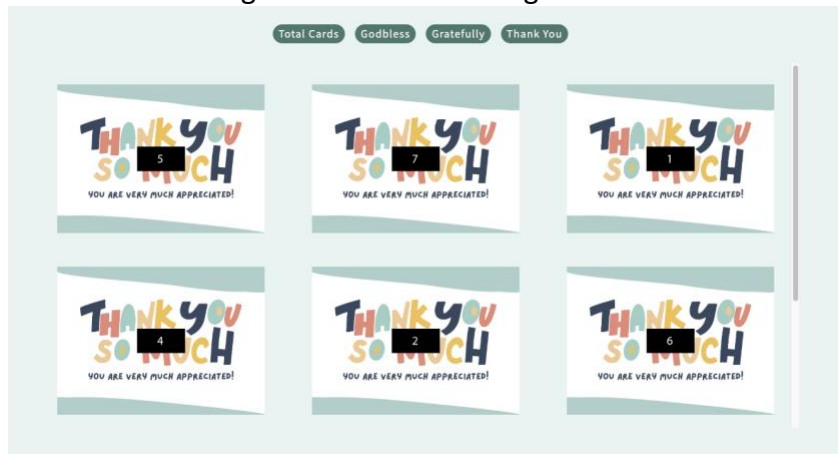


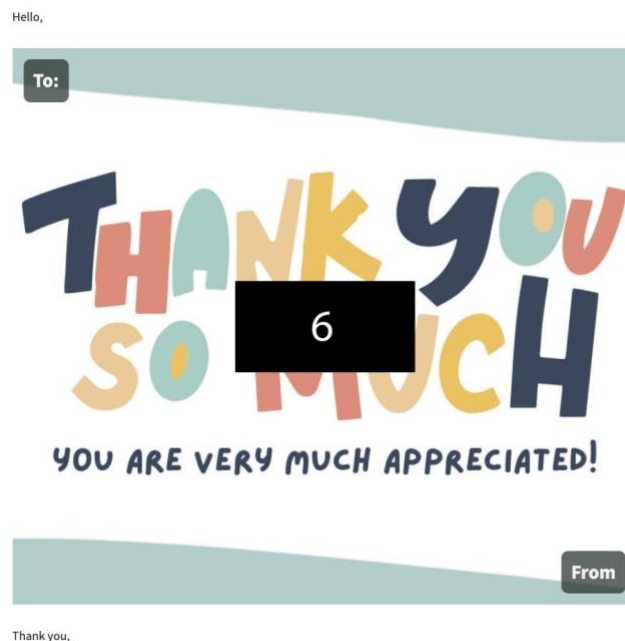
Appreciation Page

To use Appreciation page correctly user needs following steps:

1. User needs to create and login to an account.
2. User is directed to Appreciation page where user first selects an Appreciation card of choice. User can filter the images based on the categories too.



3. As soon as user selects the card, the card displays just below Appreciation card display section.



4. The information automatically displays as user fills out the form and gives a first look how the card is going to look in the inbox.
5. All the fields in the form are required. If any field is kept empty or incorrectly email filled out, the cursor automatically scrolls up that input-field.

Sender *

Name

Email

Recipient *

Name

Email

Recipient's Manager *

Email

Message from Sender to Recipient*

Comment...

Send

6. The email is sent on the click of 'Send' button to the recipient and CC to the recipient's Manager.

Card-Upload Page

Steps to upload a Card.

1. User needs to click button to choose the '.jpg.' file to upload the card.
2. If user wish to upload a card in a 'Thank You' category, user has to rename the file as in the end use '-'and the category name such as 'thank you' else the uploaded card will appear in 'total card' category but no other category. For an instance: there is a file name 'card.jpg'. if user wants to upload the card in 'thank you' category, user must rename it as 'card-thank you.jpg'.
3. Initially the button is greyed out means the button is disabled. The button will be active only if the correct format or correct file format is chosen.

Choose File No file chosen

Upload Card

Choose File Card.jpg

Upload Card

Card-Info Page

Steps to Edit the database using Card-Info.

1. User Admin needs to select User Info from Amin Panel.
2. When user Info page is loaded click on the Select button to view all the information relation to the customer.

Company Name	Address	Phone	CP First Name	CP Last Name	CP Email	
The HR Agency	12345-145 street, Edmonton, Ab, T5X6V8	7809848855	Carol	Clinton	bClinton@arkansas.com	Select
Zellers, Inc.	14545-173 street, Edmonton, Ab, T5X6V8	8255872233	John	Doe	jdoe@anonymous.com	Select
General Motors, Inc.	145 Fir Street, Detroit, Mi, 90251	7809841155	Frank	Smith	fsmith@gm.com	Select
Ford, Inc.	800 Ford Street, Dearborn, Mi, 95874	5558792225	Henry	Ford	hFord@ford.com	Select
Frank's Food Emporium	8524-99 street, Edmonton, Ab, T6X7Y3	4032454875	Joe	Rogan	frankF@fe.com	Select
ArvCompany	12345 Loyal Street	4512451245	Arv	Pandit	apandit1@ualberta.ca	Select

3. When User Admin is on User-Detail page, could edit the customer database, 'Activate/Deactivate the subscription status or even delete the customer from the database.

[Back](#) [Edit](#) [Deactivate](#) [Delete](#)

Company Name	General Motors, Inc.
Address	145 Fir Street, Detroit, Mi, 90251
Phone No.	7809841155
Email	fsmith@gm.com
Contact Person	Frank Smith
Start Date	2022-10-01
End Date	2023-10-01
Subscription Status	Account Inactive
Type of package	Medium Company
Permission Level	Client Level Access

4. The Deactivate button will deactivate the subscription status of the selected customer, and if the subscription status is Inactive, deactivate button will change the subscription status into Active.
5. The Edit button navigates user Admin to a form where all the information of Client can edit.

Edit Client Form

Company Name *

General Motors, Inc.

Company Address *

145 Fir Street, Detroit, MI, 90251

Company Phone *

7809841155

Contacts First Name *

Frank

Contact Last Name *

Smith

Contacts Email *

fsmith@gm.com

Package Type *

Medium Company (50-249)

Start Date *

2022-10-01

End Date *

2023-10-01

Subscription Status *

Inactive

Permission Level *

Client Level Access

Accept Changes

Back

6. All the input fields must be filled out before saving the changes.
7. "Accept Changes" button saves the input data and redirects to the Client-Info page.

Add New Client Page

Add new client form is for to add new client into the database.

Add New Client Form

Company Name *

Company Name

Address *

Address

Phone Number *

Phone

Contacts First Name *

First Name

Contact Last Name *

Last Name

Contacts Email *

Client Email

Package Type *

Please select a Package Type

Start Date *

yyyy-mm-dd

End Date *

yyyy-mm-dd

Subscription Status *

Please assign a Subscription Status

Permission Level *

Please assign a Permission Level

Submit

Back

1. All the input fields should be filled out.
2. Start date can only accept present day date or future date but not past date.
3. End date should be after start date.