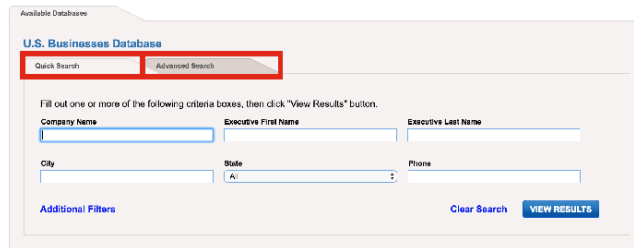


How to Use the U.S. Business Database

- ✓ Click on the **U.S. Businesses/ Employers USA** 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.

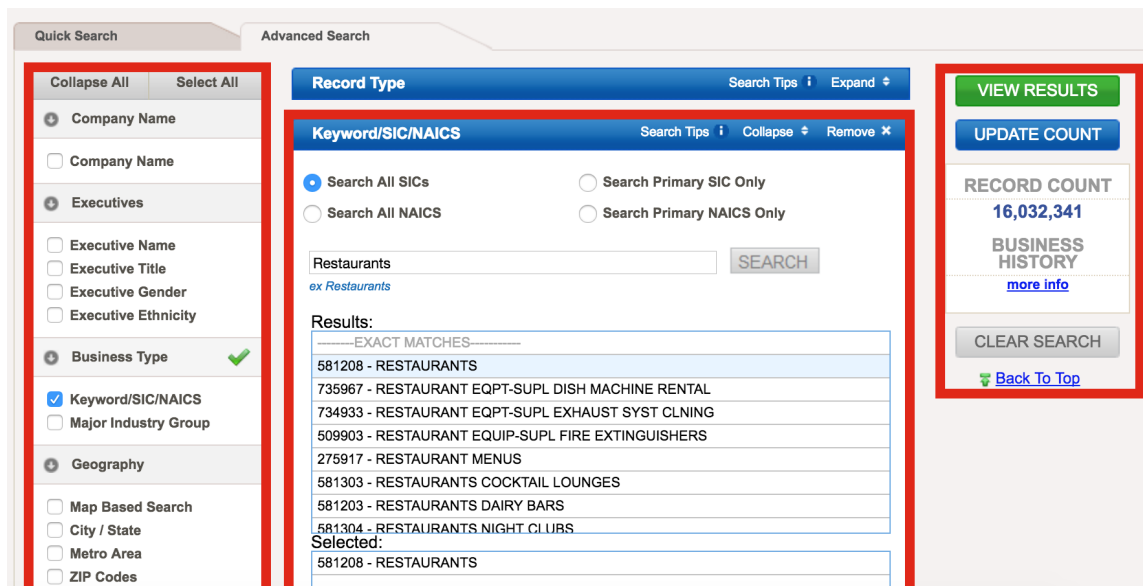


Quick Search

- 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.

The screenshot shows the referenceUSA search results page. At the top, it displays 'U.S. Businesses' with '175,165 Results' and '6,185 with e-mail addresses [more info]'. Below this, there are navigation buttons: 'Review', 'Details', 'Heat Map', 'Summary', 'Charts', 'Download', 'Print', and 'Save Search'. A table of results is shown below, with columns for Company Name, Executive Name, Street Address, City, State, ZIP, Phone, and Corp. Tree. The table lists several businesses, including Asian Express Food, Buffet, Chinese Restaurant & Sushi, Pho Vietnamese Restaurant, El Taco Inn, and Taco Shop.

Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
# 1 Asian Express Food	Kent Lau	138 14th St	Oakland, CA	94612	Not Available	
# 1 Buffet		14418 Hawthorne Blvd	Lawndale, CA	90260	(310) 644-4007	
# 1 Chinese Restaurant & Sushi	Youhui Liu	35290 Date Palm Dr	Cathedral City, CA	92234	Not Available	
# 1 Pho Vietnamese Restaurant		3970 N Sierra Way...	San Bernardino, CA	92405	Not Available	
#1 El Taco Inn	Vanessa Moran	812 N Ventura Rd	Oxnard, CA	93030	(805) 988-4998	
#1 Taco Shop		4809 N Trujillo Dr	Covina, CA	91722	(626) 337-4477	

- 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.