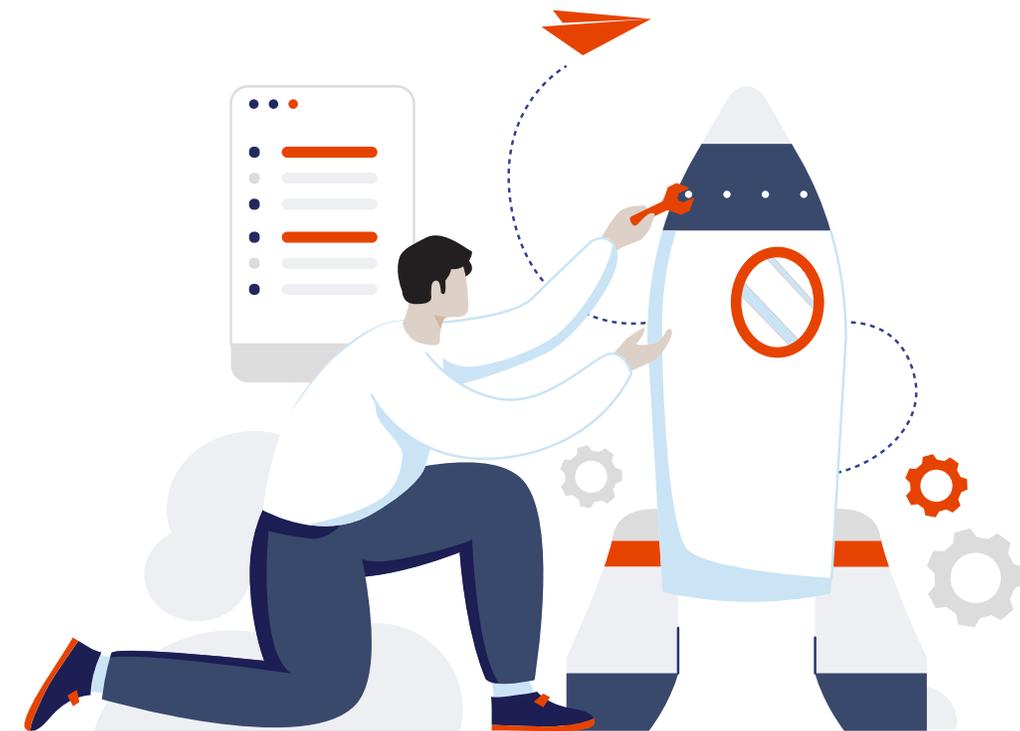




Optional Modules



Sending Hub

(Admin Module)

Send eCard campaigns on behalf of company members

The sending Hub module is an advanced tool for the admin. With this module, the admin can create targeted sending campaigns on behalf of the registered users within the company. The sending Hub is fully managed by the admin and offers the flexibility to pause or resume campaigns as needed.

The process is simple: the admin can select the users to send on their behalf, upload the recipients list for each user, choose the preferred eCard design, and set the desired sending date. The eCards will then be sent to the recipients' inboxes, appearing as if they were sent from each individual user's email address.

Create a new campaign. Step 1: Provide a name for your campaign and select the desired sending date.

The screenshot shows the 'New Campaign' setup wizard. At the top, it says 'Please follow the campaign setup wizard to create a new campaign.' Below this is a progress indicator with three steps: '1 Campaign Details' (highlighted in red), '2 Sending Users', and '3 eCard Selection'. Under the 'Campaign Details' section, there is a sub-header 'Campaign Details' and a note: 'Choose a name for your campaign and then click on "Next" button'. There are two input fields: 'CAMPAIGN TITLE' with the value '2022 Holidays' and 'SENDING DATE' with the value '2022-12-19 11:20'. A red 'Next >' button is located at the bottom right.

Create a new campaign. Step 2: Select the sending users to send on their behalf.

The screenshot shows the 'New Campaign' setup wizard at Step 2: 'Sending Users'. The progress indicator now shows '1 Campaign Details' and '2 Sending Users' (highlighted in red), with '3 eCard Selection' next. Under the 'Sending Users' section, there is a sub-header 'Sending Users' and a note: 'Select a sending user form below. You can add more sending users to the campaign.' There is a dropdown menu for 'SENDER USER (EMAIL)' with the placeholder text 'Select value'. To the right, there is a checkbox labeled 'User Digital Signature. This will add the user's digital signature to the eCard (If applicable)'. Below this, there is a section for 'Upload Recipient List' with instructions: 'Click on "Choose File" to select the recipients list, and then view the selected list to confirm. Column headlines must be [First Name, Last Name, Email] in any order. [Download CSV Example](#)'. There are two buttons: 'Choose File' (red) and 'View Recipients' (grey). At the bottom left, there is a '< Back' button. At the bottom right, there is a '+ Add Another User' button (green) and a 'Next >' button (red).

Create a new campaign. Step 3: Select the eCard design, enter the subject line and compose the greeting message.

New Campaign

Please follow the campaign setup wizard to create a new campaign.

1 Campaign Details
 2 Sending Users
 3 eCard Selection

eCard Selection

Please select an eCard for your campaign



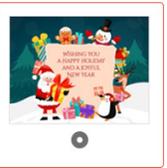
View eCard



View eCard



View eCard



View eCard

SUBJECT LINE

MESSAGE

Paragraph B *I* A ≡ ≡ ≡ ≡

< Back
Preview
Finish

Manage Campaigns: View the status of your campaigns.

Campaigns

Select "Show Campaign" from the action menu to view the campaign information. Select "Clone Campaign" to resend to the same recipients a different eCard. Select "Delete" to delete the campaign.
Note: Deleting a campaign will stop the sending if the campaign is still in process.

10

+ Create New Campaign

CAMPAIGN NAME	CREATION DATE	SENDING DATE	RECIPIENTS	STATUS	ACTIONS
2022 Holidays	15-12-2022	20-12-2022 12:00	175	In Progress	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> Show Campaign Clone Campaign <li style="color: #e74c3c;">Delete </div>

Showing 1 to 1 of 1 entries

1
Next

Sending Profiles

(Admin and Selected Users Module)

Send an eCard on behalf of an executive

The platform allows administrators to designate assistants for executives. These assistants can be assigned to multiple executives and will be able to send eCards on their behalf. When the assistant logs in, they will be presented with a list of executives they are authorized to act for, as determined by the administrator.

The assistant will have control over the executive's signature, recipient list, eCard design, and sending process, ensuring that the eCards are delivered to recipients' inboxes with the executive's email address as the sender.

Admin. Select the assistant from the user list, and link them to the executive's profile.

Sending Profiles

Please select an assistant account, and then select the sending profile. You can assign multiple sending profiles to the same assistant.

SENDING ASSISTANT

Select User

Search Users

- UserEmail1@company.com
- UserEmail2@company.com
- UserEmail3@company.com

EXECUTIVE SENDING PROFILES (LINKED TO)

- Sender1@domain.com
- Sender2@domain.com
- Sender3@domain.com
- Sender4@domain.com

Save

User. When the assistant logs in and launches the Sending Profiles, the profiles set by the admin will be displayed.

Sending Profiles

You have been authorized by your admin to send on behalf of the following users. Select from the action menu.
People you are authorized to send on behalf: **2**

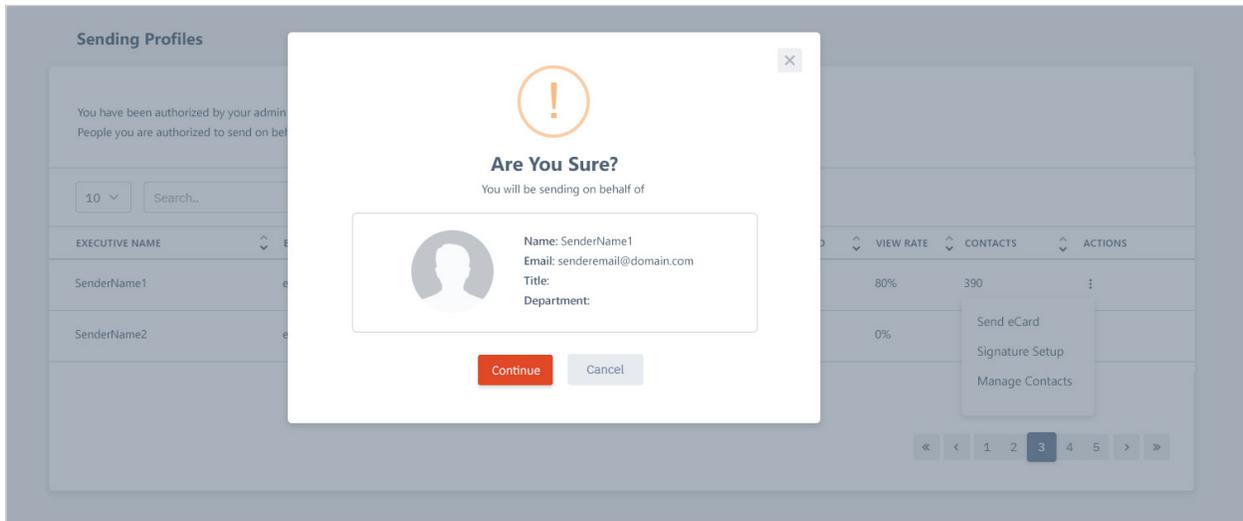
10 Search..

EXECUTIVE NAME	EMAIL ADDRESS	LAST SENT	SENT	VIEWED	VIEW RATE	CONTACTS	ACTIONS
SenderName1	emailaddress1@domain.com	2021-10-07	50	40	80%	390	⋮
SenderName2	emailaddress2@domain.com	Never	0	0	0%		⋮

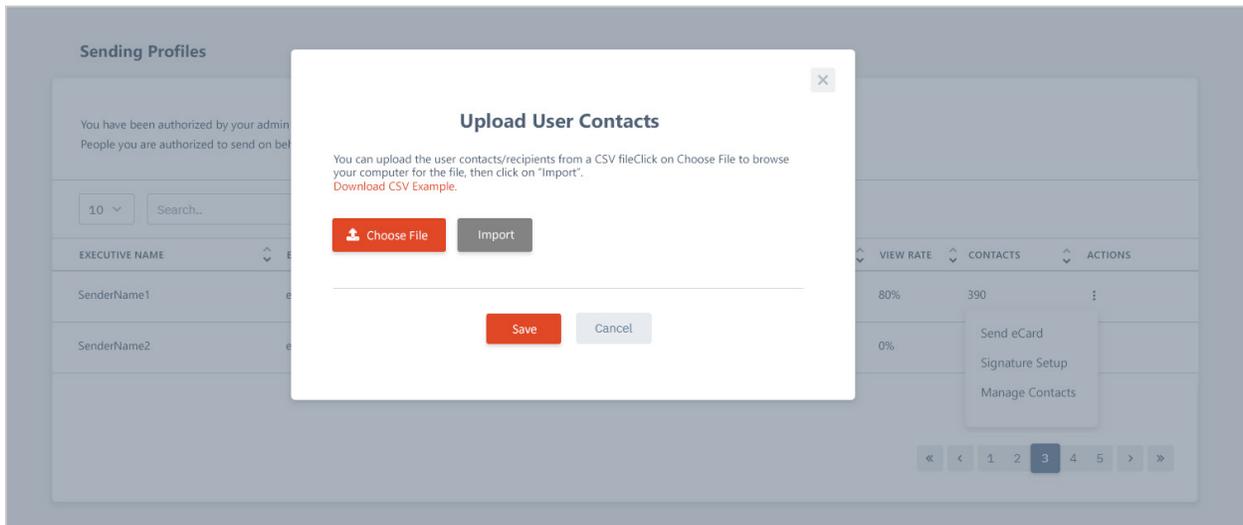
- Send eCard
- Signature Setup
- Manage Contacts

« < 1 2 3 4 5 > »

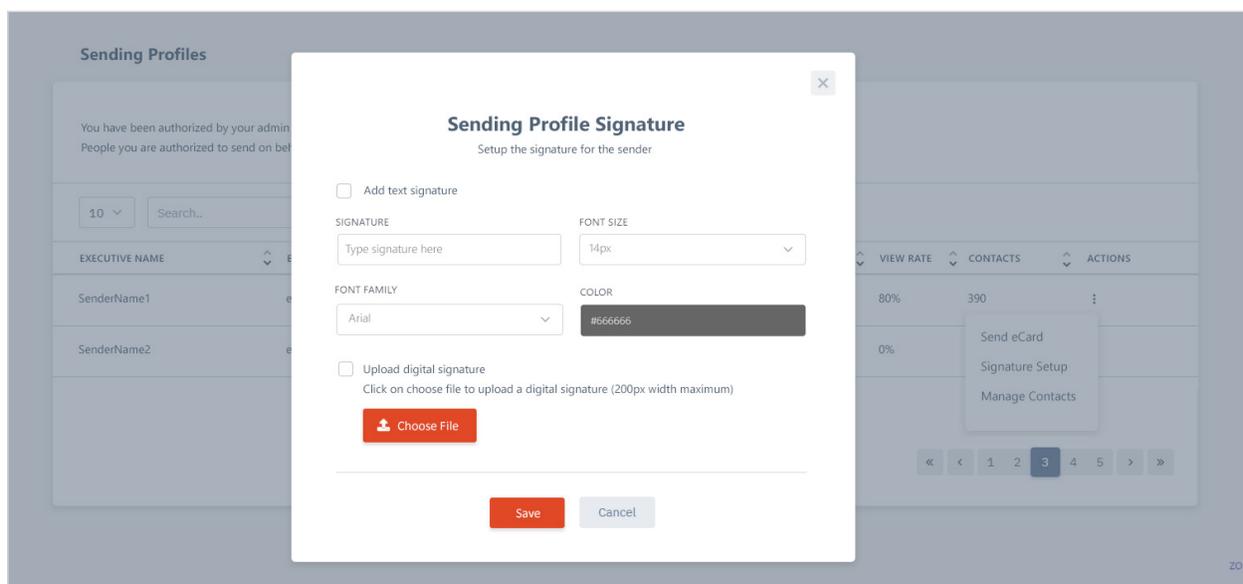
User. The assistant can send an eCard on behalf of the executive by selecting 'Send eCard' from the menu.



User. The assistant can upload contacts for the executive.



User. The assistant can set the executive's text and digital signatures prior to sending the eCard



Special Occasions

(Admin Module)

Schedule and send special automated eCards to people

The Special Occasion Module is an automated solution for sending birthday and work anniversary greetings. The administrator can upload a sheet with the necessary information, such as names, email addresses, birth dates, and work anniversary dates, and then choose the desired eCard design.

The module will automatically send the greetings on the designated dates by checking the recipient list daily. The administrator can monitor the status of each sent eCard and manage the recipient list.

Manage campaigns page. After creating your campaigns, this is your Special Occasions manage page.

Sent eCards
430
From all campaigns

In-Queue eCards
120
In all campaigns

Campaigns
2
Since account creation

Total Recipients
550
Total recipients in all lists

Campaigns

Select a campaign to view details and manage recipients in the queue (If still in progress). Start a new campaign by selecting an eCard.

10 Search...

<input type="checkbox"/>	DESIGN	CAMPAIGN NAME	CREATION DATE	LISTS	RECIPIENTS	SENT ECARDS	STATUS	ACTIONS
<input type="checkbox"/>		Birthdays	2022-03-01	March 2022	150	150	Completed	<ul style="list-style-type: none">View eCardView CampaignDelete
<input type="checkbox"/>		Work Anniversary 2022	2022-01-01	Employees Cheers	400	280	In progress	

Showing 1 to 2 of 2 entries

« < 1 2 3 4 5 > »

View/Manage campaign. The campaign page will display the sent and queued eCards, along with the status of each eCard.

Sent eCards
280

In-Queue eCards
120

Total Recipients
400

Status
In-Progress

Sending List: **Work Anniversary 2022** Type: **Work Anniversary**
Recipients have received eCards

10

NAME	E-MAIL ADDRESS	EVENT DATE	STATUS
Marc David	marcdavid@gmail.com	February 22	
Sarah Buldwin	Sarah.B@company.ca	April 17	
Dayna Hettinger	douglas65@lebsack.bizJan 10	Aug 29	

Showing 1 to 3 of 280 entries « < 1 2 3 4 5 > »

Recipients in the queue to receive eCards ⏸ Pause All

10

NAME	E-MAIL ADDRESS	EVENT DATE	STATUS	ACTION
Annabel Zboncak	zander.romaguera@yahoo.com	Sep 24		⋮ Pause
Dell Osinski	pansy.gleason@macejkovic.com	December 30		

Showing 1 to 2 of 120 entries « < 1 2 3 4 5 > »

Manage and create Lists. You can view your current lists and create new ones to assign to your campaigns.

Sent eCards
430
From all campaigns

In-Queue eCards
120
In all campaigns

Campaigns
2
Since account creation

Total Recipients
550
The total recipients in the lists

Special Occasions Lists

Select "Edit" from the action menu to edit the information within the list, or select and click "Delete Selected" button to delete the selected list(s).

10

<input type="checkbox"/> LIST NAME	CREATION DATE	RECIPIENTS	ACTIONS
<input type="checkbox"/> Work Anniversary 2022	2022-01-01	400	⋮
<input type="checkbox"/> March 2022	2022-03-01	150	View/Edit Delete

Showing 1 to 2 of 2 entries « < 1 2 3 4 5 > »

Create New List

Add a new special occasion list. Choose a name for your new list, and click on the "Add" button. Specify the type of the occasion.

LIST NAME

OCCASION TYPE
 Birthday
 Work Anniversary

Add List

Edit Lists. You can import recipients into your list, manage recipients, and edit the list name.

Sent eCards
430
From all campaigns

In-Queue eCards
120
In all campaigns

Campaigns
2
Since account creation

Total Recipients
550
Total recipients in all lists

Edit List

Update list name and click on the "Update" button.

LIST NAME

OCCASION TYPE
 Birthday
 Work Anniversary

Update

Import Contacts

Import a complete contact list to "March 2022" list from a CSV file. The imported contacts will be automatically added to your main contacts. Duplicated contacts will be ignored. Click on "Import Contacts" to start the process. [Download CSV Example.](#)

Import Contacts

March 2022

Creation Date: 2022-03-01

Contacts in March 2022 list

10

<input type="checkbox"/>	NAME	EMAIL	ACTIONS
<input type="checkbox"/>	Zsazsa McCleverty	zmcclervtye@soundcloud.com	Remove
<input type="checkbox"/>	Yoko Pottle	ypottiec@privacy.gov.au	Remove
<input type="checkbox"/>	Wesley Buriand	wburlandj@uiuc.edu	Remove

« < 1 2 3 4 5 > »

Select contacts to add to March 2022 list

10

<input type="checkbox"/>	NAME	EMAIL	ACTIONS
<input type="checkbox"/>	Travus Bruntjen	tbruntjeni@sitemeter.com	Add
<input type="checkbox"/>	Stu Delamaïne	sdelamaïne@who.int	Add
<input type="checkbox"/>	Saunder Offner	sofner19@mac.com	Add
<input type="checkbox"/>	Stephen MacGilfoyle	smacgilfoyle@bigcartel.com	Add
<input type="checkbox"/>	Skip Hebblethwaite	shebblethwaite10@arizona.edu	Add

« < 1 2 3 4 5 > »

Manage Recipients. You can import recipients into the main contacts list and assign them to different sending lists.

Sent eCards
430
From all campaigns

In-Queue eCards
120
In all campaigns

Campaigns
2
Since account creation

Total Recipients
550
The total recipients in the list

Manage Recipients

Select "Edit" to edit contact's information, or select "Delete Selected" to delete the selected recipients from the main contacts list.

10 **Import recipients** **Add Recipient**

<input type="checkbox"/>	NAME	E-MAIL	BIRTHDAY	WORK ANNIVERSARY	LIST	ACTIONS
<input type="checkbox"/>	Dayna Hettinger	douglas65@lebsack.biz	Jan 10	Aug 29	March 2022	⋮
<input type="checkbox"/>	Annabel Zboncak	zander.romaguera@yahoo.com	Sep 24	Nov 15	March 20	View/Edit Delete
<input type="checkbox"/>	Dell Osinski	pansy.gleason@macejkovic.com	May 30	Oct 17	Employees	⋮

Showing 1 to 3 of 500 entries

« < 1 2 3 4 5 > »

Special Occasion eCards. After setting up your lists and adding recipients, select an eCard to begin the campaign.

Sent eCards
430
From all campaigns

In-Queue eCards
120
In all campaigns

Campaigns
2
Since account creation

Total Recipients
550
The total recipients in the list

Special Occasions eCards

Please select an eCard from the selection below to view and customize.



Anniversary 2022
WORK ANNIVERSARY ECARD



Birthdays 2022
BIRTHDAY ECARD



Anniversary 2021
WORK ANNIVERSARY ECARD



HAPPY BIRTHDAY
Birthdays 2021
BIRTHDAY ECARD

Customize and finish. Select the sending lists, add a subject line, and customize your message.

eCard Customization

OCCASION LISTS
(Select a special occasion list)

Select list ▼

SUBJECT
(Enter a subject line for your message)

Subject line

YOUR MESSAGE

Sans Serif Normal B I U G A [color] X₂ X² H₁ H₂ ” ” ‹ ›

Your message

DISPLAY OPTIONS

Display my signature

Display my digital signature.

Notify me when the eCard is viewed

Reset Preview Submit

