

Using Business and Company Resource Center

Embry-Riddle Worldwide Online Instructions



IMPORTANT: PRINT THESE INSTRUCTIONS NOW FOR USE WHILE SEARCHING.

Business and Company Resource Center provides complete (full-text) access to company profiles, brand information, rankings, investment reports, company histories, chronologies, and periodicals.

The following instructions will tell you how to:

- A. Access Business and Company Resource Center
- B. Locate Company Information
- C. Locate Industry Information
- D. Select the Records You Want (Mark Records)
- E. Print or Email Full-Text Documents Available in Business and Company Resource Center
- F. Request Abstract-Only or Citation-Only Articles from the Hunt Library

A. Access Business and Company Resource Center

- ◆ Go to the **Hunt Library home page** (<http://library.erau.edu>).
- ◆ Click on **Embry-Riddle Worldwide**.
- ◆ 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 **Business and Company Resource Center** from the alphabetical list and click on **Business and Company Resource Center**.

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. Locate Company Information

- ◆ Type the name of the company you are researching in the search box labeled **Enter your search term(s)**.
 - From the drop-down menu to the right of the search box, choose **Company Search**.
 - Click on the **Search** button. A list of one or more companies will appear.

<http://library.erau.edu>

Hunt Library - Reference Department

Embry-Riddle Worldwide: 800-678-9428 /386-226-7656 – library@erau.edu



- Click on the name of your company to retrieve a brief company profile.
- Use the highlighted tabs along the top of the page to access the various kinds of information available about the company, including news, histories, investment reports, etc.

◆ **Search Tips**

- To locate relevant industry information, click on the links next to **SIC Codes** or **NAICS Codes** on the company profile page.
- If a parent company is indicated on the company overview page, you may also want to do a search on that company to obtain more information.

C. Locate Industry Information

- ◆ On the home page under **Additional Search Options** click on **Industry**.
- ◆ On the resulting page, enter the **SIC (Standard Industrial Classification)** or **NAICS (North American Industry Classification System)** code in the appropriate search box and click to indicate the type of code used.
- ◆ Click on **Search Codes**.
- ◆ If you do not know the **SIC** or **NAICS** code for the industry, browse the codes using that option on the page.

OR

- ◆ Type a keyword in the search box labeled **Enter Industry Description**.
- ◆ Click on **Search Descriptions**.

Note: The Industry Descriptions are based on the official terminology used by the **SIC** and **NAICS** codes. You may need to try a variety of keywords to retrieve the information you want. For example, information about the airline industry would be retrieved using the words *Air Transportation*.

D. Select the Records You Want (Mark Records)

- ◆ To select records you want from a list, put a check mark in the box to the left of the document title.

OR

- ◆ If you are viewing the full text of the item, mark the box in the upper left corner of the screen.
- ◆ Click on **Update Mark List**.

Note: You can choose to mark documents from any or all of the tabs, such as Company Profiles, Histories, etc. Just be sure to click on **Update Mark List** before continuing to the next tab.

E. Print or Email Full-Text Documents Available in Business and Company Resource Center

- ◆ If you are viewing a full-text document, use the **Print** or **Email** options in the upper left corner of the page to print or email the document.

<http://library.erau.edu>

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- ◆ To email the full text of a marked list, click on **View Mark List**.
- ◆ Click on **Email** in the upper left corner of the page.
- ◆ Type in your email address in the box labeled **Mail to:**.
- ◆ For **Content Options**: choose **Each Document Separately**.
- ◆ Choose your desired **Format Option**.
- ◆ Click on **Send**. Each one of your marked documents will arrive in a separate email.

Important: Some spam blockers may prevent you from receiving the emailed articles from Business and Company Resource Center. You may need to disable your spam blocker or view your spam folder to access the list.

F. Request Abstract-Only or Citation-Only Articles from the Hunt Library

- ◆ The full text of Abstract-only articles can be requested from the Hunt Library. Submit your request to **Worldwide Reference Services** by completing the following steps:
 - After marking the abstract-only or citation-only items that you want, click on the **Update Mark List**.
 - Click on **View Mark List**.
 - Click on **Email** in the upper left corner of the page.
 - Type in **YOUR email address** in the box labeled **Mail to:**.
 - For **Content Options**: choose **List View**.
 - Choose your desired **Format Option**.
 - Click on **Send**. Your list of desired articles should arrive in your email.

Important: Some spam blockers may prevent you from receiving the emailed articles from **Business and Company Resource Center**. You may need to disable your spam blocker or view your spam folder to access the list.

- After you receive the email containing your records, forward the email to library@erau.edu.

IMPORTANT: At the top of the email, provide the following information:

- Full name
 - Colleague ID number (may be requested from Information Technology at 866-227-8325)
 - Mailing address
 - Daytime telephone number
 - Course number
 - Whether you are taking classes at a Worldwide Campus, and if so, which Campus? (OR)
 - Are you a Worldwide Online student
- After we receive the list of the items you want, we will scan the materials we own, post them on the web as PDF files, and email you instructions on how to access them.

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Please allow two (2) business days for this process to be completed. Exceptions include weekends and holidays.

Important: Do not send us emails directly from the database. If you do, we won't know who is sending us the emails. The above process ensures that we know who you are and have your correct email address.

Business and Company Resource Center provides online Help and Search Tips for use while searching the database. To access the online help, click on **Help** or **Search Tips** at the top of the page at any point during your search.

If you require any assistance, please contact **Worldwide Reference Services** at **800-678-9428** or **386-226-7656**. Or, email us at library@erau.edu. We will be happy to help you.

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