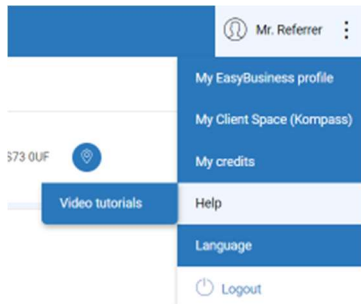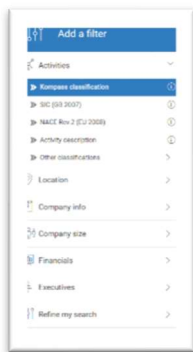## Quick Guide to Kompass

For remote access go to our webpage: Business & Intellectual Property Centre South Yorkshire (bipcsouthyorkshire.co.uk)

Click on the 3 button menu next to Mr Referrer and select **Help** to access video tutorials
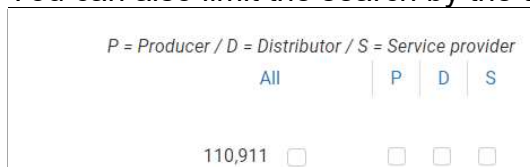
Click on **new search** to start search *or* use the **quick searches** if you need specific types of contacts (importers, producers etc.) or listings with specific information (website, email etc.)
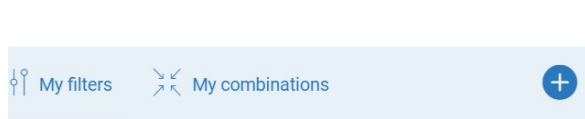
From the menu on the right, go to **activities** and use the keyword search to find the business activity. Kompass has a very wide range of classifications compared to other databases

click on **location** to select a country and a county or area
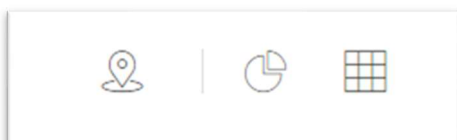
You can also limit the search by the type of activity

You can see the resutls by clcking on **results** at the bottom of the screen

To add more filters click the plus sign to select from the list

You can continue to add filters according to your specification (no. of employees, with corporate email etc.)

To display results on a **map**, as a **chart** or **statistics** by clicking on the symbols at the top of the screen

You can **save** your search or select the companies you're interested in and save as a **list.**
Each time you run a saved search the data will include any new prospects as the information in the database is constantly updated

You may download/print single records

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Benefits of Kompass

The table below shows you where to start searching the Kompass database, depending on your query.

I want to:	Start with:
Find A Supplier, Distributor, Service Provider	• Using the Kompass Classification, tick the appropriate Column
I want to email a contact directly from Kompass	• When you have found the company, click on the Contacts folder. If they have an envelope next to their name you can contact them directly. If they are NOT from UK, USA or Lebanon you will not see their personal email address if the list is printed
Will my "Bulk List" update	• Each time you run a saved search the data will include any news prospects as the information in the database is constantly updated.
I want to print my search	• 1 company profile can be printed at a time

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