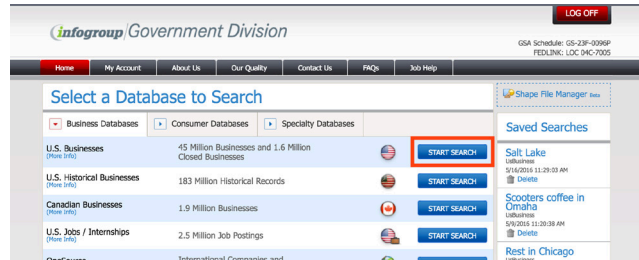
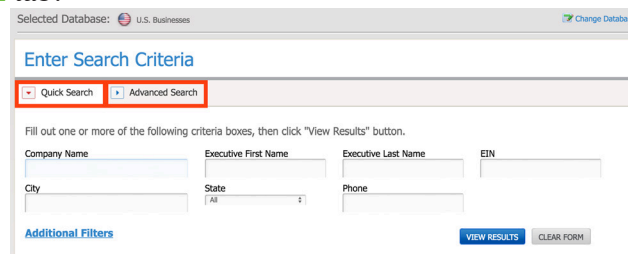


How to Use the U.S. Business Database

- ✓ Click on the **U.S. Businesses** database in the Available Databases tab.



- ✓ You are brought to the **Quick Search** tab. You can **search here** or choose to select the **Advanced Search** tab.

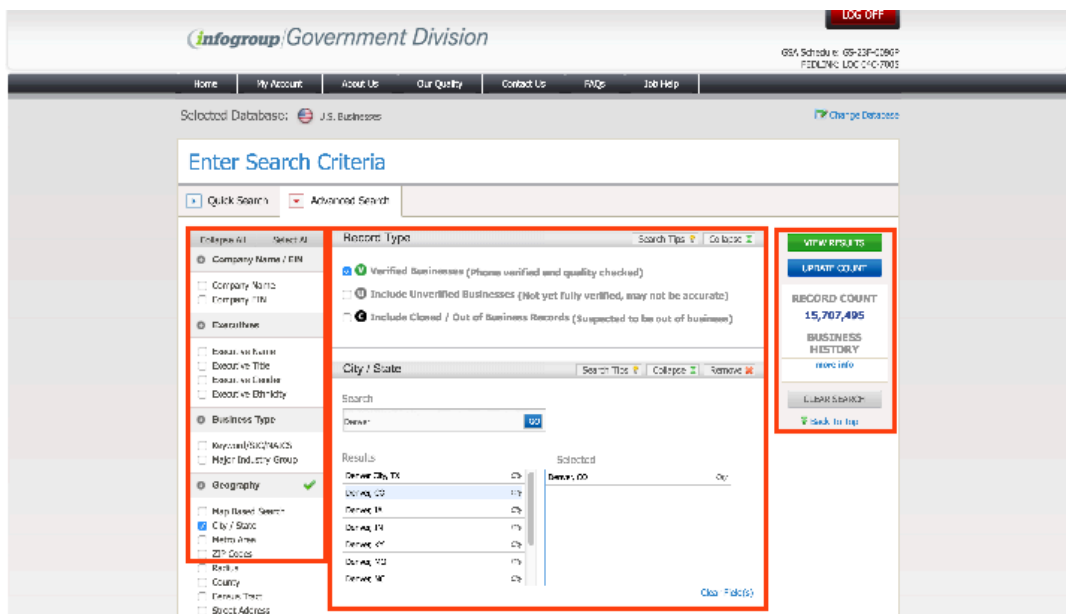


Quick Search

- Fill in the elements you'd like to search.
- Select **View Results** to see the records.

Advanced Search

- Select the elements you'd like to include in your search criteria from the left hand side.
- Complete the search criteria in the center column.
- Select **Update Count** to see how many records fit your search criteria.
- Select **View Results** to see the records.





Choose how you would like to view your results on the results page.

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	# 1 Limousine Svc			Denver, CO	80203	(720) 279-9140	
<input type="checkbox"/>	#1 Airport Shuttle & Limousine			Denver, CO	80212	(303) 424-0151	
<input type="checkbox"/>	#1 Commercial Roofing Contr		5050 S Quebec St	Denver, CO	80237	(303) 481-4391	

- Click on the **Company Name** to view the detailed record.
- Click on **Heat Map** to view a density map.
- Click on **Summary** to create summary tables
- Click on **Charts** to view charts and graphs of the results
- Select the records you'd like to **Export**, up to your download limit, and select either **Download** or **Print**.

Search Tips, Hints and Suggestions

While basic and advanced searching is easy and intuitive, there are several tips that will assist you in getting the best results possible.

- When searching under company name, be as simple as possible. For example enter Engineer instead of Engineering.
- The executive name listed in the Results will be the highest-ranking executive for that business.
- You do not need to select data elements in order to view them on detailed records. All available data elements will be in the detail on the business profile.
- Use the summary button to view results based on key elements such as employee size or sales volume and by a number of geographic selects.
- When performing a Customer Search by business type you can use a keyword, SIC or NAICS.
 - Keyword search will return closest and related matches based on your keyword.
 - Click on the matches you want to add to your search. Those selections will populate the lower box.
- For the city/state search filter for a city OR a state then select for the correct city or state.
- There are search tips embedded throughout the site to assist you in creating searches and to give you further detail on data elements.

