LexisNexis®
Dossier Business Intelligence Suite

Your essential tool for up-to-date research of the people, companies and industries that matter to your business.

The pace of business has accelerated and is more competitive than ever. You need the right tools that put insights and information into your hands with confidence. We've found that today's searches and queries require more than standard functionality; they require robust features that transform data to decisions. That's where LexisNexis Dossier makes all the difference.

Want to research a company, industry or executive? With LexisNexis Dossier, you'll access our trusted business and news content with search results delivered in an easy-to-navigate interface—allowing you to speed through information, find relevant insights and make decisions more efficiently.

240 Million Companies Across the Globe
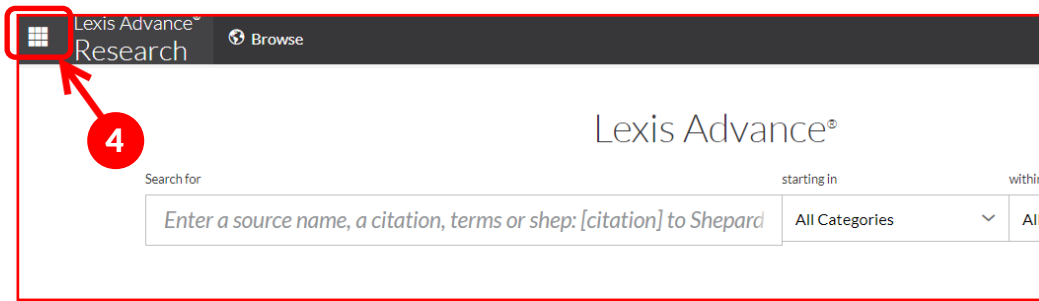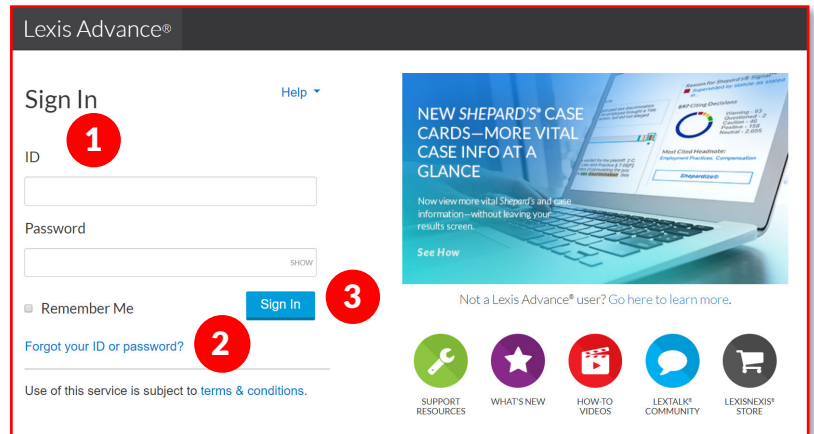
40,000 News and Business Sources

70 Million Executive Profiles

LexisNexis®

Signing Into Dossier

LexisNexis®

Go to the login page: LexisAdvance.com

1 Enter your Lexis Advance user ID and Password.

2 If you have forgotten your password, please click the "Forget your ID or Password"

3 Click Sign In.

4 Once logged in, go to the product switcher in the upper left-hand corner.
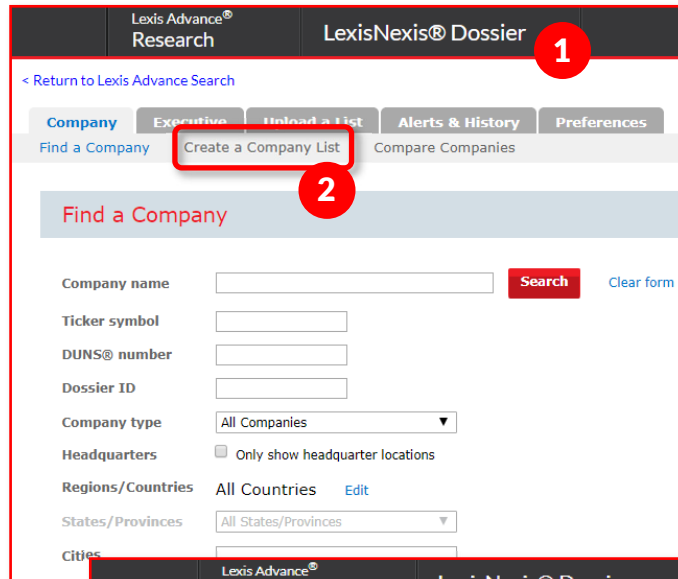
5 Click on LexisNexis® Dossier® from the menu.
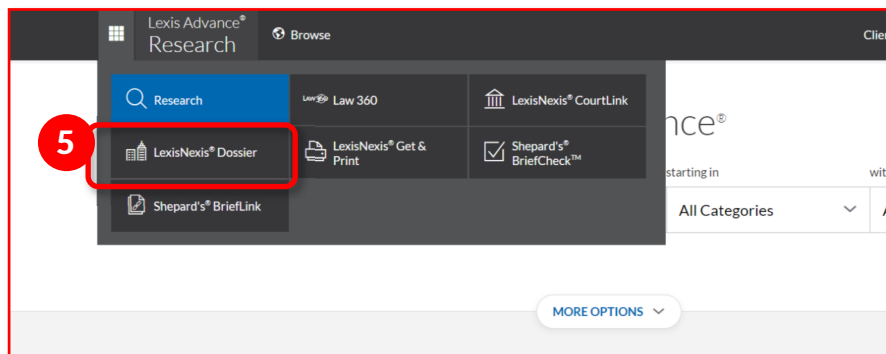
6 After making the selection in the menu, you will arrive to the Dossier homepage.

LexisNexis® Company Dossier
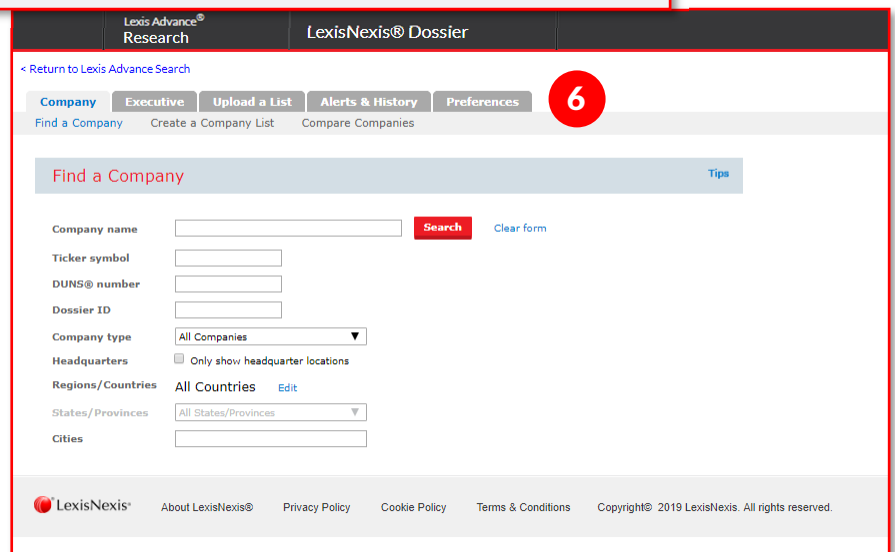
LexisNexis Dossier recently increased the number of companies within Dossier from 80M to more than 240M – including smaller, private domestic and international companies. Here are some quick tips on how to use Dossier effectively,
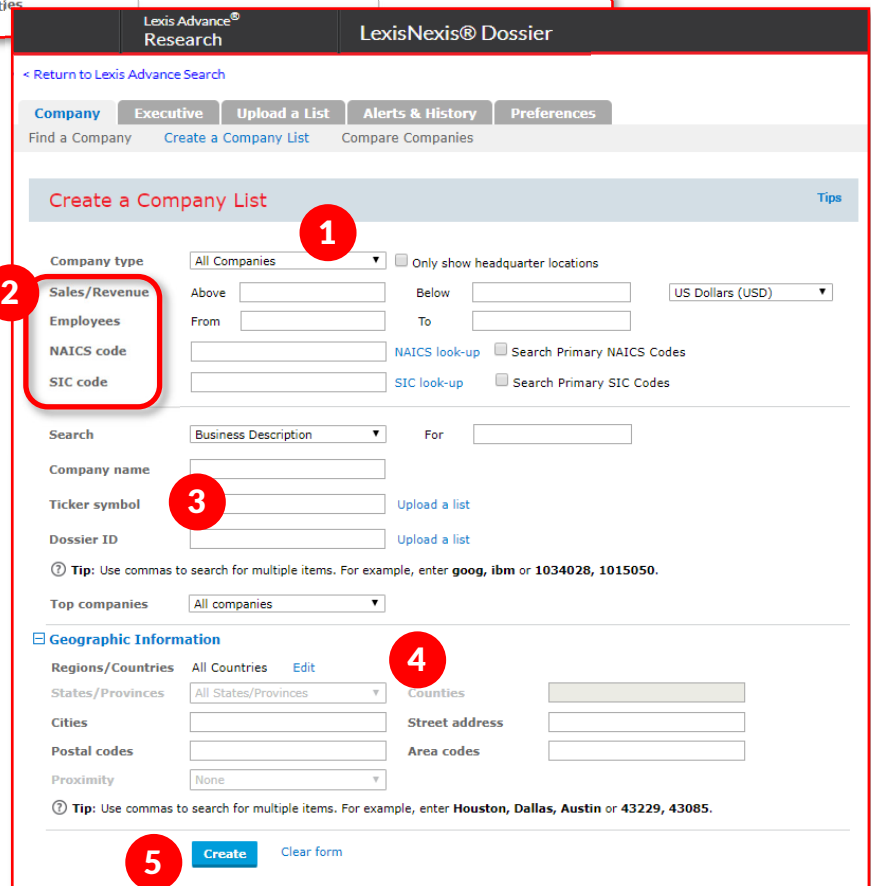
Create Your Search

1 Start at the Dossier homepage.

2 From the Dossier homepage, click on **Create a Company List**

Customize Your List

You will be taken directly to the Create a Company List search screen within LexisNexis Dossier. Fill out the simple **Create a Company List form and hit the create button to** quickly get your results.

1 From the **Company type drop-down**, you can select public or private types of businesses. Also, you can search for all instances of companies or check the box to limit it to only **headquarters**.

2 If you want to go broad, you can build lists from **sales revenue, employee size, NAICS codes, or SIC codes**.

3 If you are looking for specific companies, you can search by **Company Name, Ticker symbol or Dossier ID**.

4 If there is a particular region of the world you are targeting, be sure to fill out **Geographic Information**.

5 Once your form is complete, hit **Create**.

Customize your List

Once you hit Create, you will land on a Company List – Preview screen, where you can view some of the companies on your list and the count of companies that met your criteria. To customize and download your list, click the customize button.

You will go to the Customize Your Company List Window.

1 Select the number of results you seek.

2 Choose what information you want in your company list, including attributes surrounding Contact, Company, Financial, and Internet information.

3 Click the Update button.

Customize and Download your List

Once you update, you will return to Your Company List – Results page.

1 From here, click on the blue Download button.

2 A pop-up window will appear for you to select from downloading as a Microsoft Excel spreadsheet or a CSV formatted file.

3 Once you select the file type, click on the blue Download button, and you will automatically start to download your list.

Generate a Snapshot Report

The company snapshot provides important news, records and financials about the company you are researching. From the main screen, you will see quick information on the company, headquarters, earnings, stock prices, executives and more.

1 To generate a **Snapshot Report** for any company on your list, simply click on the **company name** within your results list.

2 If you want to go back to our Company List, click on the **Return to Results** link at the top of the Snapshot Report page.
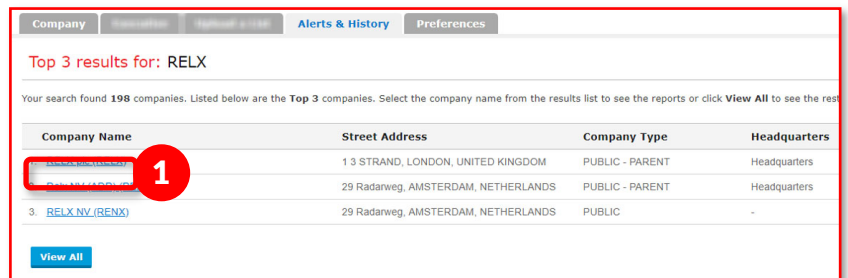
Click on links within the snapshot for more information or dig into the details with the left-hand navigation.
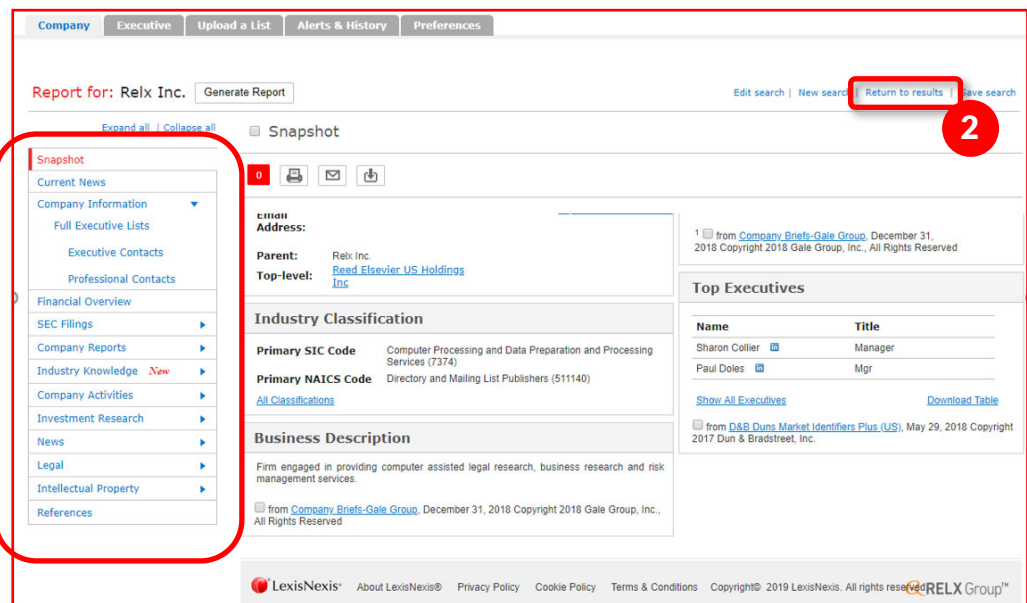
- Review current news which you can sort by date or relevance, or review news by top publication, topic or region

- Company information includes company brands, competitors, company hierarchy and executive details

- Get quick visuals and details of year-over-year financials

- SEC files include executive compensation, corporate articles and bylaws, contracts, insider trading files, proxy statements, ownership filings and 8-K, 10-K and 10-Q filings

- Company activities show mergers and acquisitions

- Investment research includes analyst reports

- Click to see recent cases and legal reports

- Intellectual property includes information on patents, trademarks, and US copyrights
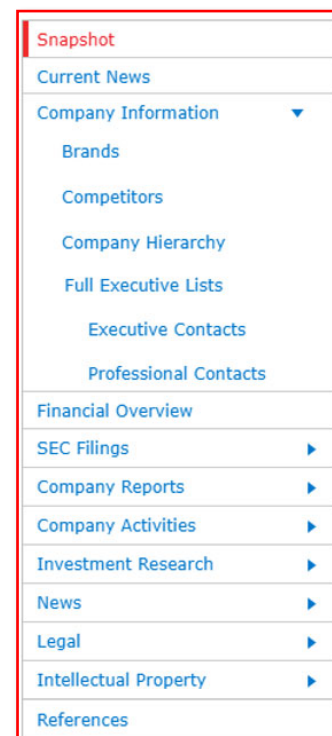
As you are reviewing documents, select the ones you want to save, download, print or share **by clicking on the check box.**

1 A red box will show you how many documents you have selected.

2 **Print, email or download** your selected documents. Click on your desired delivery method, and be sure to **review** the **formatting** (select font and a cover page) and **file options** (you can choose to download your file as a .pdf, .doc or .rtf).

Dossier will combine the documents into a single document.

Save Your Search Query

If you anticipate the need to rerun the same list search, you can save your search.

1 Click on the **Save Search** link at the top of the Results page.

2 **Name your search** and click **Save.**

3 Your search has been saved. It is now available in **Saved Searches** under the **Alerts and History tab.**

LexisNexis® Executive Dossier

If you are seeking information on a specific company executive, start with Find an Executive. Here are some quick tips.

Find an Executive Search

Fill out our simple Find an Executive **form and hit the red search button** to quickly get your results.

1 If you know the executive you are looking for, simply enter their name in the designated fields. Specifically, the last name is required for an Executive search.

2 You can select from Executive Profiles, All News, Negative News, SEC Filings, Congressional Testimony and United States Case Information.

The search will provide you with the results based on your inquiry, defaulting to the first source types you selected.

3 Click on the **blue links to the left** (such as Executive Profiles or SEC Filings) to view the results under each source type.

4 Check the boxes of the results you would like to:

- **Print:** You can print your results list or full documents by clicking on the **printer icon**. Then, click on the blue **Print button**.
- **Email:** By clicking on the **envelope icon**, you can email your results list or full documents as a .pdf, Word .doc or Rich Text Format document. Then enter your email addresses (up to 3) and click the blue **Send button**.

- **Download –** Click on the icon with the **downward-facing arrow icon** to download your full documents or results list. Select from downloading as a .pdf, .doc or .rtf file type. Then, click the blue **Download button** the file(s) will begin downloading to your computer.

Create Your Executive Search

Fill out our simple Find an Executive **form and hit the red search button** to quickly get your results.

1 Job Title – Search with title, specialty and function.

2 Company – If you are looking for executives within specific companies, you can search by **Company**

3 Name, NAICS code, Ticker symbol or Dossier ID.

4 Geographic Information – You can target a region of the world from countries to street addresses.

Once your form is complete, hit **Create**.

Customize and Download Your List

5 Once you hit Create, you will land on an **Executive List – Preview** screen where you can see some of the executives on your list and the count of executives who met your criteria.

6 To customize your list, hit the **Customize** button and you will go to the **Customize Your Company List**.

7 Select the **number of results** you seek.

8 Choose what information you want in your list, including attributes like their **Contact Information, Executive, Company** and **Financial Profiles**.

9 Once you've specified your attributes, click **Update**.

Save and Download Your List

1 Once you Update, you will return to Your Executive List – Results page.

2 From here, click on the blue Download button.

3 A pop-up window will appear for you to select from downloading as a Microsoft Excel spreadsheet or a CSV formatted file.

4 Once you select the file type, click on the blue Download button to download your list.
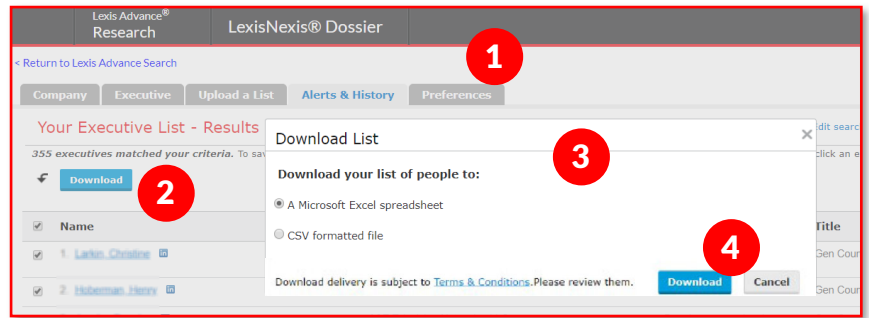
Save Your Search Query

If you anticipate the need to re-run the same list search, you can save your search.

5 Click on the Save Search link at the top of the Results page.

6 Name your search and click Save.

7 Your search has been saved. It is now available in Saved

8 Searches under the Alerts and History tab.