

KOMPASS EEKOD 32

English manual

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Welcome and basic help

The **EEKOD** CD-ROM runs under WINDOWS 95 or higher. You may therefore use this application without any special training. You move, choose menus and options and activate commands as you do under WINDOWS using the mouse.



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<http://www.kompas.sk>

Introduction screen

You can simply run **EEKOD** application by clicking the EEKOD icon.

On the first screen you can choose language you prefer and if you want, you can activate diacritical marks (not recommended for Western Europe countries).

You can easily choose the language from drop down box.

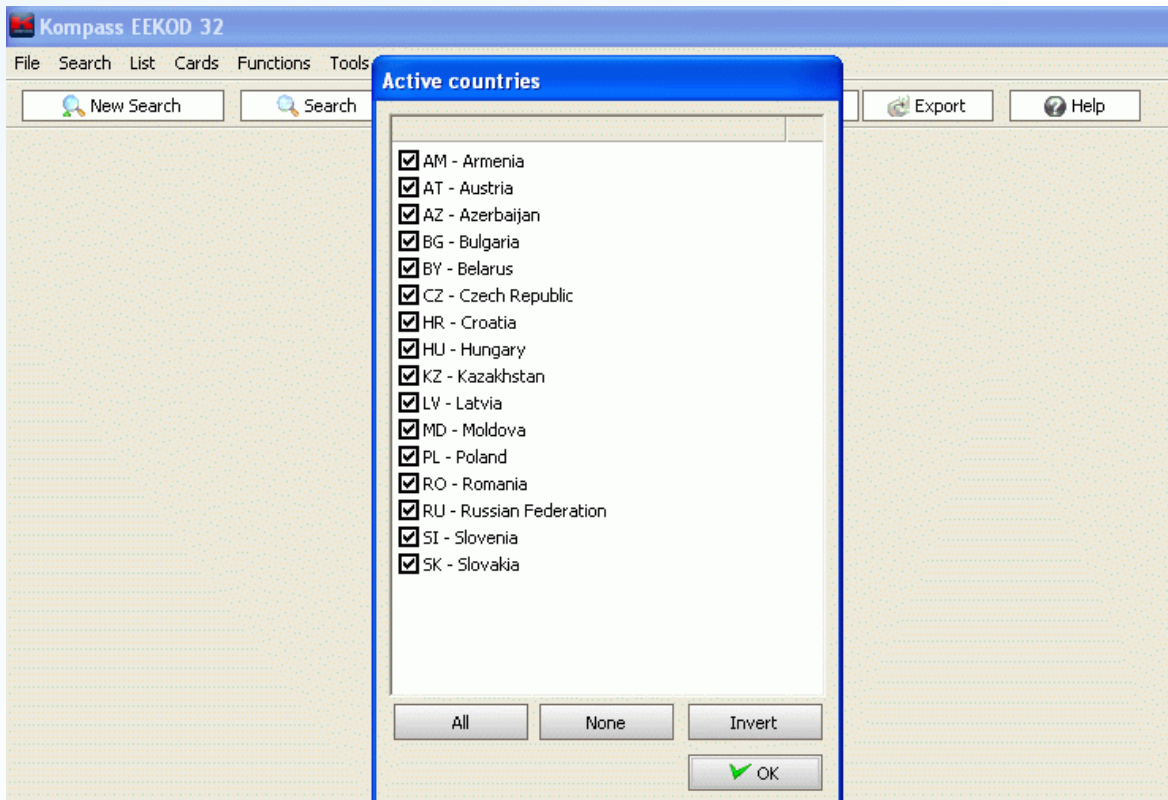


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Selection of countries

You can reduce your search to selected countries. The list of enabled countries is dependent on the version of **EEKOD** you have purchased.

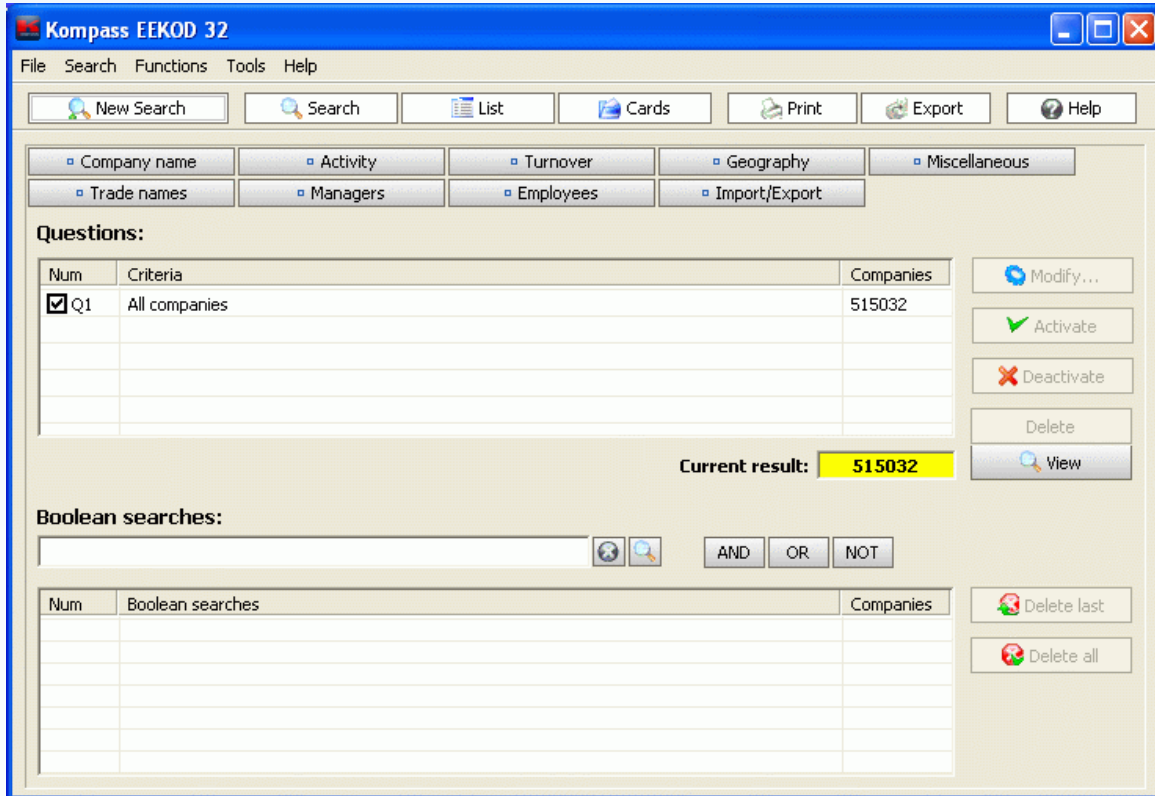
You can use ALL, NONE or INVERT buttons to change your choice.



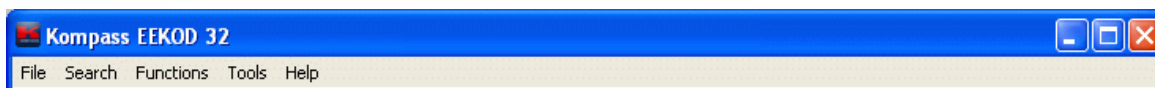
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Main application screen

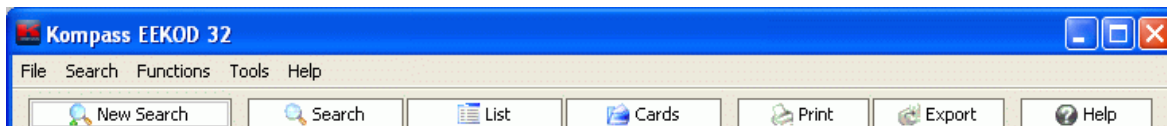
It is composed of a fixed title, menu and tool bars, which activate most of actions and which are permanently displayed on the search screen.



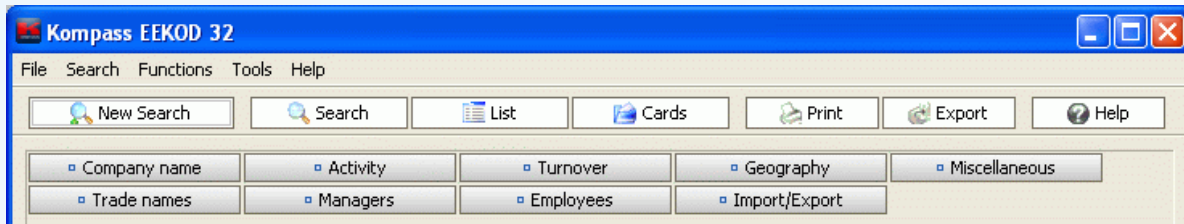
The title bar and the menu bar - contain the name, version, number and date of the CD-ROM issue you are using. It offers access to the "File", "Search", "Tools", "Functions" and "?" (Help) menus. Simply click each of these menus to see the contents.



The main tool bar - it offers access to the main functions of the application using buttons: "New search", "Search", "List", "Cards", "Print", "Export", "? Help". Simply click one of these buttons to run the corresponding feature. These buttons may be accessed according to the context and the version you are using. For example you may access the "List", "Cards", "Print", "Export" features without having previously carried out a search or opened a previously executed search.



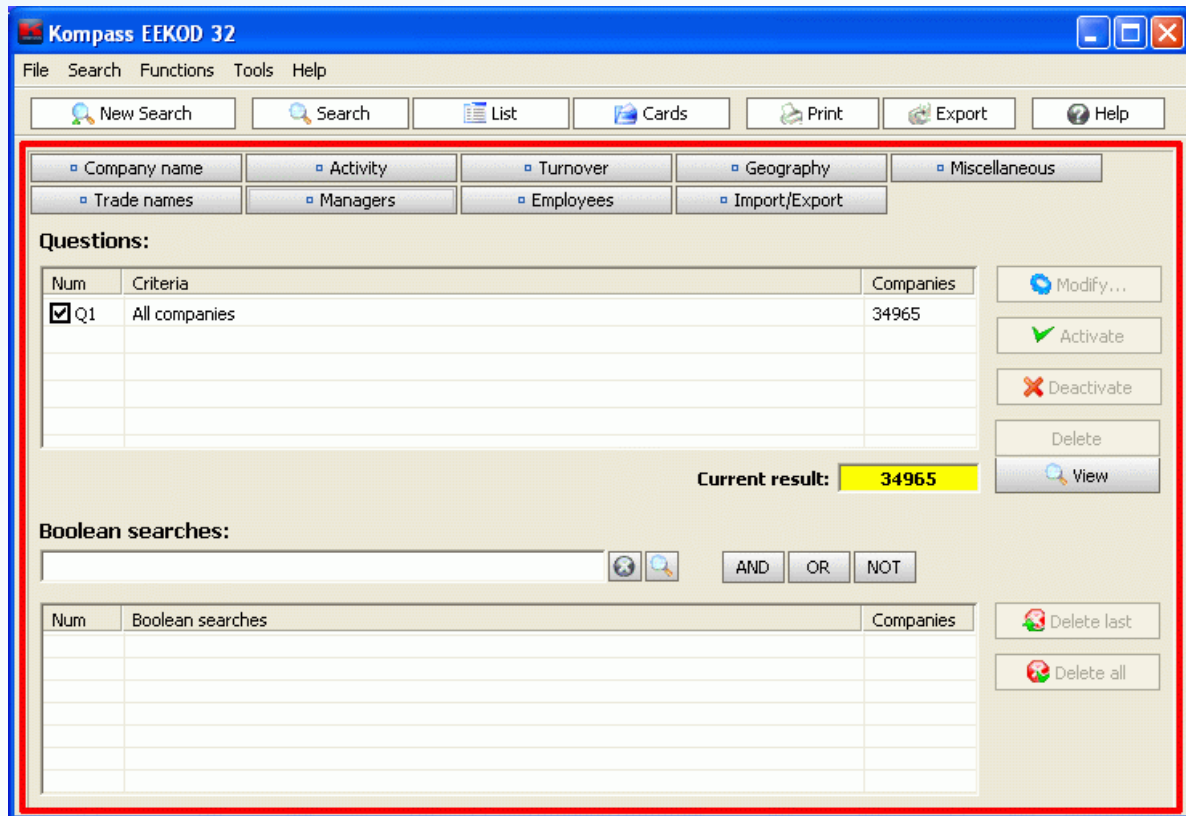
The search tool bars - offer access to the search features of the application using buttons: Company name, Activity, Turnover, Geography, etc.



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Search

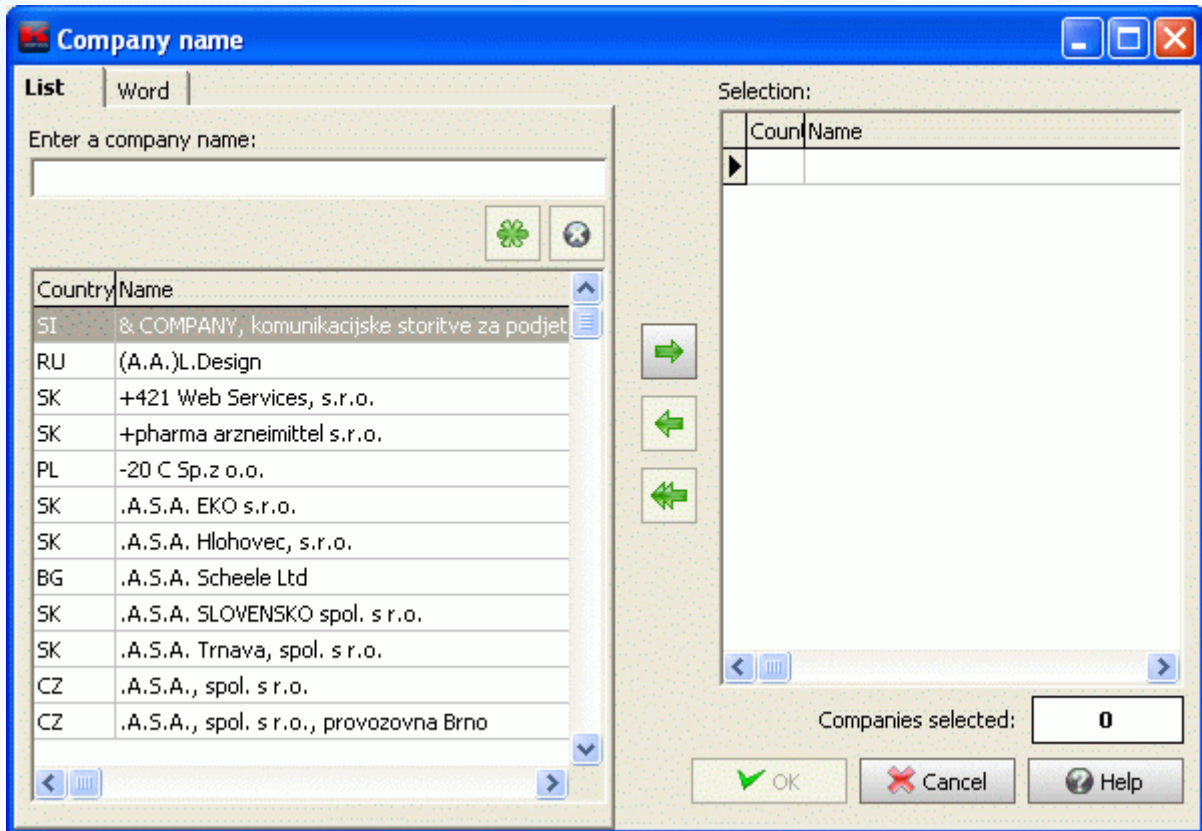
The search area with its button bar offers to you all of the main search criteria you can use to carry out your searches. To access the selection window corresponding to the criterion of your choice, simply click it once. You will get menu for more choices or directly search windows with the data.



To carry out your search by the selective criterion is the same as to ask a question. Thus, each question you ask successively with the used selective criterion will gradually fill in a list referred to as Questions. Each following question you ask successively reduces previous selection to provide you with the current result. Actually, the current result is the number of companies that meets all of questions you have asked. It is the result of an "AND" combination which works like a "funnel" of all the search criteria you have used. However, all or some of these questions may be combined separately using the Boolean operators "AND", "OR", "EXCEPT". These Boolean searches will thus enable you to improve the quality and optimise your selections.

Search by company name

Search by company name or initials.




There are two tabs in the window on the left hand side:



The first tab - **List** - offers to you a list of the company names or initials.

The second tab - **Word** - offers to you a opportunity to search for a partial word of company name and you can use logical operators for your search.




Type the letters corresponding to the company name or the initials you are looking for in the appropriate search box. The typed letters appear highlighted progressively. Once the highlighting is positioned on the company name or initials required, to make the selection, simply click twice this name or these initials, or move the indication to the


window on the right hand side, where the selection list appears, using the  button. You may select several company names or initials in this way.

In certain cases several companies are matching several company names or several initials. In such case you may select all of these companies using  and add them to the list of companies selected, either by clicking them twice, or by using the  button.

The  button allows you to clear the input zone.

"Companies selected" displays the number of companies matching your search.

The  button allows you to unselect some of companies (which you have to mark by clicking this company) from the list of selected company names or initials from the window on the right hand side to the window on the left hand side.

The  button allows you to unselect all of selected companies or initials and move them from the window on the right hand side to the window on the left hand side.

Multiple selection may be activated by using of Shift-Click and Ctrl-Click keys.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

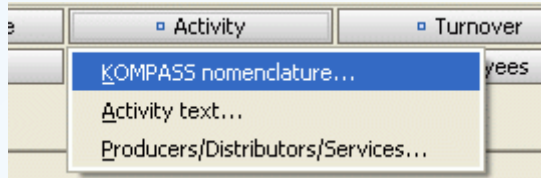
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Search by activity

Search by activity.

You can search by three different search criteria:

1. Kompass nomenclature - searches by Kompass classification system
2. Activity text - searches by company activities description
3. Producers/Distributors/Services - searches by company aim

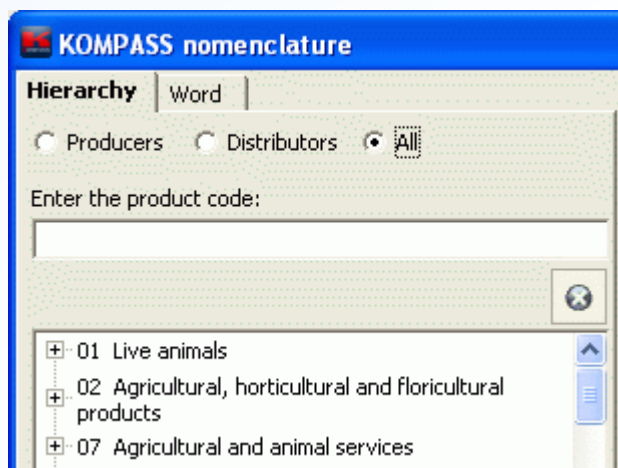


1. Kompass nomenclature - searches by Kompass classification system


There are two tabs in the window on the left hand side:


The first tab - **Hierarchy** - offers to you a list of the Kompass nomenclature.

The second tab - **Word** - offers to you a opportunity to search for a partial words in the Kompass nomenclature and you can use logical operators for search.





Type the product code or browse Kompass nomenclature tree for products you are looking for. Once the highlighting is positioned on the Kompass nomenclature entry, to make the selection, simply click twice this name or these initials,

or move the indication to the window on the right hand side, where the selection list appears, by using the  button. You may select several items in this way.

The  button allows you to clear the input zone.

"Companies selected" displays the number of companies matching your search in case you have ticked "Display number of selected companies".

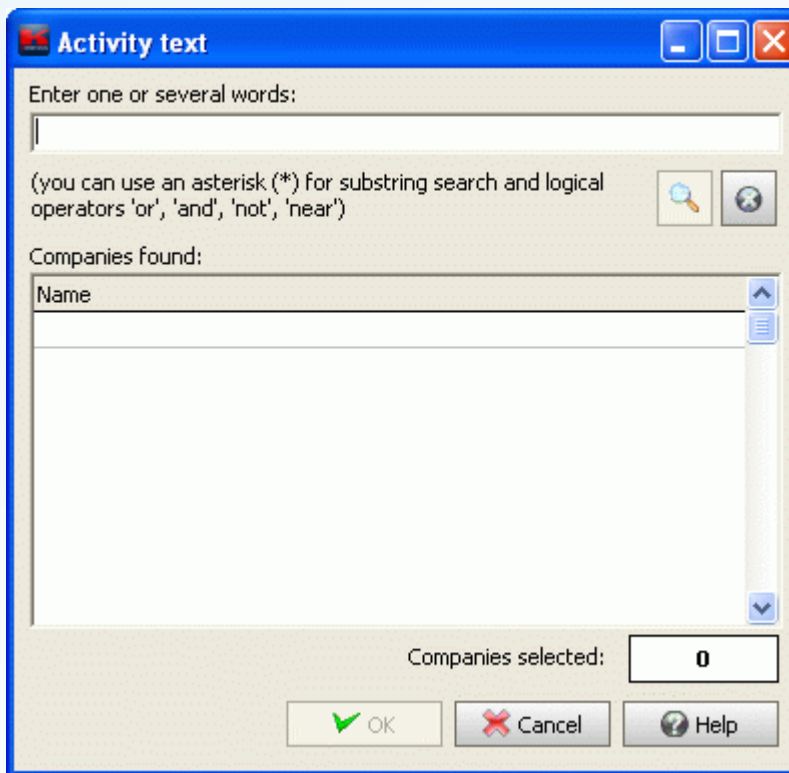
The  button allows you to unselect some of the companies (which you have marked by clicking these companies) from the list of selections or initials in the window on the right hand side.

The  button allows you to unselect all the companies of your choice listed in the window on the right hand side.


The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.


2. Activity text - search by company activities description



The screenshot shows a dialog box titled "Activity text". It features a text input field at the top with the prompt "Enter one or several words:". Below the input field is a help text: "(you can use an asterisk (*) for substring search and logical operators 'or', 'and', 'not', 'near')". To the right of this text are two icons: a magnifying glass and a circular arrow. Below the input field is a section labeled "Companies found:" containing a table with a header "Name" and an empty list area. At the bottom of the dialog, there is a "Companies selected:" label next to a text box containing the number "0". Below this are three buttons: "OK" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

Type the text of the activity description you are looking for. Click  button for results.

You can use an asterisk (*) for substring search and logical operators 'or', 'and', 'not', 'near'.

The  button allows you to clear the input zone.

"Companies selected" displays the number of companies matching your search.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

3. Producers/Distributors/Services - search by company aim



The screenshot shows a dialog box titled "Producers/Distributors/Services". It contains a table with the following data:

	No. of companies
<input type="checkbox"/> Producers	193848
<input type="checkbox"/> Distributors	147153
<input type="checkbox"/> Services	158248

At the bottom of the dialog, there is a "Companies selected:" label next to a text box containing the number "0". Below this are three buttons: "OK" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark).

Simply tick or tick off the box on the left hand side according to your interest in the type of companies.

"Companies selected" displays the number of companies matching your selection.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

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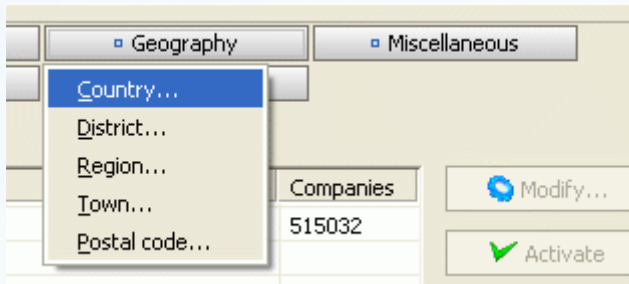
<http://www.kompas.sk>

Search by geography

Search by geography.

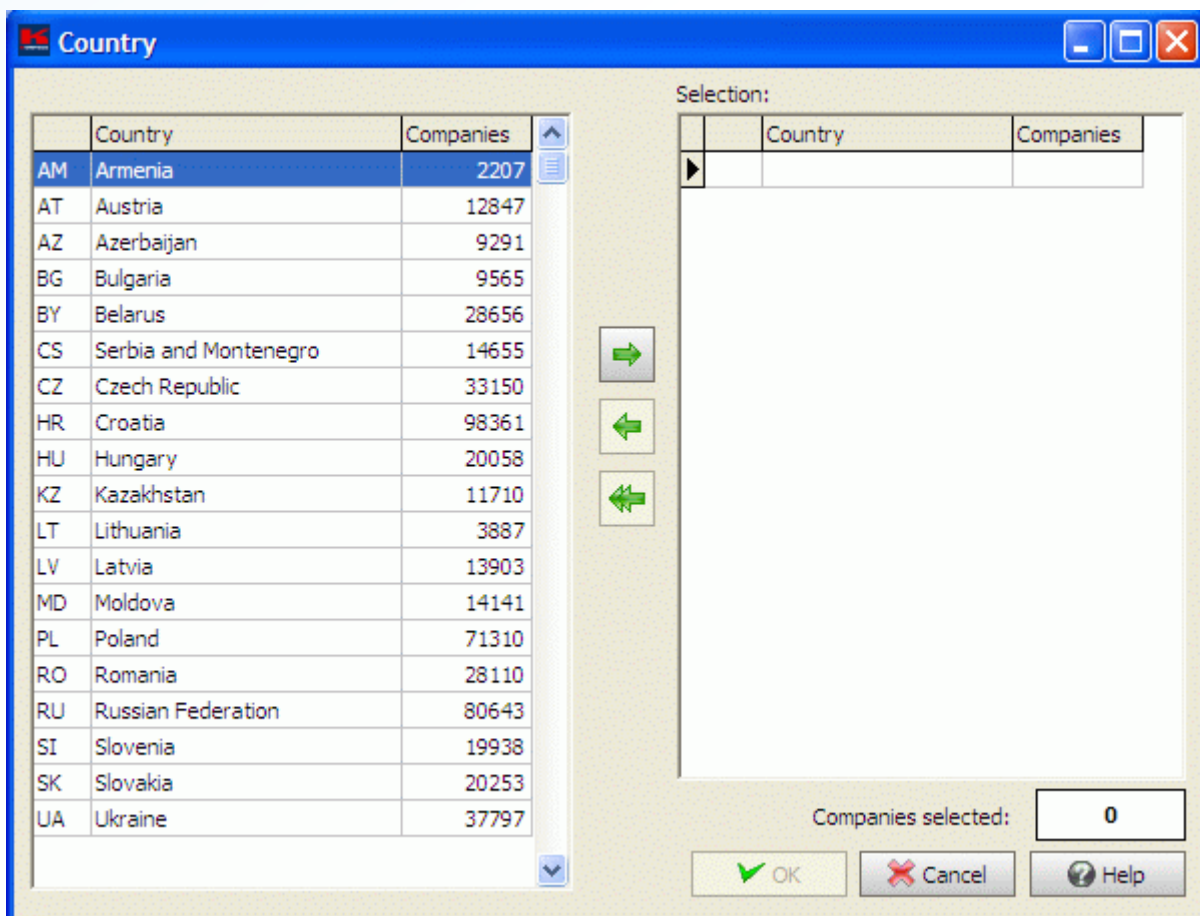
You can search by various criteria:

1. Country
2. District
3. Region
4. Town
5. Postal code




All screens are divided into 2 parts. You can choose the name of the Country, District, Region, Town or Postal code, there on the left.

In the window on the right hand side is your current selection.



To make the selection, simply click twice the items from the left, or move the indication to the window on the right

hand side where the selection list appears by using the  button. You may select several items in this way.

"Companies selected" displays the number of companies matching your search.



The button allows you to unselect some of the companies (which you have marked by clicking this company) from the list of selections or initials in the window on the right hand side.



The button allows you to unselect all the companies of your selection listed in the window on the right hand side.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

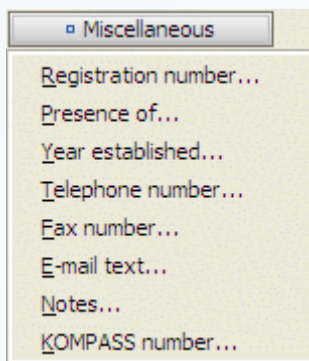
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Search by miscellaneous criteria

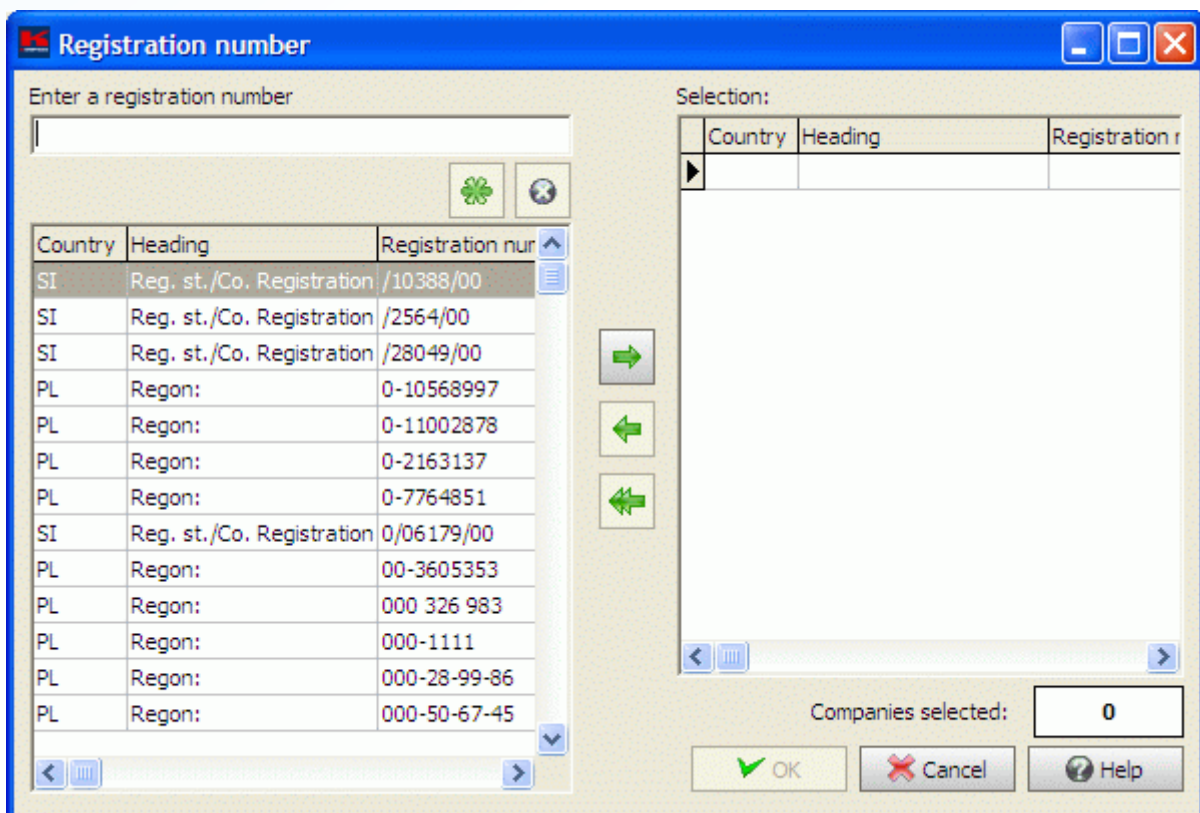
Search by miscellaneous criteria


You can search by various criteria:

1. Registration number - tax registration number for countries (all possible registration numbers of the company)
2. Presence of - presence of the data - Fax number, Phone number, E-mail, Website
3. Year established
4. Telephone number
5. Fax number
6. E-mail text - full text search in e-mail addresses
7. Notes - search in your notes of the companies
8. Kompas number - Kompas identification number




All screens are divided into 2 parts. You can choose the items you are interested in. In the window on the right hand side is your current selection.



To make the selection, simply click twice the left items, or move the indication to the window on the right hand side, where the selection list appears by using the  button. You may select several items in this way.

"Companies selected" displays the number of companies matching your search.



The  button allows you to unselect some of the selected companies (which you have marked by clicking this company) or initials at the window on the right hand side.



The  button allows you to unselect all selected companies listed at the window on the right hand side.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

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Search by managers

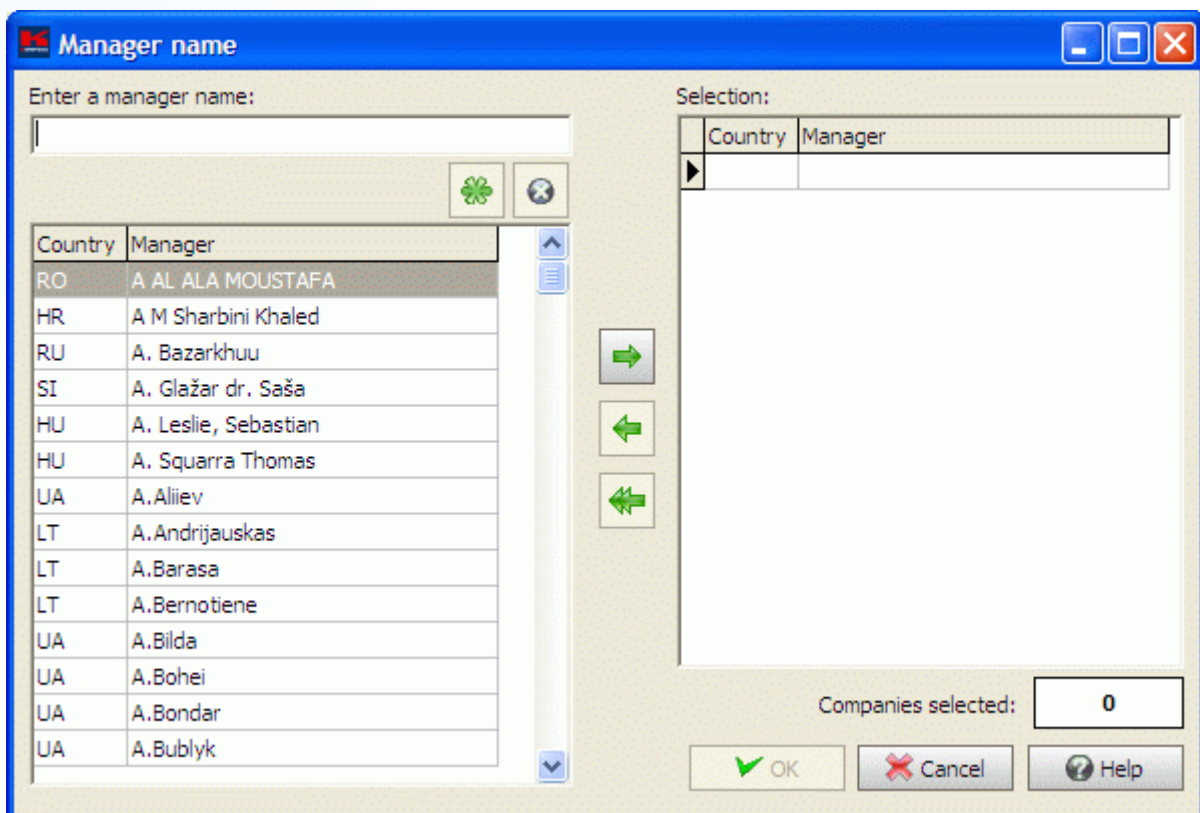
Search by managers.


You can search by two different search criteria:


1. Name
2. Function



1. Name




To make the selection, simply click twice this name or these initials, or move to the indication to the window on the right hand side, where the selection list appears, by using the  button. You may select several items in this way.

The  button allows you to clear the input zone.


"Companies selected" displays the number of companies matching your search in case you have ticked "Display

number of selected companies".



The  button allows you to unselect some of the companies (which you have marked by clicking this company) from the list of selections or initials in the window on the right hand side.

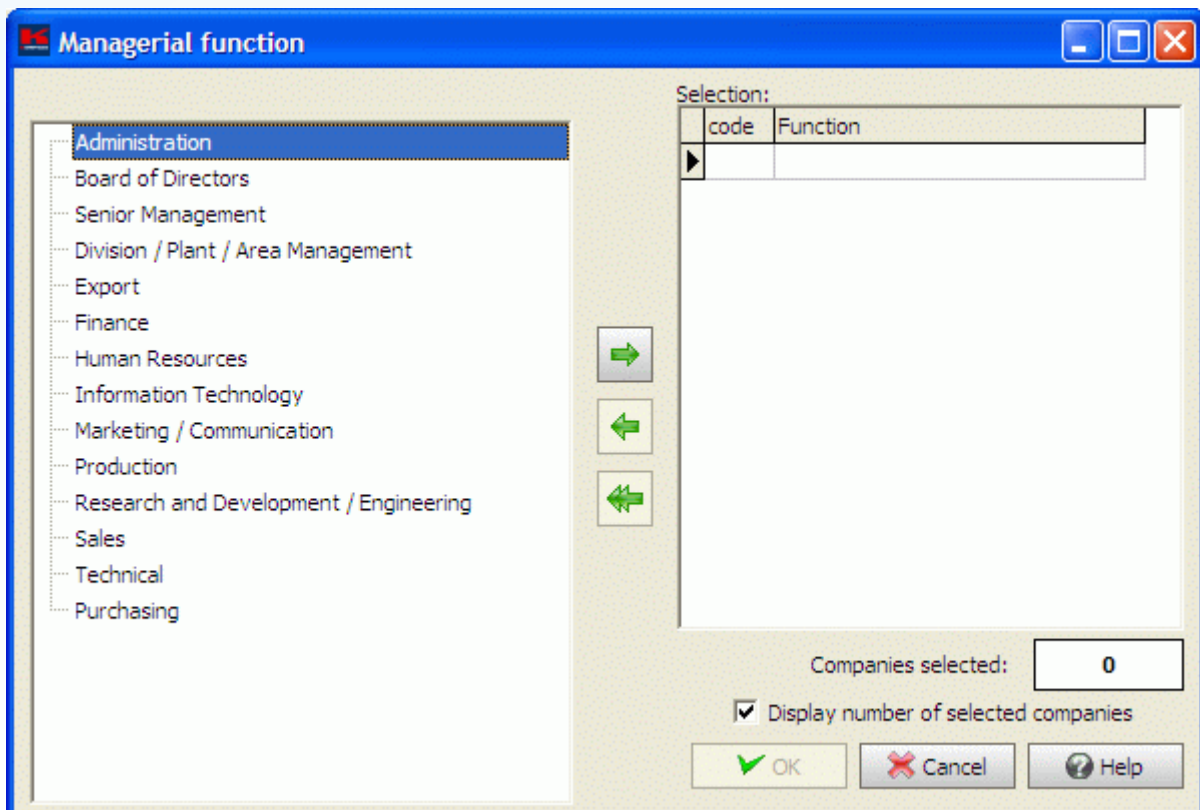


The  button allows you to unselect all the companies of your choice listed in the window on the right hand side.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.


2. Function



To make the selection, simply click twice this name or these initials, or move the indication to the window on the right


hand side, where the selection list appears, by using the  button. You may select several items in this way.




The  button allows you to clear the input zone.

"Companies selected" displays the number of companies matching your search in case you have ticked "Display number of selected companies".



The  button allows you to unselect some of the companies (which you have marked by clicking this company) from the list of selections or initials in the window on the right hand side.



The  button allows you to unselect all the companies of your choice listed in the window on the right hand side.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

The "Cancel" button cancels the selection.

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Search by No. of employees

Search by No. of employees.

	No. of companies
<input type="checkbox"/> Not available	239568
<input type="checkbox"/> 1-10	93562
<input type="checkbox"/> 11-20	55809
<input type="checkbox"/> 21-50	57477
<input type="checkbox"/> 51-100	31870
<input type="checkbox"/> 101-250	28335
<input type="checkbox"/> 251-500	12205
<input type="checkbox"/> 501-1000	6286
<input type="checkbox"/> 1001-5000	4648
<input type="checkbox"/> 5001 and more	722

Companies selected:

Simply tick or tick off the box on the left hand side according to number of employees you are interested in. You can tick one or more items.

"Companies selected" displays the number of companies matching your search.

The "OK" button validates the search, adds it to the history of queries and updates the current result. If the number of selected companies is equal to zero, this button is inactivated.

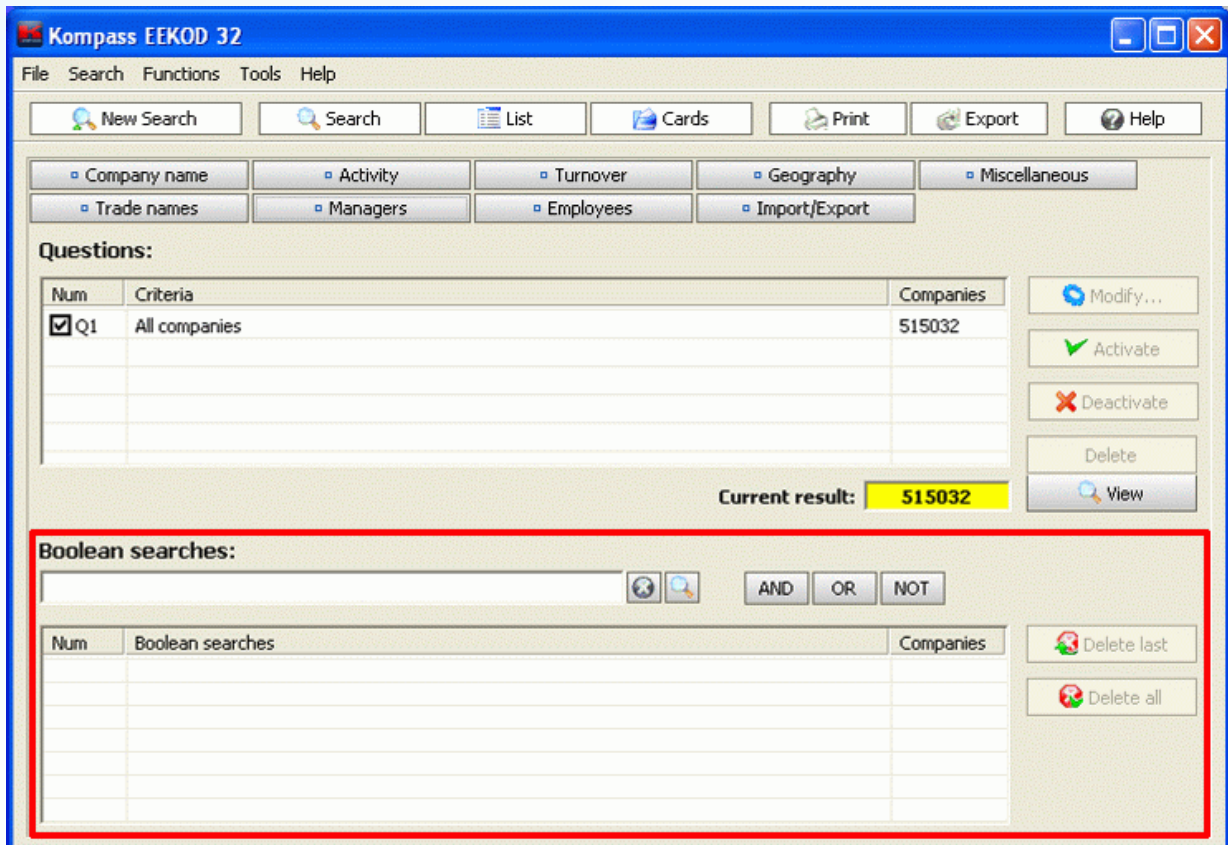
The "Cancel" button cancels the selection.

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Boolean searches


Boolean searches are searches based on standard queries.

Standard queries are evaluated with AND operator. If you wish to combine them otherwise, you have to use boolean searches. It gives you the power to combine standard queries.



You can use simple language to create special query from the standard queries.

Example: Q1 AND Q2 NOT Q3


To calculate result and add query to the list just click the  button.

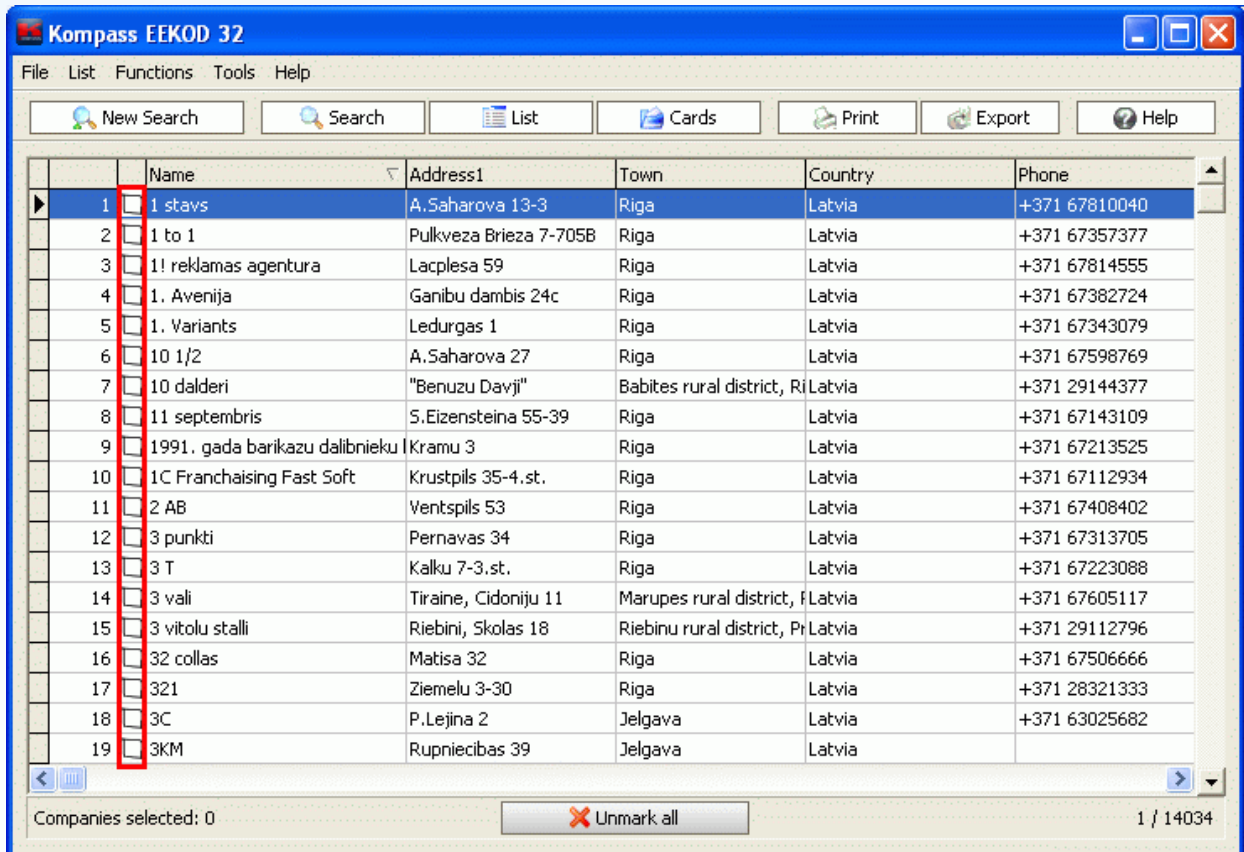
Once the query is added to the list, you can just doubleclick the corresponding query to see the result of the company list.

Addition of a note

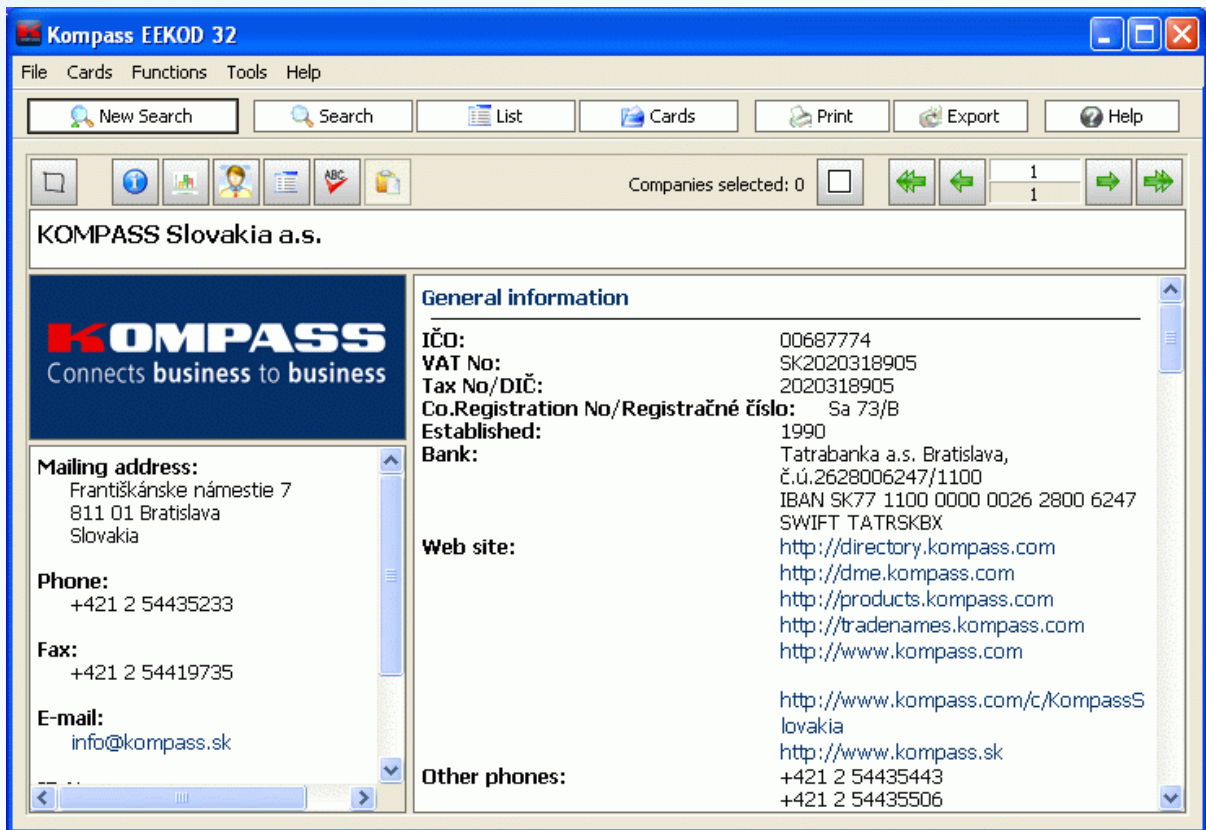
To each company you can add a note. For the notes you've already added you can search by Miscellaneous criteria.

You can add the note in two different ways.

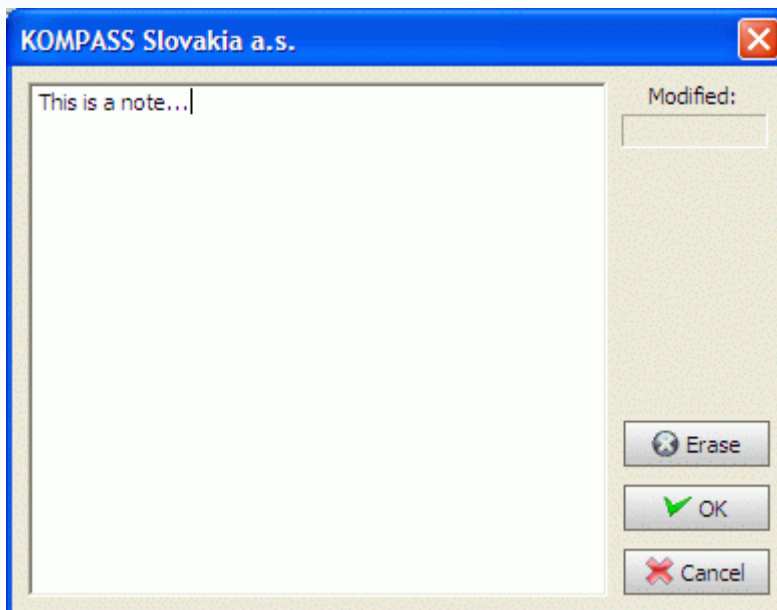
1. For addition of the note in the List view - click the symbol 



2. For addition of the note in the Card view - click the symbol 



The note window



Exporting

Export

Export

- Search history
- Cards
- List
- Labels

Credits available

Credits available 500

Number of companies (selection) 1

Credits required (selection) 1

Extended

- Current company
- All companies (515032)
- Selected companies (0)
- Companies not selected (515032)
- From to
- Special criteria
 - Companies not exported yet (1)
 - Companies already exported (0)

Sections

- General information
- Key figures
- Executives and managers
- Activities
- Trade name
- Other information

Columns

- Name
- Address1
- Town
- Country
- Phone

Change ...

Labels

Label sizes ...

Export

Cancel

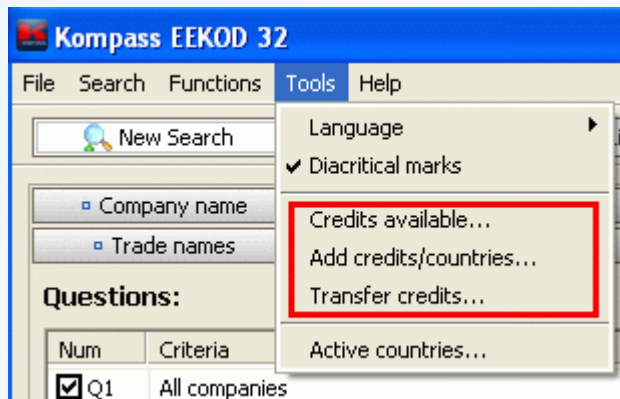
1. Choice of the type of file you wish to export to
2. Choice of the companies, the number of companies found or selected, you wish to export
3. The number of credits available and the number of credits required to export

Note: When exporting or printing of labels, your credit account is decreased by 1 per company.

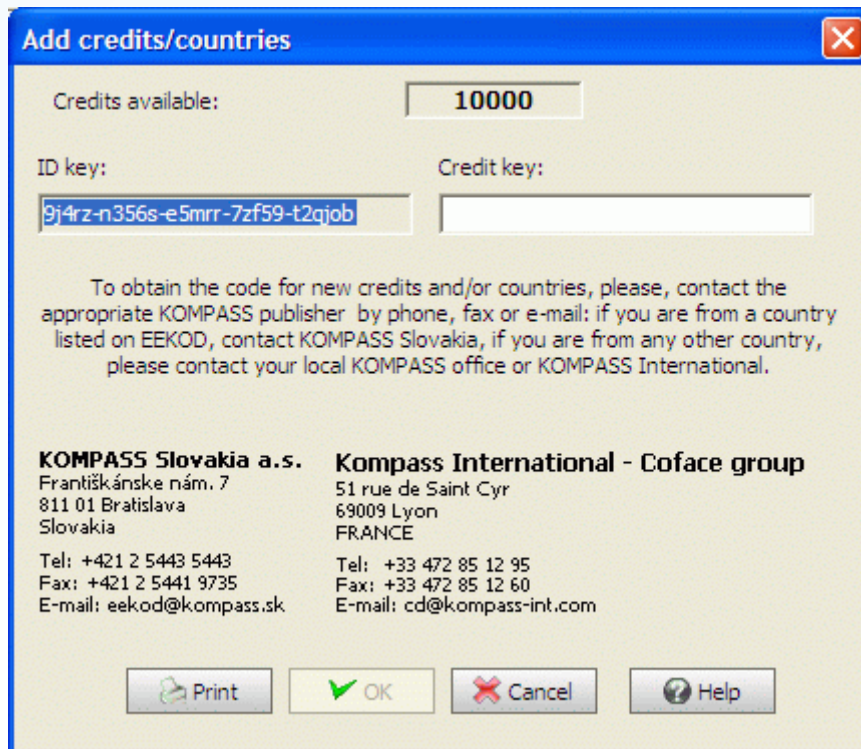
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Kompass Credits management

You can manage your credits in the menu



To add credits, click the menu Add credits/countries



Enter the credit key provided by your local distributor or EEKOD producer.

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Comments to the network version of EEKOD

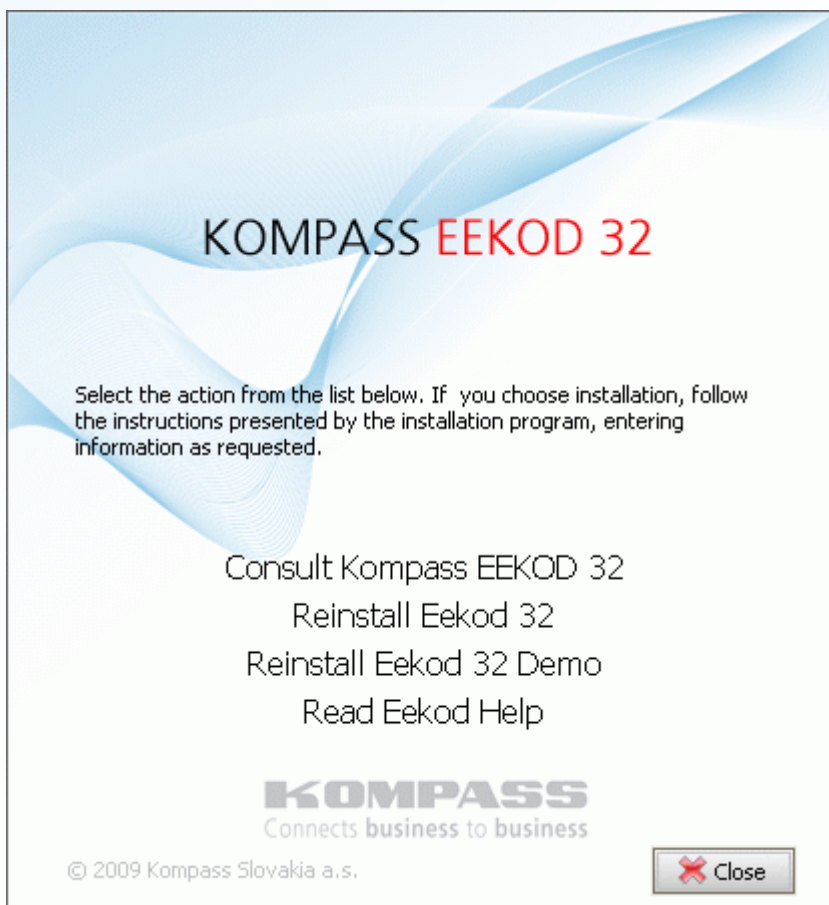
Installation of EEKOD (network version)

Network version of EEKOD allows you to share EEKOD and credits with more users. To install network version of EEKOD, follow the instructions below.

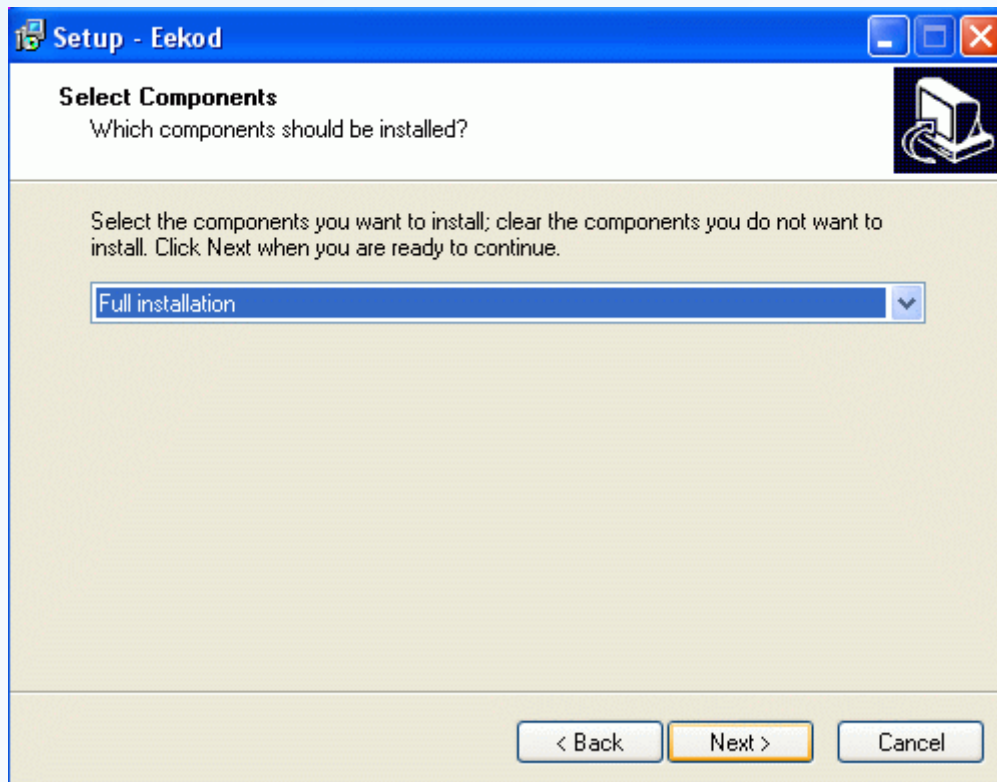
Server part of installation

Choose server computer carefully to avoid any complications or changes in future. Be sure that CD-ROM drive with EEKOD is shared by all workstations before you start the installation.

Insert EEKOD v30 into the CD-ROM drive. Run 'X:.exe' (if your CD-ROM drive is named X) and click "Install EEKOD v30" following the instructions provided by the installation program. By entering all information as requested by installation program, the new program group EEKOD v30 is created. This program group includes EEKOD application and EEKOD Help.



Full installation is recommended for faster work with EEKOD.



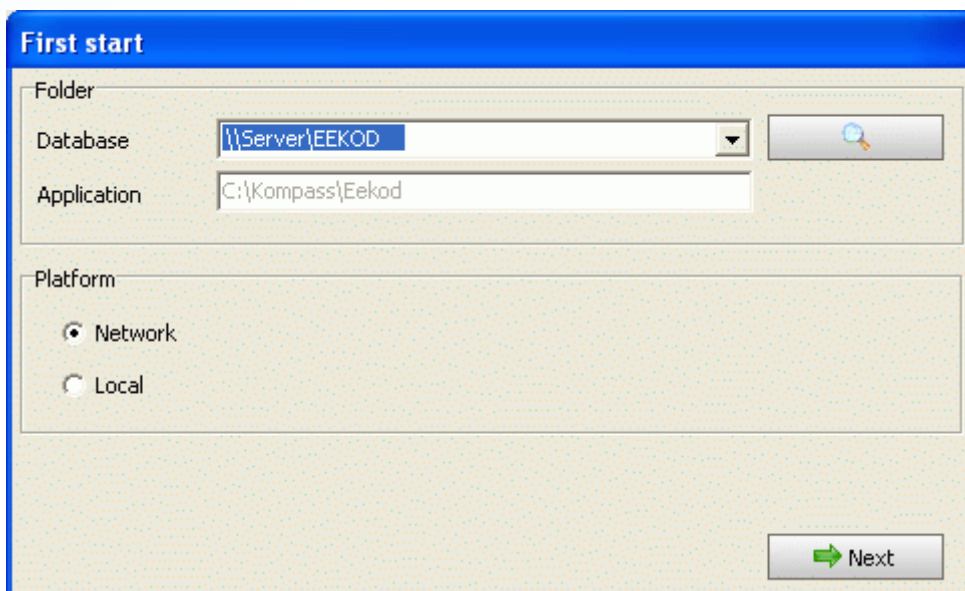
First start of EEKOD

Insert EEKOD v30 into the CD-ROM drive and run EEKOD application from program group EEKOD v30. Select the language and diacritical marks option from the Welcome window. If EEKOD is inserted in the local CD-ROM drive, program automatically detects CD-ROM letter. If CD was not found, it's necessary to insert your own path to the EEKOD, e.g., if CD is inserted in another computer CD-ROM drive, you should insert path 'Computer network name]CD-ROM shared name]'. You can also insert any regular path (if CD-ROM drive is available from the directory). If you forgot path to the EEKOD, click Browse and you can find it in "Browse for Folder" window. Once the path is chosen, click OK to accept and click Retry to check, whether CD was found or not. If CD was not found, you have to insert path again.

Window "First start of EEKOD" allows you to choose parameters for EEKOD.



Group Directory contains path to the CD and the directory, where the application is installed. From group Platform select Network (working with shared data on several workstations). If you want to install local version of EEKOD, please read the section "Installation of EEKOD".



By choosing of the Network platform, path to the CD is extended by the computer name. For example, if the CD directory is 'C:' and it is not shared, the network address is '\PENTIUM-2'. If CD-ROM drive or CD directory is shared, program will use shared name for the specified device (autodetect of shared devices is available only on Windows peer-to-peer network, Windows NT Server 4.x and Windows 2000 Server). For example, if the CD directory is 'C:' and

it is shared as 'MY EEKOD CD', the network address is 'PENTIUM-2EEKOD CD'. If you are not satisfied with CD network address generated by EEKOD you can rewrite it manually or click Browse to choose it from Network Neighborhood.

Click Continue, write computer ID down and contact KOMPASS publisher you have bought your EEKOD from or KOMPASS Slovakia, in order to obtain your unique credit key.

This is your computer ID **y6tut-7rkkt-h7j3o-88pjax-u3nktb**

Please fill in the form below and contact the appropriate KOMPASS publisher by phone, fax or e-mail: if you are from a country listed on EEKOD, contact KOMPASS Slovakia, if you are from any other country, please contact your local KOMPASS office or KOMPASS International. You will receive the unique credit key required during the First start of EEKOD. Note that the credit key is valid only for this computer ID. To send the form by fax, click Print and send printed document to the fax number given in Contact. To send the form by e-mail, rewrite the printed document the message body and send it to the e-mail address given in Contact.

First name	<input type="text"/>
Last name	<input type="text"/>
Company name	<input type="text"/>
Address	<input type="text"/>
Tel (incl. STD code)	<input type="text"/>
Fax (incl. STD code)	<input type="text"/>
E-mail	<input type="text"/>
Bought from	<input type="text"/>

Contact

KOMPASS Slovakia a.s.
Františkánske nám. 7
811 01 Bratislava
Slovakia
Tel: +421 2 5443 5443
Fax: +421 2 5441 9735
E-mail: eekod@kompas.sk

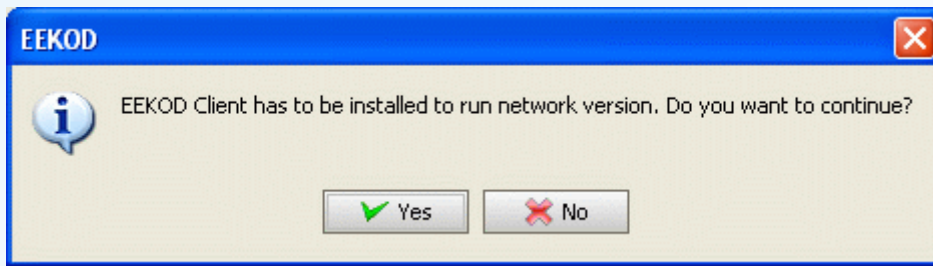
Kompass International - Coface group
51 rue de Saint Cyr
69009 Lyon
FRANCE
Tel: +33 472 85 12 95
Fax: +33 472 85 12 60
E-mail: cd@kompas-int.com

Click OK to continue, insert the credit key and click OK to continue again. If credit key is not available yet, you can click Cancel to close program. To finish initialization you can insert the credit key later.

First start

This is your computer ID
ih32e-xmyvt-yknvu-pi8xk-rdv6xd

Credit key



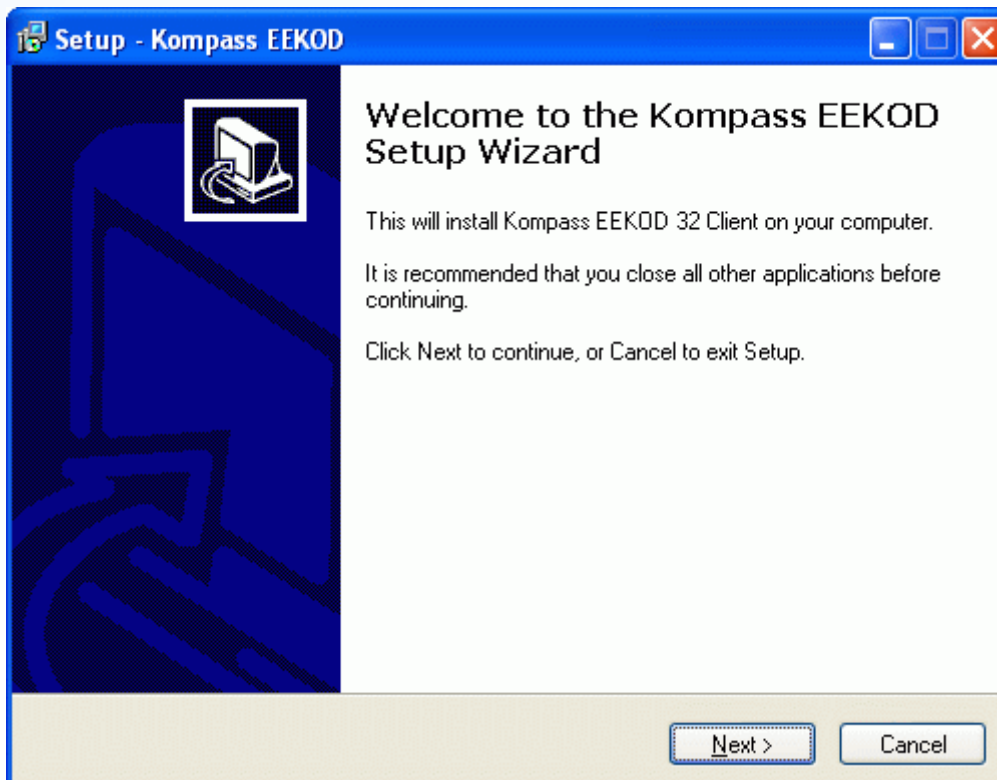
The following part of the installation **is the same both for server and workstation.**

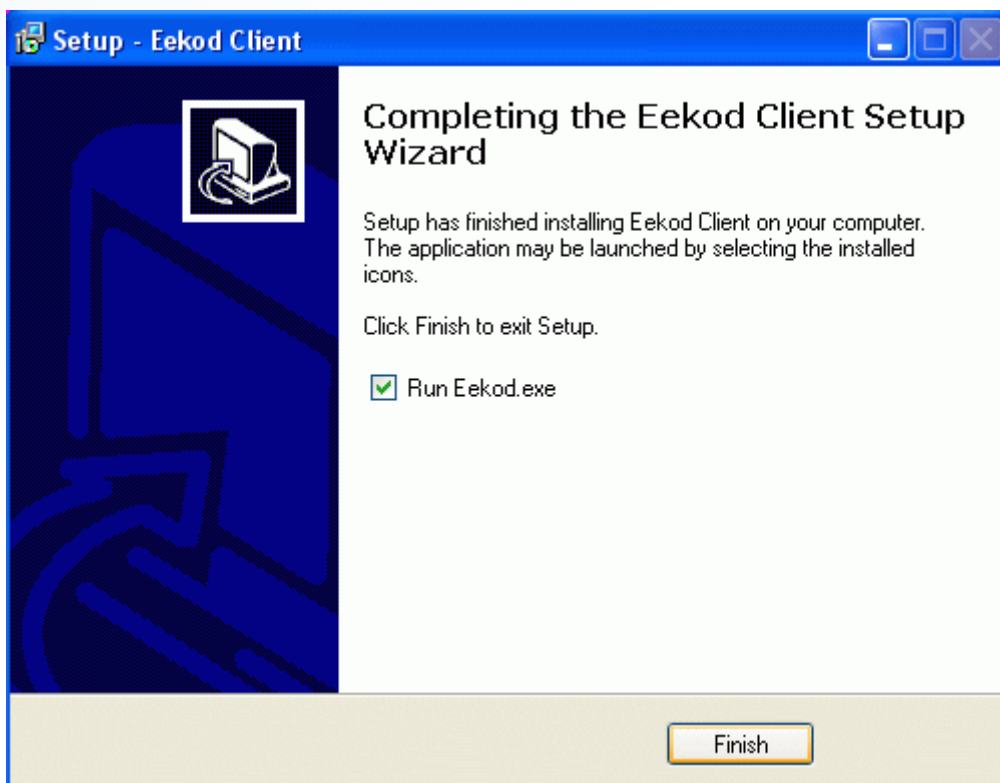
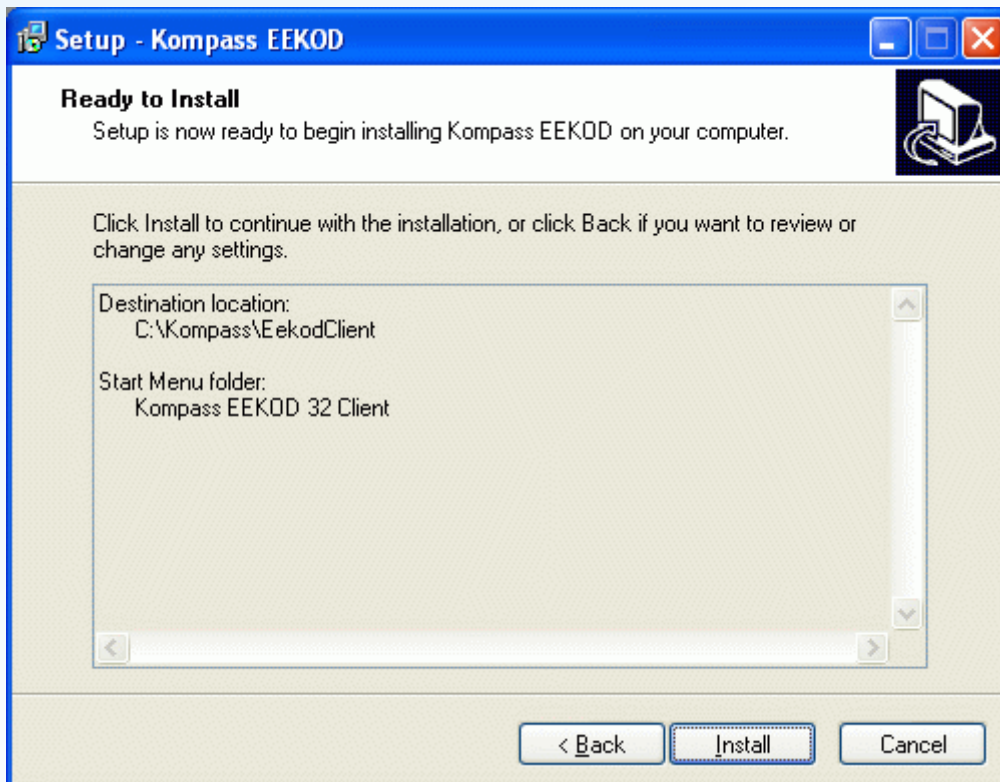
Workstation part of the installation

Please, move to the workstation.

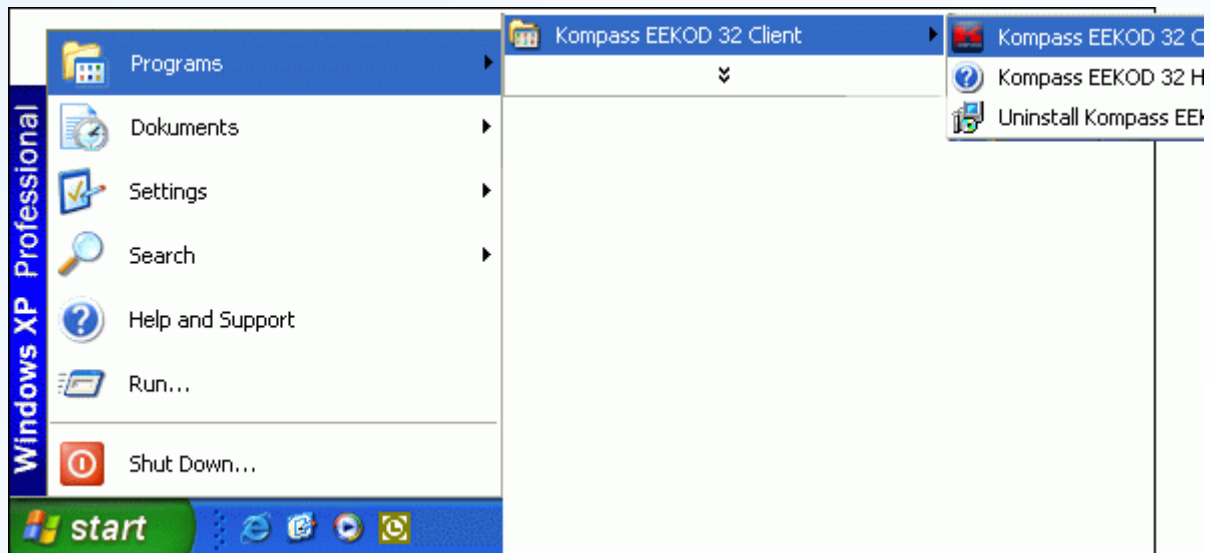
Installation of EEKOD

Run 'Install EEKOD Client.exe' from the directory, where EEKOD is installed. For example, if your server name is 'SBS', and EEKOD is installed in the folder 'Eekod30' (and is shared as 'Eekod30'), you have to run " \\SBS\Eekod30\Install Eekod Client.exe ". You can find 'Install Eekod Client.exe' much more easier using Network Neighborhood.





To run EEKOD (the same both for the server and workstations), use EEKOD Client, please.



Permissions required to run the network version of EEKOD

1. Set full access permission to the directory where you have installed EEKOD. Set this permission both for server and all EEKOD workstations.
2. Allow all users of EEKOD to create and modify files in Windows System Directory.

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tel.: +421 2 5443 5443
kompass@kompass.sk
<http://www.kompass.sk>

EEKOD countries

Name

1AMArmenia
2ATAustria
3AZAzerbaijan
4BGBulgaria
5BYBelarus
6CZCzech Republic
7HRCroatia
8HUNgary
9KZKazakhstan
10LVLatvia
11MDMoldova
12PLPoland
13RORomania
14RURussian Federation
15SISlovenia
16SKSlovakia

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kompass@kompass.sk
<http://www.kompass.sk>