OneSource Global Business Browser
A User’s Guide

Welcome to OneSource Global Business Browser. This user guide will show you everything you need to know to access and utilize the wealth of information available from OneSource.

This is an Internet-based database that may be accessed by using one of the network computers in the Business Library in Alan B. Miller Hall.

Mason School of Business graduate students, undergraduate students with a business major, faculty and staff may also access this program through the Mason School of Business network.

Other College of William & Mary students, faculty and staff may access OneSource (through the Reference USA database) by going to the Earl Gregg Swem Library home page at http://www.swem.wm.edu

Select Research on the Home page header, then Library Databases in the menu column on the left. On the Library Databases page select Business & Economics in the Categories data field on the right and click on the Apply Filters button. Reference USA will be on the list displayed. Select OneSource from the Reference USA home page.

Introduction

OneSource is an Internet-based reference service from the Library Division of infoUSA. The site was designed for use as a reference tool in libraries. The OneSource database is accessed by first opening the Reference USA database and then selecting OneSource from the Reference USA home page. The OneSource database has information on more than 5 million international businesses from the United States and around the world.
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The Opening Screen/Home Page

To access OneSource Global Business Browser you must first open the Reference USA database.

The Opening Screen of Reference USA provides links to a variety of resources. The main links, in the Reference USA Available Databases box, are to the **U.S. Businesses**, **Canadian Businesses**, and **OneSource** databases.

To access the OneSource Global Business Browser click on the **OneSource** link in the Reference USA Available Databases box. This will open the OneSource database. *This database has extensive information about companies and industries in the United States and around the world.*

For information about the U.S. Businesses and other databases please go to the Reference USA User Guide.
OneSource Global Business Browser

Opening/Home Page

When the OneSource link on the Reference USA Home page is selected the OneSource Global Business Browser database is opened.

The Home page has a header with four links (Live Support, Feedback, Support and My Account – see page 5) and a menu bar with selections for Home, Companies (see page 27), Executives (see page 29), Industries (see page 29), and News & Reports (see page 38). The Companies, Industries and News & Reports selections have drop-down menus with additional selections. The Home selection will return you to the Home page.

The main part of the page has four search boxes for quick searches. These are Companies (see page 6), Executives (see page 23), News & Articles (see page 25), and Industries (see page 26).

There is also a column on the left side of the page with links to recently viewed companies and the preferences set for this database (i.e., Global and U.S. dollars).

Clicking on a company name will open the Company Details page for that company. Please go
to page 7 for more information about the *Company Details* page.

Below the data fields are links to top business news articles and links to information about new features in OneSource. Clicking on one of the news article links or what’s new links will open that item.

**Header Links**

The header links are **Live Support**, **Feedback**, **Support**, and **My Account**.

The **Live Support** and **Feedback** links open pages where you may contact the database provider. If you need help with this database please contact a member of the Business Library staff. If the company must be contacted the staff will perform this function.

The **Support** link has a drop-down menu with four selections: **Customer Support**, **Contact Us**, **Training**, and **Online Tutorials**. The **Customer Support** and **Contact Us** links open various pages to contact the database providers or set up training. The **Training** link also opens a page where various training opportunities are available. The setting up of training is not a function of the Business Library. The **Online Tutorials** link will open a page with a selection of available tutorials. These tutorials may not operate correctly on the Mason School of Business network because some media programs are needed but not installed on the network.

The **My Account** link will provide information about the current subscription.
Performing a Quick Search

The simplest method to perform a search is to enter a term into the Companies, Executives (see page 23), News & Articles (see page 25), or Industries (see page 26) search boxes and click on the search button (magnifying glass). If more than one company is found, a Company Lookup/Search Results page will be opened (see below). If only one company is found the Company Details page for that company will be opened. Please go to page 7 for information about the Company Details page.

Companies

Enter a search term and click on the search button (magnifying glass) to display the results of your search on the Find a Company search results page. Clicking on the Build a List link above the search box will open the Build a Company List page. See page 28 for information about this more advanced search function.

Find a Company Search Results Page

The Find a Company search results page has the Company search function box at the top of the page. Below the search function box is the list of companies found in your search.

The search results section consists of a table with eight columns and a box on the left that allows you to refine your search. The information given for each company includes the company name, city, state/region, country and some financial and other data. The company name is a link to that company’s Company Details page. Please go to page 7 for information about the Company Details page.

The box on the left allows you to limit your search to specific criteria. The selections are grouped into four topics: Country, State/Region, City and Ownership. Clicking on a selection will cause the list to reload with only those companies meeting your selection listed.

Note: The results list may be saved and moved into Excel by using the computer’s cut-and-paste function.
Company Details Page

Once a company has been selected from a search results list or other company listing the Company Details page for that company will be opened. This page consists of the database header, a column of links on the left side of the page and the main section of the page that contains the detailed report.

The header contains a new Search box. This box has a drop-down menu with four selections: Companies, Executives, Industry and News, duplicating the four quick search boxes on the Home page. A search may be made by selecting the type of search from the drop-down menu and entering a term in the box. Click on the the search button (magnifying glass). A new search results page will be opened.

Opening Page

The Company Details page opens with the main display divided into sections. On the left is the menu column. The right side top section has general information about the company, next there is a brief description of the business. The next section has industry information and links to the industry pages. The fourth section has a brief list of key executives. There are also sections for Significant Developments, News, a Financial Summary and a Stock Snapshot. At the bottom of the page is the KeyID Number for this company. This number may be used in the company search function.

General Information

The Company Details page has general company information in the top section of the page. This section includes links to the company web site (if it has one), a stock quote and interactive stock chart (if the company is publicly traded), and links to financial data including annual sales and total assets.
**Description Section**

The Business Description section has a short description of the company and its products.

**Industry Section**

The Industry Section lists the industry and any industry sub-categories in which the company does business. The industry and any sub-category names are links to that page in the Industry section of the database. Please go to page 31 for information about these pages.

**Key Executives**

The Key Executives section lists the top executives in the company. There is a link near the bottom of this section that will open the *Executives Report* page. This is the same page that is opened when the *Executives* link in the menu column is selected. Please go to page 9 for information about this page.

**Significant Developments and News**

The Significant Development and News sections provide lists of developments and news items about the company being researched. Clicking on a topic or item will open that item’s page with full text. The *News* items will open a page in the News & Reports section of the database, see page 38 for information about this section.

**Financial Summary and Stock Snapshot**

The Financial Summary and Stock Snapshot sections give you general financial information with graphs and charts.

**Company Details Page Menu Column**

The menu column on the left side of the page lists numerous links to other pages containing information about the company. The number of links varies depending on the information available about the company. Each link will open a page with new information. The menu column is displayed on each page of the *Company Details* page. The menu column is divided into four topic areas, Profile, News & Analysis, Filings, and Financials.

**Profile Section**

**Company Summary**

Company Summary is the default opening page of the *Company Details* page.

Most of the pages opened from the menu column have a **Print** icon near the top of the page. Clicking on this icon will open the page in a printer-friendly format suitable for printing.

Note: The contents of these pages may be saved and moved to Microsoft Word or Excel by using the computer’s cut-and-paste function.
Corporate Overview

The Corporate Overview selection will open the Corporate Overview page. This page has general company information in the top section. This includes a group of company web links that will open web pages on the company web site.

The Corporate Overview page also includes sections for industry codes, business description, financial data, market data, shareholders, key corporate relationships, and more.

The Contents category in the top section has links that will scroll the page to the section selected.

Executives

Clicking on Executives in the menu column of the Company Details page opens the Executives Report page for the company. This page lists the Board of Directors and Executives for the company, as well as giving some general information about the company including some web site links.

The Board of Directors and Executives are listed in separate sections, each of which may be expanded or contracted by clicking on the arrow icons in the section headers. The default display is for the Board of Directors’ section to be contracted and the Executives’ section to be expanded.

Each name has plus and minus icons that will expand the information displayed for each person. The expanded information includes a brief biography and that person’s compensation. The compensation is a link to a new page for that person. This page gives more information, including any news articles about that person, and a breakdown of that person’s compensation.
The top of the page also has a Merge Biographies link that will allow you to display multiple biographies of selected people. People are selected by placing check marks in the check boxes next to the person’s name. These are the same biographies that are displayed when the compensation for each person is clicked on.

The Show Details link will open all bios for the directors and executives that have one.

Corporate Family

The Corporate Family selection in the menu column opens the Corporate Family page for the company. This page lists the company and its subsidiaries and affiliates. The list is displayed in a table with each company listed in a row. There are eight columns, Company Name, Company Type, Location, Country, Industry, Sales (the unit of currency can be changed by using the drop-down menu in the Financials In data field near the top of the table), Employees and Source.

The entries in the Company Name column are links to the Company Details page for those companies. Not every company has a link.

The Company Name column also has check boxes for most companies. These check boxes are used to select the company in that row. Not every row has a check box.

The header section for the Corporate Family page has a Corporate Structure News link that will open a Results page with a list of news reports and articles that concern the company. For information about the Results page please go to page 15.

The header also has three links just above the table. These are View Results, Build Custom Table, and Export Contacts. These become active once one or more companies in the list are selected by placing a check mark in the check box for each company desired.
View Results

Clicking on View Results with at least one company selected will open the Quick List page. This page has a list of the companies you selected on the Corporate Family page.

There are five tabs for the display of additional information. The tabs are Quick List (the default opening display), Custom Table, Banker Report, Auditor Report and Company Report. Clicking on these tabs will open new pages of information about the selected companies.

There are also some links near the top of the page. The active link is New Search. This link will take you back to the Corporate Family page. There is also a Build Custom Table icon in the upper right corner of the display. This icon opens the Custom Table page. See page 12 for information about the Custom Table page.

Quick List Tab

The Quick List tab is the default opening display for the Quick List page. The list includes all the companies you selected from the Corporate Family page. This tab includes an Add to List button. You may use this button to add companies to the list. Clicking on the Add to List button will open the Add Companies window. This window has a search function to look for companies. You may add companies up to a total of 1000 companies on the original list.

Enter a search term in the Company box and click on the Search button. The results of the search are displayed in the area below the search function. Each company on the list has a check box to select the company. Clicking on a check box will cause an Add to List button to appear. Clicking on the Add to List button will close the Add Companies window and the selected company or companies will be added to the original list.
Custom Table Tab

The **Custom Table** tab includes the list of companies with data you selected displayed. If you have not yet created a custom table the display area will be blank and the top of the page will display a message prompting you to create a custom table.

To create a custom table, click on the **Build Custom Table** icon near the top of the page. This will open the **Custom Table** page. This page allows you to generate a report of your own design. Clicking on the **Edit Table** button will also open the **Custom Table** page.

In the Layout section you select elements from the Company, Location, Size, Executives, and Adviser tabs. Highlight one or more elements and click on the **Add** button to move the element(s) to the Custom Table box.

Select as many elements as you need.

The Formatting Options section allows you to select a variety of options to format the report the way you want it to appear.

Once you have finished making your selections you may view the table by clicking on the **View Table** icon in the upper right corner. The table will be displayed in the **Custom Table** tab of the **Quick List** page.

This program does not have an export function. You may save and move the table to Microsoft Excel by using the computer’s cut-and-paste function.

Banker Report Tab and Audit Report Tab

The **Banker Report** and **Audit Report** tabs will each display a table of data. Each table will have data specific to the tab (i.e., banker data on the **Banker Report** tab). Note that the data in these tabs is primarily available for companies located in the United Kingdom.
Company Report Tab

The **Company Report** tab opens with the list of companies displaying the same information as the **Quick List** tab. However, the **Company Report** tab includes a list of reports on the left side of the page.

To open a report you must first select one or more companies by clicking on the check box next to the companies desired.

Next click on the report you want to view. The report will be displayed in the area to the right of the report list.

To view a different report click on the report you want to see and it will be displayed.

To return to the list of companies click on the **Return to Company List** link that appears in the upper right corner of the tab once a report is displayed.

**Build Custom Table**

Clicking in the **Build Custom Table** link on the **Corporate Family** page (with one or more companies selected on the list) will open the **Custom Table** page. This is the same page that is opened when the **Build Custom Table** link on the **Quick List** page is selected. Please go to page 12 for information about the **Custom Table** page.

**Export Contacts**

Clicking in the **Export Contacts** link on the **Corporate Family** page (with one or more companies selected on the list) will open the **Export Contacts** page. This page allows you to create a contact list of the executives for the selected companies. You select the positions, levels and some miscellaneous data to include in the list.

The initial display includes all
executives from the companies (i.e., 82 Executives in the upper right corner of the page). Once you have made your selections you may click on the **Run Search** button to narrow the list. For example the number of executives may be reduced to eight.

You may export the list, either of all the executives or a narrowed list, by clicking on the **Export Results** link. Before clicking on the link you should select how you want the list prepared (Text or Excel) by clicking on the radio button next to your selection.

Clicking on the **Export Results** link will display the list in a new window. The text version will be a plain text list. The Excel version allows you to open the list or save it to disk.

**OneStop Report**

The **OneStop Report** selection in the left navigation column will open the **One-Stop Report Set-Up** page. This page allows you to choose the sections you want to include in the report.

Once you have made your selections click on the **Create Report** button at the bottom of the page. This will generate your report, which will be on one long page, divided into sections according to the selections you made.

You have the option to print this report. You also may save and move the report to Microsoft Word or Excel by using the computer’s cut-and-paste function.
News & Analysis Section

Latest News Stories

Clicking on Latest News Stories in the News & Analysis section of the menu column opens a Results page with news stories listed 25 to a page.

The top of the page lists all search parameters used for the search (i.e., Date Range, Companies).

Each news story listing includes the title of the story, its source, the number of words, and the date. The article title is a link that will display the full text of the article. You may navigate through the list’s pages by using the Next and Previous buttons at the bottom of the list.

You may display the full text of more than one selected article at a time by using the merge function. Select the articles you want to view by clicking on the check box next to the articles. Once you have the articles selected (you may select all or clear all check boxes by clicking on the Pick All or Clear All buttons at the top of the list) click on the Merge Selected button above the list. This will display all the articles you selected in full text format on a single page. Each article will be displayed in its own section with the next article below in the next section. Scrolling down the page will display all articles in succession.

The Modify Search link at the top of the page will open the same page as the News & Reports selection in the header menu. Please go to page 38 for information about this search feature.

Articles

The Articles selection in the Company Details page menu column will open a Results page that is similar in appearance and operation to the Results page opened by the Latest News Stories selection. See above for information about the Results page.

Fair Disclosure Transcripts

The Fair Disclosure Transcripts selection in the Company Details page menu column will open a Results page that is similar in appearance and operation to the Results page opened by the Latest News Stories selection. See above for information about the Results page.
Significant Developments

To view company press releases click on the Significant Developments selection in the Company Details page menu column. This will open the Significant Developments page. This page lists company press releases in date order, starting with the most recent.

The press releases may be filtered by topic or date. There are two boxes in the header of the table, All Topics and Last 12 Months.

The All Topics data field has a menu with numerous topics from which to choose.

You may select from seven options to filter the press releases by date. The Significant Developments page opens with Last 12 Months selected.

Competitors Report

The Competitors Report selection in the Company Details page menu column will open the Competitors Report page. This page lists the significant competitors of the company being researched. The list is in a table format with columns for Company Name, Location, Employees and Ownership.

Each name on the list is a link to that company’s Company Details page.

To run a report, click on the check box (so that a check mark appears in the box) for each company you want to include in the report. You may select all companies by clicking on the check box in the header. Once you have selected all the companies you want, click on the Run Reports button. This will open the Quick List page. Please go to page 11 for information about the Quick List page.
Analysts’ Reports

The **Analysts Reports** selection in the **Company Details** page menu column will open the Analysts’ Reports page. This page lists the available analysts reports in a table. Clicking on a report title will open the report using Acrobat Reader. The report is in full text. The report may be saved or downloaded using the Reader controls.

The **Modify Search** link at the top of the page will open the same page as the News & Reports selection in the header menu. Please go to page 38 for information about this search feature.

Strategic Initiatives

The **Strategic Initiatives** selection will open the Strategic Initiatives page. This page lists initiatives by the company. Each entry in the list includes the title of the initiative, a brief description and the source. The list may be sorted by topic or date and may be filtered by topic or keyword.

Strengths/Weaknesses (SWOT)

The **Strengths/Weaknesses (SWOT)** selection in the **Company Details** page menu column will open the Strengths/Weaknesses (SWOT) page for the company. This page lists the Strengths, Weaknesses, Opportunities, and Threats (SWOT) in a table near the top of the page. Each item in the table is a link to a full text article about that item. The page will scroll to the item’s location when it is selected. There is a print icon near the top of the page that displays the page in print friendly format. You may print this page using the browser print commands.
Peer Analysis

The Peer Analysis selection in the Company Details page menu column will open the Find Peer Companies page for the company. This page allows you to pick criteria according to Location, Company, and Size. When you have selected your criteria from the menus or entered data in the data fields click on one of the Run Search buttons.

The initial display for this page indicates that there are no companies listed. Once you have made a search the number in the upper right corner will change to indicate the number of companies located in your search.

Also, once a search has been made some new links appear below the Search Results number. These are View Results, Build Custom Table, Export Results, and Export Contacts. View Results is the only active link, the others are grayed out and cannot be used.

The View Results link will open the Quick List page. Please go to page 11 for information about the Quick List page.
Filings Section

The Filings section of the Company Details page menu column has two selections: SEC Filings and Annual Reports.

SEC Filings

The SEC Filings selection will open a special Results page with SEC filings for the company listed.

Each form has a number of different formats in which it can be viewed. The View Format column lists the formats available for each form. The formats are: HTML, PDF (using Acrobat Reader), MS Word and Excel.

You may search the list according to date or filing type using the menus near the top of the page. The Date Range menu has selections of date ranges. The SEC Filings menu has only two selections, Common Forms and All Forms Types. Make your selection and click on the Submit Search button. The new list will be displayed.

Annual Reports

Clicking on the Annual Reports selection will open the Annual Reports page for the company. All available reports are listed on this page.

The entries in the Report Type column are links to the actual report in PDF format. These reports are opened using Acrobat Reader.
Financials Section

The Financials section of the Company Details page menu column has numerous selections to open for financial information. The information on these pages may be moved into Microsoft Word or Excel by using the computer’s cut-and-paste function.

Financial Report (Reuters) and Financial Report (As Reported)

The Financial Report selections (Reuters and As Reported) will open the same reports as the Annual Income Statement selections (Reuters and As Reported) under the Income Statement category. See page 21 for information about these statements.

Financial Health

Clicking on the Financial Health selection will open the Financial Health page for the company. This page gives a variety of financial figures including the one, three, and five-year growth rates.

Ratio Comparisons

The Ratio Comparisons selection will open a page with a variety of ratios for the company displayed.

Geographic Segments

The Geographic Segments selection will open the Geographic Segments page. This page displays financial information broken down for the home country and other areas.

The unit of currency may be changed by using the drop-down menu in the Financials in box near the top of the page.

The financial data is broken down into sections, including: External Revenue, Total Revenue, and Long Lived Assets.
Business Segments

The Business Segments selection will open the Business Segments page. This page is similar to the Geographic Segments page.

The extensive financial information is broken into numerous sections including: External Revenue, Total Revenue, Depreciation, and more.

Income Statement

The Income Statement section of the Company Details page menu column has four selections: Annual (Reuters), Interim (Reuters), Annual (As Reported), and Interim (As Reported).

Each of these links will open the pertinent income statement for the company. The annual statements will display up to ten years of data. Data beyond five years may be displayed by clicking on the View 10 Years link near the top of the page.

The unit of currency may be changed by using the drop-down menu in the Financials in box near the top of the page.

Balance Sheet

The Balance Sheet section of the Company Details page menu column has four selections: Annual (Reuters), Interim (Reuters), Annual (As Reported), and Interim (As Reported).

Each of these links will open the pertinent balance sheet for the company. The annual balance sheets will display up to ten years of data. Data beyond five years may be displayed by clicking on the View 10 Years link near the top of the page.

The unit of currency may be changed by using the drop-down menu in the Financials in box near the top of the page.
Cash Flows

The Cash Flows section of the Company Details page menu column has four selections: Annual (Reuters), Interim (Reuters), Annual (As Reported), and Interim (As Reported).

Each of these links will open the pertinent cash flow data sheet for the company. The annual cash flow sheets will display up to ten years of data. Data beyond five years may be displayed by clicking on the View 10 Years link near the top of the page.

The unit of currency may be changed by using the drop-down menu in the Financials in box near the top of the page.
Executives

Entering a search term in the Executives search box on the Home page and clicking on the search button (magnifying glass) will open the Executive Search page under the Executives selection in the header menu bar. This is the same page that is opened when Executives is selected from the menu bar. Clicking on the Build a List link above the search box will open the same Executive Search page.

The results of the search are displayed as a number in the upper right corner of the page. The number must be less than 1,000 in order for you to open a list of the executives. If the number is more than 1,000 the View Results link below the number is grayed out. There is no export feature available with this subscription. However, you may use the cut-and-paste function of the computer to copy and move material to Microsoft Word or Excel.

Executive Search Page

The Executive Search page has four tabs and some links. The tabs are Global, United Kingdom, Europe, and AsiaPac. Each of these tabs has a wide variety of boxes for the entry of search terms to narrow the search. The four tabs are similar in the number and layout of the boxes.

The tabs select the scope of the search. For instance, the Global tab allows you to search the entire world while the United Kingdom tab restricts the search to that country. Europe searches only the continent of Europe and AsiaPac searches the continent of Asia and the Pacific Ocean area.

The links include Show All and Hide All on the left side of the page. These will open or close the sections of topics for each tab.

The View Results link is grayed out until the number of executives found in your search is less than 1,000.

If you accessed this page by making a search from the Executives data field on the Home page the search term you used is entered in the Last Name data field of the Global tab. If the number of executives found is too many to view (more than 1,000). You may narrow the search by entering more terms and data selections in the various boxes.

The boxes are divided into the following topics: Executive, Location, Company, Size, Adviser,
and Market and Rating. You may enter data into as many boxes as you feel necessary.

When you have entered your terms and made your selections click on the Run Search button to run a new search. The results are displayed by a number in the upper right corner of the page. If the number is less than 1,000 the View Results link as activated and you may view the list of executives by clicking on the View Results link.

**Executive List Page**

The list of executives is displayed on an executives list page. This page has the executives listed in a table with seven columns. The table is one long list that scrolls. The columns are: Executive, Title, Company, City, State/Region, Phone, and Reports.

![Executive List Page](image)

The company names in the Company column are links to that company’s Company Details page. See page 7 for information about the Company Details page.

The Reports column has entries (Colleagues) that are links to reports. Clicking on one of these links will open the Executives Report page of the Company Details for that company. See page 9 for information about the Executives Report page. There are also links in the Reports column (i.e., Web Bio) that will open other pages.
News & Articles

Entering a search term in the News & Articles search box on the Home page and clicking on the search button (magnifying glass) will open a Results page under the News & Reports selection in the header menu bar. This is the same page that is opened when Latest News Stories in the Company Details page menu column is selected.

See page 15 for information about the Results page for news stories.

<table>
<thead>
<tr>
<th>News &amp; Articles search box on the Home page</th>
<th>Results page under the News &amp; Reports selection in the header menu bar</th>
<th>Latest News Stories in the Company Details page menu column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering a search term</td>
<td>Open a Results page</td>
<td>Selected</td>
</tr>
<tr>
<td>Clicking on the search button</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnifying glass</td>
<td>Open a Results page</td>
<td></td>
</tr>
<tr>
<td>Same page</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See page 15 for information about the Results page for news stories.
Industries

Entering a search term in the **Industries** search box on the *Home* page and clicking on the search button (magnifying glass) will open an *Industry Search* page under the **Industries** selection in the header menu bar. The results will be displayed in tables below the search function.

This is the same page that is opened when a search is made using the **Industry Search** function under the **Industries** selection in the header menu bar. See page 29 for information about the Industry Search function.
Header Menu Bar

The menu bar in the header for the OneSource Global Business Browser has five selections: Home, Companies, Executives, Industries, and News & Reports. The Companies selection has a drop-down menu with two selections: Find a Company and Build a List. The Industries selection has a drop-down menu with two selections: Industry Search and Industry Browse. The News & Reports selection has a drop-down menu with four selections: Basic News & Reports, Advanced News, Analyst Reports, and SEC Filings.

Home

Clicking on the Home selection returns you to the OneSource Global Business Browser Home page from any location in the program.

Companies

The Companies selection in the header menu bar has two options in a drop-down menu. These are Find a Company and Build a List.

Find a Company

Clicking on the Companies menu bar selection, or the Find a Company selection in the drop-down menu, will open the Find a Company page.

The Find a Company page allows you to search for a company by Name, KeyID, Ticker, or Registered No.

Enter your search term in the Company box and choose the type of term from the selections below the box. Also, you may select the number of records to be displayed on the results page.

When you have made your selection and entered your search term click on the Run Search button to begin your search.

This will open the Find a Company search results page. This is the same page that is opened when the Companies data field on the Home page is used for a search. See page 6 for information about the Find a Company search results page.
Build a List

Clicking on the Build a List selection in the Companies drop-down menu or the Build a List link in the Companies section of the Home page will open the Build a Company List page. This page gives you many options for finding companies.

There are four tabs: Global, United Kingdom, Europe, and AsiaPac. You may search the entire database of worldwide companies or narrow your search by region (i.e., Europe, Asia-Pacific, etc.).

All four tabs are similar, having the same five sections (Location, Company, Size, Adviser, and Market and Rating). Some boxes within the sections vary from tab to tab to account for regional differences.

Each section may be expanded or collapsed as needed by clicking on the triangle icons next to the section name. You may open or close all sections by clicking on the Show All or Hide All links near the top of the page.

You may use one box or many to perform a search. The more criteria that are used the narrower the search results will be and a more precise list of companies will be available.

Once you have made your selections and entered any search terms click on one of the Run Search buttons to begin the search. Please note that if too many companies are found during your search you may not be able to view them. The limit for viewing the results list is no more than 1,000 companies.

Search Results

Once you have clicked on the Run Search button the results are indicated in the upper right corner of the Build a Company List page. If the results are fewer than 5,000 the Build Custom Table link becomes active. With fewer than 1,000 companies the View Results link is also active.

The View Results link will open the Quick List page. Please go to page 11 for information about the Quick List page. The Build Custom Table link will open the Custom Table page. Please go to page 12 for information about the Custom Table page.
Executives

Clicking on the Executives selection in the OneSource Global Business Browser menu bar opens the Executive Search page. This is the same page that is opened when a search is made from the Executives data field on the Home page. Please go to page 23 for information about the Executive Search page.

Industries

The Industries selection in the header menu bar has two options in a drop-down menu. These are Industry Search and Industry Browse.

Industry Search

The Industry Search selection will open the Industry Search page. This page has a search function that will locate industry information.

There are four boxes to use in your search: Keyword/Code, Search By, Source, and Max # of Records. The Search By, Source, and Max # of Records boxes have drop-down menus that allow you to pick the selection for your search.

The Search By menu has two selections: Industry Activity and Industry Description.


The Max # of Records menu has three selections: 100, 500, and 1000. After you have entered your search term and made any other selections you want click on the Run Search button.
The results of your search will be displayed in the area below the search function on the *Industry Search* page.

The Search Results section of the page is divided into two parts. The left side is a column in three parts, Source, OneSource Sector, and OneSource Industry.

Each of these has numerous listings of various industry categories with a number in parentheses indicating how many of the results are contained in each category. Clicking on one of these items will change the display table to list only those industry selections included in that item.

The right side of the page has a table listing of the industries found in your search. The table may have four or five columns depending on whether or not you have the Industry Activities column shown or hidden. A search using the **Industry Description** selection in the Search By menu will have the Industry Activities column hidden. It may be displayed by clicking on the **Show Industry Activities** link at the top of the table.

A search using the **Industry Activities** selection will have the Industry Activities column displayed. It may be hidden by clicking on the **Hide Industry Activity** link.

The other columns are Source, Code, Industry Description and OneSource Industry. The Code column entries are links that will open the *Industry* page for that industry code.

The OneSource Industry column entries are also links that will open the *Industry* page for that industry.

See page 31 for information about the *Industry* page.
Industry Page

The Industry page opens with the main display divided into sections. On the left is the menu column. The right side top section has general information about the industry, next there is a brief description of the industry, the next section lists the top industry activities, with more available by clicking on the link at the bottom of the section.

The next section lists market research reports (with links in the Title and File Format columns to the full reports in PDF format), followed by a listing of the top industry participants (each participant’s name is a link to that company’s Company Details page). The peers list may be customized by clicking on the Customize Industry Peers link at the bottom of the section.

Another section lists the top news articles about the industry (the title of each article will open the full text article). More news articles may be viewed by clicking on the View All Related News link at the bottom of the section.

The last section addresses geographic segmentation. You may display different regions by selecting a different region from the drop-down list in the International Region data field in this section. All regions are displayed initially.
Industry Page Menu Column

The menu column on the left side of the page lists numerous links to other pages containing information about the industry. The number of links varies depending on the information available about the industry. Each link will open a page of new information. The menu column is displayed on each page of the Industry page. The menu column is divided into three topic areas: Profile, Market Research, and Analysis.

Profile Section

Industry Summary

Industry Summary is the default opening page of the Industry page. Most of the pages opened from the menu column have a Print icon near the top of the page. Clicking on this icon will open the page in a printer-friendly format suitable for printing.

Note: The contents of these pages may be copied and moved to Microsoft Word or Excel by using the computer’s cut-and-paste function.

Industry Activities

The Industry Activities selection opens the Industry Activities page. This page lists all the activities included in the industry. The heading of the list is a link that will display the list in reverse alphabetical order when clicked on with the mouse pointer.

Related Industries

The Related Industries selection will open the Related Industries page. This page lists all industries that are related to the industry you are researching. The page is broken down into groupings according to the various classification systems (SIC, NAICS, etc.). The default display is to display all classification groups. You may select a specific group to display by making a selection from the drop-down menu of the Classification System box.

The entry for each industry includes the name and classification code. Each entry is a link that will open the Industry page for that industry.
Market Research Section

The Market Research section of the menu column has selections for All Market Research Reports, Datamonitor Industry Profiles, BMI Industry Reports, Freedonia Focus Reports, RMA Industry Norms, and STAT-USA Reports. Not all selections are available for all industries.

All Market Research Reports

Selecting All Market Research Reports will open the All Market Research page. This page has a long table with reports on the industry being researched listed according to region or country. Reports from all sources are included on this page. The sources are those listed in the Market Research section (Datamonitor, BMI, RMA, etc.)

The Location box near the top of the table has a drop-down menu with a list of countries and regions. You may display the reports for a specific region or country by selecting it from the list.

The table has five columns: Country, Title, Date, Source, and File Format. Each column heading is a link that will sort the table according to the information in that column.

The entries in the Title and File Format columns are links that will open the report. The usual format available is PDF.

The Source column has links that will open the OneSource page for the source of the reports (Datamonitor, BMI, etc.) and will have all reports from that source for the researched industry.

Datamonitor Industry Profiles

The Datamonitor Industry Profiles selection will open the Datamonitor Industry Profiles page. This page is similar to the All Market Research page, including the location data field, but lists only the reports from Datamonitor.

BMI Industry Reports

The BMI Industry Reports selection will open the BMI Industry Reports page. This page is similar to the All Market Research page, including the location data field, but lists only the reports from Business Monitor International.
Freedonia Focus Reports

The **Freedonia Focus Reports** selection will open the *Freedonia Focus Reports* page. This page is similar to the *All Market Research* page, including the location data field, but lists only the reports from the Freedonia Group.

RMA Industry Norms

The **RMA Industry Norms** selection will open the *RMA Industry Norms* page. This page is similar to the *All Market Research* page, including the location data field, but lists only the reports from the Risk Management Association.

STAT-USA Reports

The **STAT-USA Reports** selection will open the *STAT USA Reports* page. This page is similar to the *All Market Research* page, including the location menu, but lists only the reports from the U.S. Department of Commerce.

Analysis Section

The Analysis section of the menu column has selections for **Latest News Stories**, **Analysts Reports**, **Peer Analysis**, **Related Sites**, and **Market Share**. Not all selections are available for all industries.

Latest News Stories

Selecting **Latest News Stories** will open a *Results* page under the *News & Reports* menu heading. The search term listed in the page top matter will be the industry you are researching. This is the same page that is opened from “news” selections in various sections of the database. Please go to page 15 for information about the *Results* page.

Analysts Reports

The **Analysts Reports** selection will open the *Analysts Reports* page. This page has a list of all analysts reports on the industry you are researching that are included in the database.

Each entry includes the name of the report, the source, author, length and date. The title of the report is a link to the full text report using Acrobat Reader.
Peer Analysis

The Peer Analysis selection will open the Find Industry Participants page. This page is divided into three sections: Location, Company and Size.

The Location section has two boxes that allow you to select the location of the participants according to the Global Region and Country. Selections are made from menus in the respective boxes. More boxes may appear depending on the selections you make in these first two menus.

The Company section has five boxes where you may enter terms or select options from menus. The Industry Classifications and OneSource Industry box names are also links that open pages, which allow you to pick the item you want from a list.

The Size section allows you to Search By Rank, using size parameters according to Sales, Assets, Employees, Sales 1 Year Growth, or Market Value. You also have the option to select the top or bottom from the group.

Once you have made your selections and entered any search terms click on one of the Run Search buttons.

The results of your search will be listed in the upper right corner of the page. Some links are also displayed below the results number. The View Results link will be active. This results section and its operation are similar to the Find Peer Companies page. Please go to page 18 for information about the Find Peer Companies page. The View Results link will open the Quick List page. Please go to page 11 for information about the Quick List page.
Related Sites

The Related Sites selection will open the Related Sites page. This page has a list of Internet sites that have additional information about the industry you are researching. Clicking on a site name will open the web page for that site.

Market Share

Selecting Market Share will open a Market Share Results page. The list of results include Articles, Analysts Reports, and Market Research reports. Clicking on one of these links in the top section of the page will cause the page to scroll to that section of the list. This page is similar in appearance and operation as other Results pages under the News & Reports heading. Please go to page 15 for information about the Results page.
Industry Browse


Each of these selections will open similar pages. The UK SIC 2003 page is shown below. The page opens with a listing of all the industries from the subject industrial code (UK SIC). Each listing is a major category and will have more sublistings below. These sublistings may be displayed by clicking on the listing. This will cause the listing to be expanded to display the sublistings.

Once a listing has been expanded a new frame is displayed on the right side of the page. This frame has a description of the industry and a listing of industry activities.

Clicking on the **View Summary** link will open the **Industry** page for that industry. Please see page 31 for information about the **Industry** page.

The **Search** box at the top of the list allows you to quickly locate a specific industry. For instance, type “mining” into the box and click on the **Find Next** link. This will change the display to highlight the first entry of an industry that involves mining. The top of the list will indicate how many listing there are for this type of industry.
News & Reports

The **News & Reports** selection in the OneSource Global Business Browser header menu bar has four options in a drop-down menu. These are **Basic News & Reports**, **Advanced News** (which opens the Advanced Search tab of the News & Reports search feature), **Analysts Reports** (which opens the Advanced Search tab of the News & Reports search feature to the Analysts’ Reports selection), and **SEC Filings** (which opens the Advanced Search tab of the News & Reports search feature to the SEC Filings selection).

**Basic News & Reports**

Clicking on the **Basic News & Reports** selection will open a custom search page where you may set up a search for articles and reports using a keyword search.

The search page has two tabs: **Basic Search** and **Advanced Search**. The **Basic Search** tab is displayed when the page first opens.

**Basic Search Tab**

The basic search allows you to perform keyword searches in a variety of sources (News, Articles, Analysts’ Reports, Market Research, and SEC Filings) and date ranges. You also have the option to designate how many results are displayed.

To perform a search type your search term in the **Keyword Search** box, select the sources you want to search, and select the date range. When ready, click on the **Submit Search** button to begin the search.

The results are displayed on a **Results** page. Please go to page 15 for information about the **Results** page.
Advanced Search Tab

The Advanced Search tab has three menu bar selections, **News & Articles**, **Analysts’ Reports**, and **SEC Filings**. The **News & Articles** selection is displayed when the tab is first opened.

News & Articles

The **News & Articles** selection has three sections. These are Structured Terms, Free Text and Limit To.

The Structured Terms section is used to select specific terms for your search. These terms may be selected from four tabs: **Company**, **Business Topic**, **Industry** and **Geography**. The Business Topic, Industry and Geography tabs have table of contents style directories where you select the terms you want to use in your search. The **Company** tab is a search function where you may search for companies. All terms are selected by clicking on the check box next to the term.

The Free Text section has boxes for a keyword search or a company name. There are also selections for a case-sensitive search and some limiters (i.e., Headline or Company Name).

The Limit To section allows you to limit the search to specific sources, types of articles (full-text or abstract), a specific publication (you may view a list of publications included in the database by clicking on the Full List link above the Publications box), and date ranges.

When you have finished setting up your search click on the **Submit Search** button to start the search. The results are displayed on a Results page. Please go to page 15 for more information about the Results page.

Analysts’ Reports

The **Analysts’ Reports** menu selection allows you to search reports by title, text, or by brokerage house. You may view a full list of brokerage houses included in the database by clicking on the Full List icon next to the Brokerage House box.

You also limit the search by determining the number of
results to display and the date range searched.

When you have set up your search click on the **Submit Search** button to begin the search. The results are displayed on an *Analysts’ Report* page. Please go to page 17 for information about the *Analysts’ Report* page.

**SEC Filings**

The third menu selection is **SEC Filings**. This selection allows you to search for terms in specific form types and date range.

Clicking on the **Submit Search** button begins the search. The results are displayed on a *Results* page of SEC filings. Please go to page 19 for information about this specialized *Results* page.