

1. Register

i. Login with your username and password at <http://www.greencouncil.org/eng/cgc/detail.asp>.



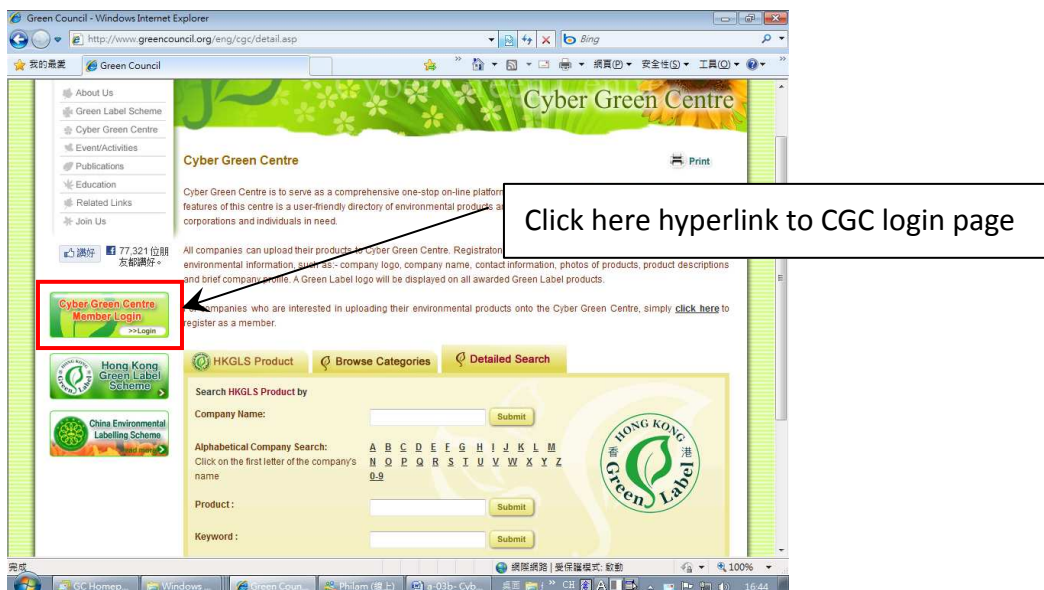
ii. Fill in all necessary information and click "Submit". Then user will receive an email for the login password.

The screenshot displays a registration form with the following fields: Username (1stgreco@council), Name (Administrator), Gender (Male selected), Company Name (Green Council), BR Number (123456789), Contact Person (Administrator), Contact No. (28101122), Fax (28101998), Email Address (info@greencouncil.org), Address (Room 710, New World Tower 1, 18 Queen's Road Central, Hong Kong), Upload Logo (with a note on file size and format), Company Website (http://www.greencouncil.org), and a Security Image with a CAPTCHA (021B). 'Submit' and 'Reset' buttons are at the bottom.

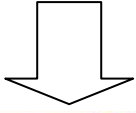
<http://www.greencouncil.org/eng/joinus/joinus.asp>

2. Member Login

Login with your username and password at <http://www.greencouncil.org/eng/cgc/detail.asp>.



3. Enter Product Information



- i. Select [Insert Product]
 - ii. Select Category
 - iii. Enter Product's English Name
 - iv. Enter Product's Chinese Name
 - v. Enter English Description
 - vi. Enter Chinese Description
 - vii. Press [SUBMIT]
- Repeat ii. – vii for inserting other new product

Green User:

	Normal User	Company Members
Company Logo	JPEG or GIF file, maximum size is 50 kbyte , resolution should 120x160 pixels.	JPEG or GIF file, maximum size is 50 kbyte , resolution should 120x160 pixels.
Product Photo	JPEG or GIF file, maximum size is 50 kbyte , the resolution should be 120x160 pixels.	JPEG or GIF file, maximum size is 100 kbyte , the resolution should be 120x160 pixels.
Product Name	Cannot exceed 60 English words or 20 Chinese characters while blank space included.	Cannot exceed 60 English words or 20 Chinese characters while blank space included.
Description	Cannot exceed 300 English Words or 100 Chinese characters while blank space included.	Unlimited

- Users can only upload the maximum of 30 products without any charges **with a limit of 600 words** for each product.
- Both English and Chinese version must be inputted. If there is only one version, please ensure to fill in the same information into two blanks to complete the whole input process.

- Company Members include Hong Kong Green Label Licensee, Hong Kong Green Purchasing Charter and Green Council Corporate Member

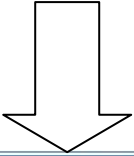
4. Edit Existing Product Information

Cyber Green Center - Product Administration System Menu

Insert Product 輸入產品 | Suggest New Category 建議新類別 | **Edit Existing Product Information 修改已上載產品資料**
Change Password 更改密碼

Name: zhujun | Group: Company Member | Last Login: 2010-09-18 16:40:04 | No. of Login: 3

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Cyber Green Center - Product Administration System

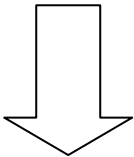
Insert Product 輸入產品 | Suggest New Category 建議新類別 | Edit Existing Product Information 修改已上載產品資料
Change Password 更改密碼

Edit Existing Product Information 修改已上載產品資料

Product Name 產品名稱	Edit 修改	Delete 刪除
Test	Edit	Delete

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- i. Select [Edit Existing Product Information]
- ii. Click [EDIT]



Edit my Product 修改產品資料

Product Image 產品照片: No Image

Category 產品類別: Air Pollution Control

English Name 英文名稱: Test

Chinese Name 中文名稱: test

English Description 英文介紹: test

Chinese Description 中文介紹: teset

Product New Photo 產品照片: 瀏覽...

Leave Blank, if you don't need to update !
Please also upload the small photo, if you want to update the large photo.

- iii. Edit Existing Product Information
- iv. Press [Submit]