Osiris – searching for a known company

1. Go to summon - www.library.hud.ac.uk
2. Click on Subject Guides By your Librarians (in the links box on the left)
3. Click on Business
4. Select Accountancy & Finance
5. Click the 'Company & Finance Information' tab in the resources box
6. Select Osiris - if prompted enter your username and password (they are same details you use for logging on to a PC)
7. When you know the company you are looking for you can simply type the name into the search box and select the one you want:

8. You will then be presented with a standard company report:

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You can scroll down through the report to find the information you require or you can skip to sections using the options in blue on the right hand side.

However, if you select the sections icon (circled in red) then you can customise the report to fit with your needs.
9. Clicking on the sections icon will bring you to the report formatting screen, from here you can select what information and data you want in your report. The standard report options are in the box on the right. You can un-tick the item you do not require. You can also add options from the list of the left by clicking on them.

If you see [Display options] this means you can customise that option, e.g. changing the currency or the years the data is from.

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Once you have selected the options you require for your report click ‘ok’. You will then be taken back to the company report but it will now show you selections.

10. If you want to Export some of the data you can do then when you see Export or Options.