SEARCH: KEYWORD SEARCH

The KEYWORD SEARCH screen allows you to quickly search for keywords and phrases.

Step 1: Choose Your Database
Check off the database that you want to search. You can select several different databases or just a single database.

Step 2: How do you want your Search Results displayed?
You can change the way your search results are displayed by changing the RESULTS PER PAGE, SORT BY, and LIMIT TO FIRST options. If you select the # OF HITS ONLY option, your search results will display the number of matches to your search, not the list of matching organizations. Keep this option blank if you want to see a list of your matching organizations.

Step 3: Enter your Keyword
Enter the keyword in the ENTER KEYWORD field. You can also change the SEARCH MODE to search for phrases, all words and some words.

Step 4: Click the SEARCH NOW button to run your search
SEARCH: QUICK SEARCH

The QUICK SEARCH screen allows you to search fields that are common to all the databases on GOLD, including city and state, contact name and title, organization name, organization type and more.
SEARCH: QUICK SEARCH

Step 1: Select Databases
Check the databases that you want to search. You can search multiple databases at the same time or a single database.

Step 2: Click the CHANGE SUBSET button
Clicking this button updates the search criteria below to match the databases you have selected.

Step 3: How do you want your Search Results displayed?
You can change the way your search results are displayed by changing the RESULTS PER PAGE, SORT BY, and LIMIT TO FIRST options. If you select the # OF HITS ONLY option, your search results will display the number of matches to your search, not the list of matching organizations. Keep this option blank if you want to see a list of your matching organizations.

Step 4: Enter Your Search Criteria
You can select as many or as few search criteria as you want to generate a list that meets your needs.

Keyword Search: Enter keywords or phrases
Organization Type: This pull down screen displays the Chapters and Sub-chapters of the directory. Sub-chapters are preceded by a hyphen. You can select multiple categories by holding down your SHIFT or CTRL keys.
Organization Name: Enter the full company/organization name or a partial company name. You can also select companies from the display box that is generated as you type.
Contact Name: Enter full names, first or last names.
Contact Title: Enter full titles or title keywords.
City: Enter the city name.
State: This pull down menu displays all of the states. You can select a single state, several states by using the shift or ctrl keys, or select ALL to search all states.
Country: This pull down screen displays a country list. You can select a single country, several countries by using the shift or ctrl keys, or select ALL to search all countries.
Zip Code: To search by zip code, enter the full five-digit zip code. To search by SCF, enter the first three digits of the zip code followed by "*" (100*). To search by multiple SCF’s, separate values by a comma (100*, 101*, 102*). You can also use the WITHIN MILES option to search within a specified range of a particular zip code.
Area Code: You can search by a single area code, or you can enter several area codes. Separate multiple values with a comma (860, 203, 212)
Select Only Records With: Check off the TELEPHONE box if you want to locate records that contain a telephone number. Note that records that do not have a telephone number listed will not be included in your search results. Similarly, check the FAX, EMAIL, or URL boxes to locate records that have that particular field of data. Leave these options blank to locate records that may or may not have these fields available.
Clear Search: Click the CLEAR SEARCH button to start over and clear all of your selections.

Step 5: Click the SEARCH NOW button to run your search
SEARCH: SUBJECT SEARCH

The SUBJECT SEARCH screen allows you to locate groups of listings by the subject categories.

Step 1: **Select the Database**
Select the database you would like to search.

Step 2: **Select the Subject Term**
After you select the database, the subject terms for that database will refresh and display in the SUBJECT menu. Make your subject selection by clicking on the subject term.

Step 3: **Click the SEARCH NOW button to run your search**
SEARCH: EXPERT SEARCH

The EXPERT SEARCH screen allows you to search fields that are unique to a particular database, combine multiple search criteria, search by employee size ranges and much, much more. Using the EXPERT SEARCH, users have limitless search options.

1. EXPERT SEARCH screen
2. Search menus
3. Search databases
4. Search fields
5. Search options
6. Search criteria
7. Search limits
8. Search results
9. Search options
SEARCH: EXPERT SEARCH

Step 1: Select Databases
Check the databases that you want to search. You can search multiple databases at the same time or a single database.

Step 2: Click the CHANGE SUBSETS button
Clicking this button updates the search criteria below to match the databases you have selected.

Step 3: How do you want your Search Results displayed?
You can change the way your search results are displayed by changing the RESULTS PER PAGE, SORT BY, and LIMIT TO FIRST options. If you select the # OF HITS ONLY option, your search results will display the number of matches to your search, not the list of matching organizations. Keep this option blank if you want to see a list of your matching organizations.

Step 4: Select the FIELD you want to search
Using the pull-down menu, select the field you want to search. You can search common fields in all databases along with unique fields for the database you selected at the top of the screen.

Step 5: Select the OPERATION
For fields that are searched by keyword, you can select PHRASE, ALL WORDS and SOME WORDS. For fields that have a numeric value, you can select = (equal to), > (greater than), >= (greater than or equal to), < (less than); or <= (less than or equal to)

Step 6: Enter the VALUE
Enter the keyword you are searching for, the numeric value for your operator, or make a selection from the pull-down menu.

Step 7: Click the ADD button
Click the ADD button to add the selection to your search.

Step 8: Do you want to add more search criteria?
If you would like to add more search criteria, click the AND or OR button. Use the AND button to find listings that match both of your criteria (State=Connecticut AND City=Hartford). Use the OR button to find listings that match any of your criteria (State=Connecticut OR State=New York). You can use the UNDO button to clear your last selection and you can use the ( or ) buttons to create levels in your searches. Follow steps 4 through 8 until you have completed entering your search criteria.

Step 9: Click the SEARCH NOW button to run your search
### SEARCH RESULTS

#### Current Search Results:
- **Organization Type:** "Alzheimer’s Disease"

#### Results:
1. **10 Warning Signs of Alzheimer’s Disease**
2. **10 Ways to Help a Family Living with Alzheimer’s**
3. **24-Hour Day**
4. **Activities at Home: Planning the Day for the Person with Dementia**
5. **Advances: Progress in Alzheimer Research and Care**
6. **Aging and Alzheimer’s Disease Center**
7. **Aging and Alzheimer’s Disease Center Newsletter**
8. **Alzheimer Disease and Associated Disorders**
9. **Alzheimer Disease and Associated Disorders: An International Journal**
10. **Alzheimer Early Stages 2nd Edition**

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**View Ranked Results**
- **Business Databases**
- **Health Databases**
- **Education Databases**

**Export Now**

**Save Search**

**Back to Search Page**

**Search Results for:** Organization Type: "Alzheimer’s Disease"
SEARCH RESULTS

1: **Results Counts**
   Shows the number of organizations in your current search, along with the total number of key contacts within those organizations.

2: **Results Page Number**
   You can click on a page number to jump to that page or click on the >>Next 10 button to jump to the next 10 records.

3: **Search Results for:**
   Shows the current search criteria.

4: **Sort By**
   Allows the user to change how the search results are sorted. Click the GO button to re-sort the search results. Options include Organization Name, Area Code, City, Contact Name, Zip Code, State and Relevance.

5: **Results Per Page**
   Allows the user to change the number of search results displayed on each page. Click on the GO button to apply the change to the current page.

6: **Mark Records**
   Click on the boxes in front of the organization’s link to mark/select records. Marked records can be viewed separately, exported and saved. The save and export features are features that your organization can add to your subscription upon request.

7: **Next>>**
   Displays the next page of search results.

8: **Organization Links**
   Click on the link for the organization to view its complete profile.

9: **Quick Link to Web Site**
   Click on the WWW button to open the organization’s website.

10: **Quick Link to Email**
    Click on the Email button to send an email to the organization.
SEARCH RESULTS: VIEW MARKED RECORDS

The View Marked Records option allows the user to quickly and easily create a list that they can view as a group, add records to that group, modify the list as needed, sort and export the group.

1: View Marked Records
Click on the VIEW MARKED RECORDS tab to view only the records that you have marked.

2: Clear Marked Records
Click on the X CLEAR MARKED button to clear the records you have marked.
SEARCH RESULTS: SAVE RESULTS

The Save Results option allows the user to save their search results for later use. No need to do the same searches over and over again with this time-saving option!
Note: The Save Results option can be added to your subscription by request.

Step 1: Click the SAVE RESULTS button

Step 2: Give your results list a NAME for easy look-up later

Step 3: Select ALL RECORDS or MARKED RECORDS

Step 4: Click OK to save your results

Step 5: Click on the MY SEARCHES tab to access your saved results lists
SEARCH RESULTS: EXPORT RESULTS

The Export Results option allows the user to download their results list to print, email or save for later. Plus, users can download contact lists to do their own mailings and fax campaigns, or create lists of sales leads. Note: Mailing List credits can be purchased for an additional fee.

Step 1: Click on the EXPORT NOW button to open the export options page.
SEARCH RESULTS: EXPORT RESULTS

2: Printable Version
Use the PRINTABLE VERSION to create a list of your search results in an easy-to-print format. Select ALL RESULTS LIST or CURRENT RESULTS PAGE and click GO. A new window will display your search results, click the PRINT button to send to your printer. Note: This will display your search results list, not the company profiles. Access to the Printable Version option can be added to your subscription by request.

Printable Version Sample

3: Email Results
Use EMAIL RESULTS to email your search results list. Select ALL RESULTS LIST or CURRENT RESULTS PAGE, enter the email address you would like the list sent to and click GO. An “Email Successfully Sent” message will appear when your email has been sent. Note: This will email your search results list, not the company profiles. Access to the Email Results command can be added to your subscription by request.

Email Results Sample
4: Download Results
Use DOWNLOAD RESULTS to download your results lists. Select ALL RESULTS LIST or CURRENT RESULTS PAGE, select TXT FORMAT to download a Text File, select CSV FORMAT to download an Excel file, or select MS WORD FORMAT to download a Word file and click GO. A new window will open to download your file. You may need to adjust your security settings to download the file. Click OPEN to open your file, or SAVE to save the file to a location on your computer. Note: This will download your search results list, not the company profiles. Downloading Search Results does not reduce the number of mailing list credits on your account. Access to the Download Results command can be added to your subscription by request.

Download TXT Format Sample

Download CSV Format Sample

Download MS Word Format Sample
SEARCH RESULTS: EXPORT RESULTS

5: **Download Contact Sheet or Address**

Use **DOWNLOAD CONTACT SHEET OR ADDRESS** to download a spreadsheet or text file containing the contact information for organizations in your current search.

Note: the Download Contact Sheet or Address option is available as an added feature to your subscription for an additional fee. You can purchase download credits by calling (800) 562-2139 or by emailing gold@greyhouse.com.

Select **ALL RESULTS LIST** or **CURRENT RESULTS PAGE**, then select **TXT FORMAT** to download a Text File, select **CSV FORMAT** to download an Excel file.

You can un-check fields in the Default Fields list if you do not want them in your list. Leave them checked if you want them in your list.

You can also add Optional Fields to your list. Just check off the boxes for Phone, Fax or URL to add them to your list.

You have the option to include One Contact Per Organization or All Available Contacts Per Organization. Note that if you select All Available Contacts Per Organization, your credits will be reduced by the number of contacts you download, not the number of organizations.

For Example, if your list has 300 organizations and 1,000 contacts, if you download One Contact Per Organization, your credits will be reduced by 300 when you download the list. If you select All Available Contacts Per Organization, your credits will be reduced by 1,000 when you download the list.

A new window will open to download your file. You may need to adjust your security settings to download the file. Click **OPEN** to open your file, or **SAVE** to save the file to a location on your computer.
SEARCH RESULTS: SAVE SEARCH

The Save Search option allows the user to save their searches for later use. No need to do the same searches over and over again with this time-saving option!

Note: The Save Search option can be added to your subscription by request.

Step 1: Name Your Search
Give your set of search conditions a name for easy look-up later.

Step 2: Click OK to Save Your Search

Step 3: Click on the MY SEARCHES tab to access your saved searches
Step 1: Click on the MY SEARCHES tab to access your saved results and searches

Step 2: Click on the VIEW SAVED RESULTS tab

Step 3: Click on the results link to access your search results
Step 1: Click on the MY SEARCHES tab to access your saved results and searches

Step 2: Click on the VIEW SAVED SEARCHES tab

Step 3: Select your Saved Search
You can click SEARCH to run the selected search conditions, click REFINE to make changes to the search conditions, or click DELETE to delete the set of search conditions.
Step 1: Click on the MY SEARCHES tab

Step 2: Click on the SEARCH HISTORY tab

Step 3: Select your Search
You can click on REFINE to make changes to your search, or SEARCH to re-run your search. The search history list is cleared when the user logs out of the database. To save your search for another session, use the SAVE SEARCH option.