

「節能有『理』嘉許計劃」用電量計算機使用說明

Guideline of Electricity Usage Calculator of Estate Agents Energy Saving Award Scheme

步驟1： 填寫參加商舖資料（請與報名時提交的資料相同）

Step 1： Fill in the information of participating shop (please make sure that the information is same as the information submitted during enrollment)

用電量計算機 Electricity Usage Calculator

商舖名稱 Shop name *

營業詳情說明書號碼 SPOB number *
(eg. C-000000-A000, E-000000-A000, P-000000-A000)

聯絡人姓名 Contact person *

聯絡電話 Contact number *

步驟2：根據電費單上的資料輸入日期及用電量

Step 2: Input the dates and electricity usage according to the electricity bills

用電量 Electricity Usage * (按日期順序輸入 input in chronological order)

2020	由 From	至 To	度數 Unit	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	<input type="button" value="增加 Add"/>

2021	由 From	至 To	度數 Unit	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	
	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Unit"/>	<input type="button" value="增加 Add"/>

注意事項 Remarks

1. 電費單紀錄不一定由每月第1天起計算，但毋須擔心，你只需按電費單上列寫的日期及相應度數填寫表格即可，計算機會自動計算出每月用電量。

The record shown in the electricity bill may not start from the first day of each month. Don't worry, you just need to fill in the form according to the date and the corresponding unit listed in each electricity bill, and the system will automatically calculate the monthly electricity consumption.

2. 請按日期順序輸入資料，以確保計算機順利運作。

Please enter the data in chronological order to ensure the calculator operates smoothly.

3. 如6月電費單或10月電費單的日數未能覆蓋整個月份，你便需輸入5月或11月電費單的用電量。

If the electricity bill of June or October does not cover the entire month, you will need to enter the data in the electricity bill of May or November.

4. 如預設的行數不足輸入所有電費單的資料，請按「增加」(見紅圈)。

If the rows pre-set are insufficient for inputting all the data, please click "Add" (please refer to the red circle) to add more rows.

5. 如對於電費單上的資料存有疑問，可參考本計劃網頁的[常見問題](#)。

If you have any questions about the information shown in the electricity bill, please refer to the [FAQ](#).

(續) 步驟2： 根據電費單上的資料輸入日期及用電量
(con'd) Step 2： Input the dates and electricity usage according to the electricity bills

用電量報告 Electricity usage report	2020	2021	用電量改變 (%) Percentage Change(%)	成功 / 未能成功節能 Target achieved/ failed to achieve
Jun	500	450	-10	成功節能 Target Achiev
Jul	550	580	5.454545454545454	未能成功節能 Failed
Aug	600	540	-10	成功節能 Target Achiev
Sep	650	620	-4.615384615384615	成功節能 Target Achiev
Oct	630	610	-3.174603174603174	成功節能 Target Achiev

6. 計算機會根據你在步驟2輸入的資料計算出每月用電量，並自動將2020年的該月份和2021年的同一月份做對比。你毋須自行計算及比較每月用電量。
The calculator will calculate the monthly electricity consumption based on the information you entered, and will compare the monthly electricity usage in 2020 with 2021 automatically. You will not need to calculate and compare the month electricity usage.
7. 如成功節能便會顯示「成功節能 Target Achieved」的字樣，如未能成功則會顯示「未能成功節能 Failed to achieve」。
If you have successfully saved the electricity usage, “成功節能 Target Achieved” will be shown in the box while “未能成功節能 Failed to achieve” will be displayed if failed.

步驟3： 上載你的電費單 (只接受JPEG, PNG或PDF格式)

Step 3： Upload your electricity bill (Only accept JPEG, PNG or PDF format)

上載你的電費單 (只接受JPEG, PNG或PDF格式)
Upload your electricity bill (Only accept JPEG, PNG or PDF format)

選擇檔案 未選擇任何檔案

增加 Add

注意事項 Remarks

1. 如你需要上傳超過一個檔案，你可按「增加」(見藍圈)，以提供足夠欄目上傳檔案。
If you need to upload more than one file, you can click "Add" (please refer to the blue circle) to add more fields for files uploading.

步驟 4：細閱條款及細則，然後按「提交」

Step 4：Read “Terms and condition” and press submit

必須填寫 Required Field*

收集個人資料聲明 Personal Information Collection Statement

- 本網站所收集的一切個人資料，僅用於是次計劃。所有已收集的個人資料將根據《個人資料（私隱）條例》妥善處理。
All personal data collected in this website will only be used for the purpose of this Scheme. All collected personal data will be handled properly according to the Personal Data (Privacy) Ordinance.

條款及細則 Terms and conditions

- 本參加商舖之聯絡人已細閱並同意本網站內的所有條款及細則。
Contact person of this participating shop has read and agreed with the Terms and Conditions contained in this website.
- 資料上載成功後，系統將會自動匯出報告，請下載報告備存。
The report will be generated automatically for your record when the data is successfully uploaded.

本參加商舖之聯絡人已細閱並同意本網站內的所有條款及細則。
The team has read and agreed to be bound by the Terms and Conditions contained in this website.

提交 Submit

重設 Reset

注意事項 Remarks

1. (見藍圈) 必須剔選此空格。
(Please refer to the blue circle) The box must be checked.
2. 按「提交」後，系統將會自動匯出報告，請下載報告備存。
A report will be generated automatically after clicking the “submit” button. Please download the report for record.