

# Guide to accessing and filling the TAAT e-catalogs' Online Form

## 1 Introduction

The TAAT e-catalogs present proven agricultural technologies to help decision-makers choose the best options for large-scale projects or businesses. All information in the e-catalogs comes from technology developers or providers and is then translated by the TAAT technology profilers into an easy-to-understand language for decision makers. To create a new technology profile, providers need to enter a detailed description of the technology through an online form. This guide introduces the form, explains how to access and fill it out step by step.

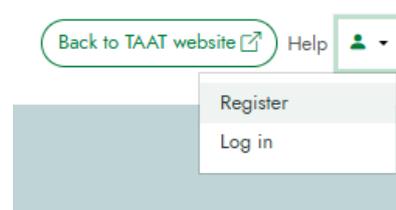
## 2 Creating Your Account

To access the technology online form, you first need to create a user account on the e-catalogs. This helps the technology profiling team follow progress and review the submitted info and allows you to securely save your progress, return to the form later, and manage your submitted information.

Follow these steps to register:

### Step 1: Access the Registration Page

- Go to the TAAT e-catalogs website: <https://e-catalogs.taatafrica.org/>
- On the homepage click the  profile icon on the top right corner and click on the "Register" button.



### Step 2: Fill in Your Details

You will be required to provide the following information:

- Full Name – Enter your first and last name.
- Email Address – Use a valid email that will be used for communication.
- Password – Choose a strong password for your account.

### Step 3: Confirm Your Email

- After submitting your details, you will receive a confirmation email.
- Open the email and click the verification link to activate your account.

- If you don't see the email, check your spam or junk folder then if you still can't find the confirmation email, contact the TAAT team.

#### Step 4: Log in to Your Account

- Return to the TAAT e-catalogs.
- You are probably logged in. If you are not, click on "Login" and enter your email and password.

### 3 List of Documents to be gathered

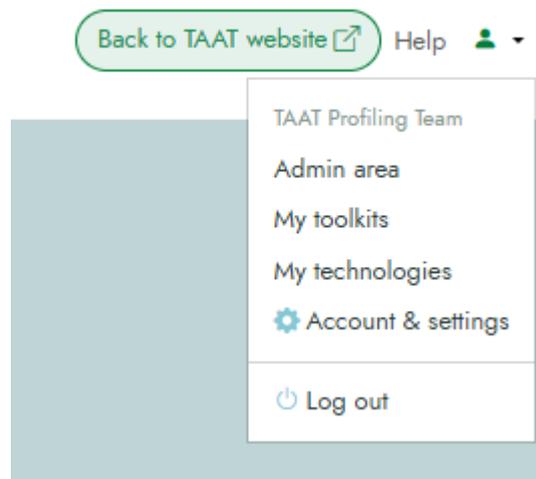
Here is a non-exhaustive list of documents you will need to create your technology profile. Having them ready will make filling out the form quicker and easier while ensuring you provide complete and useful information:

- **Technology Images and Company's or Institution's Logo** – High-quality photos, drawings or video clips showing the technology in use, different angles, or key components.
- **Technical Reports** – Documents providing detailed specifications, performance data, and test results.
- **Grey Literature** – Any relevant reports, case studies, or field trial results.
- **Scientific Publications** – Peer-reviewed articles or research papers supporting the effectiveness of the technology.
- **User Manuals or Guidelines** – Instructions on how to use the technology effectively.
- **Impact Assessment Reports** – Evidence of economic, social, or environmental benefits, such as case studies or pilot project results.

### 4 Accessing the Online Submission Form

Once your account is verified and you are logged in, follow these steps to access the TAAT e-catalogs online submission form:

- Click on the  **profile icon** in the top right corner available from every page of the e-catalogs.
- From the dropdown menu, select "**My Technologies**". The "**My Technologies**" section allows technology providers to manage their submissions. It displays a **list of all the forms you have filled**, whether saved as drafts or submitted for review.
- On the **My Technologies** page, look for the "**New Technology**" button.
- Click on it to open the online submission form.



## 5 Before filling the form

Before you dive deep in the form, please ensure that you have the following details at hand:

- **Technology Name** – The official or commonly used name. It should be specific and clearly reflect the unique function of the technology, not a broad category.
- **Description** – A clear, concise explanation of its function and benefits.
- **Technical Specifications** – Key features, usage conditions, and performance data.
- **Impact & Benefits** – Economic, environmental, and social impact.
- **Availability & Access** – Regions where it is available and commercialization status.
- **Supporting Documents** – Images, technical reports, grey literature, scientific publications and certifications.

## 6 Navigating throughout the form

Once logged in, you can start filling out the online form. The form is structured into seven sections for easy navigation.

***Note:** if at any point, you need support, the TAAT Technology Profiling team is always at hand for any additional help or explanation. For example, for discussing where or how to upload supporting documents.*

*Just send an email on [e-catalogs@taat.africa](mailto:e-catalogs@taat.africa) or directly to the Profiler with whom you work.*

## 6.1 Understanding the Form Layout

- At the top of the form, a progress percentage shows how many fields have been filled. This percentage helps you visualize your progress in terms of how much information you have already provided. **(See (1) in the image below)**
- Each section is displayed with a grey bar that you can click to fold or unfold, allowing you to focus on one section at a time. **(See (2) in the image below)**

## 6.2 Types of Input Fields

The form includes four different types of fields:

- **Text Fields** – Used for entering short or detailed descriptions (e.g., technology name, problem it solves).
- **Radio buttons**– Allows you to choose only one option from a list (e.g., intellectual property rights).
- **Check Boxes** – Used for selecting one or multiple options (e.g., target users, Sustainable Development Goals).
- **Media Upload Fields** – Used for adding images, logos, or supporting documents. Ensure files are in the correct format and meet the size requirements.

## 6.3 Guidance for Each Field

- Each field includes a short description explaining what information should be entered. Read these carefully to ensure accurate responses **(See (3) in the image below)**. If you're not sure, or have questions, do not hesitate to contact the technology profiler with whom you work on this profile.

## 6.4 Saving Progress and Submitting for Review

- After filling in all required fields in a section, click “Save form and move to the next section” to proceed **(See (4) in the image below)**.
- You can return to previous sections at any time to review or edit your responses.
- Click “Save form” to save an incomplete submission. This allows you to retrieve and continue filling out the form later without losing any entered information **(See (5) in the image below)**.
- Once all fields are completed, click “Submit for review” to send the form to the TAAT technology profiling team for evaluation **(See (5) in the image below)**.

- If the provided information is satisfactory, a TAAT technology profiler will create the technology profile by rewriting and simplifying the language and request your final validation before publication in the e-catalogs.
- If additional details are needed, the TAAT team will provide feedback for necessary revisions.

The screenshot shows the 'Submit a new technology' form on the TAAT website. The form is titled 'Submit a new technology' and has a progress indicator '0% complete' (1). The form is divided into sections: 'About the technology' (2), 'Who owns the technology?', 'Technology details', and 'Who is it for and where can it be used?'. The 'About the technology' section includes fields for 'Commercial name', 'Technology name', 'Slogan', and 'Year of creation', along with an 'Images' section. The 'Slogan' field has a red box around it (3) containing the instruction: 'Describe in one short and catchy sentence why customers should invest in your technology. Ensure to add the technical name of the technology, who it is used for and who are the intended user. For example: Aflasafe for aflatoxin free fields and crops for African farmers.' The 'Year of creation' field has a red box around it (4) containing the instruction: 'The year when your technology was first in use.' The 'Images' section has a red box around it (5) containing the instruction: 'Provide more than one image to illustrate your technology in different situations to convince potential adopters that your technology is suitable for them. Square images work best.' At the bottom of the form, there are three buttons: 'Save form and move to next section' (4), 'Save form' (5), and 'Submit for review' (5). A 'Back to list' link is located at the top left of the form area.

## 7 Other key considerations

- When a team is submitting the information to create a technology profile, it will be more efficient if one of the team members is nominated as the main point of contact to work with TAAT technology profilers and answer their questions.
- Use clear, precise language, and most importantly, avoid scientific jargon.
- Avoid vague descriptions and ensure completeness.
- Provide high-quality and relevant supporting documents as every claim should be evidence-based.

By following these steps, you ensure that your technology profile is clear, complete, and compelling. A well-documented profile builds credibility and makes it easier for decision-makers to understand the value of your innovation. The more precise and informative the description of your technology you provide, the higher the chances that it will be considered seriously and widely adopted.

If you have any question or encounter difficulties when using the online form, contact your technology profiler or send an email to the team on: [e-catalogs@taat.africa](mailto:e-catalogs@taat.africa)