Database Search User Guide

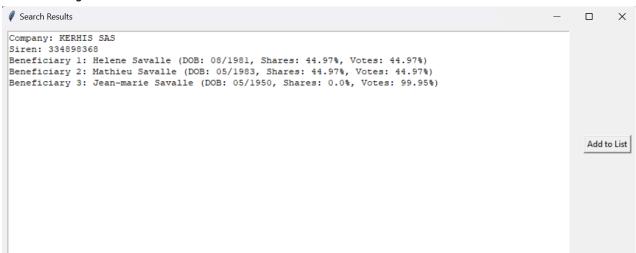
Important: In order for the app to work, the executable must be downloaded and opened from the same folder that contains the downloaded database file.

Recommended Workflow - Individual Searches:

- Type *SIREN* OR *Company Name*, results will come up faster if you only use one.
- If you are uncertain of the name, use SIREN instead
- If you choose to type *Company Name*, then use it as it appears in the Pappers database *capitals and spaces included where*
- Press **Search** and wait for a results window to pop up. It may take a while but please don't close the app.
- If you are satisfied with the results you can press **Add to List**
- Once you have compiled a list with useful data for you press
 Export List to Excel and type in the name of the excel file you
 want it to write to. It will overwrite the current file so it is
 recommended to make a new file.



Results Page:



Recommended Workflow - Importing Searches from a List:

- Press Import from Excel
- Select the excel file from your local files
- The file <u>must</u> contain <u>at least one</u> Column with the title *Company Name* or *Siren*, capitals included.
- Once the excel file is selected it will automatically load results.
- These results will appear in the **List of Companies** section
- If you are satisfied with the results, press **Export List to Excel** to save the data on your computer.

- If the company does not have data in the database, it will not be included in the list.

Example Excel List to Import



List Features:

- If you wish to review the information for a company, press on the company name in the List of Companies section, this will open a new pop-up window with the Results Page
- If you wish to edit your list you can **Clear Last Entry** or **Clear List**, which will clear all list entries.

List of Companies

1. KERHIS SAS

2. TRINITY