



Using Mergent Online

Daytona Beach Campus Online Instructions

IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Mergent Online provides detailed business descriptions, corporate histories, and financial statements for 11,000 U.S. public companies and 17,000 non-U.S. public companies, as well as overall industry reports for the North American and Asian Pacific regions. Produced by Mergent, Inc., formerly known as Moody's Financial Information Services. Coverage: 1989-current, information varies by company (updated daily). *This database allows three concurrent users. If you cannot connect, please try again at a later time.*

The following instructions will tell you how to:

- A. Access Mergent Online
- B. Conduct a Basic Search for a Company
- C. Conduct an Advanced Search for a Company
- D. Print or Save Company Information
- E. Locate and Print an Industry Report

A. Access Mergent Online

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Daytona Beach Campus**.
- ◆ Click on **Find Articles (Databases)**.
- ◆ Click on **Using the Databases**.
- ◆ After reading the instructions, click on the **ERNIE** (<http://ernie.erau.edu>) link.
- ◆ Login to **ERNIE** with your username and password.
- ◆ Scroll down to find the **Admin Services** module. (If you don't see this module, click on your browser's refresh or reload icon and it will usually appear.)
- ◆ Click on **Library Databases** which will take you to the **Databases** access page. You will remain signed into this page until you close your browser. This feature allows you to search additional web databases without signing in again.
- ◆ Locate **Mergent Online** from the alphabetical list and click on **Mergent Online**.
- ◆ Click on button labeled **Enter Mergent Online** on the left side of the page.

IMPORTANT: If this database requires another Username and Password for login, you may need to temporarily disable any firewall installed on your computer. Firewalls often interfere with the login process.

B. Conduct a Basic Search for a Company

- ◆ On the **Basic Search** screen, click in the circle next to company name, ticker symbol or CUSIP and type your company name, ticker symbol, or CUSIP number in the search box.

<http://library.erau.edu>

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OR

- ◆ Search for specific industries using the Standard Industrial Classification (SIC), North American Industry Classification System (NAICS), or Mergent Industry Classification (MIC). Use the **Code Lookup** to identify the codes you need. You can also choose a country by using the drop-down menu.
- ◆ Click on the **Search** button.
- ◆ A list of one or more companies will appear. If your company does not appear on the list, try searching for it by the holding company name, if there is one.
- ◆ Select your company by clicking on the **company name**. If you choose to click on the **company name**, a **Business Summary** page will appear. Click on the tabs at the top of the page to access the information you desire. Use any available drop-down menus to further refine the financial data. Click on the **Refresh** button to update the page after making your selections.
- ◆ To add your company to a list for analysis or to create a report, click on the appropriate command.

C. Conduct an Advanced Search for a Company

- ◆ To search by SIC, NAICS, country, number of employees, financial status, or other criteria, click on the **Advanced** Search tab.
- ◆ Click on **Help** on the upper right hand corner of the page to get detailed instructions for choosing your criteria.
- ◆ After choosing your criteria, click on **Run Search**.
- ◆ Select your company or companies by clicking on the company name, or to add it to a list for analysis or creating reports, click on the appropriate command.
- ◆ If you choose to click on the **company name**, a **Business Summary** page will appear. Click on the tabs at the top of the page to access the information you desire. Use any available drop-down menus to further refine your data. Click on the **Refresh** button to update the page after making your selections.

D. Print or Save Company Information

- ◆ Once the desired company information is on the screen, use your browser's print preview function to view how the pages will be printed.
- ◆ The complete financial information does not always fit on the screen. When this problem occurs, you can use one of three methods to correct this problem.
 - Use your browser's print functions to manipulate the page. Try switching to a landscape orientation and reducing the size of the printing on the page to make all of the columns of data fit. Use your browser's print function to print out the report once you are satisfied with what appears in the print preview mode.

OR

- Click on **Download to MS Excel** to save financial data to a disk in spreadsheet format.

OR

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- Build a report by clicking on the **Create Reports** tab at the top of the **company page**. You have the option of Pre-Defined, Custom, and Company Analysis Reports. Once you are on the Create Reports page, if you need additional information about the types of reports and how to create them, please click on **Help** on the upper right hand corner of the page. After you have created your report, you have the option of downloading or printing your report in several different formats.

E. Locate and Print an Industry Report

- ◆ After logging into Mergent Online, click on the green **Industry Reports** tab along the top of the page.
- ◆ Use the drop-down menus to choose the industry and region desired.
- ◆ Click on the **Search** button. A list of report names will appear.
- ◆ Click on **View** to see an html version of the report.
- ◆ Click on the section of interest (country profiles, current environment, market trends & outlook, etc.).
- ◆ Use your browser's print function to print individual sections.

OR

- ◆ Click on **Download** to retrieve the entire report in **PDF** format.

Important: In order to view and print **PDF (Adobe Acrobat)** files, you must have the **Adobe Reader** loaded on your computer. Obtain this free program at <http://www.adobe.com>. Click on the **Get Adobe Reader** button for download instructions.

- ◆ Print the PDF version of the report using either the print function in Adobe Acrobat or the print function in your browser.

Important: Please click on **Logout** in the upper right corner of the page when you are finished searching this database.

Annual reports in PDF format sometimes load and print slowly. Please be patient.

Mergent Online provides online help for use while searching the database. To access the help click on **Help** on the upper right hand corner of any page.

If you need any assistance, please stop by the **Reference Desk**, call us at **386-226-6604**, or email **Ask a Librarian** at dbref@erau.edu. We will be happy to help you.

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