

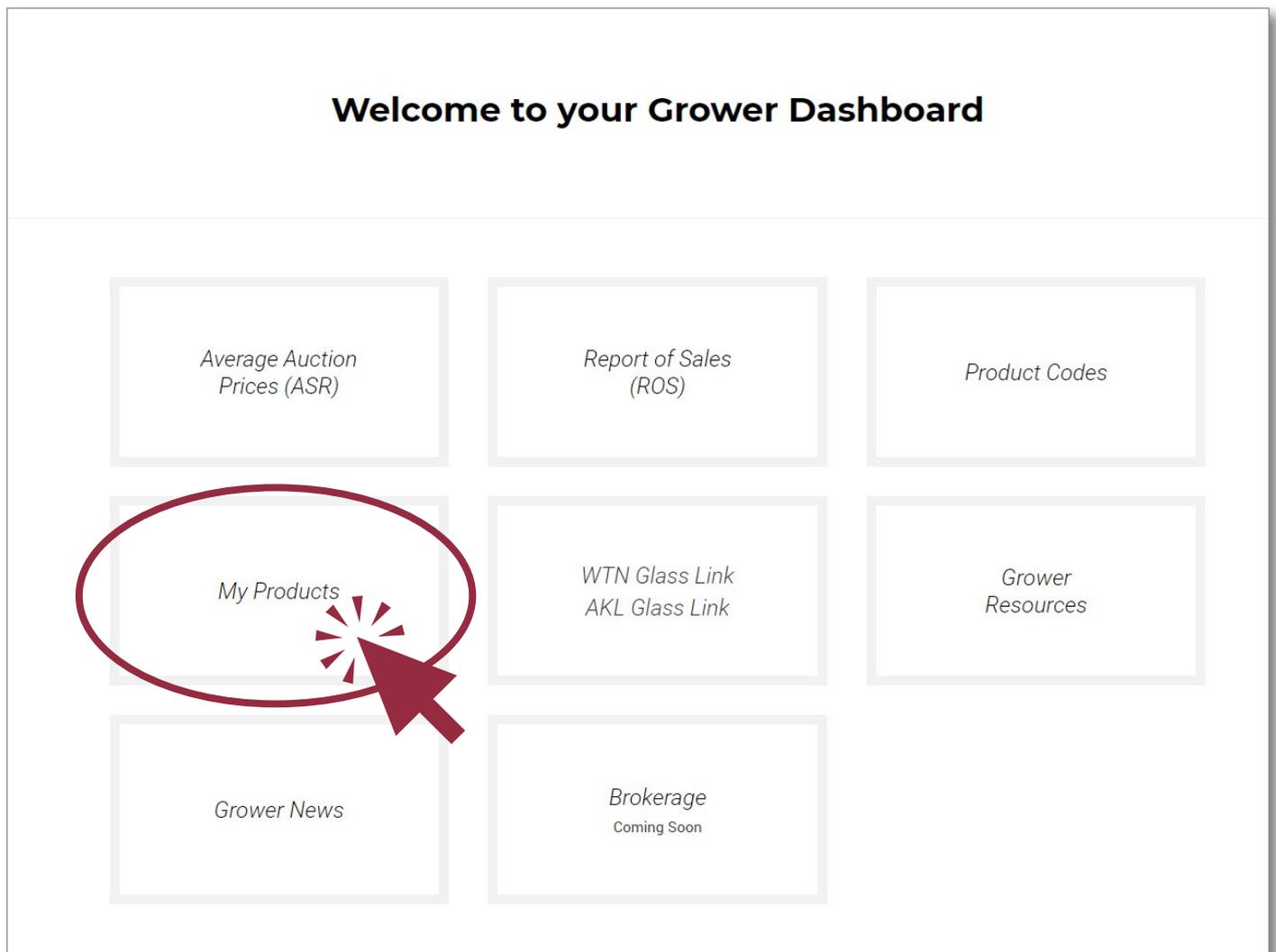
## How to populate your website grower profile

### Entering Products Grown

**Disclaimer:** Please note that the information entered into your profile will be seen **ONLY** by the account holder (user) and UFG Management, so you can be as open with your product information as possible. We will utilise this data to help us market your products to their fullest extent and possibly see opportunities for expansion of 'missing product groups' in the NZ Grown Flower Industry.

**Step 1:** LOG IN with your user name / password

**Step 2:** Click the 'My Products' button on your Grower Dashboard



### Step 3: Click 'add product'

## My Products

Grown Products ADD PRODUCT

Code	Description	Group	
ACH164E	Achillea White 40Cm	ACH	⋮
FOL850	Foliage Kangaroo Paw	FOL	⋮

RETURN TO DASHBOARD

### Step 4: Click 'product code'

## Product Details

*Product Details*

Product Code ▼

NOTES (OPTIONAL)

*Supplied In*

JANUARY <input type="checkbox"/>	FEBRUARY <input type="checkbox"/>	MARCH <input type="checkbox"/>	APRIL <input type="checkbox"/>	MAY <input type="checkbox"/>	JUNE <input type="checkbox"/>
JULY <input type="checkbox"/>	AUGUST <input type="checkbox"/>	SEPTEMBER <input type="checkbox"/>	OCTOBER <input type="checkbox"/>	NOVEMBER <input type="checkbox"/>	DECEMBER <input type="checkbox"/>

SUBMIT CANCEL

**Step 5:** Start typing your product code, variety or botanical name and select the correct code. You may need to scroll down to find the best suited code if more than one product shares the same name (*ie: 'hot chocolate' rose and 'hot chocolate' calla*)

If there are multiple 'length codes' for your product select the code without a length.

*For your profile UFG would like to know what you grow and when its available, length of product isn't necessary for this initial population of information. If you wish to add all lengths that you grow that is fine!! It might just take you a bit longer...*

Product Details

Product Code

Miss Piggy

- Rose Miss Piggy (ROS389)**
- Rose Miss Piggy 30Cm (ROS389A)
- Rose Miss Piggy 35Cm (ROS389D)
- Rose Miss Piggy 40Cm (ROS389E)
- Rose Miss Piggy 50Cm (ROS389F)
- Rose Miss Piggy 60Cm (ROS389G)
- Rose Miss Piggy 70Cm (ROS389H)

APRIL  MAY  JUNE

JULY  AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER

SUBMIT CANCEL

Product Details

Product Code

ama

- Amaranthus Brown Hanging (AMA109)**
- Amaranthus Green Hanging (AMA122)
- Amaranthus Mixed Hanging (AMA130)
- Amaranthus Mixed Hang 60Cm (AMA130G)
- Amaranthus Red Hanging (AMA148)
- Amaranthus Yellow Hanging (AMA167)
- Amaranthus Brown Upright (AMP108)

APRIL  MAY  JUNE

JULY  AUGUST  SEPTEMBER  OCTOBER  NOVEMBER  DECEMBER

SUBMIT CANCEL

**Step 6:** Once you have selected your product code, you will need to tick all the months that this product is available. You can also add an optional note for this product.

The notes can include any details you desire. Some suggestions could be: what medium is this product grown in, what lengths do you supply, whether its grown under glass/plastic or outdoors. The more information the better!

After completing the optional note and selecting the months available, click 'submit'

Product Details

Product Details

Paeony Sarah Bernhardt (PAE538)

NOTES (OPTIONAL)

This is where you can make a note specific to your crop. For example: if its grown outdoors or under glass/plastic, what medium its grown in, etc. The more information the better!

Supplied In

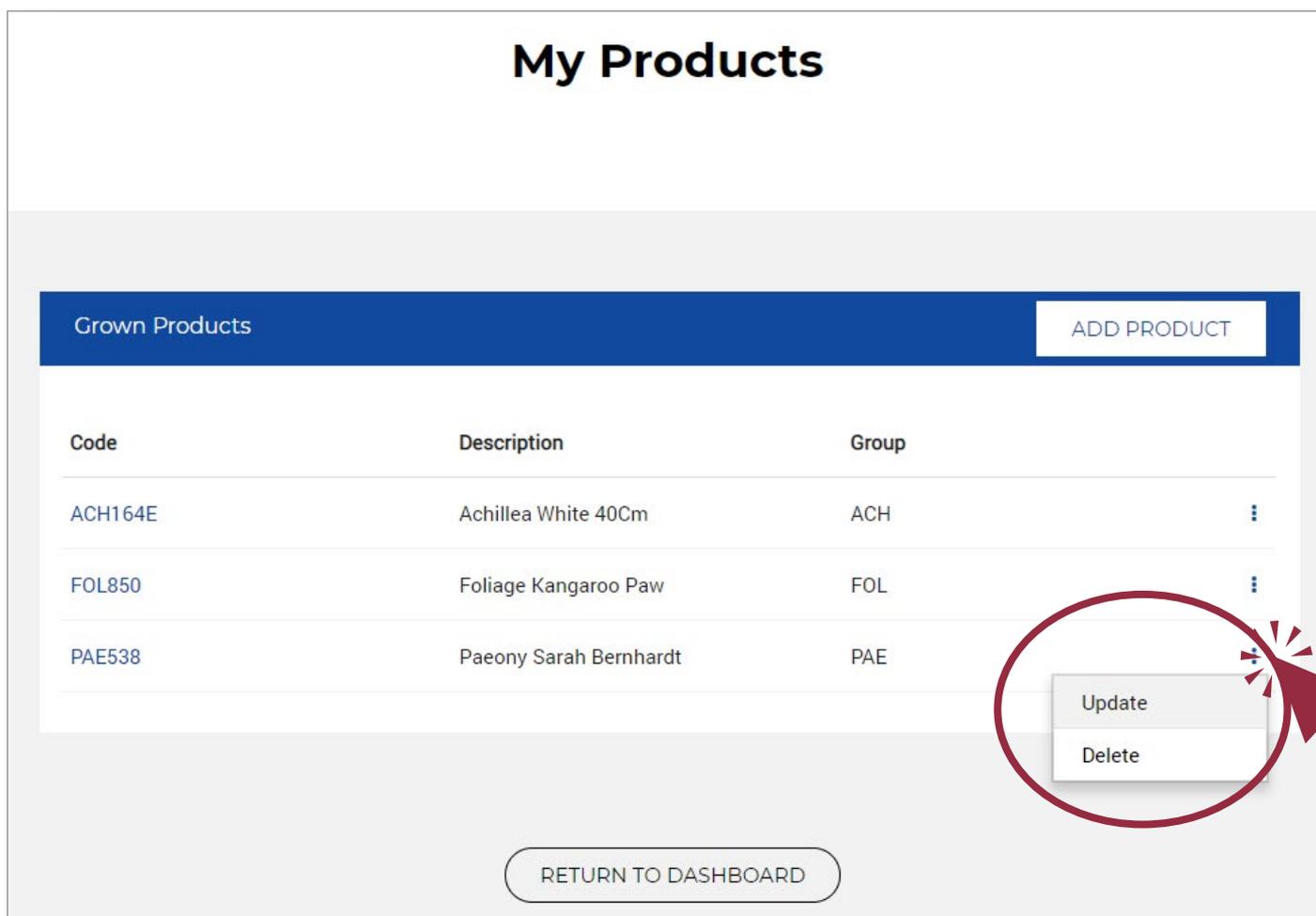
JANUARY <input checked="" type="checkbox"/>	FEBRUARY <input checked="" type="checkbox"/>	MARCH <input type="checkbox"/>	APRIL <input type="checkbox"/>	MAY <input type="checkbox"/>	JUNE <input type="checkbox"/>
JULY <input type="checkbox"/>	AUGUST <input type="checkbox"/>	SEPTEMBER <input type="checkbox"/>	OCTOBER <input type="checkbox"/>	NOVEMBER <input checked="" type="checkbox"/>	DECEMBER <input checked="" type="checkbox"/>

SUBMIT CANCEL

**Step 6:** After clicking 'submit' you will see that the product has been added to the 'my products' section of your grower dashboard. If you ever need to update or delete a product simply click the three small dots next to it. A drop down menu will appear giving you the option to update or delete.

Follow the same steps above for all your product lines. Once you have completed your 'my products' area please email us to let us know!

Email us here: [info@ufg.co.nz](mailto:info@ufg.co.nz)



The screenshot shows a web interface titled "My Products". At the top, there is a blue header bar with "Grown Products" on the left and "ADD PRODUCT" on the right. Below this is a table with three columns: "Code", "Description", and "Group". The table contains three rows of product data. To the right of each row is a vertical ellipsis menu icon. A red circle highlights the menu for the third row, which has opened to show "Update" and "Delete" options. A red arrow points to the "Update" option. At the bottom of the interface is a "RETURN TO DASHBOARD" button.

Code	Description	Group
ACH164E	Achillea White 40Cm	ACH
FOL850	Foliage Kangaroo Paw	FOL
PAE538	Paeony Sarah Bernhardt	PAE

**Thank-you for taking the time to populate your products on our database.**

**This will help the UFG team have a broader understanding of what is currently grown in New Zealand and where possible gaps in the market could be.**

**If you wish to be infomed of possible growing opportunities please let us know.**