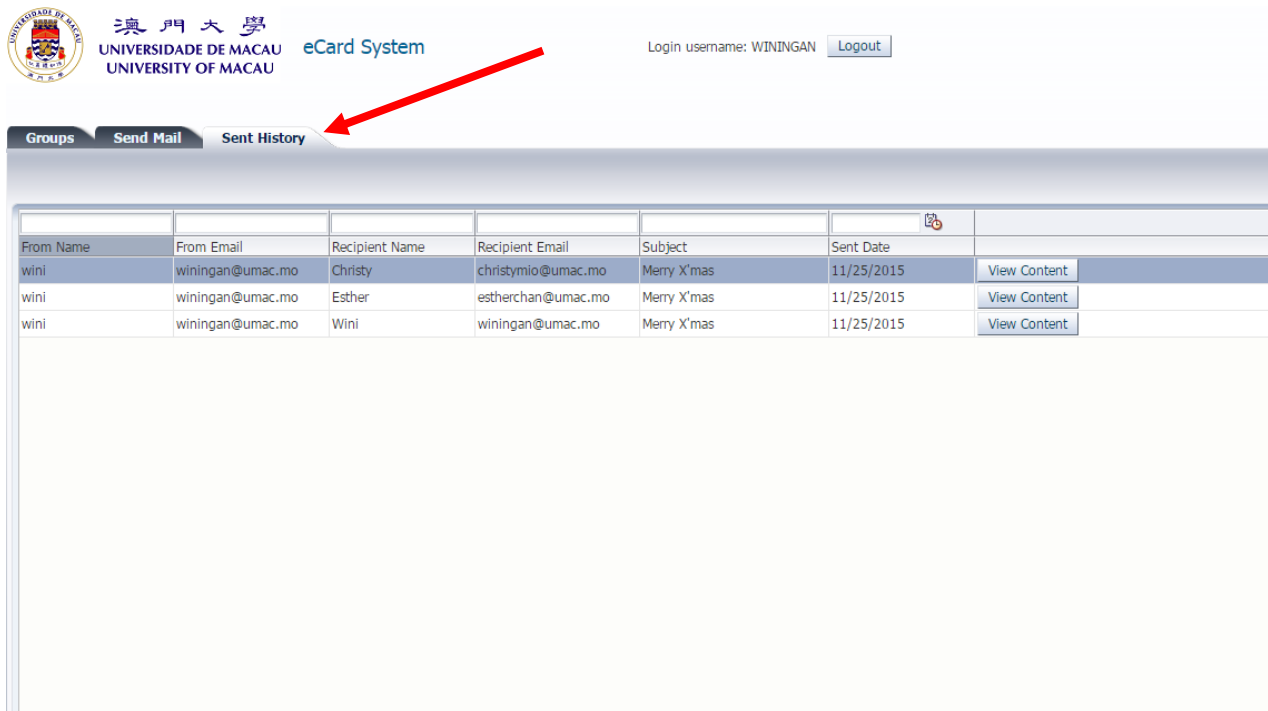
- Send By Delegation:** Radio buttons for 'Yes' (selected) and 'No (Send By Login User)'. Below is a dropdown menu for 'Delegation'.
- From Name:** A text field containing 'Kathy Che : kathyche@umac.mo'.
- Send To Group:** Radio buttons for 'Yes' (selected) and 'No'. Below is a dropdown menu for 'Group' set to 'Group 1'.
- * Subject:** An empty text field.
- * Content:** A rich text editor with a toolbar. The content area contains 'Dear %RECIPIENT%, ' followed by a red arrow pointing to the variable, and 'XXXXXXXXX' on the next line.
- Footer (Optional):** A second rich text editor with a toolbar. The content area contains 'Best Regards,' and 'Wini'.
- Tip:** A message at the bottom states: 'Tip: You can use %RECIPIENT% as the variable of recipient name in the mail content.'
- Preview:** A button at the bottom left.

3. Please insert the name of the sender (your boss’s name)
4. If you are sending to a group, please follow the steps of Function 3
5. If you are sending e-cards individually, please follow the steps of Function 2

Function 5 - Sent history

Click “Sent History” and the system will display the history automatically.

You can also use the filter function to search by inputting the key words and press Enter in the blank boxes. Remove the key words and press “Enter” again to reset the filter.



The screenshot shows the eCard System interface for the University of Macau. The user is logged in as WININGAN. The 'Sent History' tab is selected, and a red arrow points to it. The table below displays the history of sent emails.

From Name	From Email	Recipient Name	Recipient Email	Subject	Sent Date	
wini	winingan@umac.mo	Christy	christymio@umac.mo	Merry X'mas	11/25/2015	View Content
wini	winingan@umac.mo	Esther	estherchan@umac.mo	Merry X'mas	11/25/2015	View Content
wini	winingan@umac.mo	Wini	winingan@umac.mo	Merry X'mas	11/25/2015	View Content

~~ End ~~