TELECOM GOLD
KOMPASS

PROMPT · CARD

KOMPASS Online allows you to access a wealth of classified company and product information from the UK's leading commercial directories. These include Kompass, Kelly's, Directory of Directors, Dial Industry, British Exports and a number of others.

To access KOMPASS, enter **kompass** at the TELECOM GOLD sytem level prompt (›). Before the KOMPASS opening menu appears, you are asked to choose between the printing and the non-printing options and you are also given the opportunity to save your KOMPASS session in a TELECOM GOLD textfile.

KOMPASS ONLINE DATABASE FILES

Select from the following files:

1 UK Companies
2 UK Registered Companies
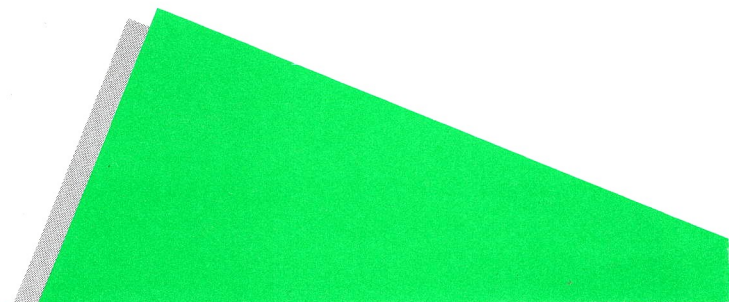**9 END OF SESSION**

Enter selection number or ?

:

The KOMPASS Opening Menu

Option 1 allows you to access detailed business and product information gathered from almost 200,000 companies - this includes details of products, executives, subsidiaries and full financial information.

Option 2 allows you to access the registered name and address of every single UK registered company - currently, these number just over 1.1 million.

UK COMPANIES

Select 1 from the Opening Menu and then choose the type of search that interests you.
TYPE 1 selects companies by **product;** and TYPE 2 selects companies by **name**.

Searching by Product

Enter the name of the product you are interested in at the prompt **Enter Product Name or Code**. (For example, you could enter anything from engineering to left-handed scissors.) If you wish you can specify producer, distributor or service companies by entering **p**, **d** or **s**, respectively, after your entry.

Enter Product Name or Code
: submersible pump p

KOMPASS searches for product names that match your entry and then presents you with a list of products for which it has company information. You can then choose the precise products that interest you.

```
Enter TYPE number or ?
:1

Enter Product Name or Code
: submersible pump p

Searching for PRODUCTS ...

4 products selected

1 37-040-03 Electric Motors, Petrol Pump, Flameproof,
            Submersible
2 40-210-40 Pumps, Electro-Submersible
3 40-211-37 Pumps, Submersible, Sump
4 40-221-25 Pumps, Downhole, Submersible, Hydraulic Drive,
            Oilwell

            * END OF LIST *

Enter line number(s) or (S)top
:2
```

NOTES

The numbers beside each entry in this screen are KOMPASS classification codes. If you like you can enter a code (rather than a product name) at the prompt **Enter Product Name or Code**. In total, KOMPASS holds over 45,000 product codes.

KOMPASS now searches for companies that deal in the product you have selected. You can further refine the search by specifying location and number of employees.

```
Searching for COMPANIES ...
38 companies selected (Producers)

Select from these companies by number of
(E)mployees, (C)ounty, or (A)ll
: C

Enter County Name(s) or ?
: gtr manchester, merseyside

6 companies selected (Producers)

Select from these companies by number of
(E)mployees or (A)ll
: A

6 companies selected (Distributors)
Enter (L)ist, (D)isplay, (P)rint or (R)eselect
:
```

See below (under OUTPUT FORMATS) for details of what to do at the prompt **Enter (L)ist, (D)isplay, (P)rint or (R)eselect**.

Searching by Company Name

Select **2** from the **TYPE OF SEARCH** menu and then enter the name of the company you are interested in.

```
TYPE OF SEARCH - (UK COMPANIES)

TYPE 1 Select companies by Product
TYPE 2 Select a company by Name
Enter TYPE number or ?
:2

Enter company name or K-code or ?
:3M

10 companies selected

(Companies are now listed, five at a time)

Enter (L)ist, (D)isplay, (P)rint or (R)eselect
:
```

OUTPUT FORMATS

Once you have found the information you need you are offered the prompt **Enter (L)ist, (D)isplay, (P)rint or (R)eselect**. These commands allow you to decide on the level of detail and on the output format of the information. You need only enter the initial letter of each command.

Enter **L** to list the name and location of each company.

Enter **D** to display detailed information on each company.

Enter **P** to print the information on each company or to print address labels. Note that you can only use this command if you selected the print option at the time you signed on to KOMPASS.

Enter **R** to select a different product or company name to search for.

Once you use the **(D)isplay** or **(P)rint** option you are offered the prompt **Enter Format Option(s)**. Enter **A** if you want only summary information; enter **B** (or just press C/R) if you want full company information.

A number of other formats are also available for printing and displaying output - e.g. **2** for executives, **6** for products and **10** for trade names. To see a full list of these, enter enter **??** at the prompt **Enter Format Option(s)**.

If you want more than one output format, type a comma between each code. For example, to see Executives and Products, enter **2,6**.

Mailing Labels

If you choose output format **98** (to print mailing labels), you are prompted to enter the following:

● a reference number (for your own use)

● a KOMPASS job code

● the number of labels across (1, 2, 3 or 4) your stationery can take.

KOMPASS contains codes for a variety of job titles (e.g. 0050A for Managing Director and 0260A for Technical Director) and by entering the appropriate code you can have the labels addressed personally to named individuals with those job titles.

In other words, you don't need to know the names of all the Managing Directors you may wish to address: KOMPASS finds the names and enters them on the labels automatically.

You may enter up to 3 job codes (separated by commas). KOMPASS searches within each company for the name of the person with the first job code - if it does not find anyone with that title, it moves on to the second job code and then to the third.

If you haven't used KOMPASS before or if you can't remember the KOMPASS job code you want, enter ? at the prompt **Enter KOMPASS Job Code, (T)ext or ?**.
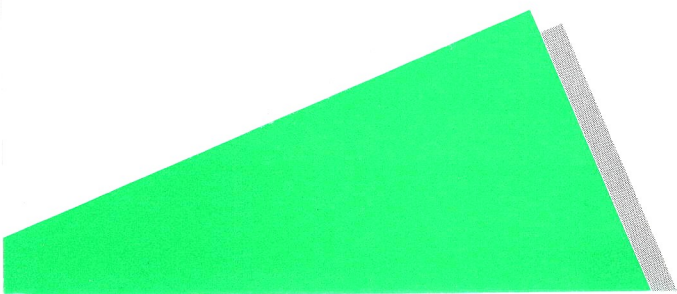
UK REGISTERED COMPANIES

The UK REGISTERED COMPANIES option works in much the same way as the UK COMPANIES option. Select 2 from the opening menu and then enter the name or registered number of the company at the prompt **Enter Company Name or Number or ?**.

If the company you choose is also on the UK COMPANIES file, you can use the (V)iew command at the prompt **Enter (V)iew, (N)ext or (S)top** - this allows you to access full company information without having to re-enter the company name.

LOGGING OFF

To log off from KOMPASS, enter ... (three full stops), end or quit at any prompt. Alternatively, select option 9 from the Opening Menu.

HELPFUL HINTS

Press Ctrl/c at any stage if you want to cancel a search and return to the Opening Menu.

If you make a typing error or if you find that the search parameters you specified were too narrow, enter . (full stop) to return to the previous prompt.

At any point where it is offered, you can use the (S)top command when you don't want to refine your search any further.

HELP AND FURTHER INFORMATION

Enter ? at any prompt if you are not sure what to do next.

Enter ?? at any prompt that requires you to enter a code; this gives you a list of all the available codes.

Enter info kompass at the TELECOM GOLD system level prompt if you want to read the detailed information files on KOMPASS.

TELECOM GOLD have published a User Guide to KOMPASS - to request a copy, enter request_kuserguide at system level and fill in the online form.

If you have a query on any aspect of KOMPASS not covered in this prompt card or in the information files, send a mail message to 80:btg-gw or phone the TELECOM GOLD Helpline at 01-208 2711.

TELECOM GOLD publishes a
range of documentation
(including manuals, prompt cards
and fact sheets) that can help
you get the most out of the
system. If you want to order any
of these, contact your Support
Person.