

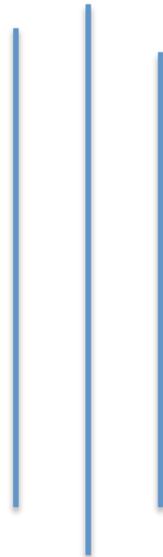
TCCIA ONLINE BUSINESS DIRECTORY

Quick User Guide



TCCIA Online Business Directory

Business information and Networking

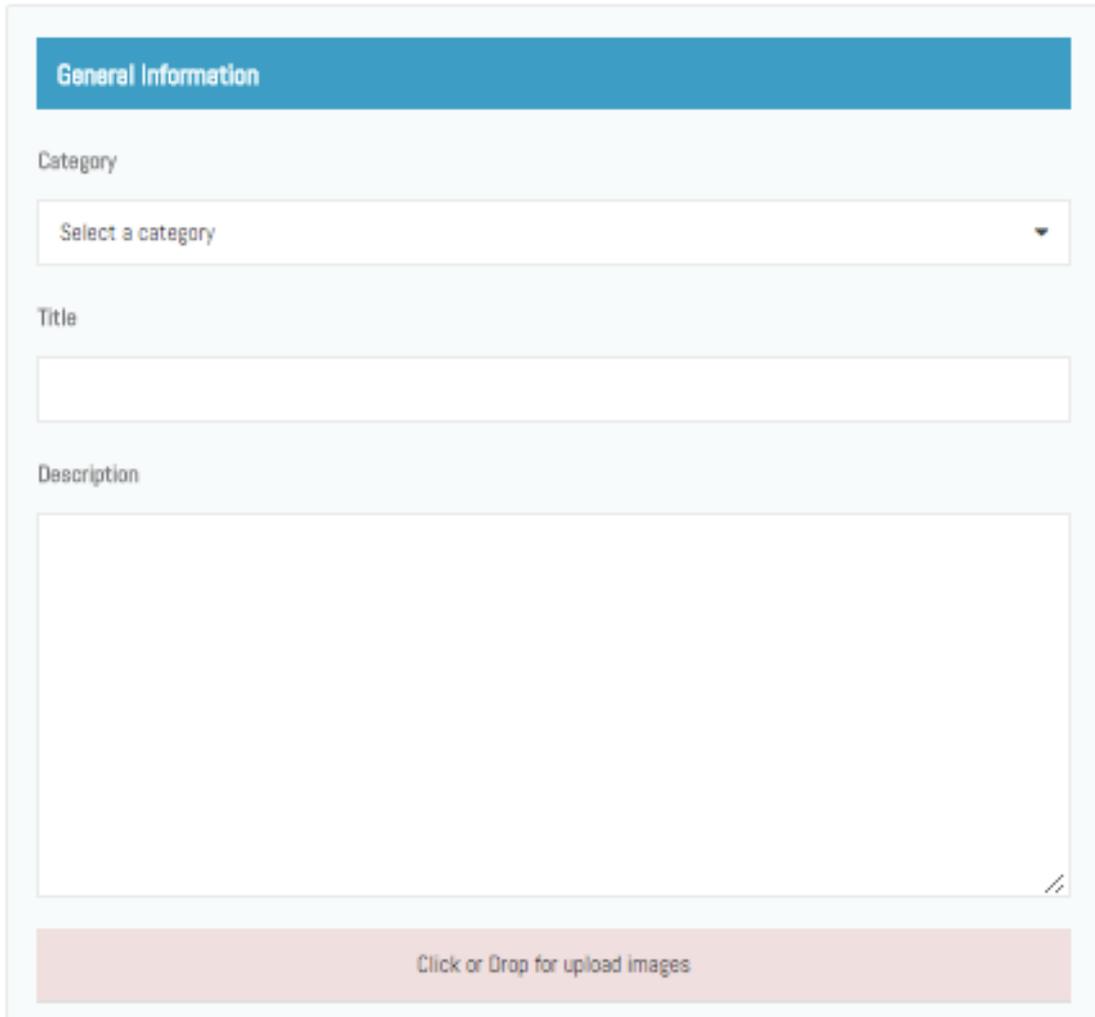


SMEs Improve your
Online Exposure
by
Listing your Business here.

Add your Business for free

1. Click on **ADD YOUR BUSINESS FOR FREE** button from the Home.
2. Add a business page will open

Add A Business



The screenshot shows a form titled "Add A Business" with a section header "General Information". The form contains the following fields:

- Category:** A dropdown menu with the text "Select a category" and a downward arrow.
- Title:** A text input field.
- Description:** A large text area for entering the business description.
- Image Upload:** A light pink area at the bottom with the text "Click or Drop for upload images".

General Information:

- Choose Category of the business from the **select a category**
- Add **Business name**
- Add Business **description**
- Add a business images by clicking on **Click or Drop for upload images** area

Business Location

Country

Select a country... ▼

Region

City

City Area

Address

Contact Details

Name

E-Mail

Show E-Mail On The Listing Page

PUBLISH

Business Location and Contact Details:

- Select Country, Region, City, City Area and Address in the **Business Location** Section.

- Add Name and Email of the Contact person of the business into **Contact Details** Section.
- Click on **Show E-Mail on The Listing Page** if you wish to show your contact details into your listing page.
- Finally Click on **PUBLISH** button to publish your business listing.

Register An Account For Free

You can register an account for free by clicking on **Register An Account For Free** from the home.

Register An Account For Free

The registration form is contained within a light blue rounded rectangle. It features four input fields, each with a red asterisk indicating a required field. The fields are labeled 'Name', 'E-Mail', 'Password', and 'Repeat Password'. Below the fields is a blue button with the text 'CREATE AN ACCOUNT' in white capital letters.

- Enter your name
- Enter your E-mail address
- Enter your desire password
- Repeat the password

- Finally Click on **CREATE AN ACCOUNT** button.

Note: After you create an account, you will get an email from the system for activation you account. You have to click link on your Email to activate account.

Login to the System

You can login to the system by clicking the Login link from the home

Please Login

The login form is contained within a light blue rounded rectangle. It features two input fields: 'E-Mail' with a red asterisk and 'Password' with a red asterisk. Below the password field is a checkbox labeled 'Remember Me'. A prominent blue button with white text says 'LOG IN'. At the bottom of the form, there are two links: 'Register for a free account' and 'Forgot password?'.

- Enter your E-mail address
- Enter your Password
- Click on Remember Me if you want system to remember your email and password
- Finally click on **LOG IN** button to login.

*Note: If you forgot your password click on **Forgot password?** Link and it will ask your email address to resend the password to your email.*

Search Business

You can search the business from the home by clicking on the search button.

The search bar contains the following elements from left to right:

- An input field with the text "I.e. TCCIA Dar Es Salaam".
- A dropdown menu labeled "Select a category".
- A dropdown menu labeled "Select a region".
- A dropdown menu labeled "Select a city".
- A blue button with a magnifying glass icon and the text "SEARCH".

- Enter the name of the business into the search box.
- Select the categories of the business
- Select the region
- Select the city
- Finally click on the SEARCH button.

You can choose the categories from the Categories section

Categories

<p>TECHNOLOGY 3</p> <ul style="list-style-type: none"> COMMUNICATION (0) IT SOLUTIONS (1) SOFTWARE DEVELOPMENT (0) ELECTRONICS (0) INTERNET (1) 	<p>TRANSPORT & LOGISTICS 0</p> <ul style="list-style-type: none"> CARGO AND AIR SERVICES (0) CLEARING AND FORWARDING (0) SHIPPING AGENTS (0) TRAVEL SERVICES (0) 	<p>TOURISM & HOSPITALITY 2</p> <ul style="list-style-type: none"> HOTELS (2) RESTAURANTS (0) TOUR OPERATORS (0) 	<p>OTHERS 6</p> <ul style="list-style-type: none"> All Others (1)
<p>INDUSTRY 2</p> <ul style="list-style-type: none"> FOOD, BEVERAGES (2) FURNITURE (0) PLASTICS (0) EDIBLE OILS (0) TEXTILES (0) See more listings... 	<p>COMMERCE 5</p> <ul style="list-style-type: none"> IMPORTS AND EXPORTS (0) WHOLESALE (1) MARKETING (1) RETAILING (0) TRADING (0) See more listings... 	<p>EDUCATION 0</p> <ul style="list-style-type: none"> Vocational Training (0) Training And Consultancy (0) Computer Training (0) 	<p>AGRICULTURE 2</p> <ul style="list-style-type: none"> Diary And Livestock (0) Farming (1) Forestry And Bee-Keeping (0) Irrigation And Drainage (0) Food Processing (1) See more listings...

Click on any categories or sub-categories to view the business listing of the respective categories.

You can choose the regions from the **Regions** located in the bottom of the home.

Regions In Business Directory

tccia (11)	📍 Dar es Salaam (12)	📍 Arusha (2)	📍 Mwanza (1)	📍 Kigoma (1)	📍 Iringa (1)	📍 Dodoma (1)
📍 Dar es Salaam (5)	📍 Arusha (2)					

Click on any Regions to view the business listing of the respective regions.