

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 relevant.
- 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**.

Enter Siren Number:

Enter Company Name:

Search

View List

Clear Last Entry

Clear List

Import from Excel

Export List to Excel

Results Page:

Search Results

Company: KERHIS SAS
Siren: 334898368
Beneficiary 1: Helene Savalle (DOB: 08/1981, Shares: 44.97%, Votes: 44.97%)
Beneficiary 2: Mathieu Savalle (DOB: 05/1983, Shares: 44.97%, Votes: 44.97%)
Beneficiary 3: Jean-marie Savalle (DOB: 05/1950, Shares: 0.0%, Votes: 99.95%)

Add to List

Recommended Workflow - Importing Searches from a List:

- Press Import from Excel
- Select the excel file from your local files
- The file must contain at least one 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

	A	B
1	Company Name	Siren
2	KERHIS SAS	
3	INFOLOGIC COPILOTE	
	IMERYS TALC	
4	EUROPE	
	C.L.E.F.	
	GENNEVILLIERS	
	HABITAT,SOCIETE	
	ANONYME	
	COOPERATIVE D	
	INTERET COLLECTIF	
	D HABITATION A	
	LOYER, SOCIETE A	
5	CAPITAL VARIABLE	
6	TRINITY	
7	Test Company	
8		123

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.

