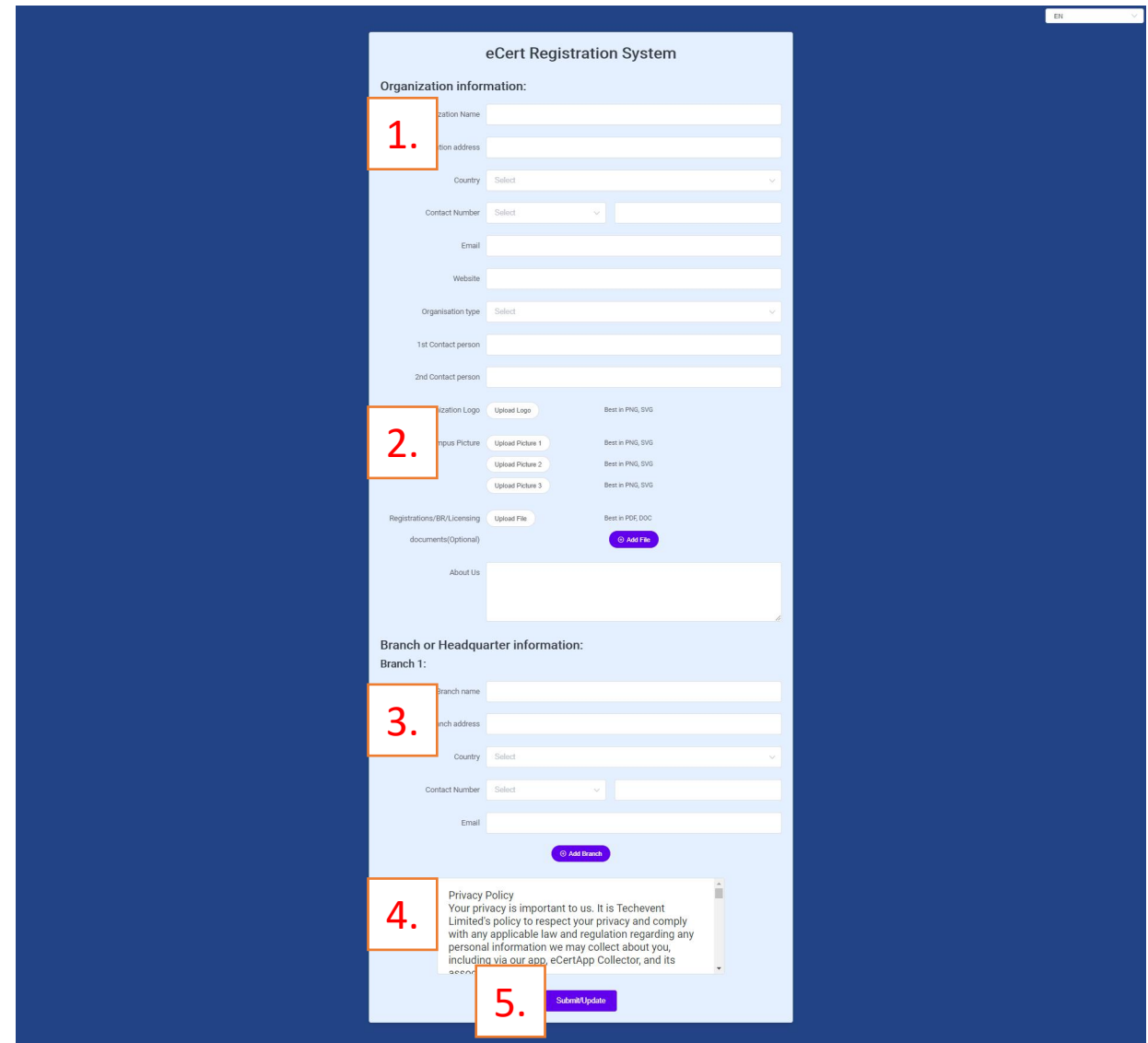# ēcertapp

Platform User Manual
平台使用手冊

Fast issue of eCertificates
速發出智能證書

1. Enter www.ecert.app website
2. To ensure that your organization certificate will not be infringed, you must submit supporting documents.
3. Headquarters will be counted in the first branch (Must fill in)
4. Agree to the terms and conditions
5. Register Button Enter

After successful registration! Receive email notification within 48 hours
If you need additional information, we will inquire in the email

1. 網址進入www.ecert.app注冊
2. 保障你的組織證書不會被侵權，必須遞交證明文件
3. 總部將計入第一個分支機構 (必須填寫)
4. 認同條款細則
5. 按鈕進入

成功註冊後！ 48小時內收到電郵通知
如需要補充資料，我們會在電郵中詢問

1. After registration! Wait for the email, use the user name and password on the email to enter.
2. Forget the password to enter the program

1. 註冊後！等候郵件，使用郵件上的用者名稱和密碼進入．
2. 忘記密碼進入程序
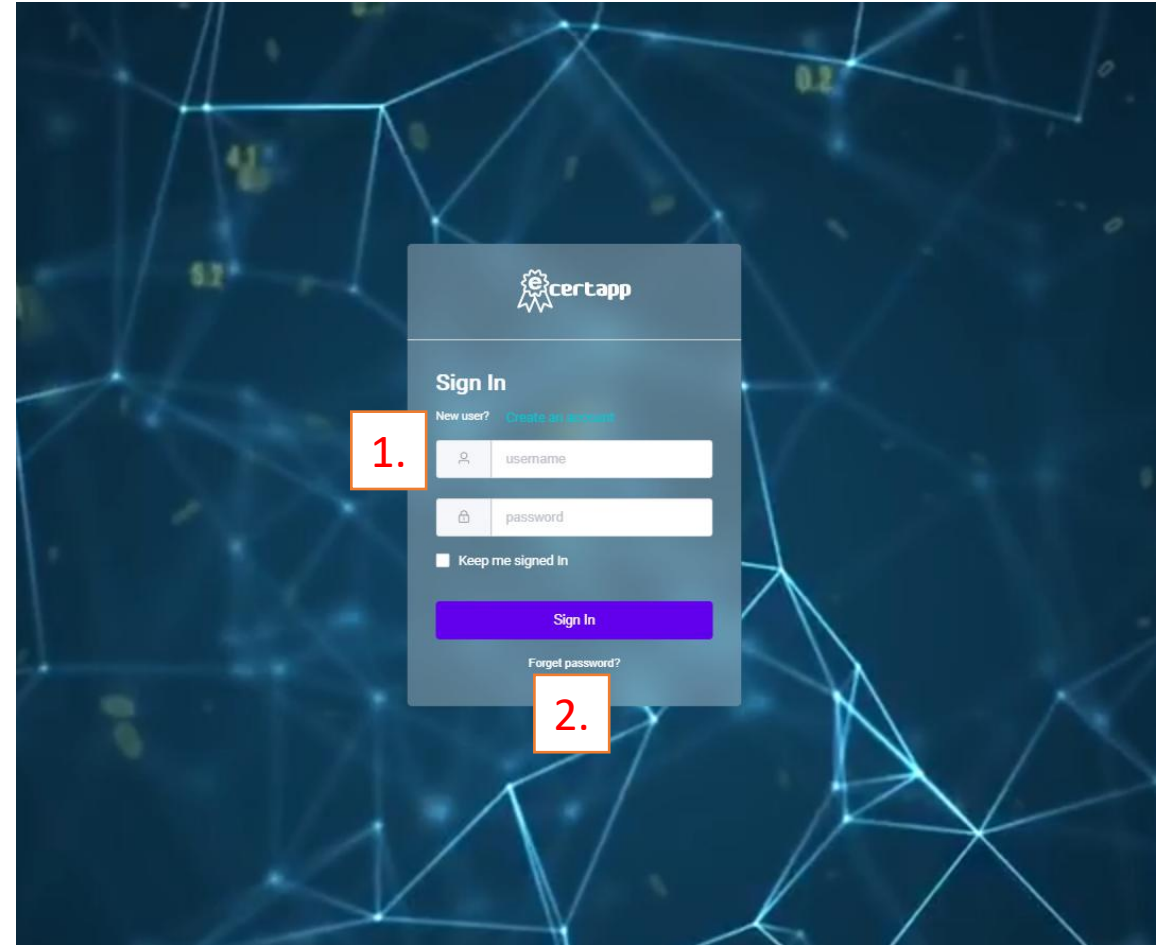
1. Whether the issued certificate has sufficient balance.
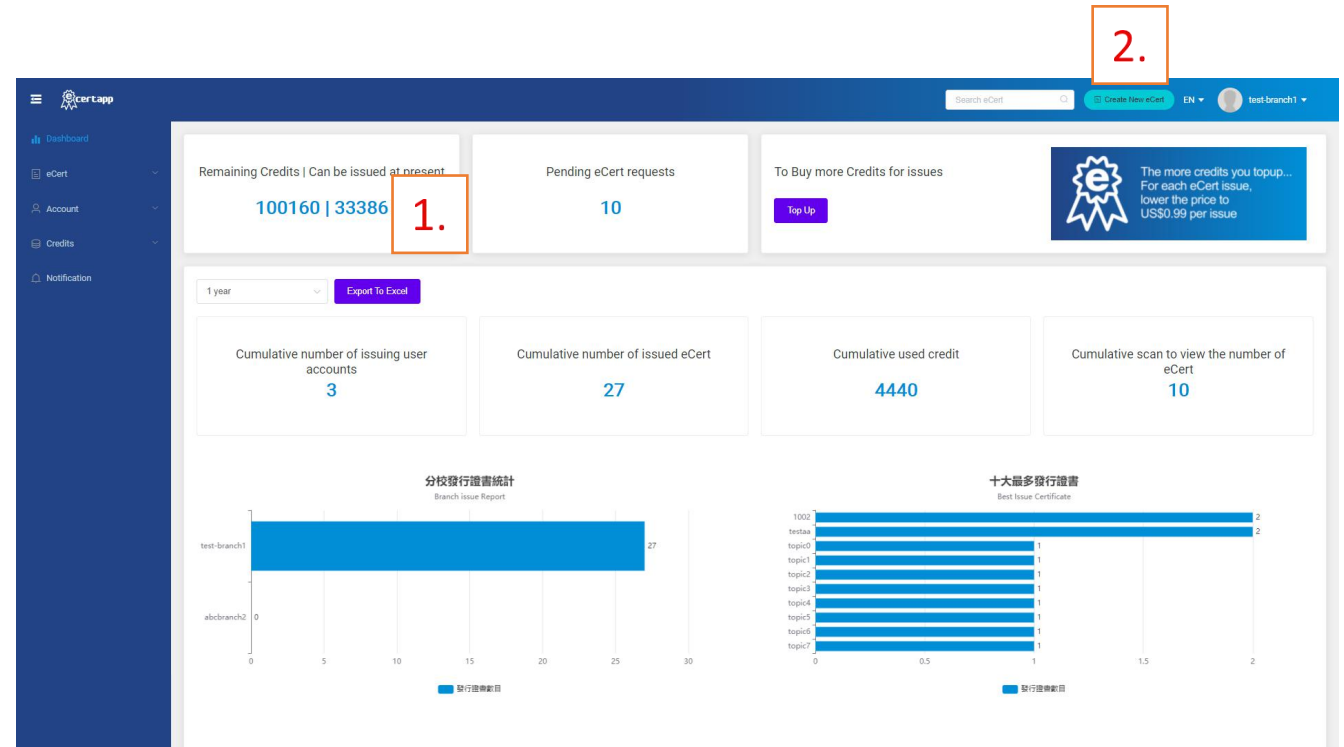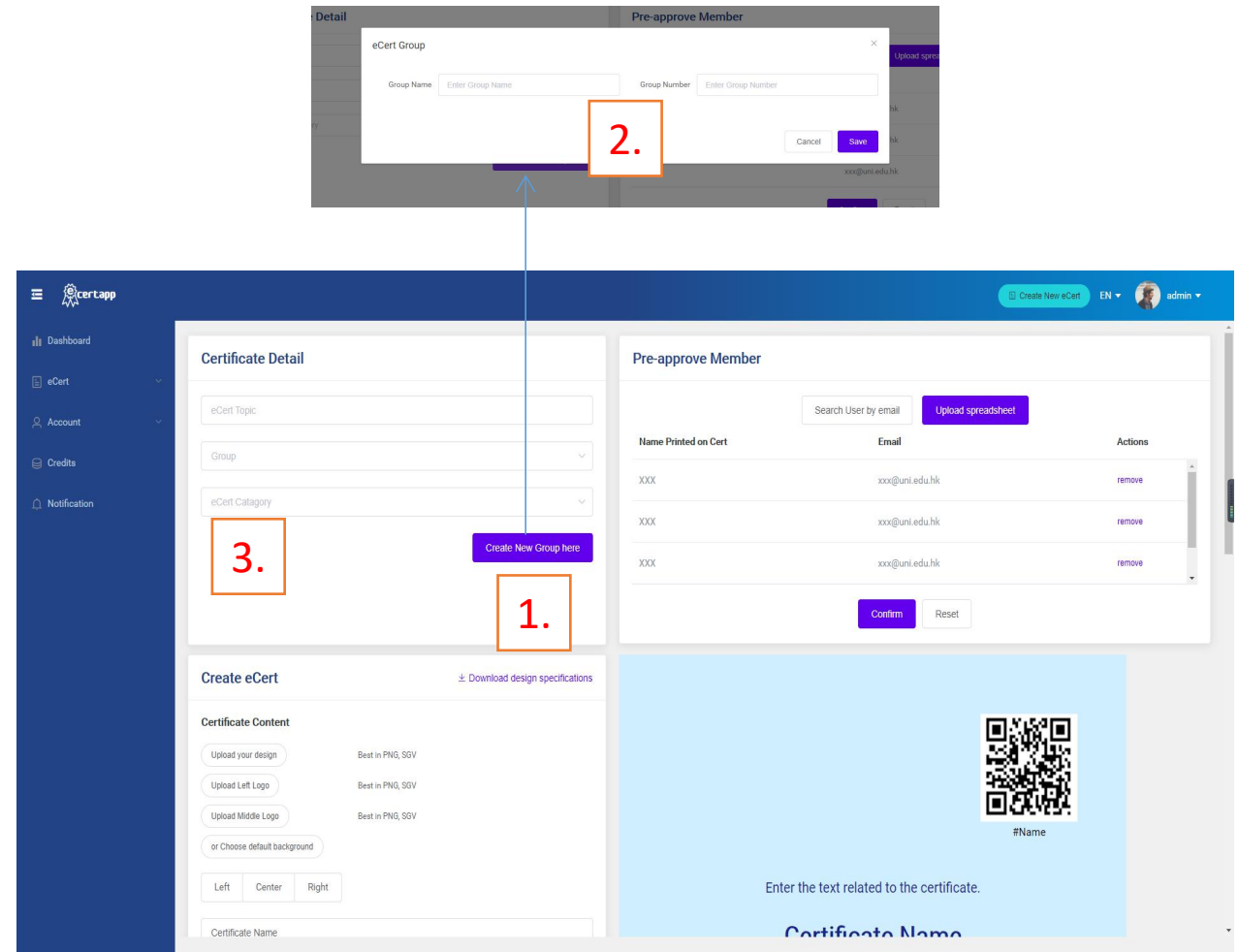2. Click "Create New Cert" button.

1. 發出的證書是否足夠餘額.
2. 點擊"創建新證書"按鈕.

1. Certificate details click "Create a new group here" button
2. Enter the certificate type and file name
3. Choose one of five certificate types"eCert Category"

1. 證書詳細信息單擊 "在此處創建新組" 按鈕
2. 輸入證書類型和文件名
3. "證書類別" 五選一

Two ways to enter "Cert Group" or "Create eCert" and functions and create the file name

Q: How to manage certificate files?
A: There are usually two ways of thinking about arranging certificate files:
1) Arrangement of frequently used certificates-Set "group name" for each type of certificate, followed by "group number". You can use the date to find it easily, or you can use the number and text as the file number of an individual organization.
2) Event and Activity type arrangement-Set the name of the activity in the "group name" and follow the "group number" to enter multi-category certificates: for example, VIP, a participant certificate, competition award, volunteer certificate, thank you certificate, etc. All certificates about the event will be found in this "category name".
Set location
Enter "Certificate Details" in "Create New eCert", enter "Create New Group Here", enter "Group Name" and "Group Number" and then "Save".

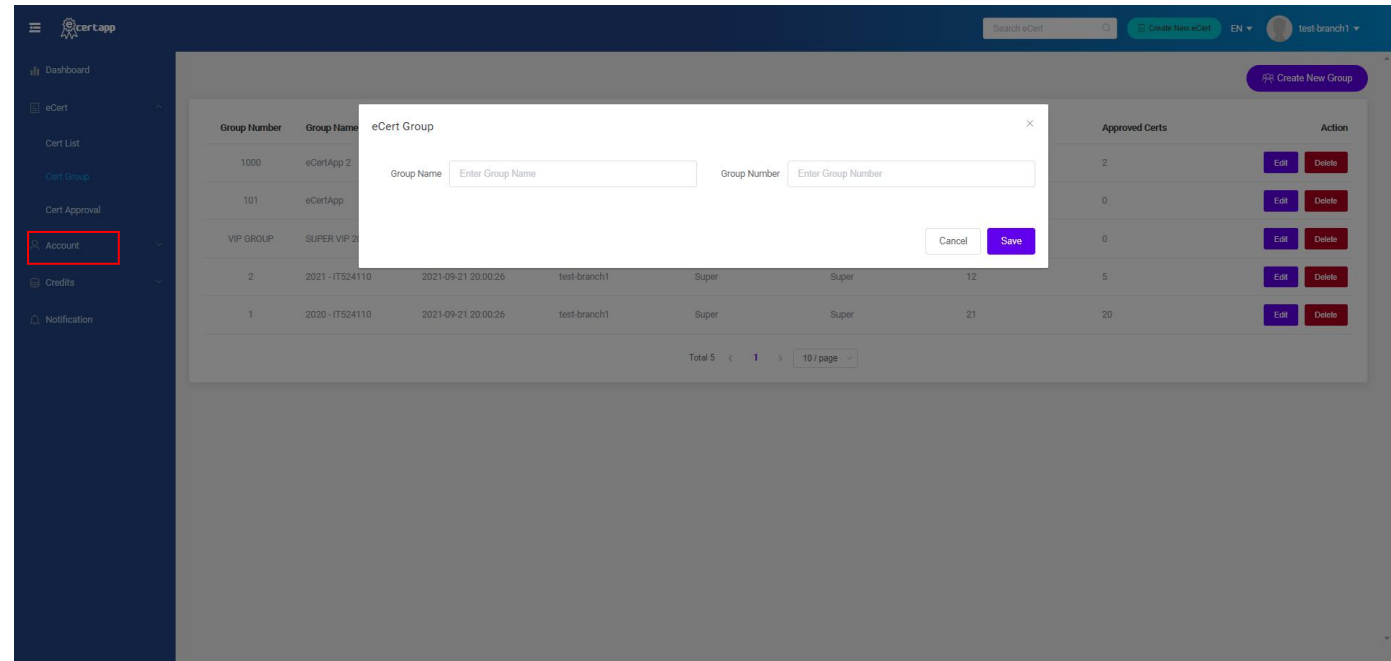
兩種輸入 "證書組別" 或 "創建電子證書" 的方式和功能，創建，檔案名稱

Q: 如何管理證書檔案?
A: 排列證書檔案通常會用兩種思考模式:
1)常用證書排列 - 每一類證書設置"組別名稱",跟隨"組別號碼" 可以用日期方便尋找也可以用號碼及文字作為個別機構的處檔編號。
2)活動式排列 - 設置活動名稱在"組別名稱",跟隨"組別號碼" 可輸入多分類證書：例如: VIP、參與者證書、賽別獎項、志願者證書、感謝狀等等。所有關於活動的證書會在這個"分類名稱" 尋找。
設置位置
進入"創建新電子證書" 裏邊的 "證書明細",進入 "在此創建新組" 裏邊, 有 "組別名稱" 以及 "組別號碼" 輸入後 "保存"

eCertapp

1. Add applicants by mail
2. Enter the applicant' user name to find and choose to finalize.
3. A large number of "user names" can be uploaded through excel and added to receive certificates
   Note! Applicants must download the eCertApp, App and register before they can correspond.

1. 使用郵件加入申請人
2. 輸入申請者電郵尋找之後選擇最後確定.
3. 可把大量的"使用者名稱" 透過excel上傳，加入領取證書
   注意事項! 申請者必須下載eCertApp的App成功註冊後才可對應.
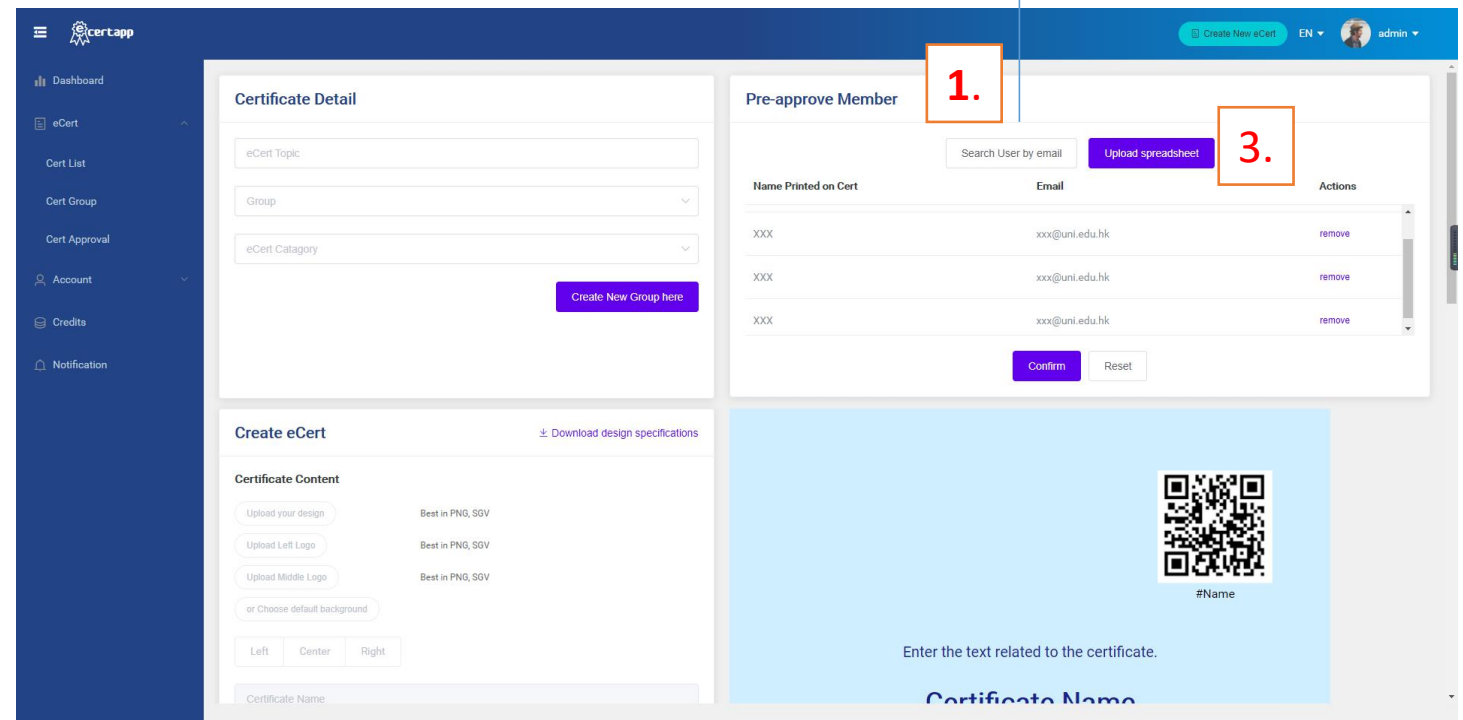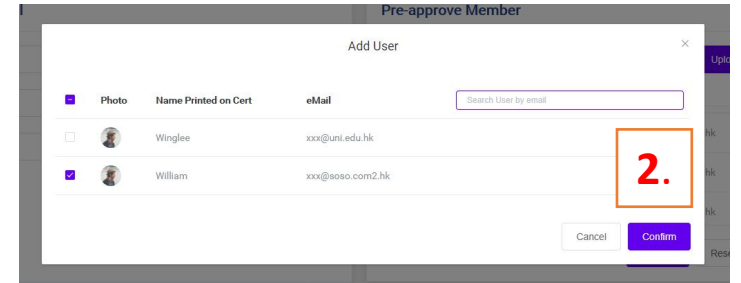
Two ways to design a certificate

1. The first method can design a unique style certificate from the content of the entire certificate, including the trademark, signature and background.
Method (1A): Download the "Design Template", and upload your design to our system after the design is completed.

2. The second method is to select "System Background Design" to upload the trademark/logo, enter the certificate name, select and enter the certificate details, set the certificate sending date and end date, can put the above content details on the left, center, and right.
Upload the signature/seal, enter the name of the signer, position, and organization name (three signatures/seals can be provided, and the left, middle and right can be set).
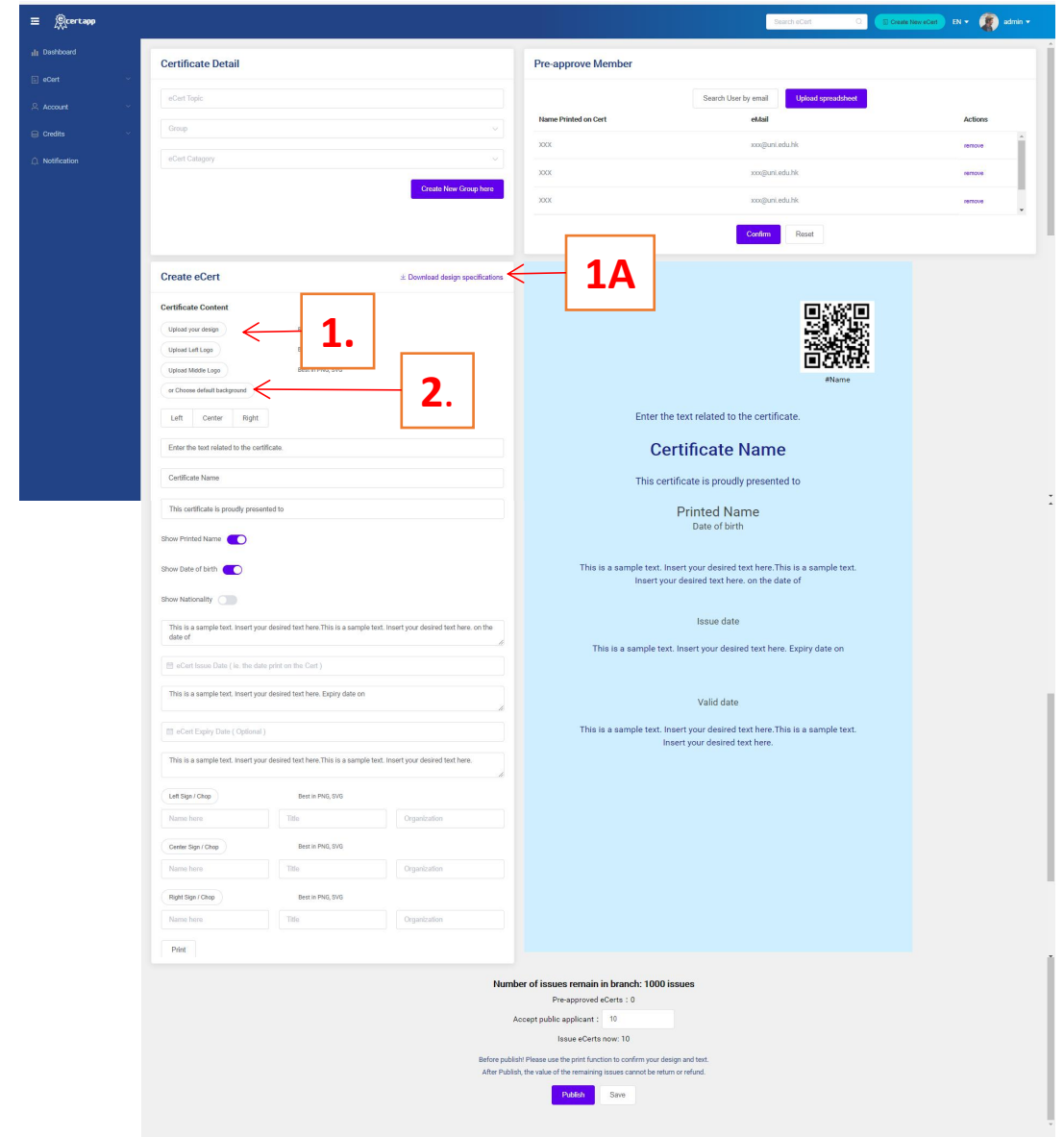
Please note: The applicant/certificate owner, name, date of birth, and nationality are added as an application by the platform system through the email and QR code sharing function. The certificate applicant needs to download our eCertApp Collector from Apple IOS and Google Play and enter it once The application form can correspond to you as an application.

兩種方法設計證書
1. 第一種方法可以把整張證書的內容包括商標和簽名和背景設計出獨一無二風格證書.
方法:下載" (A1)設計模板", 設計完成後上載你的設計到我們系統中.

2. 第二種方法使用選擇" 系統的背景設計" 上載商標, 輸入證書名稱, 揀選和輸入證書細則, 設置證書發送日期和止日期, 我把以上的內容細則用靠左, 正中, 靠右.
上載簽名/印章, 輸入簽名人名稱, 職位, 機構名稱 (可以供給三位簽名/印章, 可設置左中右).

請注意: 申請者/證書擁有者, 姓名, 出生日期, 國籍是由平台系統透過電郵及分享二維碼功能加入作為申請, 證書申請者需要去Apple IOS 以及Google Play下載我們的eCertApp Collector 輸入填寫一次性的申請表就可和你對應作為申請.
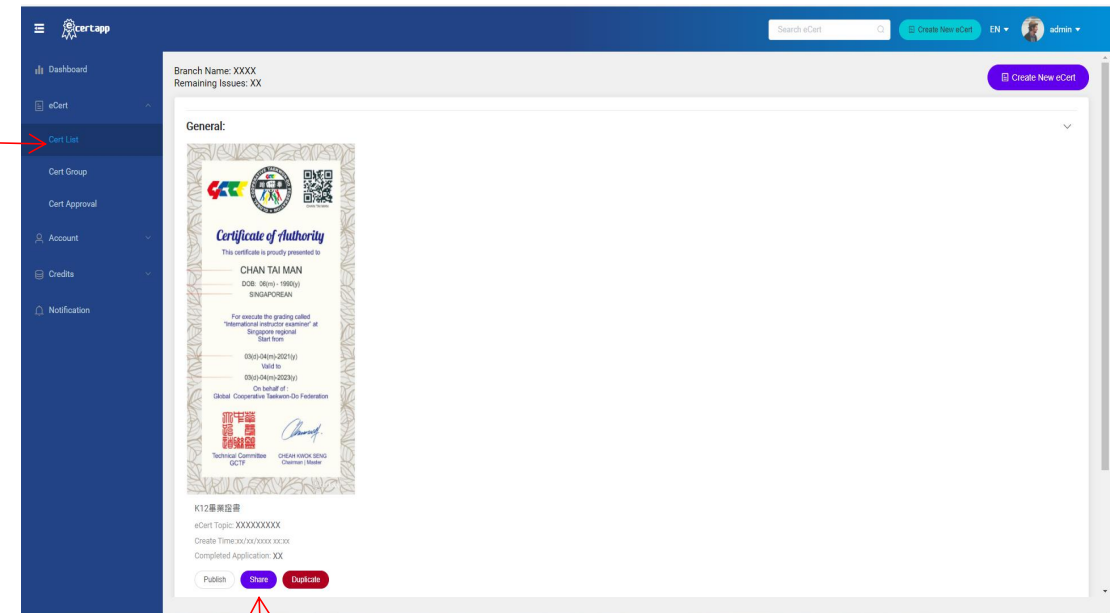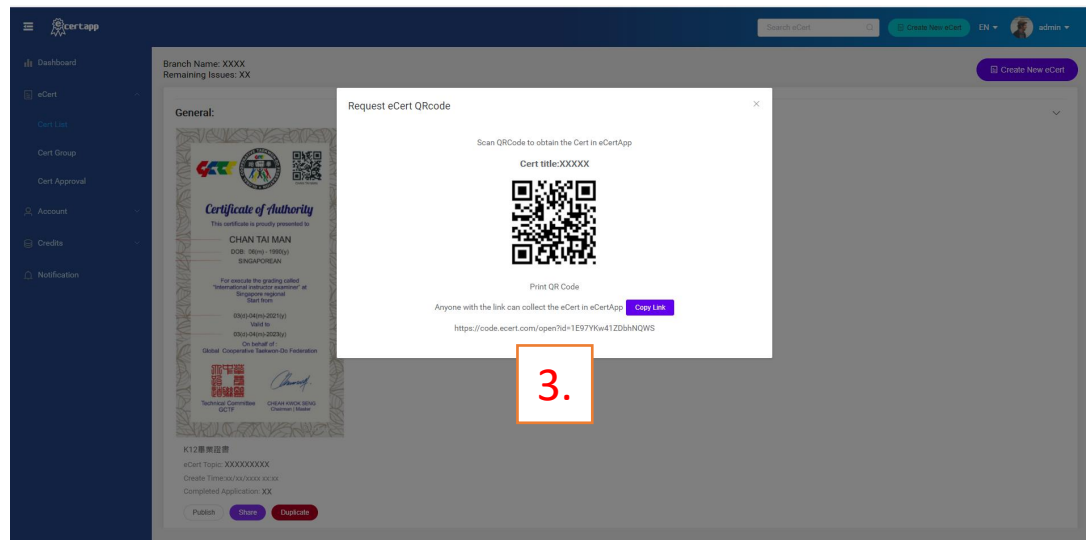
1. Open "Cert list" Select your certificate file
2. Press the "Share" button
3. You can copy the link and send the relevant applicant via email, and you can also print the QR code with Scan the applicant on-site to apply for this series of certificates.

1．打開 " 證書管理" 證書列表"
2．打開"分享" 按鈕
3．可以复制連以及透過Whatsapp以及電郵傳送有關的申請者也可打印二維碼，給申請者現場掃描，作申請這系列證書．

ecertapp

1. The pre-approved certificate will be automatically deducted, and the number of certificates issued
2. Share the QR code and link to apply for a certificate, you need to enter the issued quantity

1. 預先批核證書會自動扣除, 發出證書數量
2. 分享二維碼和連結申請證書, 需要輸入發出數量

Please note! Observe whether it is enough to "issue a quantity balance" before issuing a certificate each time. Need to be careful, review the certificate design and whether the text is correct and after entering the ordered quantity, it cannot be modified once it has been "Published" and cannot refund and return the issued quantity.

請注意! 每次發布證書前觀察是否足夠" 發出數量餘額"
需要細心, 複查證書設計和裏文是否正確,
和輸入一訂的數量後, 一經" 發布" 後不能修改及
不能退款和退回發出數量.