



**澳門大學**  
**UNIVERSIDADE DE MACAU**  
**UNIVERSITY OF MACAU**

## **User Manual for the E-card System**

URL for the e-card system and user interface

### **Function 1 - add group list**

Method 1 - add directly by using the functional keys on the interface

Method 2 - upload the contact list in excel format

### **Function 2 - send e-cards individually**

### **Function 3 - group-send e-cards**

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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**



Please do not bookmark this Single Sign On page which is used for authentication only

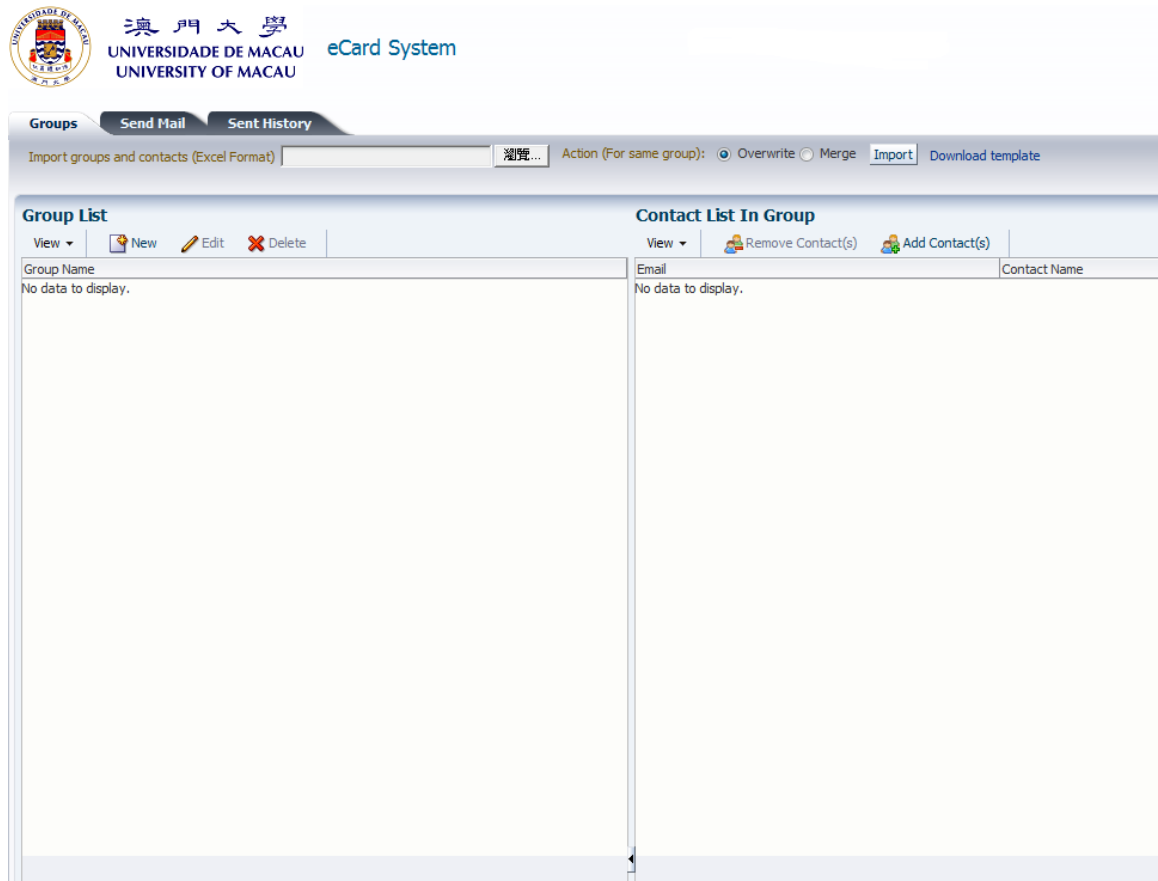
Important Remarks:

1. To protect user's privacy, please do not disclose your sign in password to others and make sure to sign out after you have finished browsing.
2. By enabling "Stay signed in" when you sign in, your session will be persisted for the next 31 days or until you sign out explicitly.
3. For staff, please use your Oracle account to sign in.
4. For student, input the 7 alpha-numeric student number and do not input the last digit, e.g., BA12345, to sign in.
5. To fully utilize all supported features, you will need to use one of the following browsers:
  - o Firefox 3.x to 20.x
  - o Internet Explorer 7 or 8

In case you encounter sign in problem, please contact our Support at 8822-8500 or email to [icto.ims@umac.mo](mailto:icto.ims@umac.mo).

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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)  Action (For same group):  Overwrite  Merge

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**Group List** View ▾

Group Name
No data to display.

**Contact List In Group** View ▾

Email	Contact Name
No data to display.	

UNIVERSIDADE DE MACAU eCard System Login username: ESTHERCHAN

Groups **Send Mail** Sent History

Import groups and contacts (Excel Format)  Action (For same group):  Overwrite  Merge

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**Group List** View ▾

Group Name
No data to display.

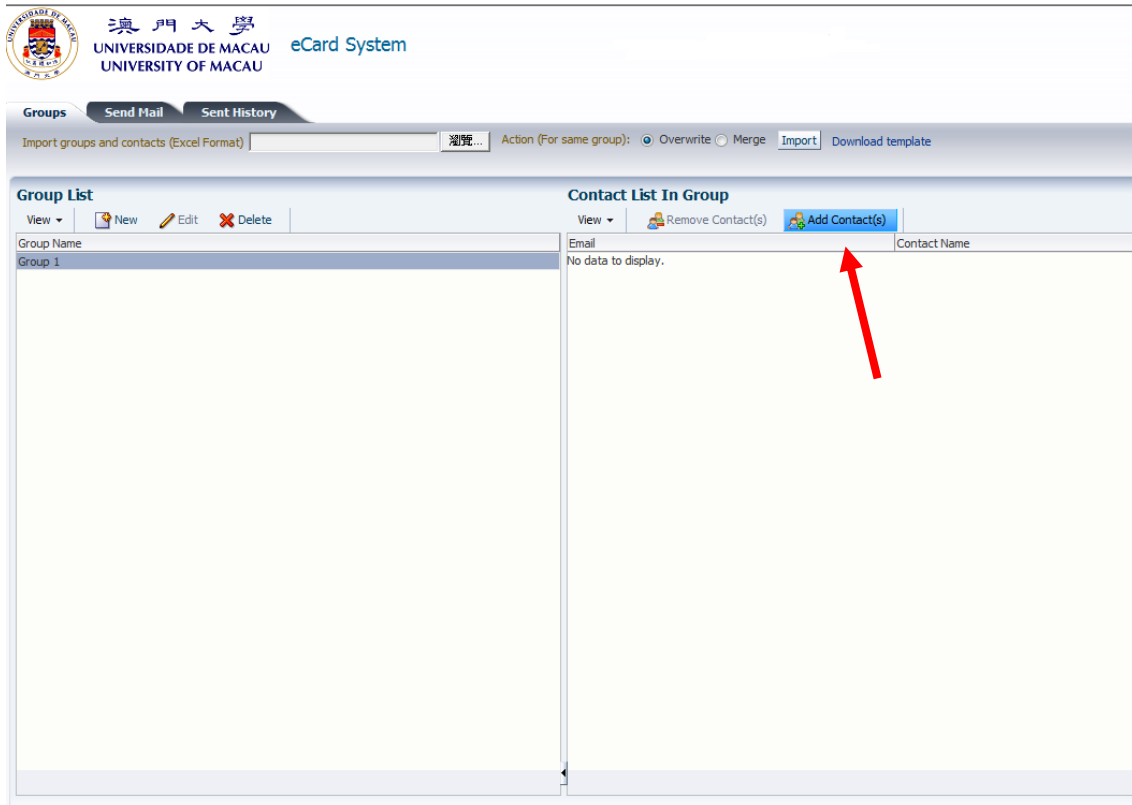
**Contact List In Group** View ▾

Email	Contact Name
No data to display.	

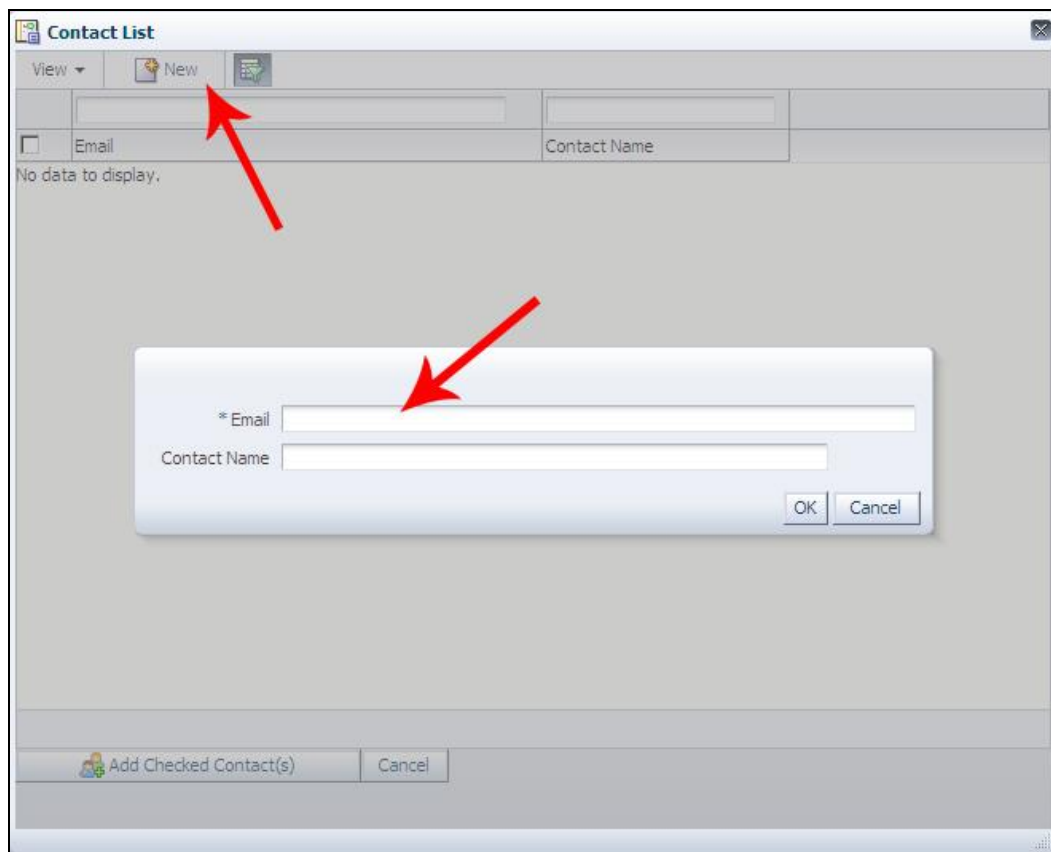
**New group**

\* Group Name

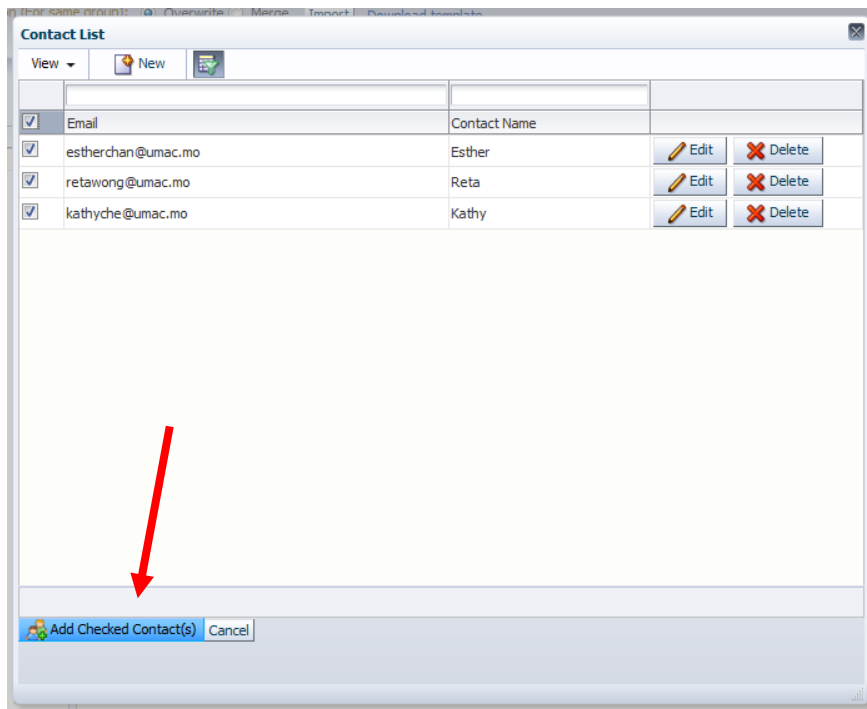
2. The group name - “Group 1” is added to the left of the interface. Now you need to add some contacts to the group, please click “Add Contact(s)”



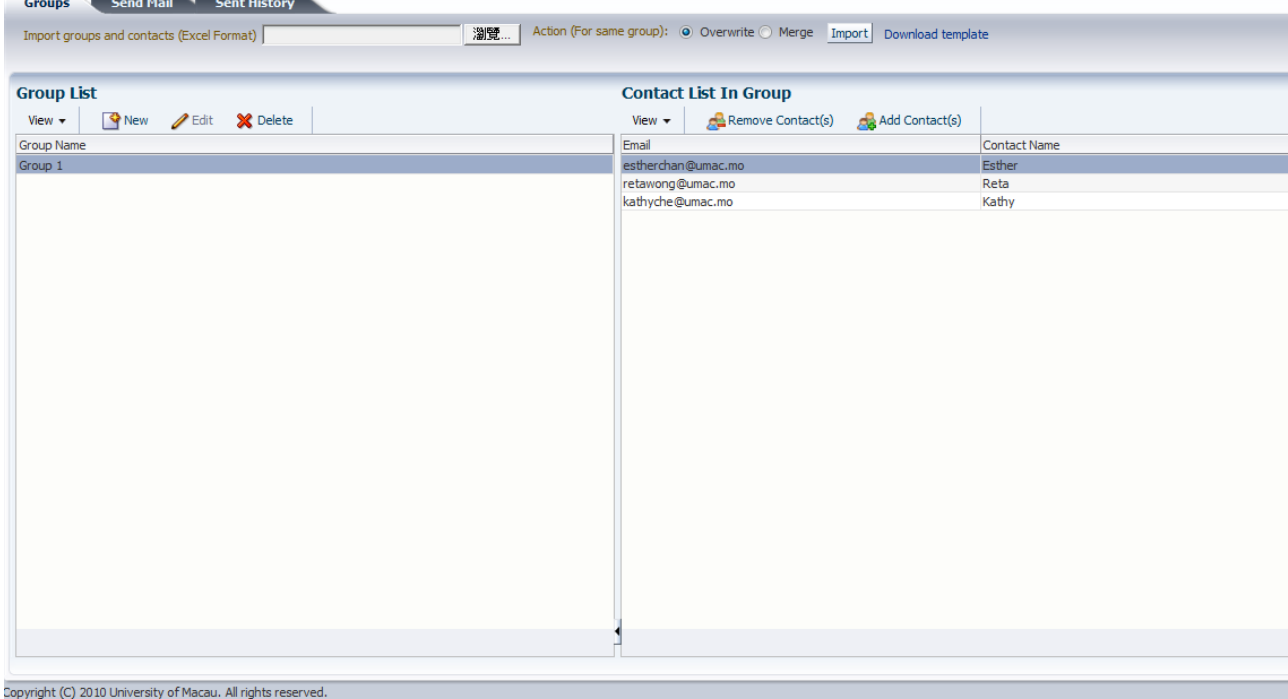
3. Then you will enter the page shown below, please click “New” to enter a new contact



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

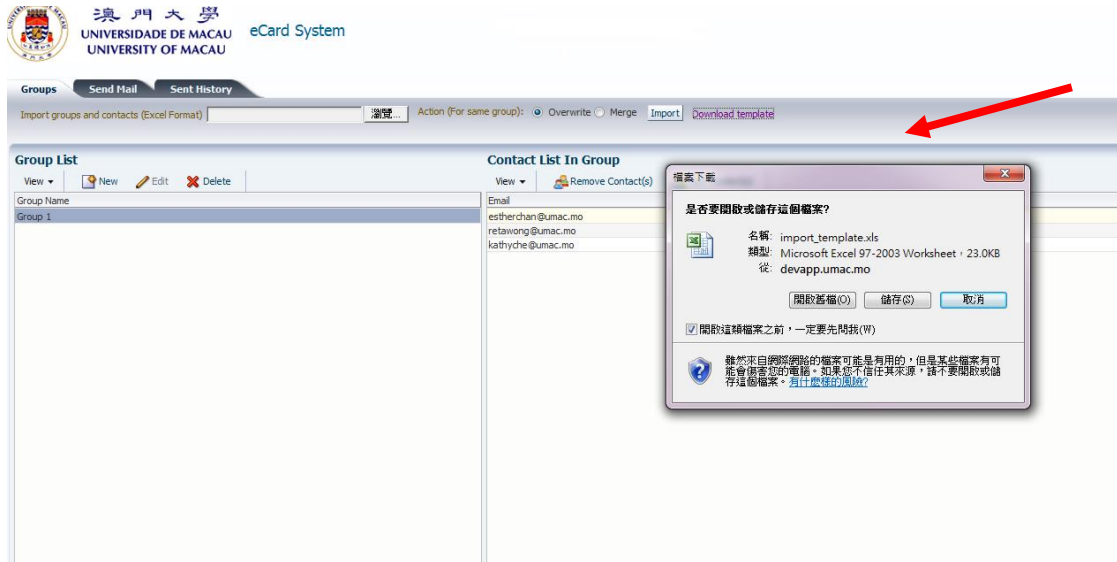


If you want to create more groups, please follow the same procedures mentioned above. Please notice that contacts can be shared among groups, in other words, the same contact can be added or linked to different group. Modification of a shared contact will affect all sharing groups.

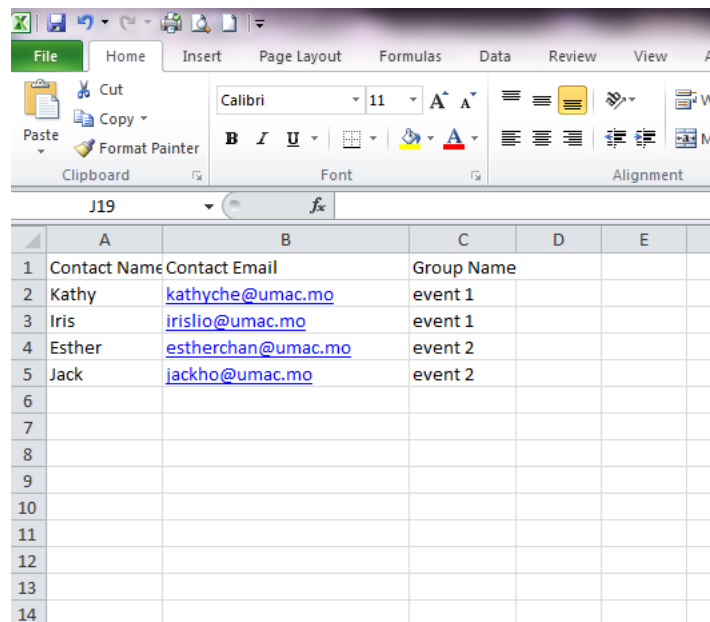
## Method 2 - upload contact list in excel format

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.)

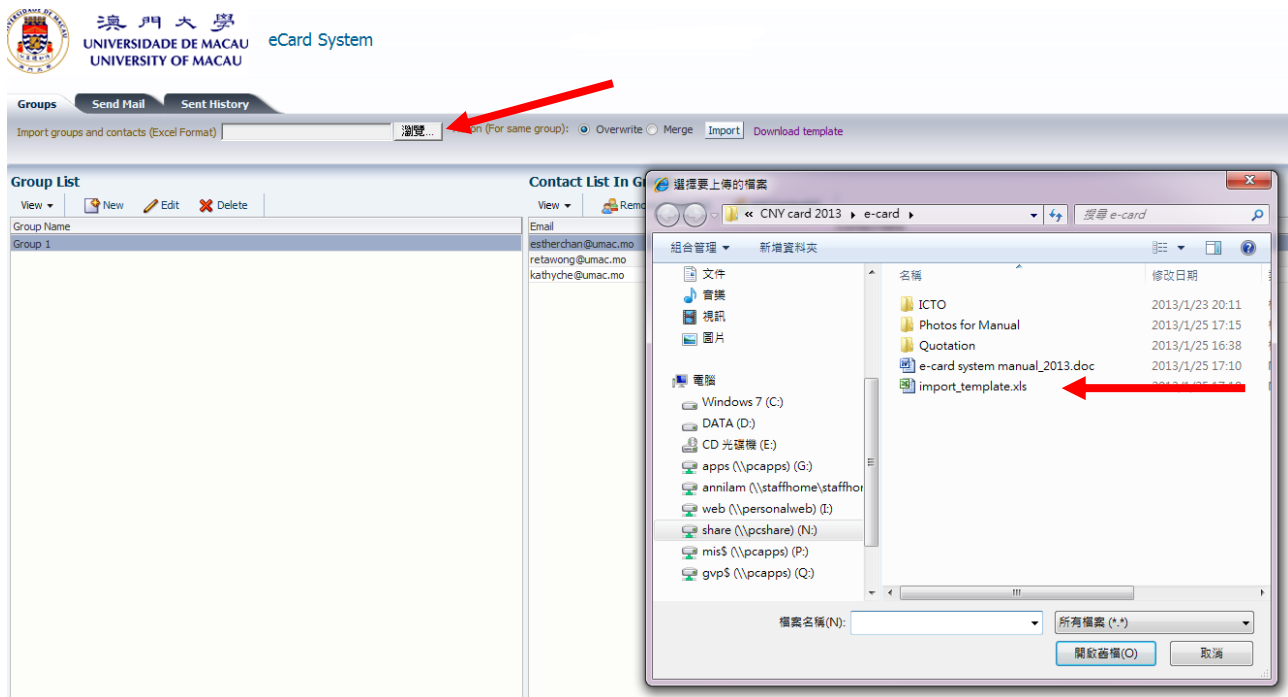


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E
1	Contact Name	Contact Email	Group Name		
2	Kathy	<a href="mailto:kathyche@umac.mo">kathyche@umac.mo</a>	event 1		
3	Iris	<a href="mailto:irislio@umac.mo">irislio@umac.mo</a>	event 1		
4	Esther	<a href="mailto:estherchan@umac.mo">estherchan@umac.mo</a>	event 2		
5	Jack	<a href="mailto:jackho@umac.mo">jackho@umac.mo</a>	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' interface for the University of Macau. The browser address bar shows the URL: [https://isw.umac.mo/eCard/faces/main?\\_afrcLoop=85058158559564&\\_afrcLoop=85058158559564](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 text 'eCard System' and 'Login username: WININGAN' with 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:** Rich text editor with a toolbar. The text area contains 'Dear friends, Merry Christmas!'.

Below the content field, a tip 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.

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

UNIVERSITY OF MACAU  
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eCard System

Login username: WININGAN [Logout](#)

Groups Send Mail **Sent History**

**Abstract**

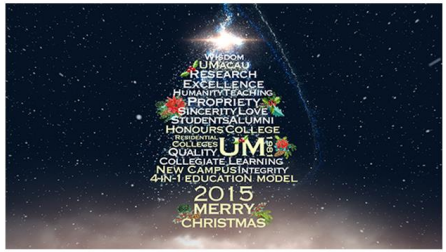
From Name: winingan  
From Email: winingan@umac.mo  
Subject: Merry Christmas!  
Dear friends,  
Content: Merry Christmas!

**Mailing List**

Recipient Name	Recipient Email
winingan	winingan@umac.mo

**Mail Preview**

Dear friends,  
Merry Christmas!



請按此  
Please click here

如果您未能閱讀此電郵，請按此  
If you cannot view this email, please [click here](#)

[Confirm And Send](#) | [Back](#)

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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

UNIVERSIDADE DE MACAU 澳門大學  
UNIVERSITY OF MACAU eCard System

Login username: WININGAN Logout

Groups Send Mail Sent History

Send By Delegation  Yes  No (Send By Login User)

From Name wini

Send To Group  Yes  No

\* Group **Group 1**

\* Subject

\* Content

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,

Wishing you a Merry Christmas!!

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.

UNIVERSIDADE DE MACAU 澳門大學  
UNIVERSIDADE DE MACAU UNIVERSITY OF MACAU eCard System

Login username: WININGAN Logout

Groups Send Mail Sent History

Send By Delegation  Yes  No (Send By Login User)

From Name wini

Send To Group  Yes  No

\* Group Group 1

\* Subject Merry X'mas

\* Content

Dear %RECIPIENT%,

Wishing you a Merry Christmas!!

Best Regards

Wini

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

Preview

#### 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 details:

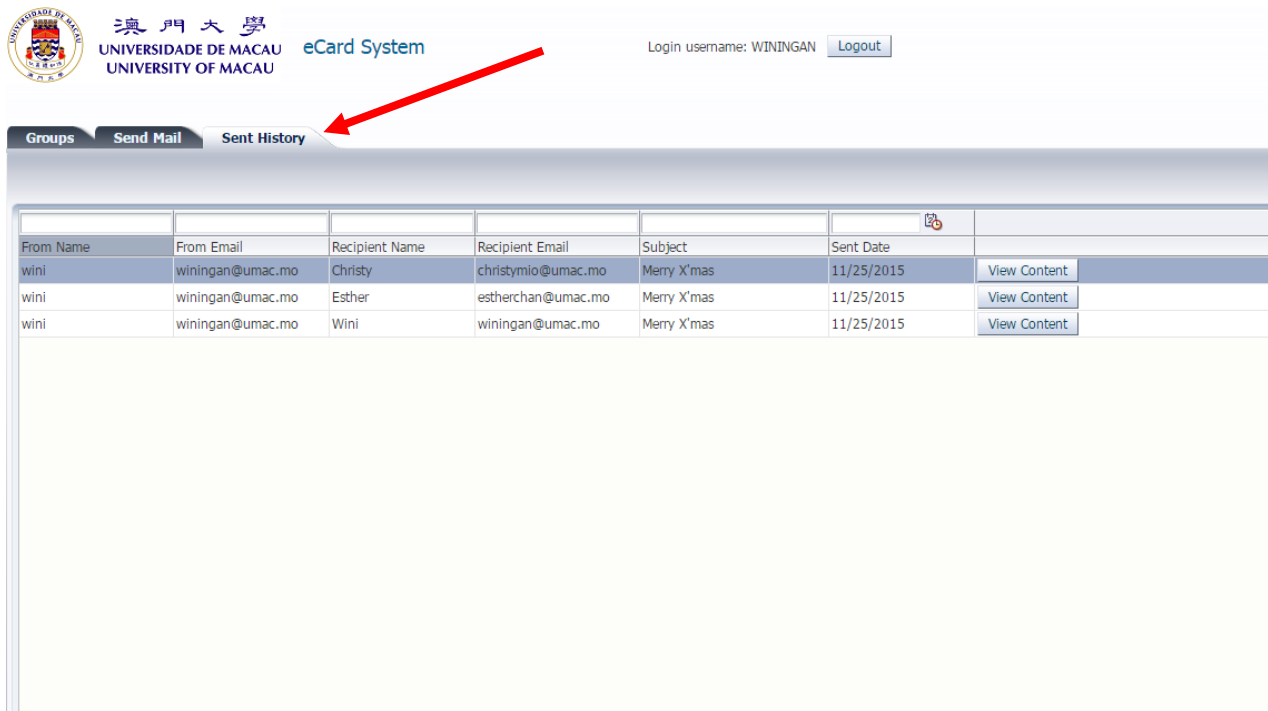
- Send By Delegation:**  Yes  No (Send By Login User)
- \* Delegation:** A dropdown menu showing 'Kathy Che : kathyche@umac.mo' (highlighted with a red arrow).
- From Name:** Kathy Che : kathyche@umac.mo
- Send To Group:**  Yes  No
- \* Group:** Group 1
- \* Subject:** (Empty text field)
- \* Content:** Tahoma (font), 3 (size), and a rich text editor toolbar.
- Content Area:** Dear %RECIPIENT%,  
Wishing you a Merry Christmas!!
- Tip:** You can use %RECIPIENT% as the variable of recipient name in the mail content.

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 displays the eCard System interface for the University of Macau. The user is logged in as WININGAN. The 'Sent History' tab is selected, as indicated by a red arrow. The interface shows a table of sent emails with the following data:

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	<a href="#">View Content</a>
wini	winingan@umac.mo	Esther	estherchan@umac.mo	Merry X'mas	11/25/2015	<a href="#">View Content</a>
wini	winingan@umac.mo	Wini	winingan@umac.mo	Merry X'mas	11/25/2015	<a href="#">View Content</a>

~~ End ~~