

# How to Use the U.S. Business Database

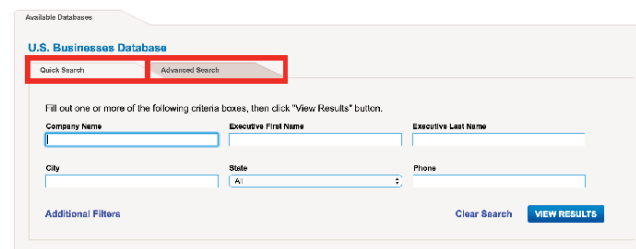
## Step 1

Click on the **U.S. Businesses/Employers USA** database in the Available Databases tab.



## Step 2

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

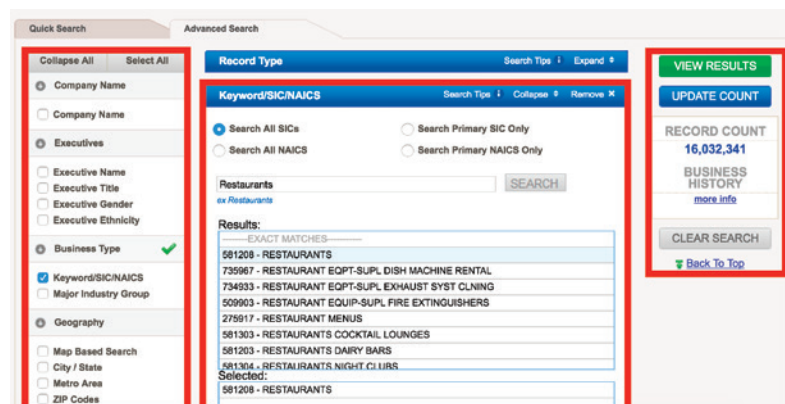


## Quick Search

- **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.





## Step 3

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

Current Businesses | Historical Businesses

U.S. Businesses  
**175,165 Results**  
6,185 with e-mail addresses [more info]

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Review Details Heat Map Summary Charts Download Print Save Search

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	# 1 Asian Express Food	Kent Lau	138 14th St	Oakland, CA	94612	Not Available	
<input type="checkbox"/>	# 1 Buffet		14418 Hawthorne Blvd	Layndale, CA	90260	(310) 644-4007	
<input type="checkbox"/>	# 1 Chinese Restmt & Sushi	Youhui Liu	36290 Date Palm Dr	Cathedral City, CA	92234	Not Available	
<input type="checkbox"/>	# 1 Pho Vietnamese Restaurant		3970 N Sierra Way...	San Bernardino, CA	92405	Not Available	
<input type="checkbox"/>	#1 El Taco Inn	Vanessa Moran	812 N Ventura Rd	Oxnard, CA	93030	(805) 985-4996	
<input type="checkbox"/>	#1 Taco Shop		4609 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.

## Contact Us

For more information, call **800.808.1113** today.