

### **Manual “How to create a new datasheet”**

- Go to the section “Add”
- Select the category of datasheet you want to create
- Enter the title of your entry and click the “Create” button
- Enter all the information requested
- Ensure everything is correct by clicking “Show preview”
- If you want to submit your entry click the “Save page” button
- Your entry will go through a review process. In case any information is missing, you will be contacted.

In case you want to edit your entry, open it and click on the “edit” button. Only you will be able to edit your entries. Please note that these functions are only available after logging in with your access data.

If you wish to add information to an already existing technology datasheet (e.g. you want to add your company name in the corresponding field) please use the feedback button. The system administrator will forward your request to the datasheet’s author. It is also possible to contact the author directly by clicking on the organisation’s name in the 'Completed by' field and select the 'Contact persons' tab.

Source: <http://www.foodtech-portal.eu/index.php?title=Special:PdfPrint&page=Manual+add+datasheet>