How to Use the U.S. Business Database
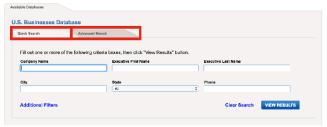
✓ Click on the **U.S. Businesses/ Employers USA** database in the Available Databases tab.

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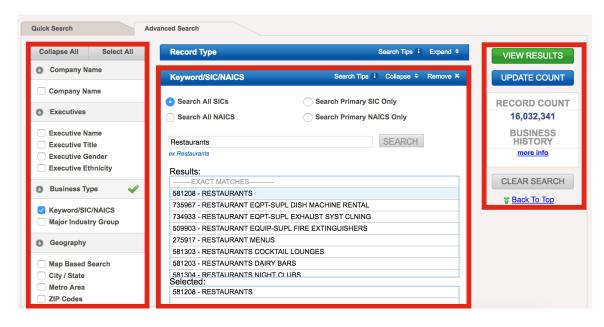

Quick Search
- Fill in the elements you'd like to search.
- Select View Results to see the records.

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.

a. Click on the **Company Name** to view the detailed record.
b. Click on **Heat Map** to view a density map.
c. Click on **Summary** to create summary tables
d. Click on **Charts** to view charts and graphs of the results
e. 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.