

Quick Start User Guide EasyBusiness online

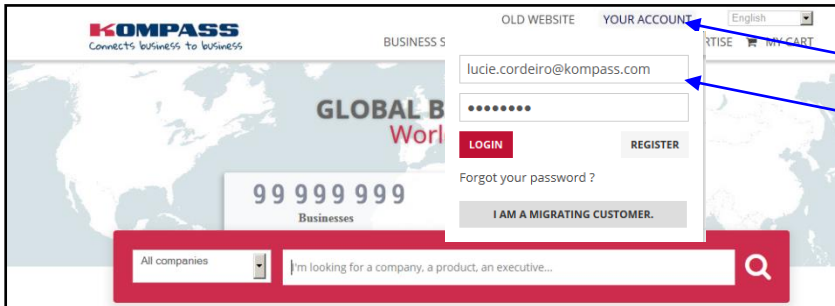
Table of contents:

1. How to get connected to EasyBusiness.....	2
2. How to make a Search	2
3. How to save and open a Search	4
a. Saving a Search	4
b. Opening a Search	4
4. How download information	5
a. Download to excel	5
b. Download to pdf (printing)	6

1. How to get connected to EasyBusiness

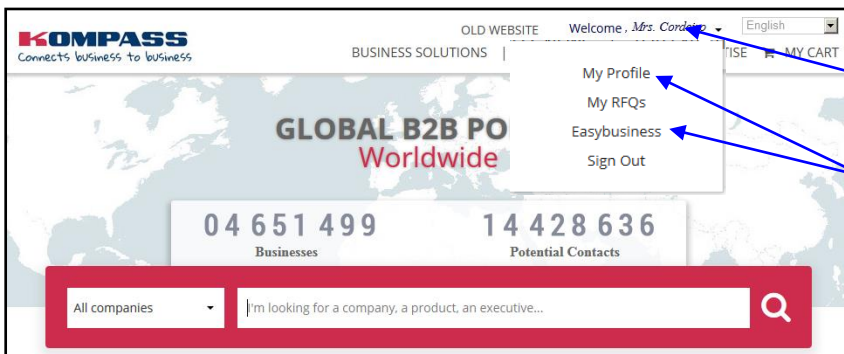
Step 1 : Go on kompass.com website, you browser will adapt to our local website. Ex in France :

<http://fr.kompass.com/>



Step 2 : click on "Your Account"

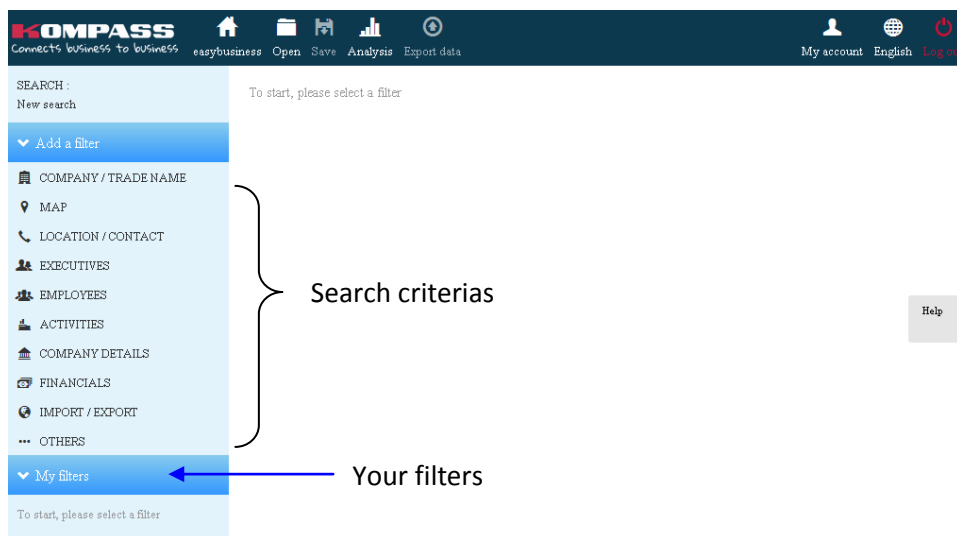
Step 3 : enter your login and Password, and click on LOGIN



Step 4 : A welcoming message appears on the top of the page : click on it

Step 5 : by clicking on "EasyBusiness" you get an access to EasyBusiness, and My Profile gives you an access to you personal space where your searches are saved.

2. How to make a Search



Search criterias

Your filters

Click on the criteria to view them, and select them by ticking the boxes. The figures in red on the left correspond to the number of companies corresponding to the criteria.

Example : here I selected the UK and Arizona.

The screenshot shows the 'LOCATION / CONTACT' filter window. On the left, a sidebar lists various filter categories: SEARCH, COMPANY / TRADE NAME, MAP, LOCATION / CONTACT, EXECUTIVES, EMPLOYEES, ACTIVITIES, COMPANY DETAILS, FINANCIALS, IMPORT / EXPORT, and OTHERS. The 'My filters' section is expanded, showing 'Location' with 223562 results, 'United Kingdom' with 218235 results, and 'Arizona' with 5327 results. The main window displays a list of countries and states with their respective company counts. The 'United Kingdom' and 'Arizona' filters are selected. A 'ZIP code' filter is also visible at the bottom.

Country/State	Count
Ukraine	11170
Turkey	26379
Ukraine	48102
United Arab Emirates	7792
United Kingdom	218233
United States	602126
Alabama	3730
Alaska	752
Arizona	5327
Arkansas	1963
California	45937
Colorado	5819
Connecticut	4619
Delaware	933
District of Columbia	1444
Florida	18698
Georgia	109226
Hawaii	1229
Idaho	1382
Illinois	14218
Indiana	5000

A list appears behind the filters: it is the list of companies corresponding to your criteria. It is updated each time you modify them.

Hide this window

Here is the detail of your filters. To get a better view of them you can hide the filters list by clicking on "Add a filter"

Your filters:

The 'My filters' sidebar shows the following filters:

- Location** (223562 results)
- United Kingdom (218235 results)
- Arizona (5327 results)
- Employees (total)** (1296716 results)
- From 0 to 9 (1296716 results)

At the bottom, it shows 'Current results: 130095' and a 'Delete all' button. A 'COMBINE FILTERS' button is also present.

Description of the filter

Number of companies corresponding to this specific criterion

View the list of companies corresponding to this

Delete the filter

Once you entered your filter, you can view the list of companies you are interested in. And you can view the detailed company profiles by clicking on the company name in the list.

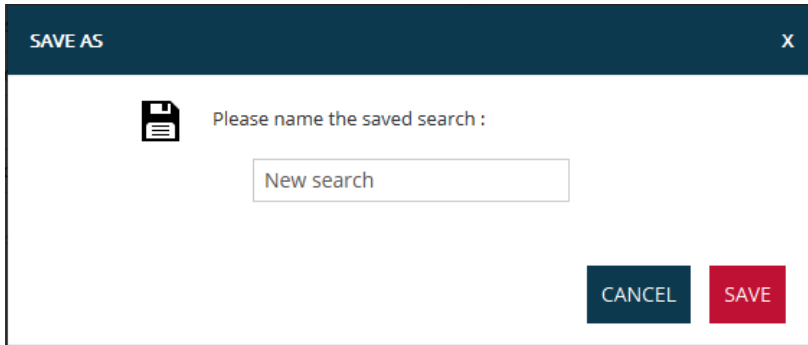
3. How to save and open a Search

a. Saving a Search



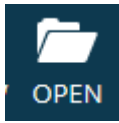
Click on **SAVE** on the top of the page.

A window opens, inviting you to name the search and save it.



Click on save : the search is saved into your personal space

b. Opening a Search



Click on **OPEN** on the top right of the page

You **get** into your personal space where all your searches are saved

Date	Search name	Results	Q	📄	X
2:40 PM	test	129637	Q	📄	X
2/13/14	Competition BEF2014	6955	Q	📄	X
2/4/14	CAROLE3	63029	Q	📄	X
2/4/14	english webdemo	309	Q	📄	X
2/3/14	Galea Tables	141	Q	📄	X

Your searches

Number of companies corresponding to your search the last time you opened it

Open the search

Delete the search

Click on **Q** to open the required search.

4. How download information

a. Download to excel

While downloading to excel, you download a company list on an excel sheet.



Click on **Export data** on the top of the company list.

Select companies

All companies (130095)
 Selected companies (0)
 De-selected companies (130095)
 Companies from line to line Max(10000)

Generate your PDF

Generate your PDF in an easy-to-read and printer-friendly format

Add other information ?

General Information ?
 Executive Information ?
 Activities
 Financial Information ?

Insert a page break after each company :

The maximum number of companies that may be exported is 100

DOWNLOAD

Export in Excel or CSV format

SELECT THE DATA TO EXPORT

Excel file 97 - 2003 (*.xls)

Credit balance : **0 credits**

The maximum number of companies that may be exported is 10000

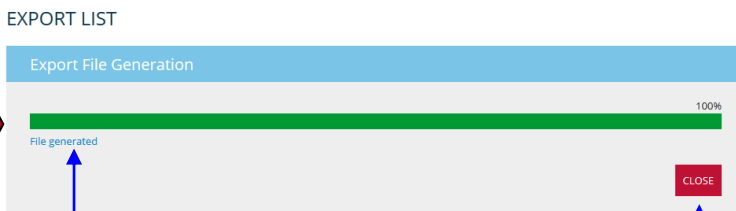
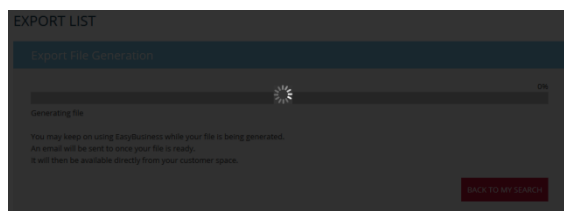
EXPORT

Step 1 : Select the companies you want to download

Step 2 : Select the data you need

Step 3 : Click on export. This button remains grey if you haven't gone through step 1 and 2; or if you don't have enough credits. The credits are delivered by your administrator

The file is generated :



Click on this link to open the file in excel

Click here to get back to the list

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Title	First Name	Surname	Job Title	S Kompass I	Company name	Address 1	Address 2	City	Postal/ZIP	cc	Country	Co. Phone numb.	TPS (Tstep)	Website	Employees (at the addr.)	Employees I	
2	Mr.	Jeffrey	Stanton	Finance Director	GB3054405	Waters & Stanton	22 Main Road		Hockley	SS5 4DS	United Kingdom	GB	+44 1702206653		http://www.wspic.com	Unknown	From 20 to 49	
3	Mr.	Peter	Waters	Managing Director / Director	GB3054405	Waters & Stanton	22 Main Road		Hockley	SS5 4DS	United Kingdom	GB	+44 1702206653		http://www.wspic.com	Unknown	From 20 to 49	
4	Mr.	D.	Williams	Finance Director	GB3001819	G S Computers Ltd	One Odlock Lane		Burgess Hill	RH15 0EX	United Kingdom	GB	+44 144425040		http://www.e-mpower.it	Unknown	From 0 to 3	
5	Mr.	G.	Swelling	Managing Director / Director	GB3001819	G S Computers Ltd	One Odlock Lane		Burgess Hill	RH15 0EX	United Kingdom	GB	+44 144425040		http://www.e-mpower.it	Unknown	From 0 to 3	
6	Mr.	J.	Lokshendok	Sales Director	GB3001819	G S Computers Ltd	One Odlock Lane		Burgess Hill	RH15 0EX	United Kingdom	GB	+44 144425040		http://www.e-mpower.it	Unknown	From 0 to 3	
7	Mrs.	Yvonne	Horne	Finance Manager	GB3006735	Cator-Kwik Ltd	The Lakeland Catering Centre		Newland	LA12 7QG	United Kingdom	GB	+44 122348000		http://www.catorkwik.co.uk	Unknown	From 10 to 19	
8	Ms.	Kathy	Chadwick	Sales Manager	GB3006735	Cator-Kwik Ltd	The Lakeland Catering Centre		Newland	LA12 7QG	United Kingdom	GB	+44 122348000		http://www.catorkwik.co.uk	Unknown	From 10 to 19	
9	Mr.	Steve	Dovle	Board Member	GB3006735	Cator-Kwik Ltd	The Lakeland Catering Centre		Newland	LA12 7QG	United Kingdom	GB	+44 122348000		http://www.catorkwik.co.uk	Unknown	From 10 to 19	
10	Mrs.	Linda	Taylor	Finance Director	GB3051330	Speswater	Silverdale		Glenside	BN24 5BJ	United Kingdom	GB	+44 1323761475		http://www.speswater.co.uk	Unknown	From 0 to 3	
11	Mrs.	Linda	Moheddik	Administration Manager	GB3054760	Pristine Alloy Wheel Refurbishers Ltd	Newport Road		Woburn Sands	MK17 0UD	United Kingdom	GB	+44 190826562		http://www.transcotill.co.uk	Unknown	From 0 to 3	
12	Mrs.	Phyllis	Jones	Finance Director	GB3054760	Pristine Alloy Wheel Refurbishers Ltd	Newport Road		Woburn Sands	MK17 0UD	United Kingdom	GB	+44 190826562		http://www.transcotill.co.uk	Unknown	From 0 to 3	
13	Mr.	I.	Mcquodrick	Finance Director	GB3007855	Transco Co. Ltd	Unit 44		Greenhill Industrial Estate	ML5 2AQ	United Kingdom	GB	+44 123642440		http://www.transcotill.co.uk	Unknown	From 0 to 3	
14	Mr.	J.	Mcquodrick	Managing Director / Director	GB3007855	Transco Co. Ltd	Unit 44		Greenhill Industrial Estate	ML5 2AQ	United Kingdom	GB	+44 123642440		http://www.transcotill.co.uk	Unknown	From 0 to 3	
15	Mr.	L.	Jones	Board Member	GB3055001	Besch Graphic Machinery Ltd	Unit A2 Ashmead Business Park		Outsawood Road	Roddich	B36 0PE	United Kingdom	GB	+44 844567250		http://www.beschgraphicsmachinery.co.uk	Unknown	From 0 to 3
16	Mr.	Robert	Corriss	Managing Director / Director	GB3055001	Besch Graphic Machinery Ltd	Unit A2 Ashmead Business Park		Outsawood Road	Roddich	B36 0PE	United Kingdom	GB	+44 844567250		http://www.beschgraphicsmachinery.co.uk	Unknown	From 0 to 3
17	Mr.	A.	Dillon	Finance Director	GB3055001	Besch Graphic Machinery Ltd	Unit A2 Ashmead Business Park		Roddich	B36 0PE	United Kingdom	GB	+44 844567250		http://www.beschgraphicsmachinery.co.uk	Unknown	From 0 to 3	
18	Mr.	Dave	Birch	Marketing / Communication Director	GB3002205	Hepworth Systems Ltd	Tweed House The Mount		Guildford	GU2 4HN	United Kingdom	GB	+44 148330175		http://www.chvp.com	Unknown	From 20 to 49	
19	Ms.	Gloria	Beeson	General Manager / Manager	GB3002205	Hepworth Systems Ltd	Tweed House The Mount		Guildford	GU2 4HN	United Kingdom	GB	+44 148330175		http://www.chvp.com	Unknown	From 20 to 49	
20	Mr.	Stuart	Fiske	Finance Director	GB3002205	Hepworth Systems Ltd	Tweed House The Mount		Guildford	GU2 4HN	United Kingdom	GB	+44 148330175		http://www.chvp.com	Unknown	From 20 to 49	
21	Mr.	James	Bequet	General Manager / Manager	GB3002205	Hepworth Systems Ltd	Tweed House The Mount		Guildford	GU2 4HN	United Kingdom	GB	+44 148330175		http://www.chvp.com	Unknown	From 20 to 49	
22	Mr.	Nail	McCree	Managing Director / Director	GB3002205	Hepworth Systems Ltd	Tweed House The Mount		Guildford	GU2 4HN	United Kingdom	GB	+44 148330175		http://www.chvp.com	Unknown	From 20 to 49	
23	Mrs.	Jodie	Lindon Jones	Finance Director	GB3051641	Qaymark UK Ltd	Veronica House		Old Bush Street	DY5 1UB	United Kingdom	GB	+44 1384410041		http://www.qaymark.com	Unknown	From 10 to 19	
24	Mr.	Martin	Lindon Jones	Managing Director / Director	GB3051641	Qaymark UK Ltd	Veronica House		Brierley Hill	DY5 1UB	United Kingdom	GB	+44 1384410041		http://www.qaymark.com	Unknown	From 10 to 19	
25	Mr.	Andrew	Clibick	Finance Director	GB3054736	Insta-lectric Contractors Ltd	The Priory		High Street, Redburn	St Albans	AL3 1LZ	United Kingdom	GB	+44 156275376		Unknown	From 0 to 3	
26																		
27																		

b. Download to pdf (printing)

While downloading to pdf, you print a series of company profiles (the system does not allow to print company list)



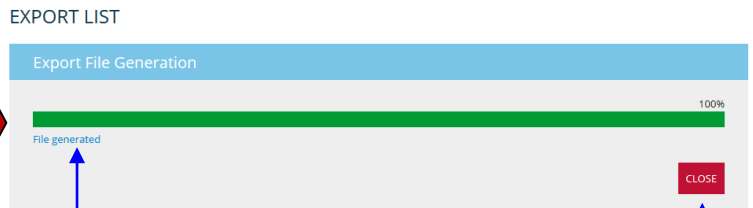
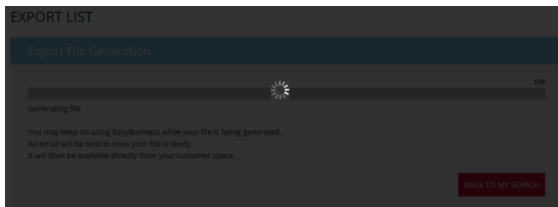
Click on **Export data** on the top of the company list.

Step 1 : Select the companies you want to download

Step 2 : Select the data you need

Step 3 : Click on **export**. This button remains grey if you haven't gone through step 1 and 2; or if you don't have enough credits. The credits are delivered by your administrator

The files is generated :



Click on this link to open the file in pdf

Click here to get back to the list

List of companies

GB30544055	<p>Company information</p> <p>Kompass ID : GB30544055 Company name : Waters & Stanton Address 1 : 22 Main Road City : Hockley Postal/ZIP code : SS5 4QS Country : United Kingdom Country code : GB Phone number : +44 1702206835 Website : http://www.wsplc.com Employees (at the address) : Unknown Employees (at the company) : From 20 to 49 Type of company : Headquarters VAT / Registration number : 3421139</p> <p>General Information</p> <p>Fax : +44 1702205843 Email : sales@wsplc.com Established date : 1997 General activity : Amateur radio communications specialists, tv & radio Export region : Asia-Pacific, Central Asia, Middle East, Africa, Central/East Europe, Western Europe, North America, Central America, South America</p>
GB30018515	<p>Company information</p> <p>Kompass ID : GB30018515 Company name : G K S Computers Ltd Address 1 : One Odock Lane</p>