

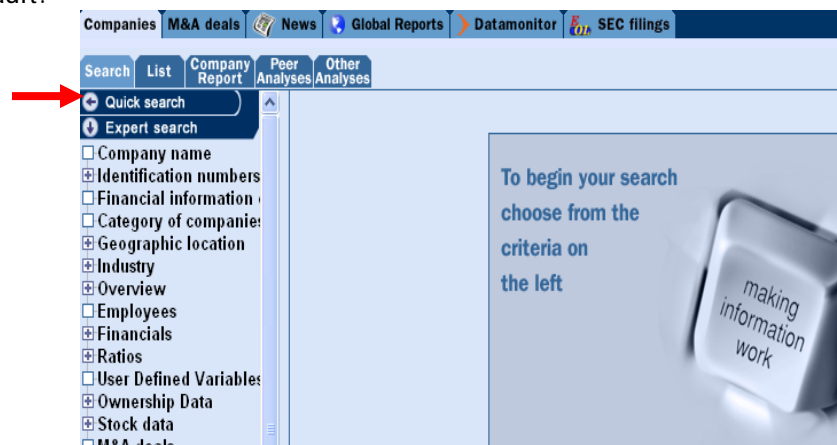
Instructions for Using the Orbis database

Shortcut URL to Orbis: <http://libraries.mit.edu/get/orbis>

Orbis provides information and data for over 50 million companies worldwide. It includes private and public companies.

When you first use Orbis, there are a few steps you must take to access the database.

1. Orbis will open with a box that asks you to use a menu to indicate the country where you are located. Select United States. Next, select Massachusetts from the menu of states.
2. The next screen will display a pop-up with news from Orbis and its publisher, Bureau VanDyke. Close the pop-up.
3. Orbis offers two types of search: an Expert Search and a Quick Search. Expert Search, shown here, is the default.



4. Many people prefer the Quick Search option if they are just looking up a particular company. To obtain a Quick Search screen, click on the Quick Search link at the top of the left side pane of the Expert Search screen. See the red arrow, above.
5. After you click on Quick Search, Orbis will provide a yellow search box. This is the Quick Search form.

| | | |
|--|---|-------------------------|
| Company name | <input type="text" value="Enter a name or BVDEP ID number or a part of it"/> | Look up |
| <input type="checkbox"/> Match on whole words only | <input checked="" type="checkbox"/> Previous names included | |
| <input type="checkbox"/> Match on first words | <input checked="" type="checkbox"/> Also known as names included | |
| | <input type="checkbox"/> Branch locations included | |
| Ticker | <input type="text" value="Enter one or several ticker symbols separated by commas"/> | Look up |
| Location | <input type="text"/> | Look up |
| Industry | <input type="text"/> | Look up |
| Size | USA [th. USD] <input type="text" value="Min. val."/> <input type="text" value="Max. val."/> Based on <input checked="" type="radio"/> Operating Revenue <input type="radio"/> Employees <input type="radio"/> Total Assets <input type="checkbox"/> With estimates | |
| Company type | <input type="checkbox"/> Publicly quoted cos <input type="checkbox"/> Formerly publicly quoted cos <input type="checkbox"/> Private cos | |
| Ownership | <input type="checkbox"/> Independent cos, qualified <input type="checkbox"/> Independent cos, unqualified | |
| Status | <input type="checkbox"/> Active cos <input type="checkbox"/> Inactive cos <input type="checkbox"/> Cos with unknown situation | |
| News | <input type="text"/> | |
| M&A deals | Period: Last 3 years <input type="checkbox"/> As acquirer <input type="checkbox"/> As target <input type="checkbox"/> As vendor | |
| Top range of companies | Based on <input checked="" type="radio"/> Operating Revenue <input type="radio"/> Employees <input type="radio"/> Total Assets | |
| | <input type="button" value="Help"/> <input type="button" value="Search"/> <input type="button" value="Clear Search"/> | |

Questions about Orbis? Email ask-dewey@mit.edu.