



Guide to using Kompass

1. What is Kompass

Kompass is an online database, which contains UK company information covering manufacturers, agents or distributors. Small local businesses are not listed.

The information is presented in company profiles, which include contact details, product and service information and names of executives
Kompass is available in all Aberdeenshire Libraries and does not require a password

2. How to find Kompass

- From ALIS home page
- Click on Online Services
- Click on Reference Databases
- Click on Kompass

You should see the following screen



3. Search criteria available

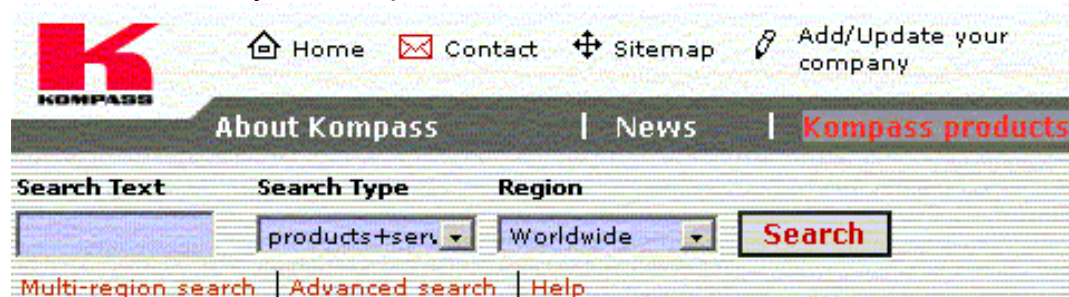
Using one or more keywords you can search for information by using any of the following Search Types

- Products or services
- Company names
- Trade names
- Executives
- Browse categories (using headings from Kompass's indexing system)
- Keyword (this heading searches Kompass product headings and the company business descriptions)

There is no need to use the Region heading as access is to UK information only.

4. How to Search

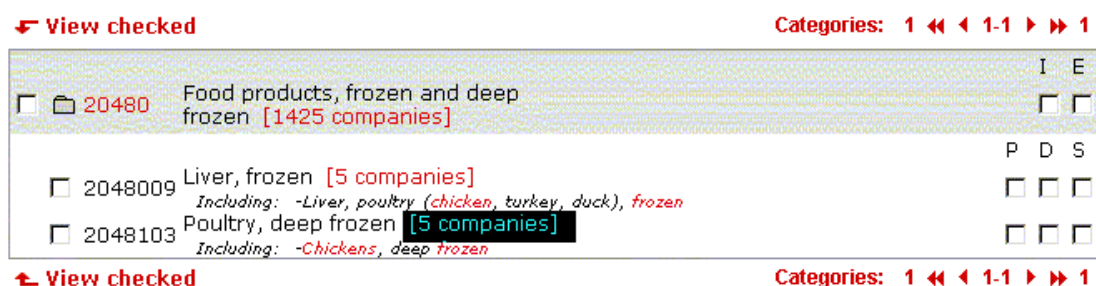
The search facility is the top left corner of the screen as below



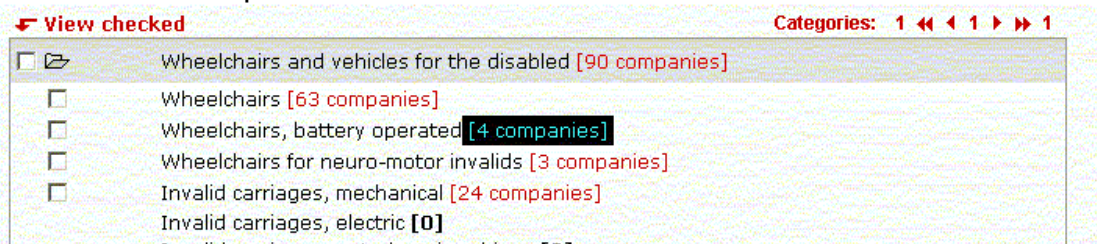
Searching

• By Products/Service

- Type in one or more keywords that you are looking for in the Search Text box e.g. *frozen chickens*
- Select 'products+services' from Search Type
- Click on **Search** and a list of Kompass product headings, which include your keyword/s will be displayed.
- Click on the number immediately after your chosen heading to view the list of companies e.g. *Choose Poultry,deep frozen*




- To select more than one product heading click in the tick boxes then click on **View checked** to view the list of companies
(Now go to section 5. Listing Companies – see bottom of page)
- **By Company Name/Trade Name/Executives/Keyword**
 - Type in the name of the company, trade name or keyword that you are looking for
 - Select the corresponding Search Type
 - Click on **Search** and a list of companies that match your keywords will be shown
(Now go to section 5. Listing Companies – see bottom of page)
- **By Browse Categories**
 - Leave the Search Word(s) empty.
 - Select 'browse categories' from Search Type.
 - Click on **Search** and a list of the categories at first level will be displayed
 - Click on the categories you require e.g. *health* and a list of more detailed categories will be displayed
 - Click on the category e.g. *wheelchairs and vehicles for the disabled* and a list of products are displayed
 - Click on the number of companies after your chosen product to view the list of companies



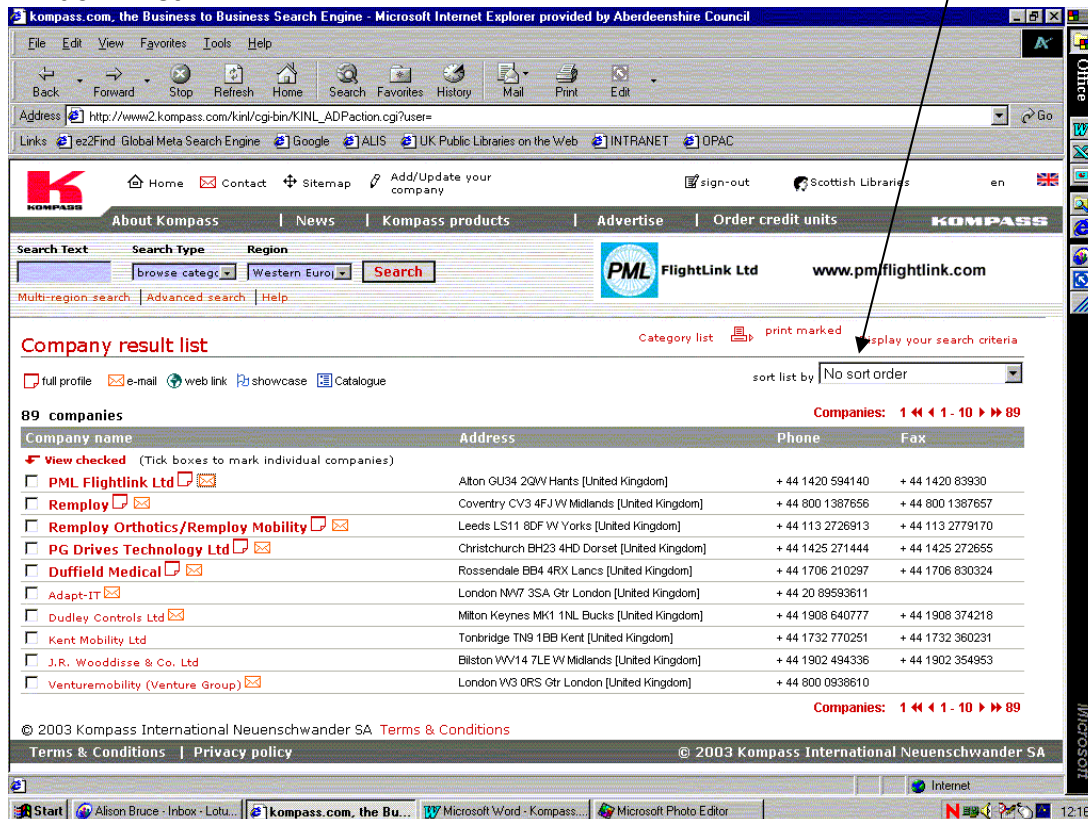
- To select more than one product heading click in the tick boxes then click on **View checked** to view the list of companies
(Now go to section 5. Listing Companies – see bottom of page)

5. Listing Companies

Once you have carried out your search the first page of your list of companies will be displayed and will indicate the number of companies that match your search. (See illustration overleaf)

- Use the forward and backward keys **Companies: 1 << < 1 - 10 > >> 89** to navigate through the list
- Basic details for each company such as town, county, phone and fax number are listed
- Click on the  to send an email directly to that company

- You can sort the list from “No sort order” by choosing from company name, geographical area, number of employees or turnover from the drop down list



6. Displaying Companies

- To view the profile of a company click on the Company name you wish to view
- Within the Company Profile use the company profile links to see the information for each company


Company Profile

- general information
- key figures
- products & services
- additional information


- Click on [Category list](#) - [Company list](#) < [previous](#) | 5/89 | [next](#) >
 - Category list to return to product list
 - Company list to return to the list of companies
 - Use previous and next to navigate through the company profiles

7. Printing Companies

- Single companies

Click on  print . A new window will open with the company details. Click on file and print and the details will be printed out. Then close the new window.

- Multiple companies

Click in the appropriate tick boxes and then on  print marked . A new window will open with the company details. Click on file and print and the details will be printed out. Then close the new window.

Hints and Tips

- When searching for a company or trade name ensure that you enter the name exactly as it occurs. E.g. Black & Decker will not be found if entered as Black and Decker
- Sometimes it is difficult to know whether the name you are looking for is a company name or trade name. If using a company names search does not produce a result it is worth trying a trade names search and vice-versa.