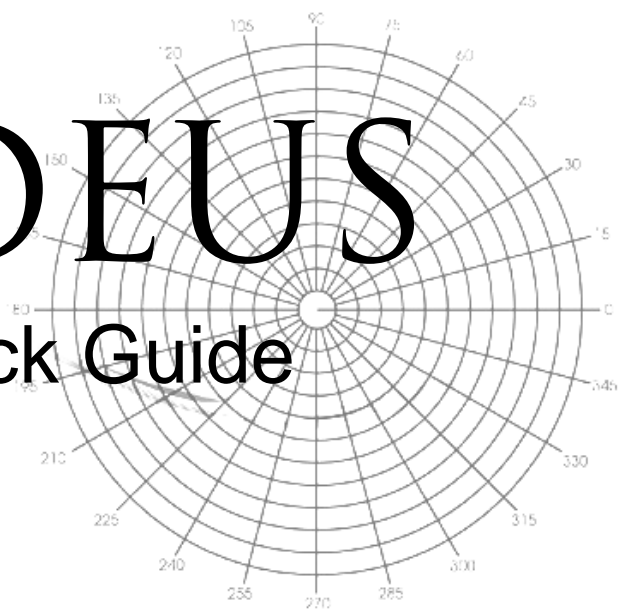


# AMADEUS

## Internet Quick Guide



BUREAU VAN DIJK  
ELECTRONIC PUBLISHING

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## 1.0 AMADEUS Introduction

AMADEUS is a comprehensive, pan-European database containing financial information on public and private companies. Combining data from 30 sources with software for searching and analysis, AMADEUS is a flexible information solution for researching companies across Europe. The AMADEUS database is exclusive to Bureau van Dijk and its information providers, and is not available over any other platform. You can choose to access all companies or size-defined modules. The information providers guarantee that 95% of all companies in each country, complying with one of the top 250,000 inclusion criteria, are included.

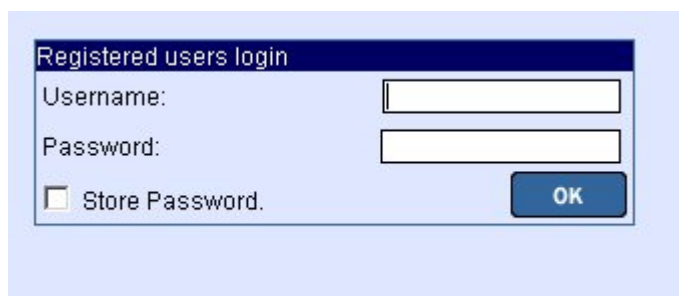
## 1.1 Installation Requirements

The minimum system requirements to run AMADEUS on the internet are:

- Access to the internet using either Internet Explorer version 5 or Netscape Navigator 4.76 or above
- Windows 95, 98, 2000 or NT 4.0 or higher
- VGA Colour Screen
- A username and password provided by Bureau van Dijk

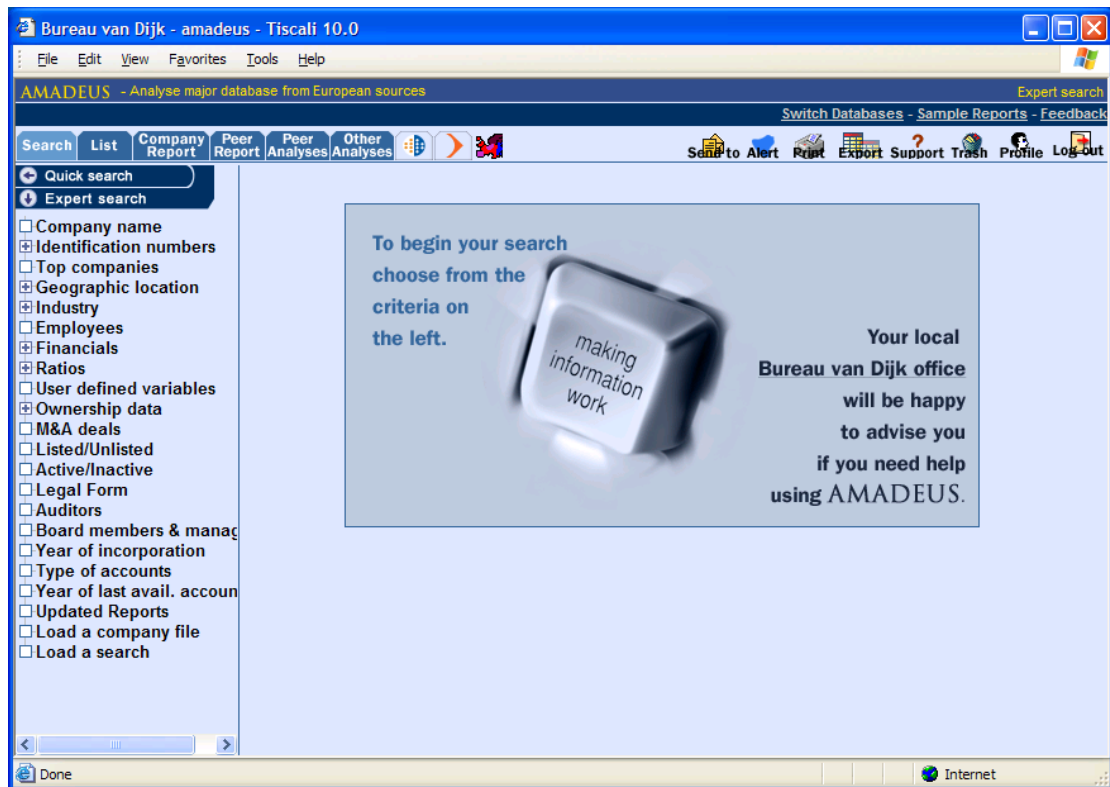
## 1.2 Getting Started

1. Start your Internet browser and go to <http://AMADEUS.bvdep.com>. The following login Screen will appear:
2. Enter your username and password in the appropriate boxes.



The image shows a login dialog box titled "Registered users login". It has a light blue background. There are two text input fields: one for "Username:" and one for "Password:". Below the password field is a checkbox labeled "Store Password." and a blue button labeled "OK".

3. Click on **OK** to begin.
4. Upon entering the product, you will be presented with either the Quick Search or the Expert Search (depending upon the option chosen in Profile Screen). The Expert Search is used as the basis for this Quick Guide.



Tabs and icons across the top of the screen are defined below:

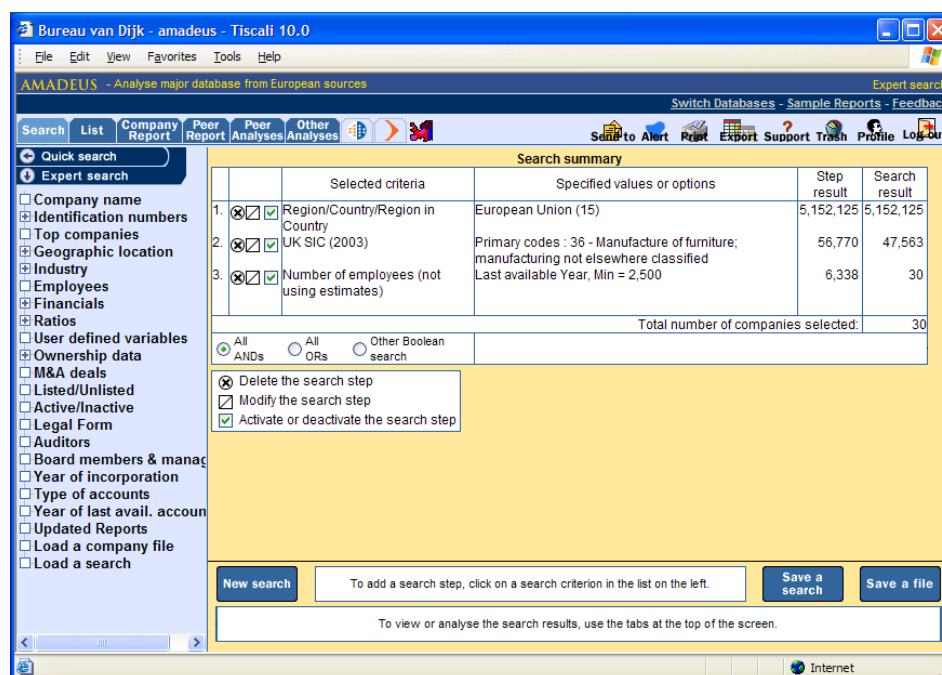
<b>Search</b>	Allows access to the various criteria for searching the database and displays a summary of any criteria used
<b>List</b>	Displays a list of companies identified by the search
<b>Company Report</b>	Displays full reports for the selected companies
<b>Peer Report</b>	Compares a subject company to its standard peer group
<b>Peer Analyses</b>	Enables you to select a set of companies to compare to each other
<b>Other Analyses</b>	Allows analyses to be carried out on one or more companies. Analyses available include <b>Aggregation</b> , <b>Distribution</b> , <b>Concentration</b> , <b>Linear Regression</b> and <b>Segmentation analysis</b>
<b>Reuters News</b>	Allows searching by <b>Reuters News</b> articles
<b>Datamonitor</b>	Allow the searching of <b>Datamonitor</b> reports
<b>Graphical Analysis</b>	Allows Analyses by a geographical breakdown
<b>Send to</b>	Sends the report you are currently viewing by email to a specified email address
<b>Alert</b>	Send email alerts of changes to companies
<b>Print</b>	Prints the page you are viewing
<b>Export</b>	Transfers the data from the browser to a chosen document
<b>Support</b>	Provides on-line documentation to help you use AMADEUS

- Trash** Deletes the entire search
- Profile** Enables you to adjust your user preferences
- Log Out** Exits you from the AMADEUS database

## 2.0 Searching AMADEUS

There are two types of searches available on internet AMADEUS: the Quick Search and the Expert Search. This internet AMADEUS Quick Guide will focus on using the Expert Search, which provides detailed search and analysis options.

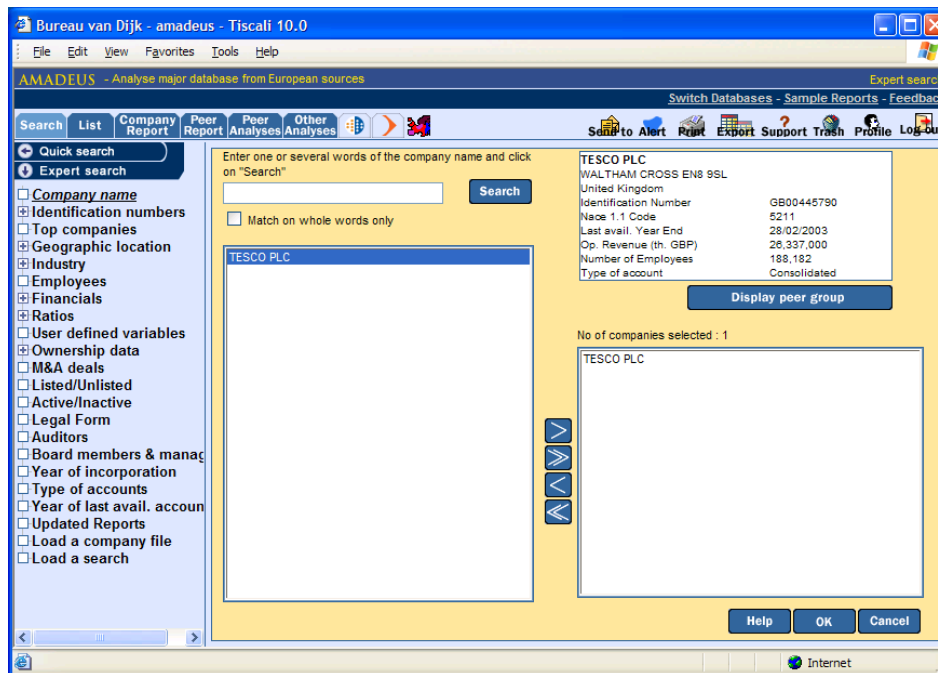
You can search AMADEUS using one or multiple options from the list of search criteria. After each search step is completed, the search criteria will be listed in the **Search Summary** window. By default, the steps are combined (using the AND Boolean operator). Users can change the search or enter their own search logic by clicking the **All ORs** or **Other Boolean Search** options at the bottom of the **Search Summary**.



- To edit the search logic, click the Boolean options; **All ANDs**, **All ORs**, **Other Boolean Search**. Using this, you can combine or exclude search steps by entering the operators *AND*, *OR*, *AND NOT* between search steps then clicking **OK** at the end of the line. For example, the logic 1 AND 2 AND NOT 3 will retrieve all companies satisfying steps 1 and 2, excluding those that satisfy step 3.

## 2.1 Searching by Company Name

- Click on **Company Name** from the list of search criteria and enter a company name, or part of it.
- Click **Search**, the index of company names will refresh showing companies matching the text entered.

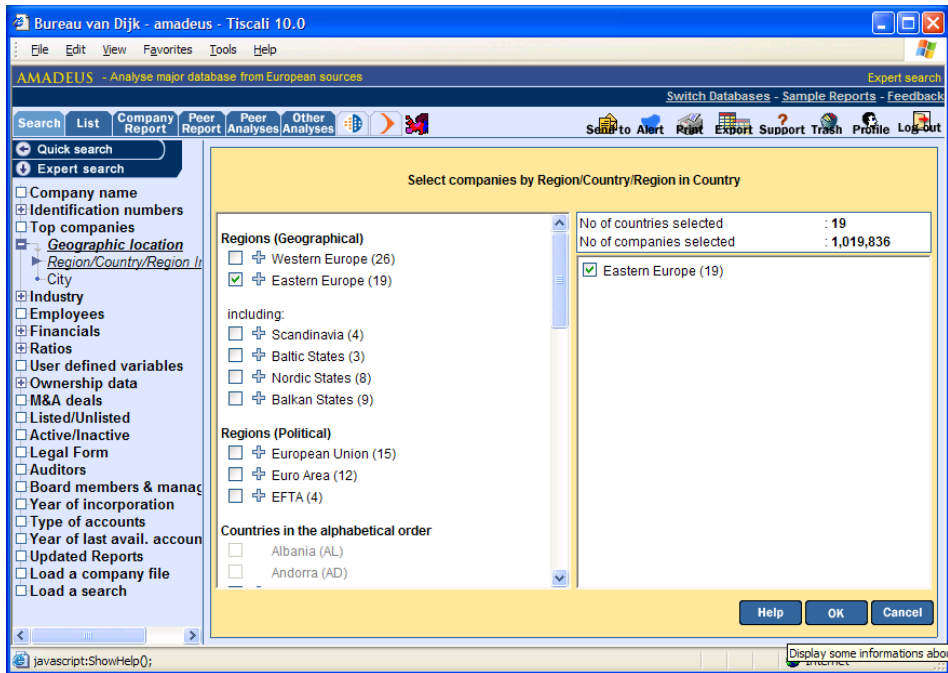


*Note:*

- When you highlight a company name, you can view its snapshot in the upper right corner. This will help you decide if you have highlighted the company you need.
3. Highlight the companies that you require and click on the arrow icon to move them to the companies selected area. Repeat the above process to find and select more companies.
  4. Click on **OK** and the **Search Summary** Screen will appear showing the criteria used and the options to continue your search or display the search results.

## 2.2 Searching by Geographic Criteria

1. To search for companies by geographic criteria, click **Geographic Location** from the list of search criteria. Select the specific item you require from the available search options e.g. **Region/Country/Region In Country** etc.
2. Highlight the specific regions you wish to use by checking the tick box next to them.
3. Click on **OK** and the search will be displayed in the **Search Summary** Screen as shown over the page:

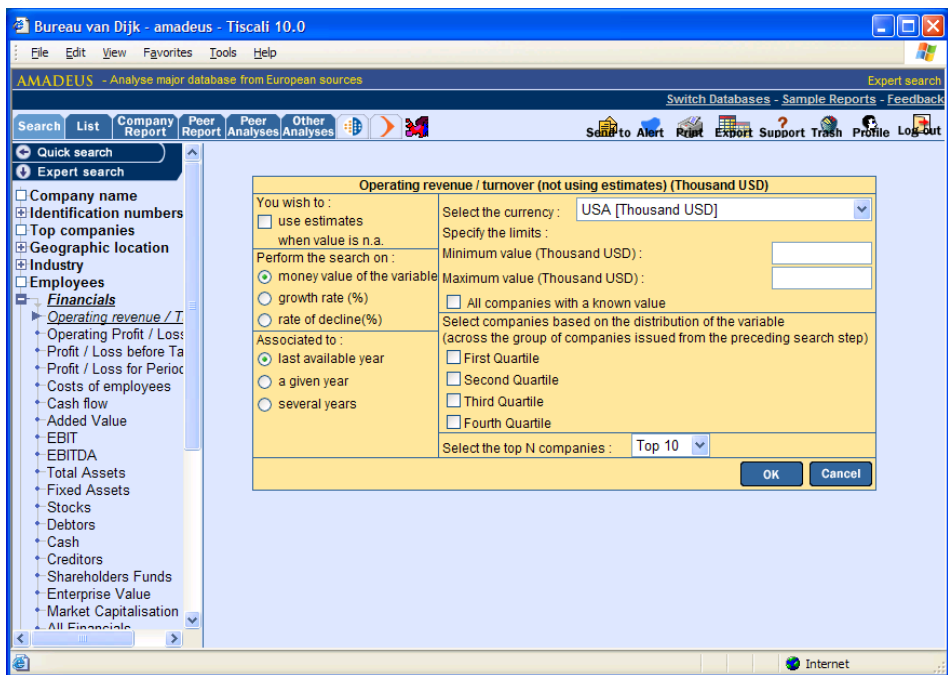


**Note**

- Click the + next to an option in the list to view its subsets.
- Click the – to collapse the list.
- To remove a selected option, unmark it by clicking the associated check box.

**2.3 Searching by Financial Criteria**

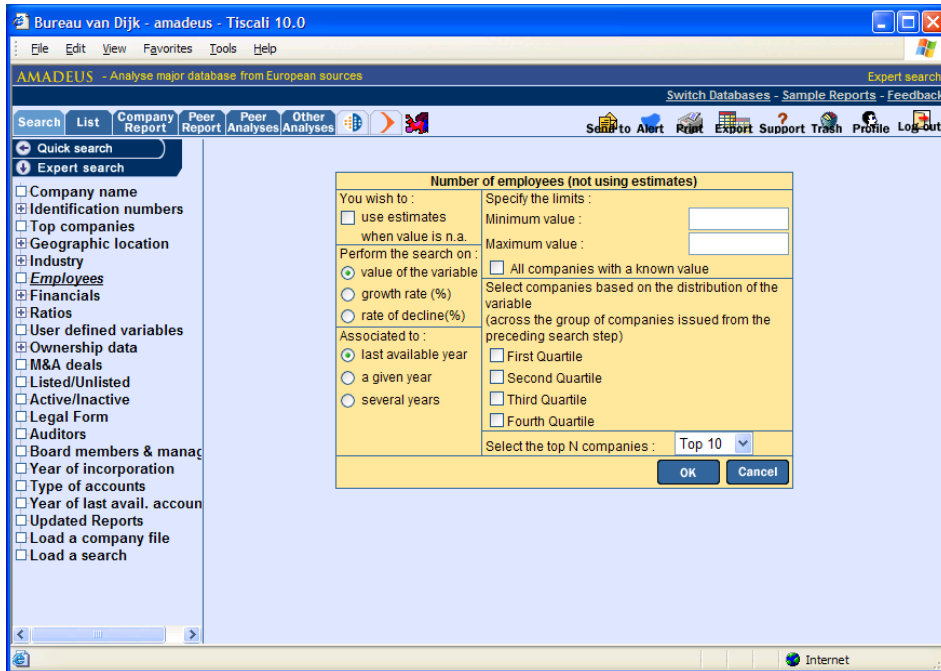
1. To search for companies by financial criteria click **Financials** from the list of search criteria and select the specific financial item you require e.g. Operating Revenue / Turnover, Fixed Assets etc.
2. Complete all areas of the search window, including parameters for years, values or percentages, currency, amount and quartiles.



3. Click on **OK** and the search step will be recorded in the **Search Summary** Screen.

## 2.4 Searching by Employee Criteria

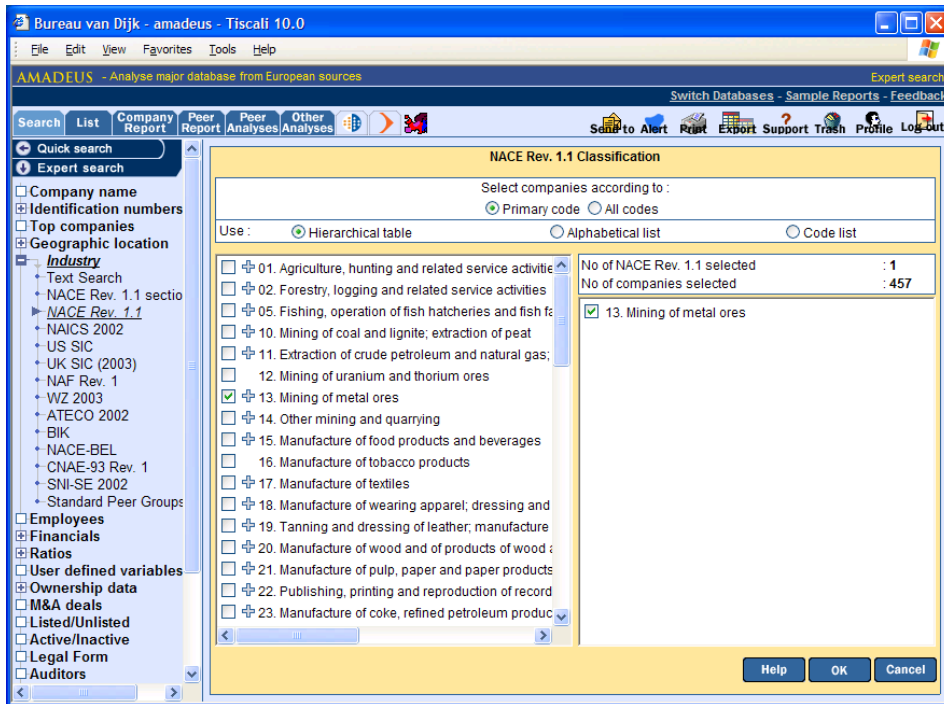
1. To search for companies by the number of employees click on **Employees** from the list of search criteria.
2. Complete all areas of the search window, including parameters for years, values or percentages, currency, amount and quartiles.



3. Click on **OK** and the search step will be recorded in the **Search Summary**.

## 2.5 Searching by Industry

1. To search by industry classification click **Industry** from the list of search criteria.
2. You can search by a number of national and international codes. BvD recommend that you search by the NACE Rev 1.1, ask your Account Manager if you require any clarification on this matter.



*Note*

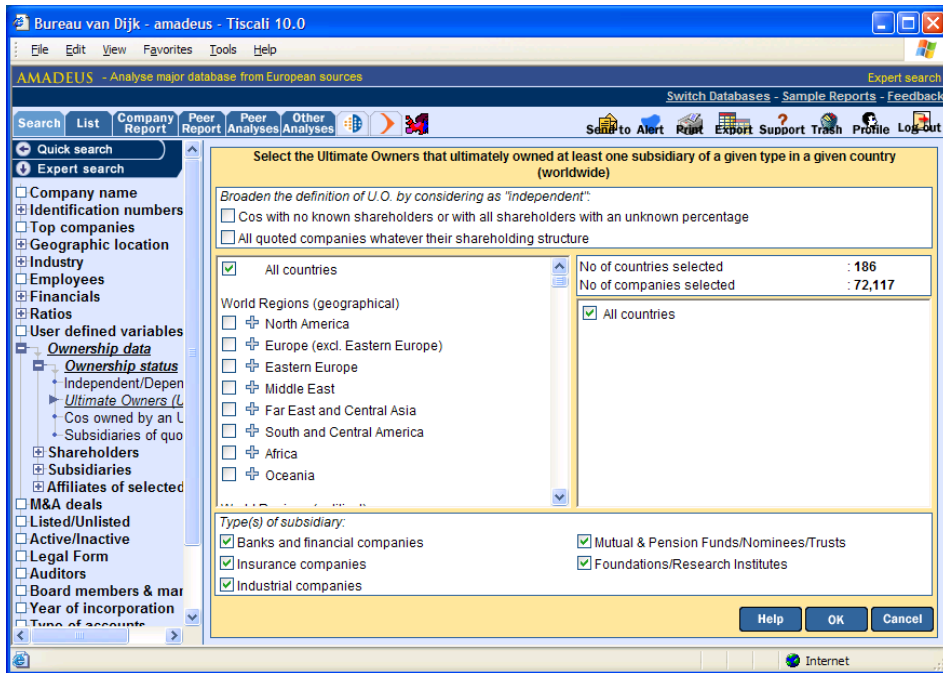
- Click the + next to an option in the list to view its subsets.
- Click the – to collapse the list.
- To remove a selected option, unmark it by clicking the associated check box.

3. Click on **OK** and the search step will be displayed in the **Search Summary** window.

**2.6 All Ultimate Holding Companies**

This functionality enables the user to select all the companies that are ultimate holding companies.

1. To search by Ultimate Owners, click the **Ownership data** from the list of search criteria, then select **Ownership Status** and then **Ultimate Owners**.
2. Highlight the world region you wish to include, or all countries to search the world.
3. Click on **OK** and the **Search Summary** Screen will appear showing the criteria used and the options to continue your search or display the search results.

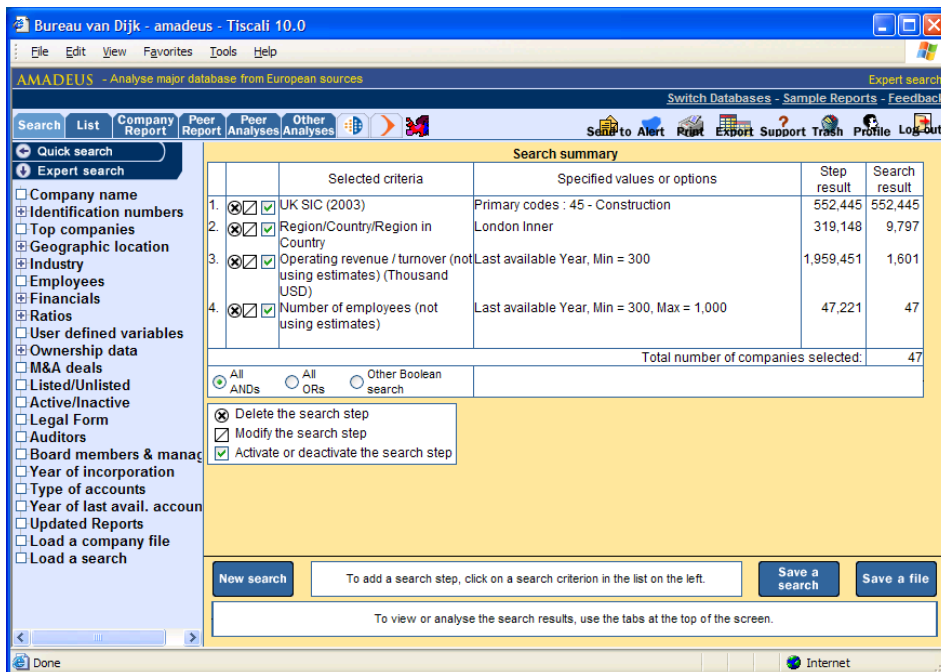


**Note**

- Click the + next to an option in the list to view its subsets.
- Click the – to collapse the list.
- To remove a selected option, unmark it by clicking the associated check box.

**2.7 Using Multiple Search Criteria**

Several search criteria may be used to define a single search. The search shown below will select all inner London construction companies with a turnover of at least £300,000 having between 300 and 1000 employees.



1. The first column, *Step Result*, details the number of companies on the entire database that meet the individual search step. For example, step 4 found 47,221 companies in the database with between 300 and 1000 employees.

2. The second column, *Search Result*, details the number of companies that satisfy the criteria for all the search steps specified up to that point. For example, 47 companies satisfy all search steps up to and including step 4.

## 2.8 Saving Search Strategies & Company Sets

Search Strategy: Any sequence of search steps (a search strategy) can be saved and reused later. This allows you to constantly monitor companies that meet your search criteria. Results may differ each time the search is made as company accounts are updated and added to the database.

1. To save a search strategy select the **Save a search** button from the bottom of the **Search Summary** window. From here you can simply save the search (to the AMADEUS server) or *save to disk* (which will place a file in the location you specify on your computer or network). Enter a name for your search and click **Save**.
2. To load the saved strategy select **Load a search** from the list of search criteria, and select the strategy you want to load from the list by clicking it and selecting **Load** alternatively, click **Load from disk** to select one you have saved on your computer or network.

Company Sets: A company set differs from a search strategy because using it at a later date will NOT produce different results. The saved set is specific to the companies matching your search criteria and will not be affected as company information is updated.

1. To save your company set, click the **Save a file** button from the bottom of the **Search Summary** window. From here, you can save the set (to the AMADEUS server) or *save to disk* (which will place a file in the location you specify on your computer or network). Enter a name for your search and click **Save**.
2. The **Save a File** button also enables you to save a peer group of companies for use later in performing analyses. Be sure to specify "Make this new file the Current Peer Group for all the companies that it includes" before you click **Save**.
3. To load the saved file simply select **Load a company file** from the list of search criteria, locate the file of interest and click **OK**.

## 3.0 Displaying a List of Companies

1. At any time during a search, it is possible to display the full list of companies matching your search criteria by clicking on **List** in the frame at the top of your screen.

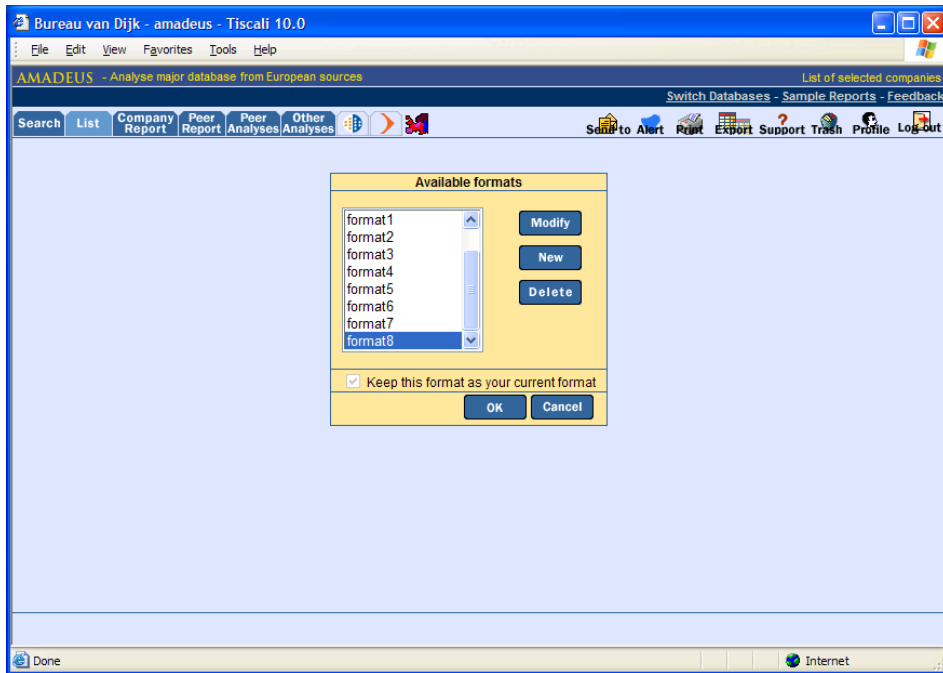
	Company name	Country	Operating revenue / turnover in USD Last Year	Sales in USD Last Year	EBIT Margin (%) Last Year
1.	CANARY WHARF CONTRACTORS LIMITED	United Kingdom	1,457,381	n.a.	1.18
2.	JOHN LAING HOMES PLC	United Kingdom	521,537	n.a.	13.85
3.	INTERIOR PLC	United Kingdom	518,731	n.a.	2.85
4.	LOVELL PARTNERSHIPS LIMITED	United Kingdom	360,331	n.a.	2.67
5.	HEADCROWN LIMITED	United Kingdom	267,433	n.a.	4.50
6.	OVERBURY PLC	United Kingdom	245,869	n.a.	4.52
7.	ALLENBUILD LIMITED	United Kingdom	221,953	n.a.	0.92
8.	BYRNE GROUP P.L.C.	United Kingdom	181,133	n.a.	4.35
9.	RYDON GROUP LIMITED	United Kingdom	173,585	n.a.	5.61
10.	MURPHY PIPELINES LIMITED	United Kingdom	159,322	n.a.	1.58
11.	HAYMILLS (CONTRACTORS) LIMITED	United Kingdom	149,825	n.a.	-6.98
12.	BROADBAND SERVICES INTERNATIONAL LIMITED	United Kingdom	127,338	n.a.	-14.33
13.	BLACK & VEATCH (U.K.) LIMITED	United Kingdom	107,388	n.a.	-2.50
14.	BOTES BUILDING LIMITED	United Kingdom	106,722	n.a.	1.01
15.	BELL GROUP PLC	United Kingdom	102,480	n.a.	6.10
16.	GRATTE BROTHERS GROUP LIMITED	United Kingdom	100,502	n.a.	2.32
17.	AKER KVAERNER PROJECTS LIMITED	United Kingdom	94,703	n.a.	-16.69
18.	FKI ENGINEERING LIMITED	United Kingdom	87,357	n.a.	-25.86
19.	ROSSER & RUSSELL BUILDING SERVICES LIMITED	United Kingdom	86,528	n.a.	1.61
20.	ALFRED MCALPINE UTILITY SERVICES NW LIMITED	United Kingdom	86,480	n.a.	2.70
21.	STENOAK ASSOCIATED SERVICES PLC	United Kingdom	85,273	n.a.	1.11
22.	YARM ROAD LIMITED	United Kingdom	84,217	n.a.	-4.28
23.	SATCHWELL CONTROL SYSTEMS LIMITED	United Kingdom	84,040	n.a.	9.39

2. Clicking on the company name will take you into the report. Clicking on the red report symbol will take you into the executive company report, which is a static report including several standard graphs.
3. By clicking on **Delete** (bottom right of the screen) you can delete companies from the list, choose to delete a range, e.g. 12 to 34, or delete the marked (or unmarked) companies (tick the box next to the company name to mark it).

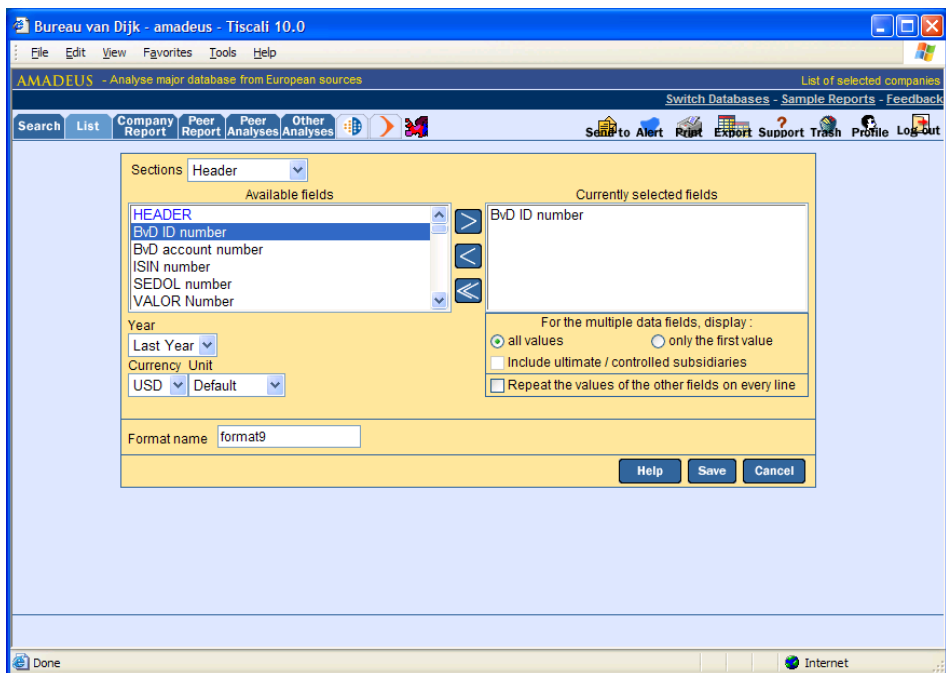
### 3.1 Creating a List Format

List formats refer to the items of company data that are displayed next to each company name in a list. Many user-defined list formats, each with various items of data, can be created and stored to use later.

1. Whilst viewing a list, click the **Format** button at the bottom of the screen. A list of saved formats will be displayed.



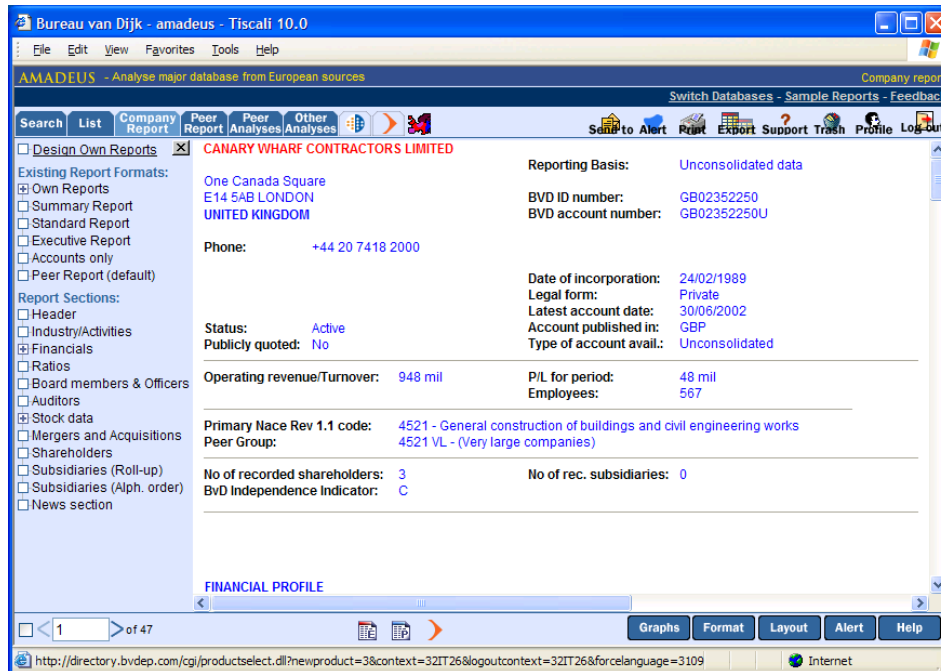
2. Click on the **New** button to design a new format.



3. Highlight the items of data you require from the list and click on the arrow icon to transfer the data to the selected columns list. Repeat the process until all required items are selected.
4. Type a name into the **Format Name** text box so that it can be recalled at a future date. If you do not enter a name, then the database will automatically select a name e.g. format0, format1 etc. Click the **Save** button and your new format will be added to the list of available formats.

## 4.0 Displaying a Company Report

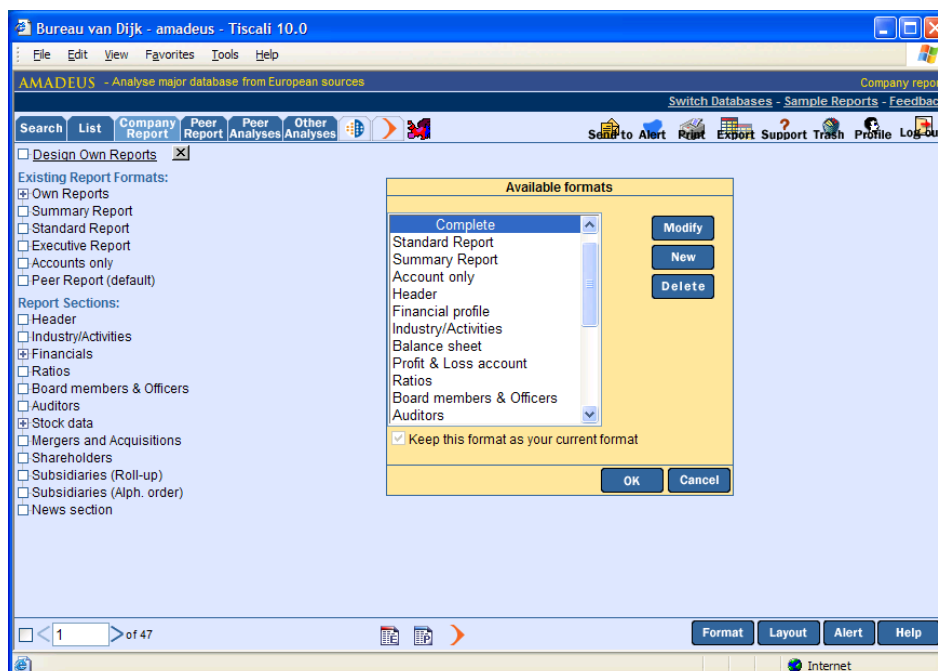
At any time during a search it is possible to display the full information available for the companies matching your search criteria by clicking on **Company Report** in the frame at the top of your screen.



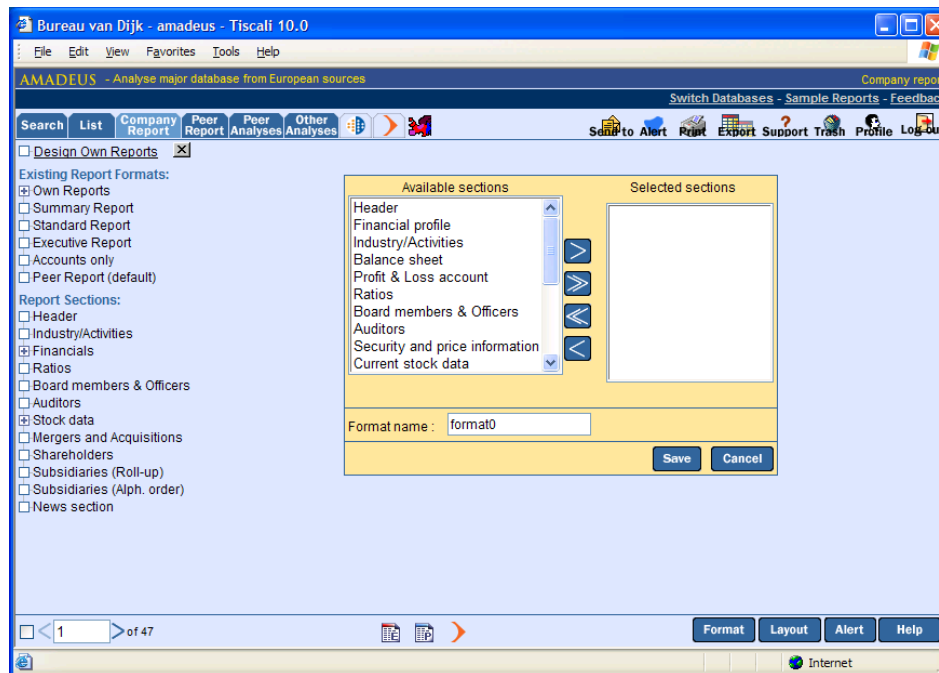
## 4.1 Creating a Report Format

Report formats refer to the sections of information included in a company report, such as Header, Financial Ratios, Cash Flow Statement, Shareholders, Subsidiaries etc.

1. In the company report click on the **Format** button at the bottom of the screen. Any previously created formats will be displayed, in addition to the default. Click on the **New** button.



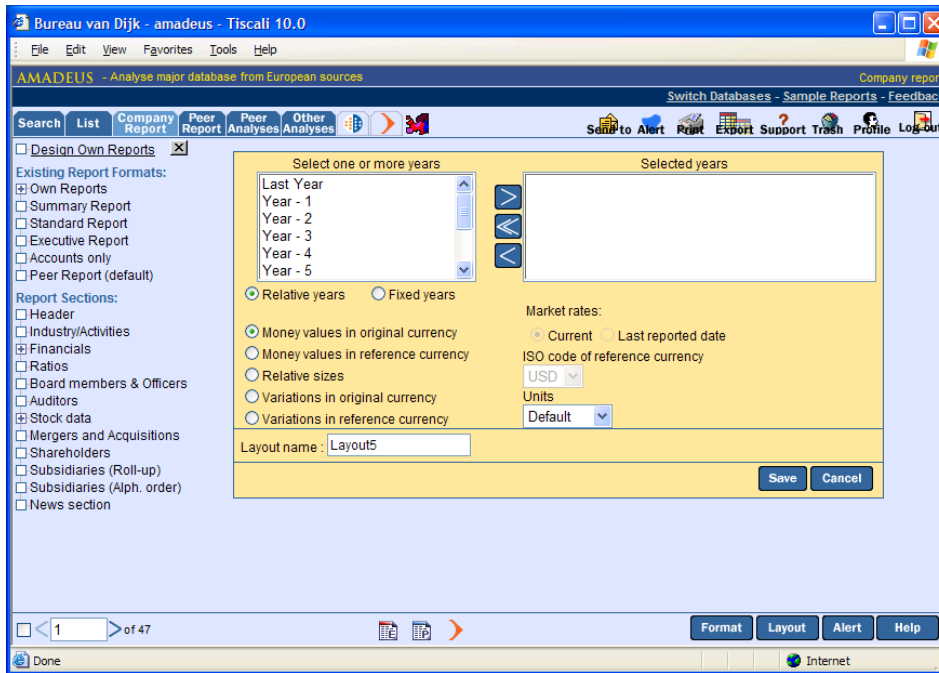
2. Highlight the section(s) you require (e.g. the Balance Sheet), click on the arrow icon so the balance sheet appears in the selected sections box. Repeat this process until all required sections are selected.
3. Give your format a name so it can be identified later. If you do not enter a name for your format, AMADEUS will automatically name it format0, format1 etc.
4. Click on the **Save** button and your new format will be added to the list of available formats.



## 4.2 Creating a Report Layout

Report layouts refer to the columns of accounting data displayed in a company report. The default layout includes the latest ten years of accounts (where they exist) in GBP and the average of these years.

1. In the company report click on the **Layout** button at the bottom of the screen. A list of previously saved layouts will be displayed. Click on the **New** button.
2. Highlight one or more years and click on the arrow icon to transfer it into the selected columns list. You may also want to view the financials in a reference (alternative) currency.
3. Type a name into the **Layout Name** text box so that it can be recalled at a future date. If you do not enter a name for the format, AMADEUS will automatically name it layout0, layout1 etc.

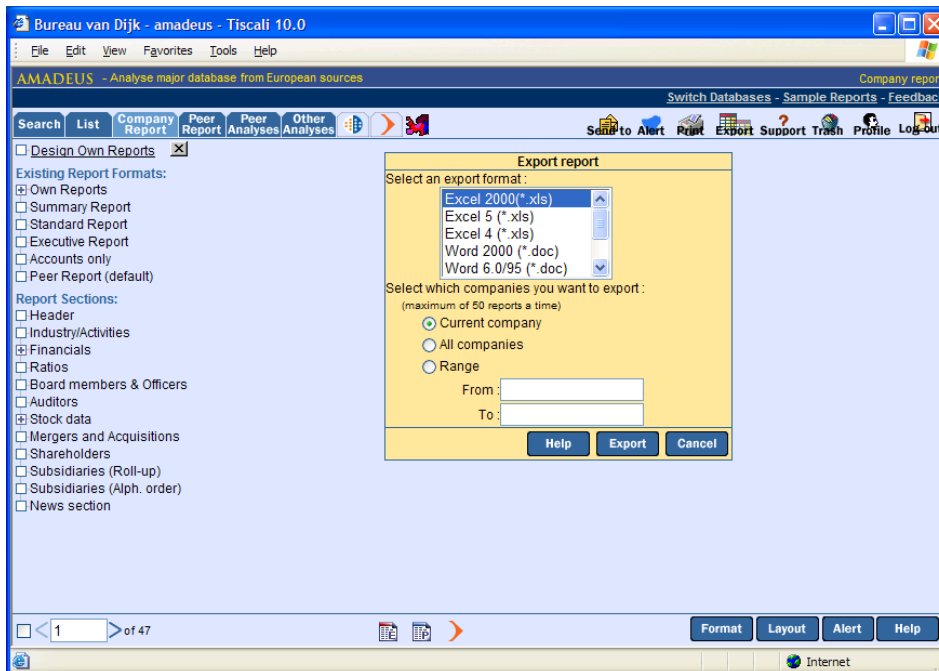


4. Click the **Save** button and your new layout will be added to the list of available formats.

## 5.0 Exporting Company Information

Data can be exported from AMADEUS for use in other software programs including spreadsheets, databases, and word processing. Exports can be performed from lists and company reports.

1. Click on **Export** and the following screen will be displayed:



2. Select the program to which you wish to export and specify the companies to include (all or a specific range). Click on **Export** again and the data will be transferred.

## 6.0 User Support

Bureau van Dijk offers all users full support for both data and technical questions. For assistance, please visit our client support website [www.bvdep.com/support](http://www.bvdep.com/support) or contact your Account Manger or the nearest Bureau van Dijk office:

<u>Location</u>	<u>Email</u>	<u>Telephone</u>
Austria	<a href="mailto:help.vienna@bvdep.com">help.vienna@bvdep.com</a>	49 (1) 958 10 84
Belgium:	<a href="mailto:help.brussels@bvdep.com">help.brussels@bvdep.com</a>	32 (2) 639 06 06
China	<a href="mailto:Help.beijing@bvdep.com">Help.beijing@bvdep.com</a>	86 (10) 6809 5685
Eastern Europe:	<a href="mailto:help.bratislava@bvdep.com">help.bratislava@bvdep.com</a>	421 (2) 5063 3326
France:	<a href="mailto:help.paris@bvdep.com">help.paris@bvdep.com</a>	33 (01) 53 45 46 00
Germany:	<a href="mailto:help.frankfurt@bvdep.com">help.frankfurt@bvdep.com</a>	49 (69) 96 36 65 0
Italy:	<a href="mailto:help.milan@bvdep.com">help.milan@bvdep.com</a>	39 (02) 43 98 22 77
Japan:	<a href="mailto:help.tokyo@bvdep.com">help.tokyo@bvdep.com</a>	81 (3) 5256 6720
Netherlands	<a href="mailto:help.amsterdam@bvdep.com">help.amsterdam@bvdep.com</a>	31 (20) 671 99 26
Scandinavia:	<a href="mailto:help.scandinavia@bvdep.com">help.scandinavia@bvdep.com</a>	44 (20) 7549 5000
Singapore:	<a href="mailto:help.singapore@bvdep.com">help.singapore@bvdep.com</a>	65 6325 1230
Spain:	<a href="mailto:help.madrid@bvdep.com">help.madrid@bvdep.com</a>	34 91 454 70 98
Switzerland	<a href="mailto:Help.geneva@bvdep.com">Help.geneva@bvdep.com</a>	41 22 703 51 43
United Kingdom	<a href="mailto:Help.london@bvdep.com">Help.london@bvdep.com</a>	44 (20) 7549 5000
United States	<a href="mailto:Help.newyork@bvdep.com">Help.newyork@bvdep.com</a>	1 (212) 797 3550