New Taipei City BIZ Intelligence Mobile System

Basic User Manual

Wavegis Technology Co., Ltd. 2016/ 12/ 06

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1. Website Introduction

1.1. Home Page



(1)Menber Login

Members can fill in the correct "account" and "password", login platform to use.

(2)Company Search

Users can enter "industry sort", "company name", "product name", or "catalog name" to search enterprise data in the mambership database of this platform.

(3)The latest activities

User can click on the activity name to enter the understanding of the relevant information.

(4)The latest video catalog

Display the latest video catalogs of corporate members, you can directly watch it or link to YOUTUBE website.

(5) Ad banners

Ad banner placed by the platform manager allow the user to view or click to learn about the latest information.

(6) Latest news & activities

There have news and activitie information, Users can see both the buyer's information and the registered information while viewing the content.

(7) Latest online Catologs

The latest online catalogs uploaded by corporate members can be viewed or downloaded as PDF files.

(8) Activities photos

Historical activity photos placed by the platform manager.

(9) Feature options (Menbership database, Latest news & activities)

If you are not logged in yet, you only can click on "Membership database" and "Latest message".

(10)Traditional Chinese / English Language Selection

This platform offers the language choice of both Traditional Chinese and English.

(11)Other information

It includes "About Us", "Operation Manual", "User agreement", "Privacy Policy", and "APP Download".



(12)Enterprise quick function list

After login, the "quick function list" will appear on the left side to corporate members to quickly select commonly used functions.

(13)Features options (account management, message management) After login, those functions will open.

(14)Logout

Members can log out by clicking on "Logout" in the upper right corner.

2. Create a Corporate Account

2.1. Click"Create New Account"

If you want to create an account, click the "Create New Account" button on the left side of the homepage.



2.2. Fill in Corporate Member Information

Users must to fill the contact information of the company, including category, account ID, contact phone number, e-mail,etc.

The explanation of category is as follows.

- Domestic company: If user is domestic company, account ID must be filled in a Taiwan company id number.
- Foreign company: If user is Foreign company, account ID can be customized.
- Start-up: If user is start-up or company without Taiwan company id number, account ID can be customized.
- Government./Association: If user is government or an association, account ID must be filled in a Taiwan company id number.



We offer both Chinese and English language to browse. Hence we recommend that you fill out the list in two language.

The information can also be changed after registration.

中文資訊	
公司名稱 *	
代表人	
地址	
聯絡人姓名	
企業簡介	
	<i>2</i>
英文資訊	
公司名稱 *	
代表人	
代表人 地址	
地址	
地址 聯絡人姓名	
地址 聯絡人姓名	

We recommend that you complete all the information so that other users can better understand your company.

資本額 (\$NTD)	千元	
營業額 (\$USD)	○ 500萬以下○ 1501-3000萬○ 一億以上○ 501-1○ 3001-	000萬
產業別 (可複選)*	A - 食品製造業C - 金屬機械製造業E - 模具及零件製造業G - 倉儲及通信業I - 建築保全服務業	□ B - 紡織製造業□ D - 生活用品製造業□ F - 運輸業□ H - 資訊及技術服務業□ J - 其他產業
企業網址 我已詳閱並同	企業網址 我已詳閱並同意服務條款及隱私政策內容,並同意平台公開書司所提供之公示資訊。 確定送出	

2.3. Click the Account Verify Link

After sending out the registration request, the system will automatically send the "Registration Verify mail" to the registered mailbox. Please click the "Verify Link" to complete the member registration process.

2.4. Resent verification mail

If you do not receive the "Registration Verify mail", you can log in the system, and then click "Re-send Verify mail" button.

3. Login

3.1. Enter Account & Password

Please enter the correct account number and password on the left side of the homepage, and click "Sign in".





After login, you can see the quick function list on the left side.

3.2. Forgot your password

If you forget your password, you can click the "Forgot Password" button on the left side of the homepage.



The system will send a "New Password mail" to your registed email and provide you with a new password. Please sign in with your new password and change it.

4. Membership Database

Each corporate account has the "Company Profile", "Product Description", "Online Catalog" and "video Catalog" information, corporate accounts can always upload the latest information.

4.1. Company Profile

When you register an account, you have filled in most of the information. When you change your contact information, we recommend that you are update the information in real time.



中文資訊	
公司名稱	昕傳科技股份有限公司
代表人	李成偉
地址	臺北市中山區中山北路2段162號3樓
聯絡人姓名	王中凡
企業簡介	昕傳科技股份有限公司以引進高科技產品及提供完善的服務 為企業目標,期許成為優良的系統整合商,提供客戶有關通 訊及資訊等系統規劃、整合應用及建置與售後服務,培訓 GIS 技術團隊建立自有技術以提供更多更優質的服務。

英文資訊	
公司名稱	WaveGIS Technology Co.,Ltd.
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聯絡人姓名	Ryan Wu
企業簡介	
資本額	10000 千元
営業額	1501-3000萬
產業別	14廣告業
	13資訊服務業
	IZ其他專業、科學及技術服務業
	ZZ其他產業
企業網址	http://www.wavegis.com.tw/

4.2. Product Description

Corporate members can upload the product picture, product name, model no, brief and other information.



When other users view your Product Description, the products are presented in the following manner.



4.3. Online Catalogs

When you add an online catalog, you must upload the cover image (jpg, png, or gif) and the PDF file, and name the catalog.



While other users view the Online Catalogs, online catalogs are presented in the following manner.



4.4. Vedio Catalogs

When you add a new video catalog, you can copy the existing YOUTUBE video link to the "video URL" field, and name the video.



While other users view the Vedio Catalogs, vedio catalogs are presented in the following manner.



5. Activity MatchMaking

5.1. Activity Registration

The user can negotiate the latest activity information at the latest news.



Entry this page, you can see "Activity Information", "registed information" and "buyer information".



(1)Activity Information

Activity information is placed by the platform manager.

(2)Registed Information

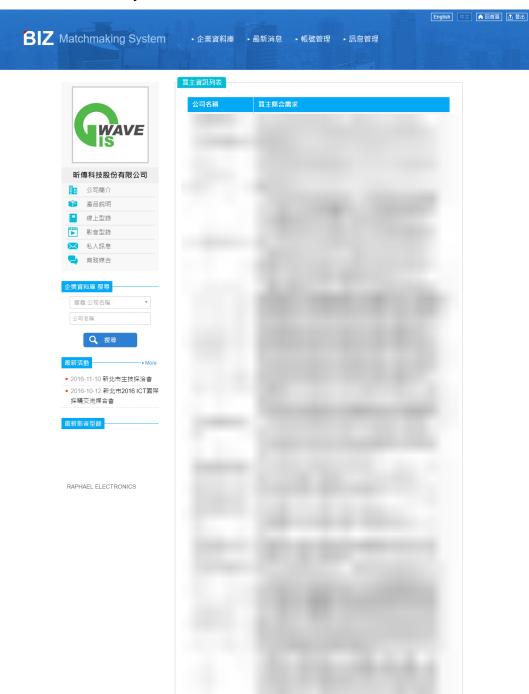
If the corporate member want to participate in this activity, you can click the "registration information" button to register.



Fill in the registed information and sent, wait for the registration audit results. System will sent to the corporate member the registered mail, notify the audit results.

(3) Buyer Information

If corporate members want to know this buyer information of the activity, you can click the "buyer information" button to enter the understanding.



5.2. Business matchmaking

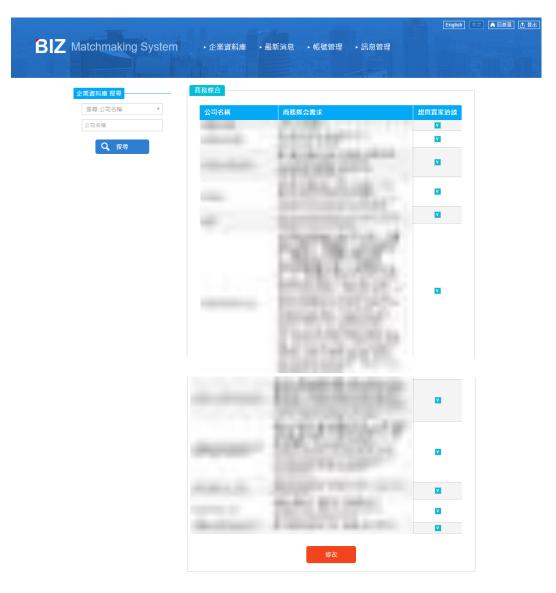
The platform will open matchmaking function when the registration number meet the requirements of the organizers.

Participating members can click "business matchmaking" into the active list page.





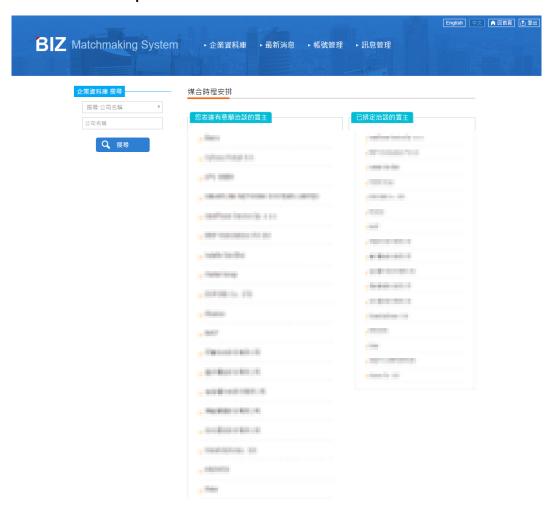
In matchmaking function, members can check the list of sellers or buyers to express willingness to matchmaking.



5.3. Matchmaking Results

The platform will collect the preferences of the buyers and sellers and then release matchmaking.

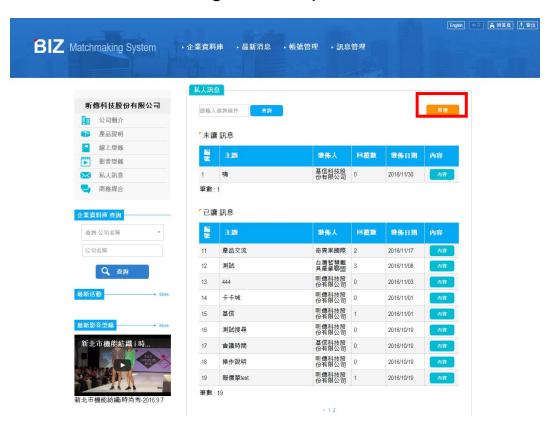
As long as matchmaking results are confirmed by the organizer, that will be published.



6. Message

6.1. Add a message

Members can send messages to other members on the platform, and view their messages and replies.

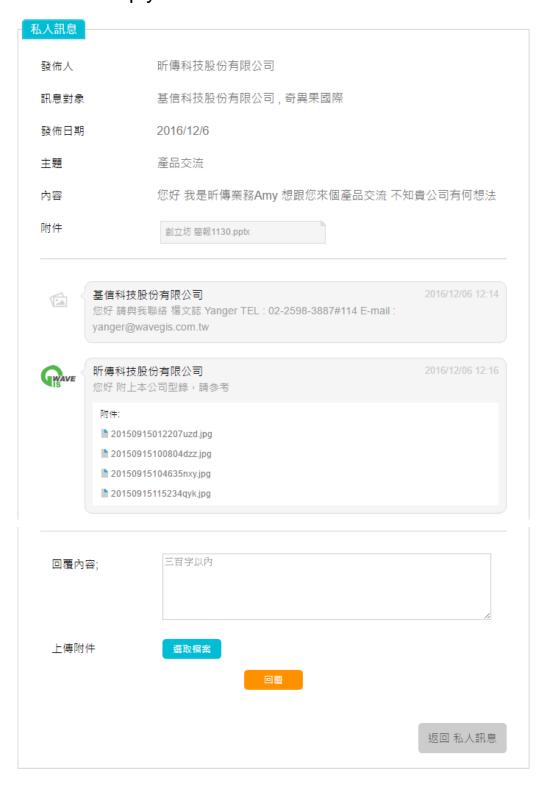


In the message list, members can click the "Add" button at the top right to add a new message.



6.2. View and reply

When access a message, members can see the message history and add a reply.



==the end==