

QUICK TIPS

HOW DO I LOOK UP A SPECIFIC COMPANY, PERSON OR INDUSTRY?

- Log in from **www.mergentintellect.com**
- Select a search type such as **Company, People or Industry**.
- Specific search tips appear in the field for each search type. Type a search term in the blank **Search** field. Potential matches may appear in the drop-down below.
- Select a result from the drop-down list or to display all matching results, use the **Enter** key or the **Search** icon on the right of the **Search** field.



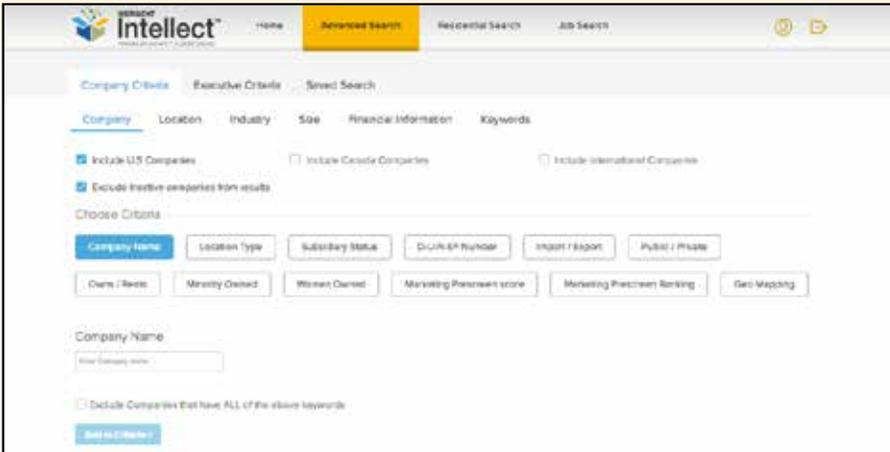
HOW DO I FIND COMPANIES, PEOPLE OR INDUSTRIES BASED ON SIZE, LOCATION OR OTHER CRITERIA?

From Advanced Search, choose Company or People Criteria from the tabs, and a characteristic such as Location, Industry, Size, etc. from the menu options displayed. Within each category, select from the Choose Criteria buttons displayed for each. Follow the screen prompts to designate your search criteria. Select Add to Criteria after specifying each one. You can add multiple constraints.

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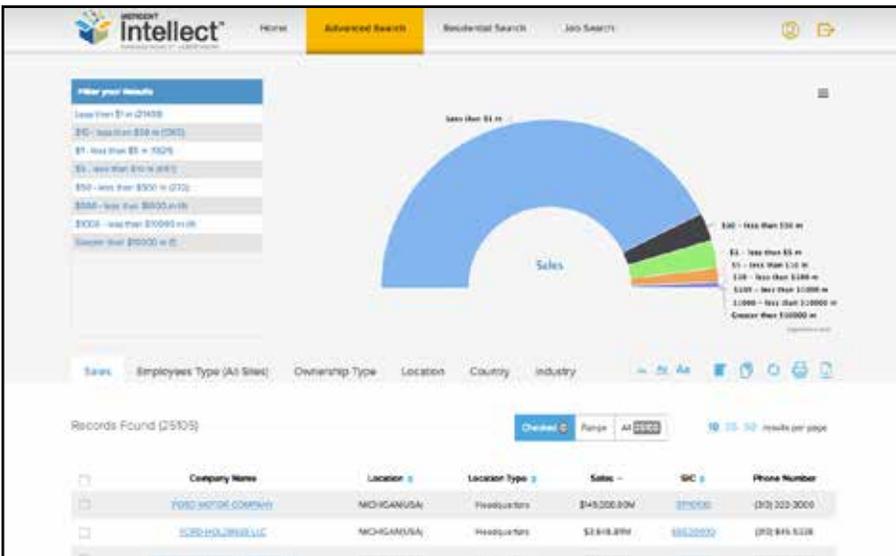


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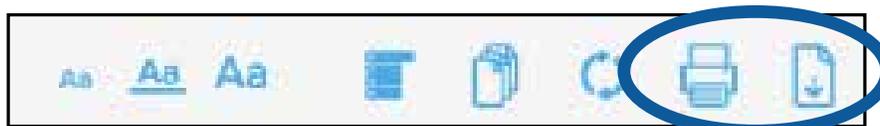
Included criteria and a results count appear along the bottom of the display. Continue adding criteria until complete, then click **Search** to see the results list.

A report of passing companies or people is produced. The search can be narrowed further using the menu options to the left of the graphic. The graphic can be changed using the menu options below it. The list of companies or people is on the lower part of the screen.



Click on any individual company or name in the report to access more information and company-specific reports.

Specify individual results to be printed or saved to a file by checking the boxes at the left of each row, then select the **Print** or **Export** icon below the graphic, above the results list.



If you need further assistance or have any questions, please call our Technical Support Help line at 1-800-955-8080 between 8 AM & 5 PM (Eastern). You can also email us at technicalsupport@mergent.com