## Company (equity) reports

Connect to **Mergent Online** through our moodle database course, <u>Library Information Sources for Business Students</u> or via our <u>Business, Marketing and Economics</u> library home page. If you are not already logged in, you will be asked to enter your Brookes username and password.

1. From the **Mergent Online** home page click on the **Investext** tab.



2. Click on **Name** or **Ticker** button to search for a company.



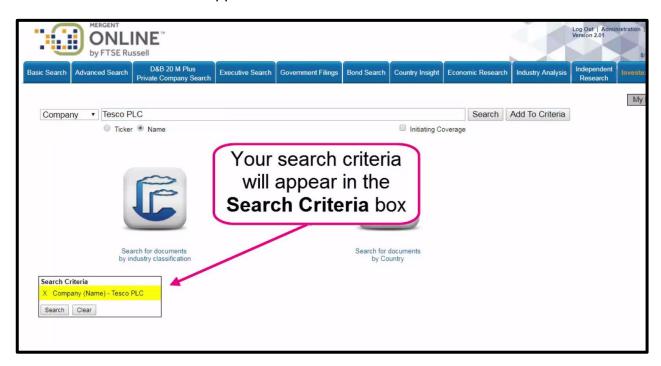
3. Type a company name (e.g. **Tesco PLC**) if searching by name.



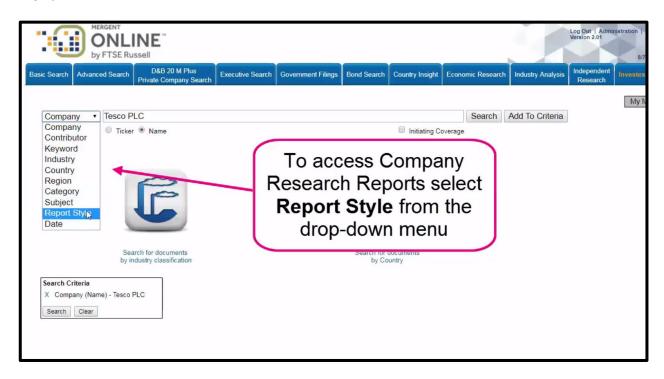
4. Click Add To Criteria button.



5. Your search criteria will appear in the Search Criteria box.



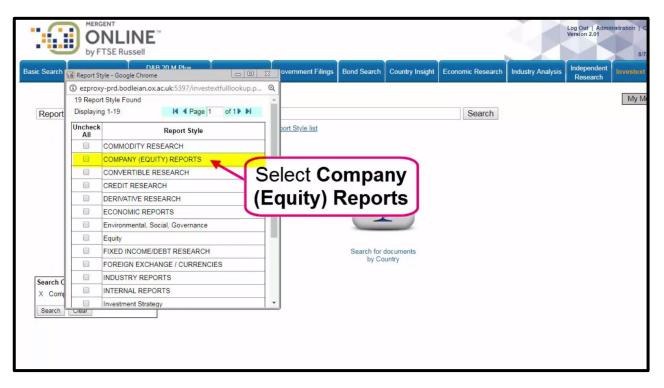
6. To access **Company (Equity) Reports** select **Report Style** from the drop-down menu.



7. Click on the Click here to view Report Style list link.



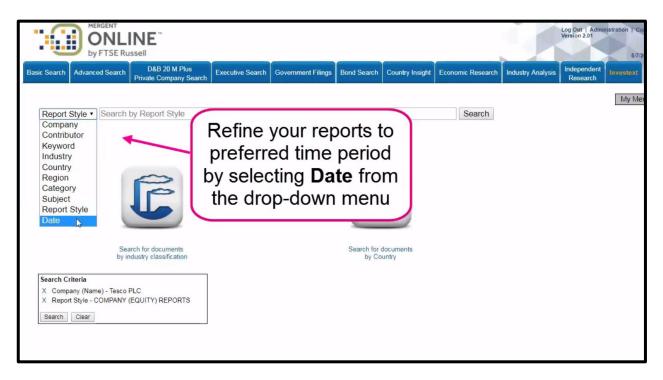
8. Select Company (Equity) Reports.



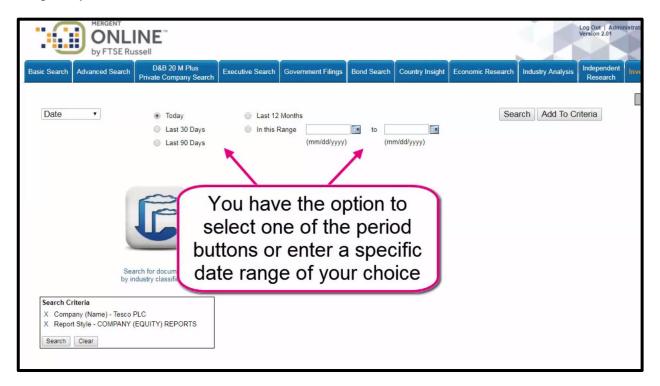
9. The report style **Company (Equity) Reports** now appears in the **Search Criteria** box.



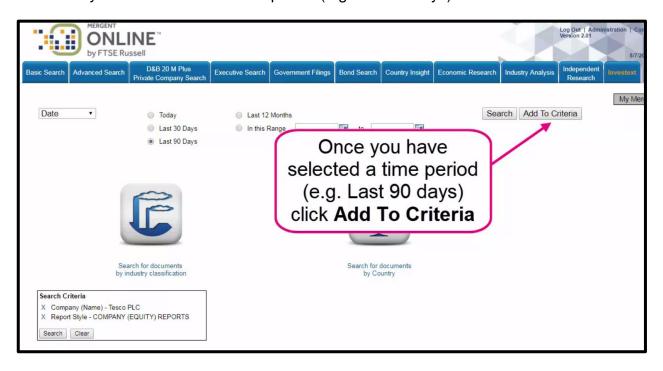
10. Refine your reports to a preferred time period by selecting **Date** from the drop-down menu.



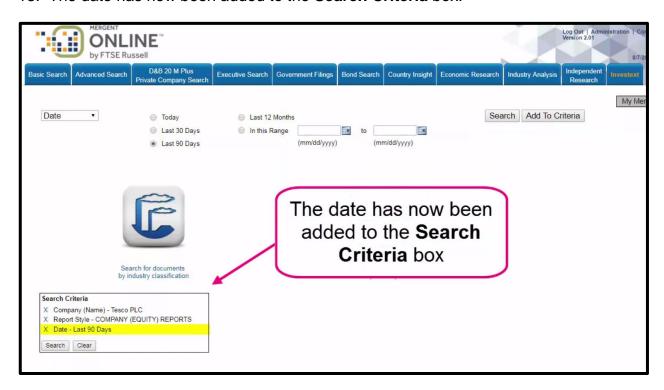
11. You have the option to select one of the period buttons or enter a specific date range of your choice.



12. Once you have selected a time period (e.g. Last 90 days) click **Add To Criteria**.



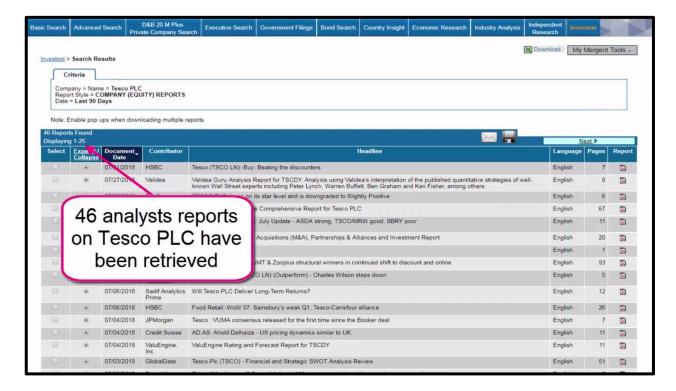
13. The date has now been added to the **Search Criteria** box.



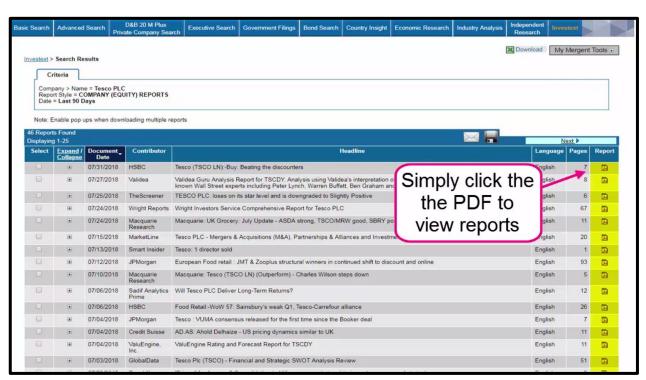
## 14. Click Search.



## 15. You can see that there are 46 Company (Equity) Reports found on Tesco PLC.



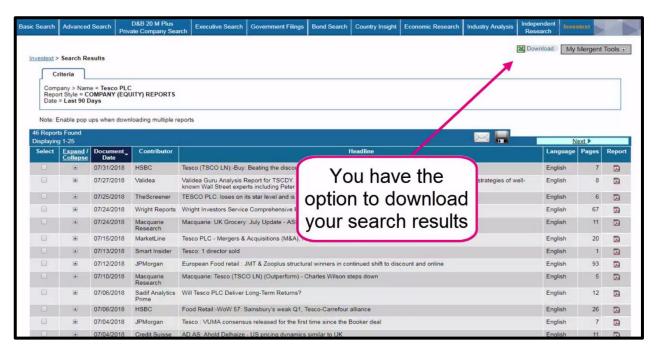
16. Click the PDFs to view reports.



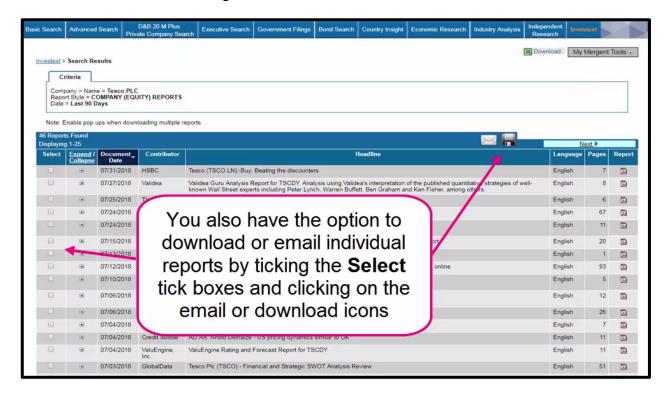
## 17. This is a report by GlobalData.



18. You have the option to download your search results.



19. You also have the option to download or email individual reports by ticking the **Select** tick boxes and clicking on the email or download icons.



If you need further help using **Mergent Online** please contact the business librarians at <u>businesslibrarians@brookes.ac.uk</u> or on 01865 485851. Alternatively, please feel free to drop in and speak to us.