

## How the Portal Works?

The portal has been developed with close consultation of the stakeholders. The interface is very user friendly with all the features displayed in the top menu bar. The interface of the portal is divided in two types of streams, i.e. ones who want to search for products/services and others who intend to showcase their research/prototypes or products/services.

### **i. Search for Product/Service**

While searching for products/services, user can search using the search bar by typing their desired keyword. The results will be displayed according to relevance of products/services or companies. Users will also have the option to refine their search by using search filters, such as country of origin, thematic areas of interest, and stage of product (prototype or commercial).

### **ii. Showcase Products/Services**

To showcase any product/service, the user will need to register him/herself to the portal before uploading any information. The registration (signup) process is defined as below

#### ***Signing up to register Products/Services:***

Step 1: Register your account with an email address (only one account can be registered with one email address), company/institution/organization name and full name.

Step 2: Select type of registration. It can be a commercial company/business, institution, university, organization, start up or an individual prototype.

**Note:** If you are a university, you may make one account for the whole university and all related products/services may be uploaded on that profile (The limit of the number of products is 20). However, you may also make several accounts of one university i.e. University Name (Department Name), and one account can be responsible for all the products and services provided by one research group within the university.

Step 3: select the different area of interest that the company and its products may come under. You can select multiple areas of interest.

Step 4: Select the country of origin and a password.

Step 5: A verification code will be sent to the registered email address which needs to be verified.

After verification, it takes 24-48 hours for the profile to be approved after scrutiny as per the requirement criteria.

***After approval of the profile.***

- i. update the details on the dashboard, such as description with contact information such as web address and phone number
- ii. update the profile pictures and banner (.jpg, .jpeg, .png and size 1MB)

***Uploading a product:***

- i. Add product/service name
- ii. Add description of the product (can also add the web address in the description that may redirect the user to the product page)
- iii. Upload relevant pictures (.jpg, .jpeg, .png and size 1MB)
- iii. Once the product is uploaded, it may take between 24-48 hours to approve the product display

**Criteria for Approval of Profile/Products**

After every new request of product registration or change in any information, the admin of the portal is notified on which following criteria is used to accept or reject the request.

- i. Checking the web address, social media page provided by the registered user to verify existence of the company/institution/organization and the product
- ii. Information provided should match the publically available information
- iii. Confirmation email sent to the user for verification
- iv. Incomplete information/profiles of users are not accepted

**Contact Us/ Feedback**

For queries/ suggestions a feedback form has been provided in the Contact Us section. Users can write to the administration for general queries and technical issues separately. General queries may include, any questions/suggestions regarding the portal whereas technical queries may include any issues in the registration process.