EC-Link Platform
Users' Guide

EC-LINK
中欧生态城

Terms of Use

Welcome to the EC-Link Platform!

The Mission of the EC-Link platform

Our mission is to connect resources and share insights on environmental sustainability and urban development in EU and Chinese cities. The EC-Link platform offers an online space to connect with other expert and professional who will exchange ideas, share knowledge and contribute insights on the sector's main trends and changes.

Using the EC-Link Platform

Registration

When setting up a profile on the EC-Link Platform, you will be asked to provide information about yourself.

You agree that the information provided are accurate, such as using your real name and real e-mail address.

Using false information when creating an account will be in violation with our terms. EC-Link Team has the rights to delete presumed fake accounts.

Termination

You can delete or deactivate your account at any time in the account settings.

Your Content

You can share posts, texts, photos, links and files related to the following sectors: clean energy, compact urban development, green buildings, green transport, municipal finance, solid waste management, water management.

You are solely responsible for all materials that you post on the EC-Link Platform.
EC-Link Project does not endorse any content posted by users.

EC-Link Team will constantly control shared posts and has the rights to block any member posting not appropriate and/or not professional info or news.

Your Responsibilities

You agree that you will use the EC-Link Platform in a professional manner.
You agree that you will not create a false identity on the EC-Link Platform
You will not post content or take any action on the Platform that infringes or violates someone else's rights or otherwise violates the law.
You agree that we are not responsible for other users' content or information.
You agree to follow the rules of the EC-Link Platform.

Contents

1. How to Register

The registration box can be found on the right side of the screen where the new user is required to fill in all the mandatory fields: name, organization, role, contact and sectors of interest.

2. Confirm your registration

After pressing "Register", the user is redirected to a pop-up window where he/she needs to agree to the Terms and Condition of the platform before proceeding with the registration by clicking on the "OK" button.

The new user will then be asked to set a password for the account.

3. Registration Confirmation

Once the new user inputs the correct password twice, he/she will receive an e-mail to confirm and activate the account created. In case you do not receive any e-mail from us, please check your spam folder.
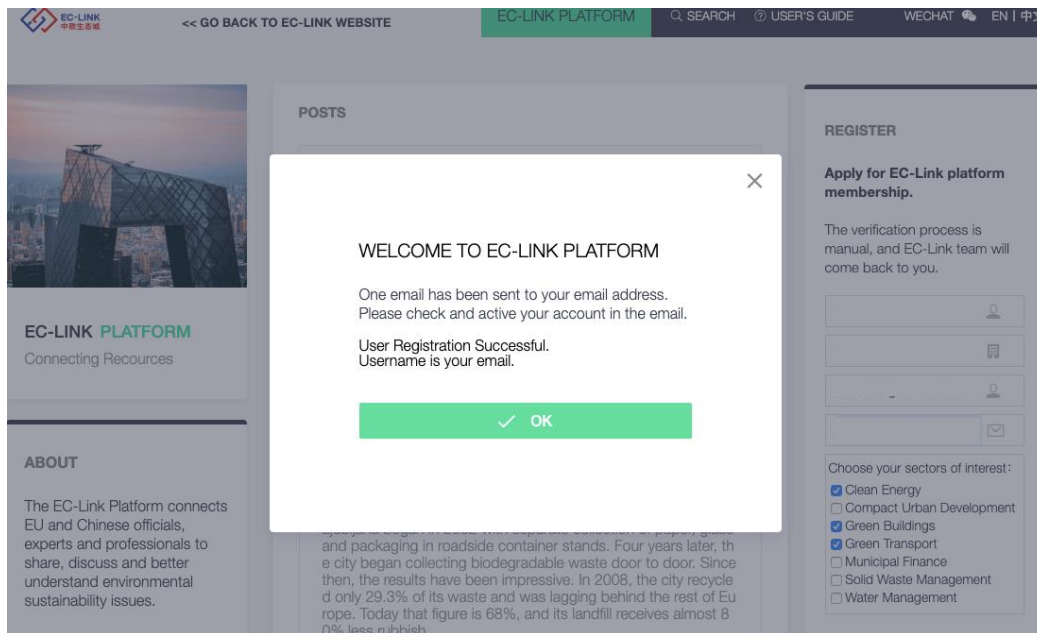
4. Log In to the Platform

Once confirming the registration, the newly registered user can Log In from the box on the right side of the screen by clicking on "Log In" and putting the Username and Password in. Username is the user's e-mail address.
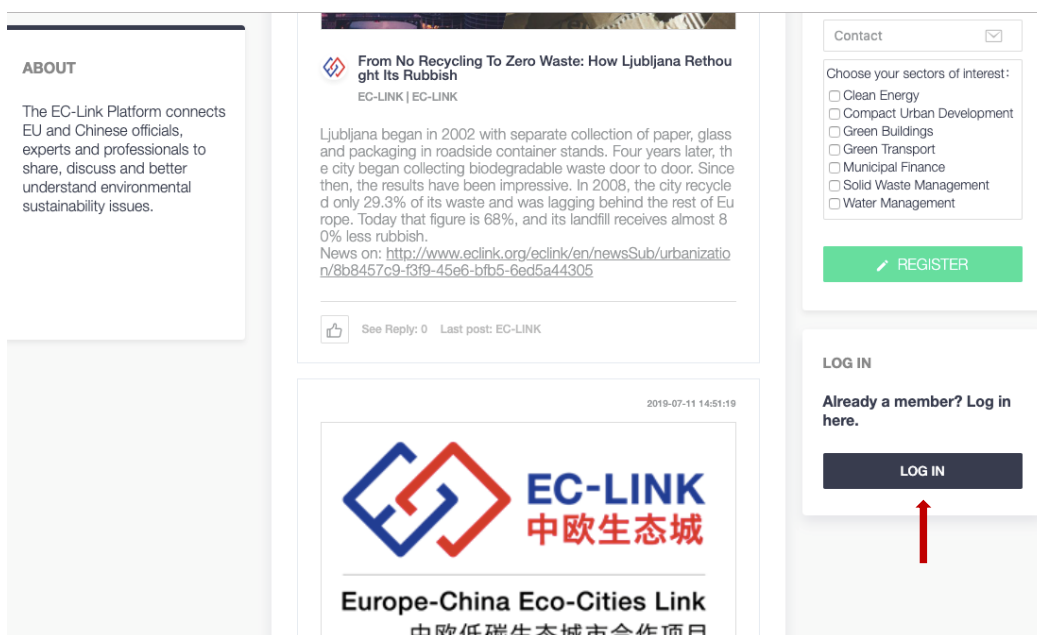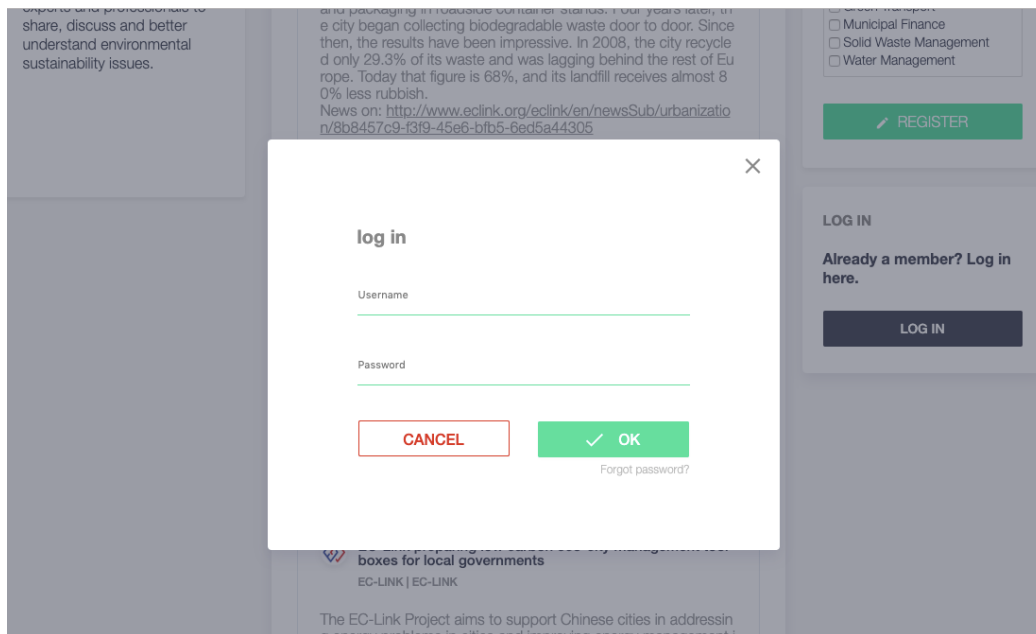
5. Create Your Profile

Once logged in to the Platform for the first time, the new user can edit the information of his/her profile by clicking on the pencil and typing a short description limited to 200 characters. The about text can be changed anytime.
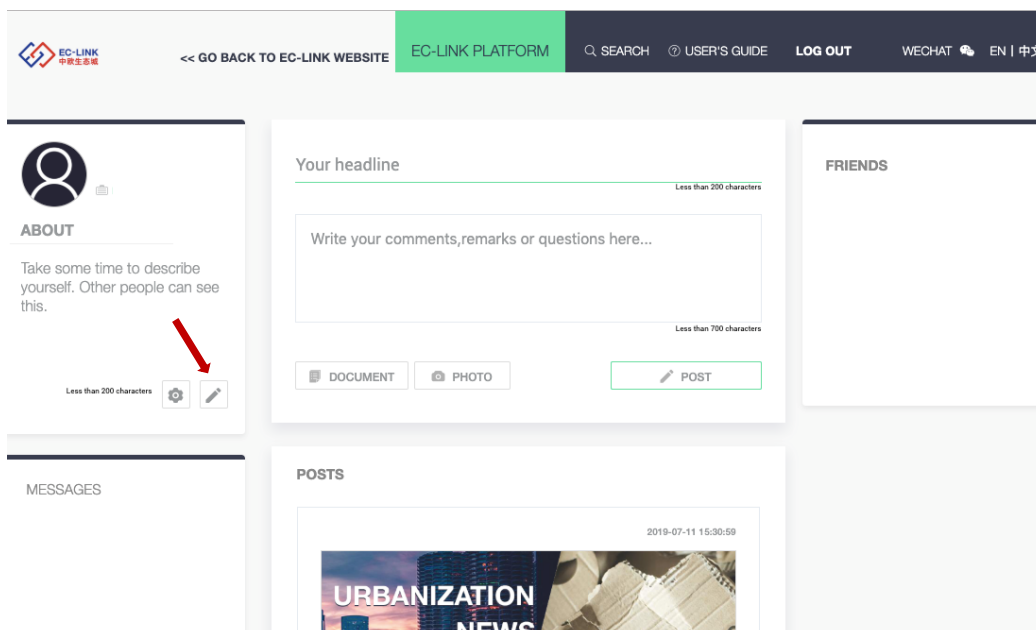
By clicking on the black icon, the user can update the profile picture. The user can either drag and drop the selected profile picture or upload the picture by clicking on "Browse Computer". Press "OK" to confirm the change. The picture can be changed anytime.
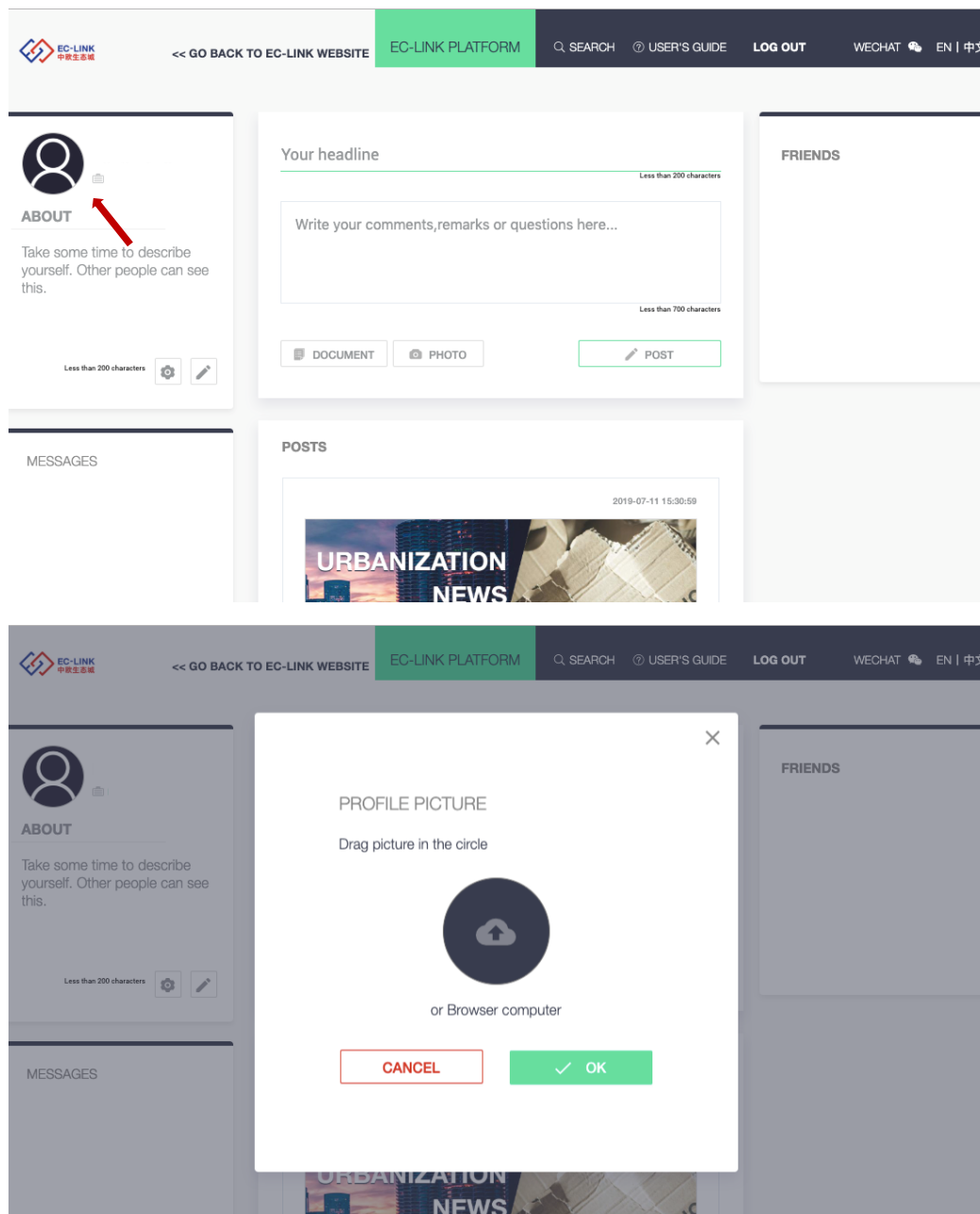
6. User Settings
a. Account Settings

The user can open the settings by clicking on the setting icon in the "about" panel.

A new page is opening where the user can:

1) Change or add e-mail

2) Change password

3) Log out from all browsers

    b.   Privacy Settings

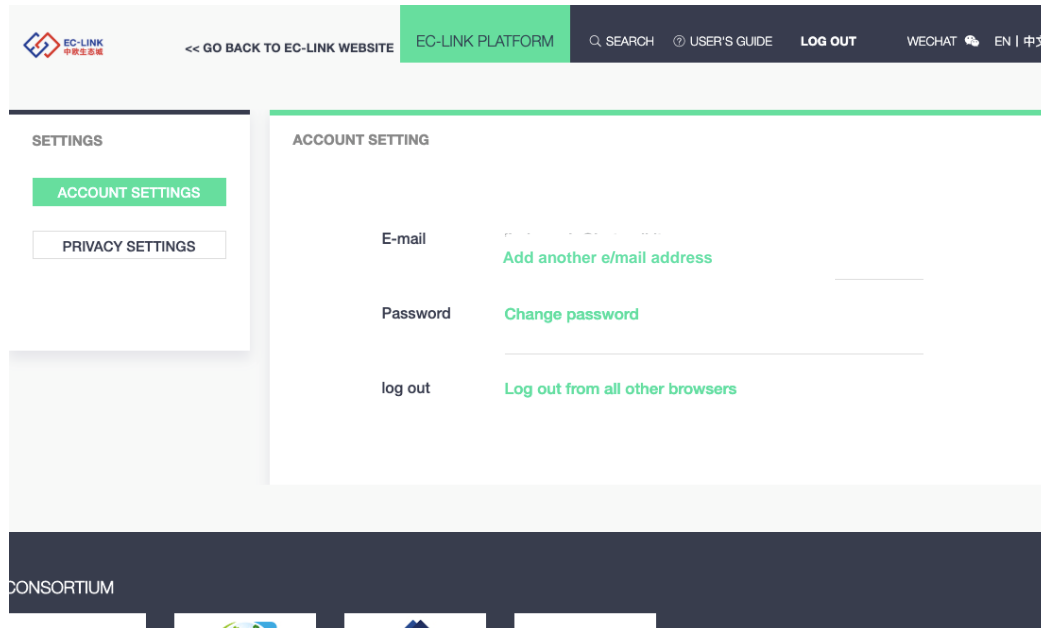The user can open the settings by clicking on the setting icon in the "about" panel. Under "Privacy settings" the user can adjust the privacy settings.

1. "**Allow search engines to index you name**" let search engines like Google, Bing and Baidu to collect data from the user
2. "**Allow other people to see when you are writing answer**" lets the other users logged in to the platform the possibility to see that the user is currently writing a reply
3. "**Allow any registered user on EC-Link to send messages**" let all registered users send a message to the user. If disabled, no users can send message.
4. "**Allow other people to comment on your answers and posts**" gives other people the possibilities to reply on posts posted on the platform
5. "**Allow other people to translate your answers into other language**" lets other user translate posts posted by the users to their own preferred language
6. "**Deactivate account**" will deactivate the account. The user can still log in, but the user disappears for other users. The only interaction the user have is to reactivate or delete the account.
7. "**Delete account**" will delete the account. A 3-steps process will take place with
       a.   user name & password
       b.   do you really want to delete?
       c.   E-mail

7. Add a New Post

Once the user is logged in, he/she can post a new post by clicking on "new topic".
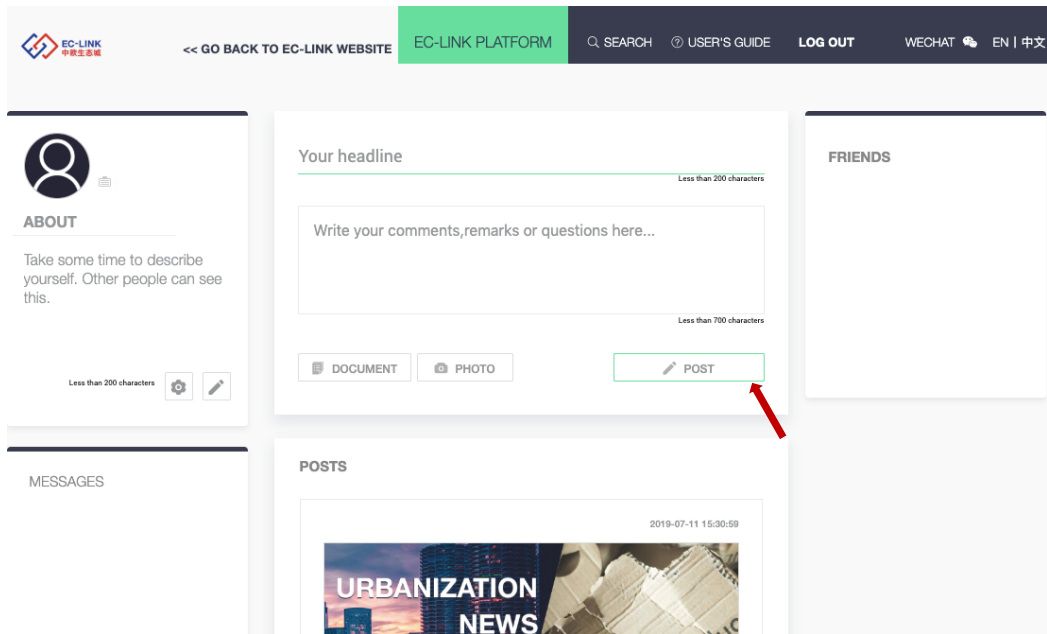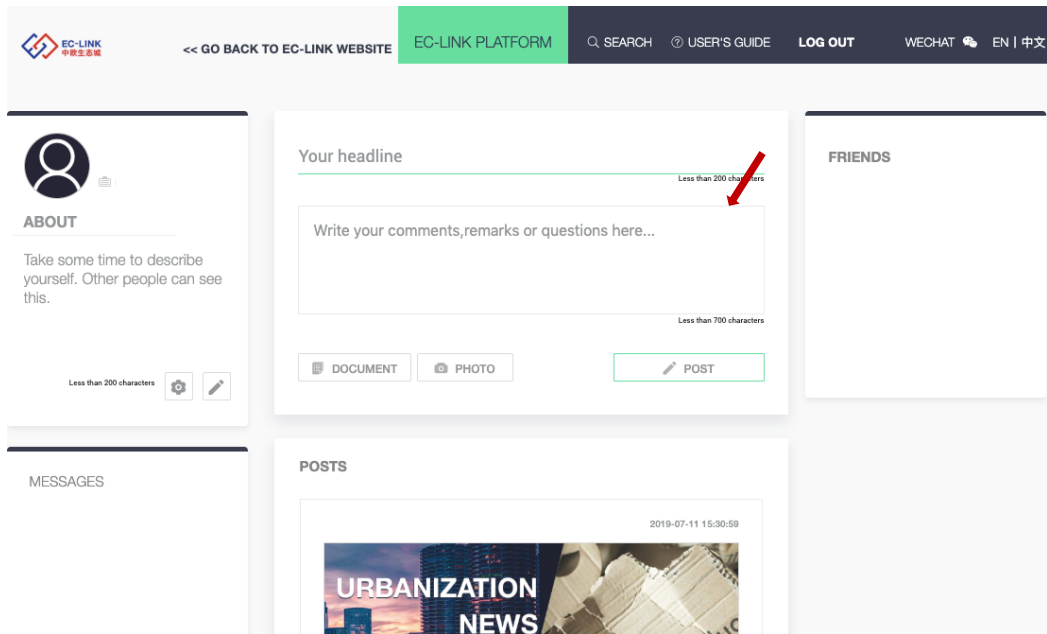
A headline title is mandatory, and the user can start typing in the headline by clicking on the headline text. The title length is limited to 200 characters.
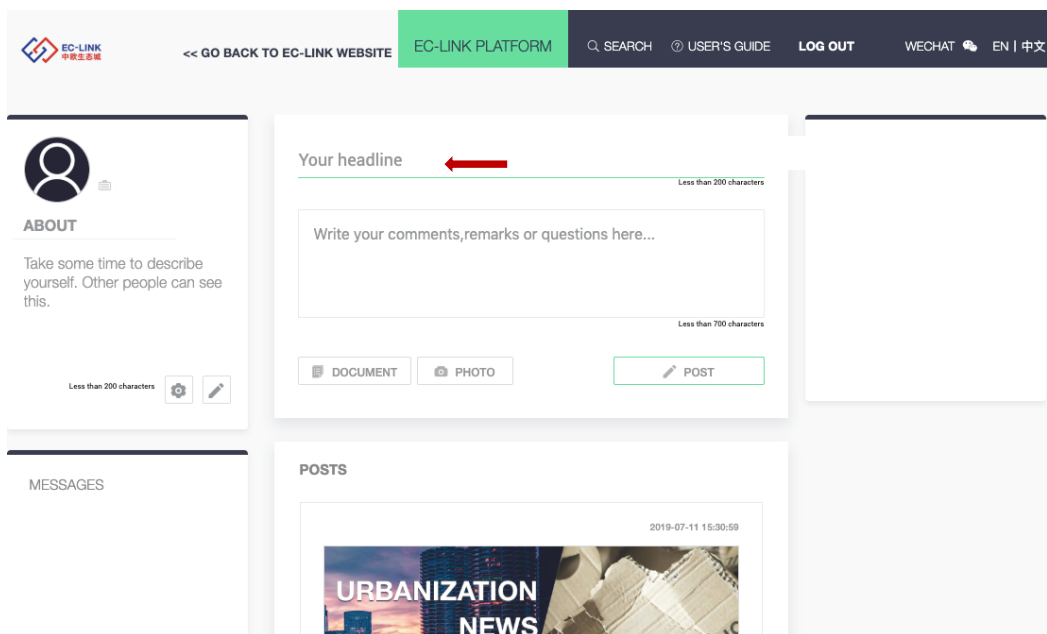
A text is mandatory. The user can start to type in the text in the text field.

There is no possibility to select font, font size, color etc. Only pure text can be written. Links can be added as hyperlinks.

a. Adding a picture to the post

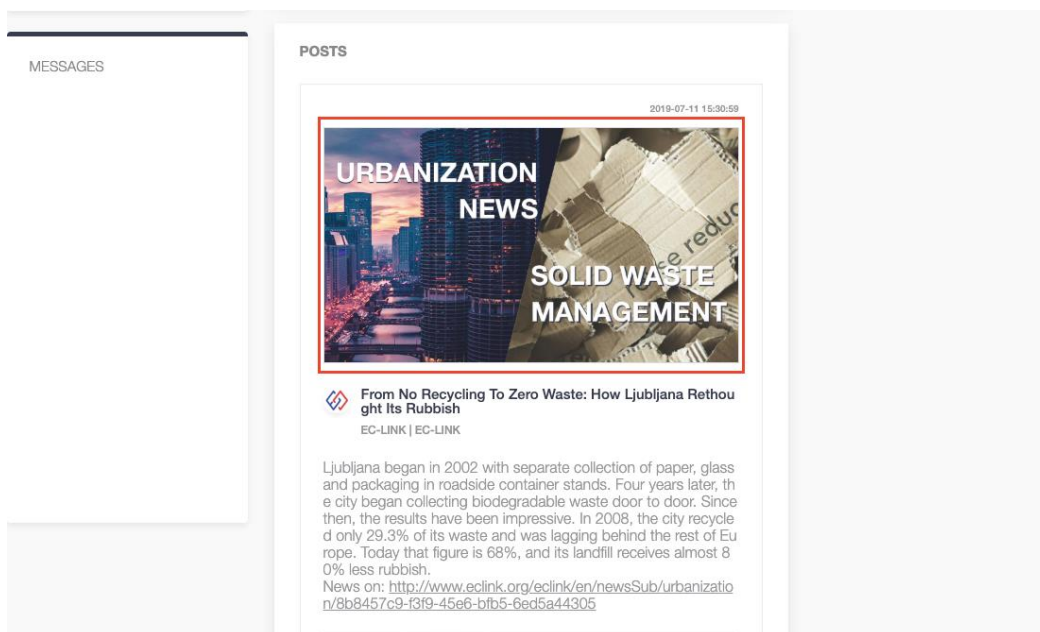By clicking on the icon "Photo" a new window will open.

Here the user can upload a chosen picture from their computer. This can either be done by dragging the picture to the field "drag picture here" or by browsing in the computer. When the picture is uploaded, a preview is shown. The user can choose to cancel the uploaded picture by clicking "cancel" or by using the picture in the post by clicking "OK".
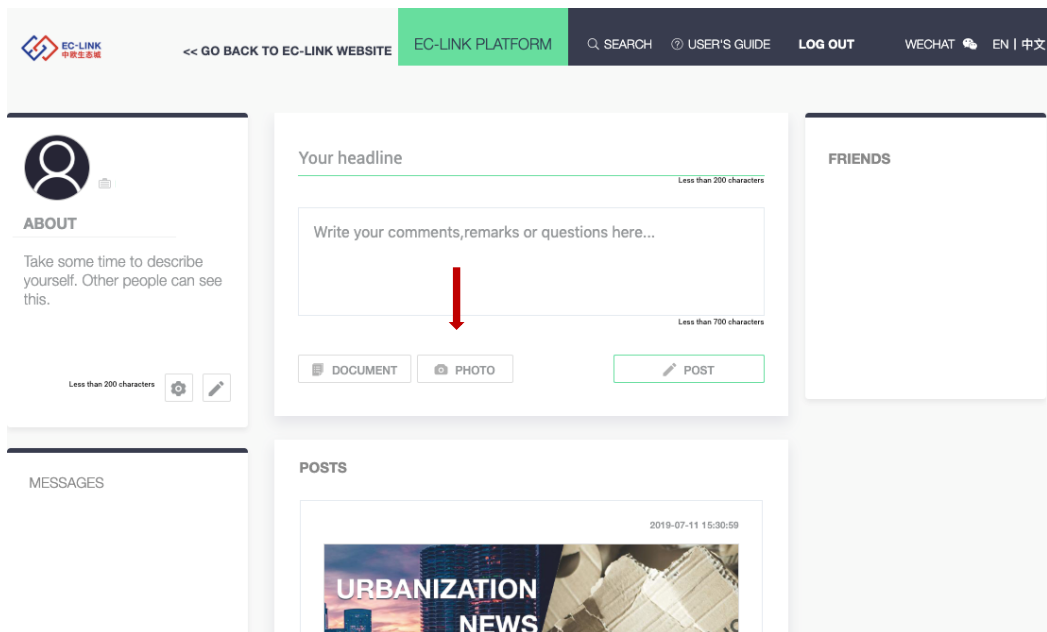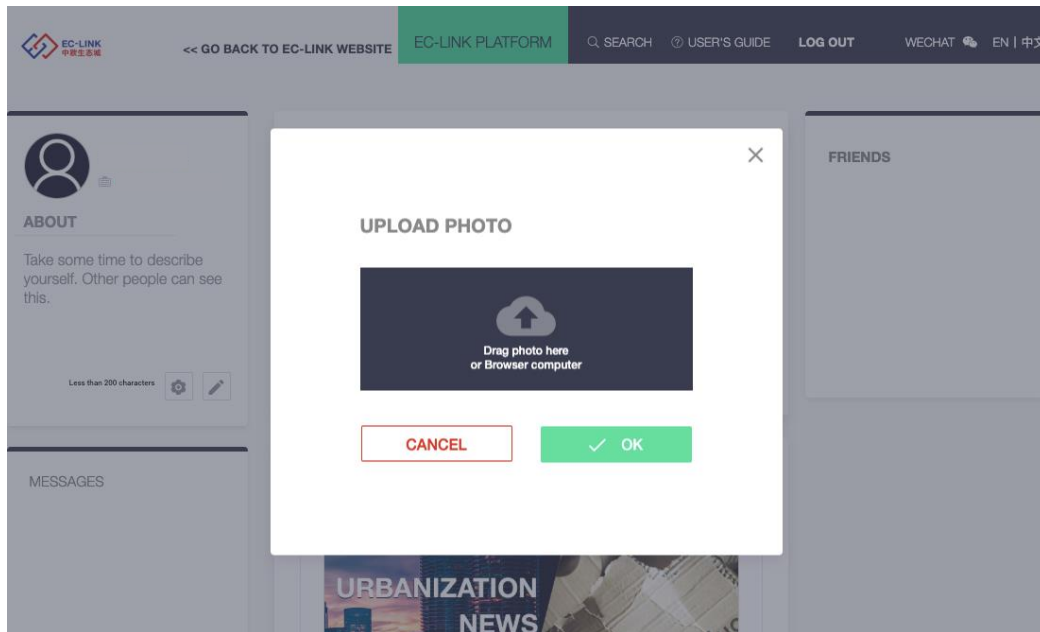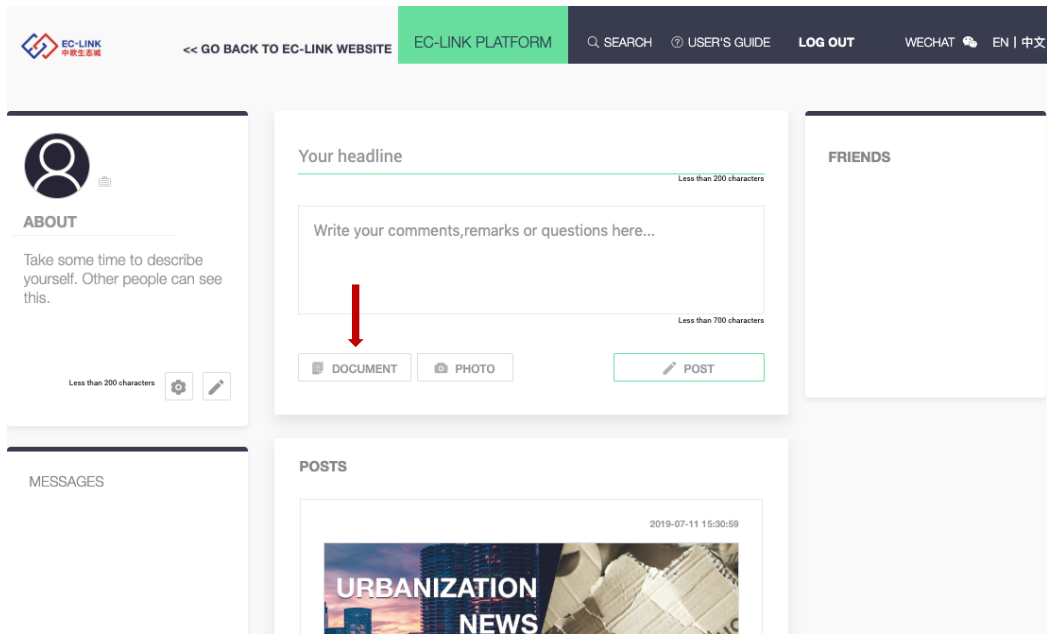
When "OK" is clicked, the picture is added to the post. By clicking "write new topic" again, the post is published.

b. Adding a document to the post

Here the user can upload a chosen document from their computer. This can either be done by dragging the picture to the field "drag document here" or by browsing the computer.

When the document is uploaded, an icon is shown. The user can choose to cancel the uploaded document by clicking "cancel" or by adding the document to the post by clicking "OK".

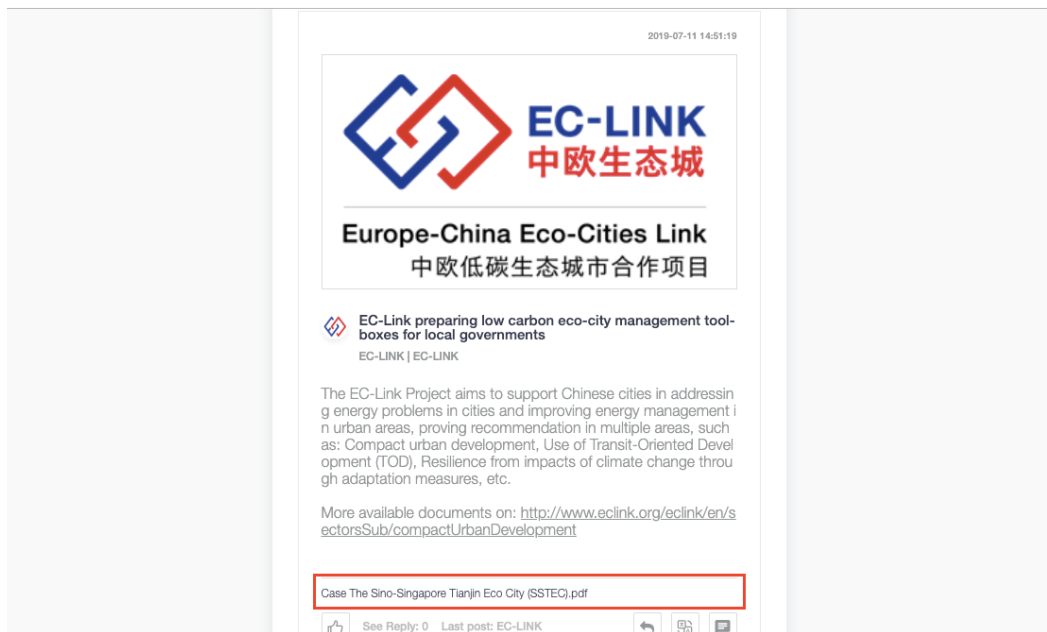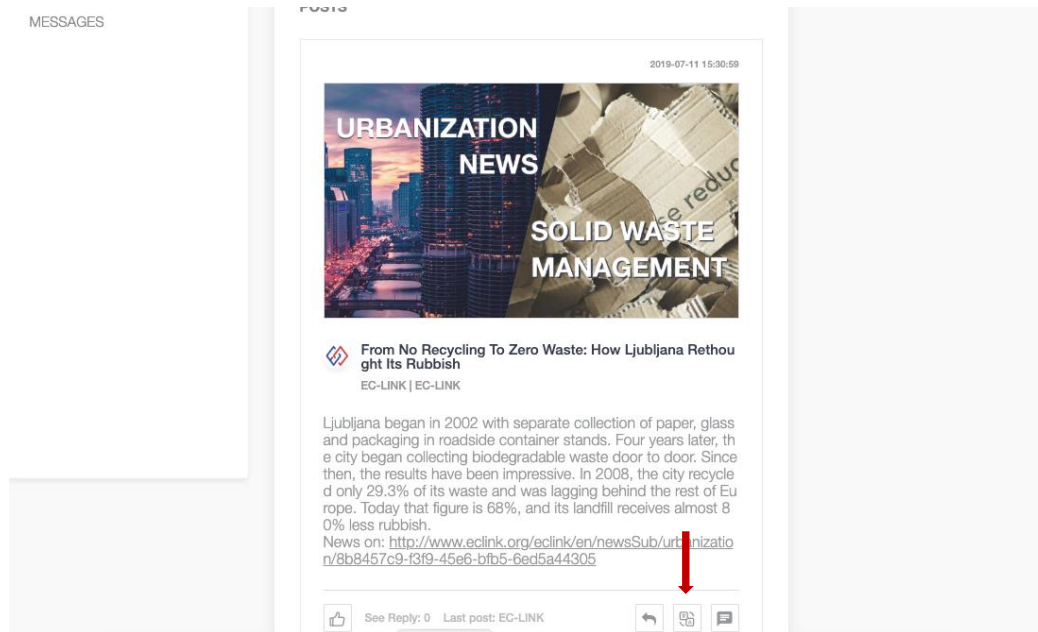When "OK" is clicked, the document is added to the post. By clicking "write new topic" again, the post is published.

The post can be translated into Chinese/English by clicking on the translation button. The text will automatically appear in the destination language.

8. Search Contacts and Topics

You can search for all the users that follow a specific sector or reading the updates of a specific contact by typing in the Search bar at the top of the page.

9. Send a Direct Message

A direct message can be sent to a participant of the forum by clicking on the message icon on the bottom right side of the participants' window.

a. Adding a picture or a document to the message

An image or a document can be sent to the contact by clicking on either the picture icon or the document icon.

EC-Link

The Europe-China Eco Cities Link (EC-Link) Project is funded by the European Union in cooperation with the Ministry of Housing and Urban-Rural Development (MoHURD), implemented by the Chinese Society for Urban Studies (CSUS) and the European Consortium led by GIZ.

The project has received high-level government endorsement in both Europe and China as part of the EU-China Partnership on Urbanization, a broad political initiative promoting the development of adequate solutions for sustainable urban development. The services, technical assistance, and expertise provided by EC-Link assist the Ministry of Housing and Urban-Rural Development in shaping a national ecological and low-carbon framework, and helps Chinese municipalities with their own ecological, low-carbon urban development.

Consortium

Beneficiaries

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