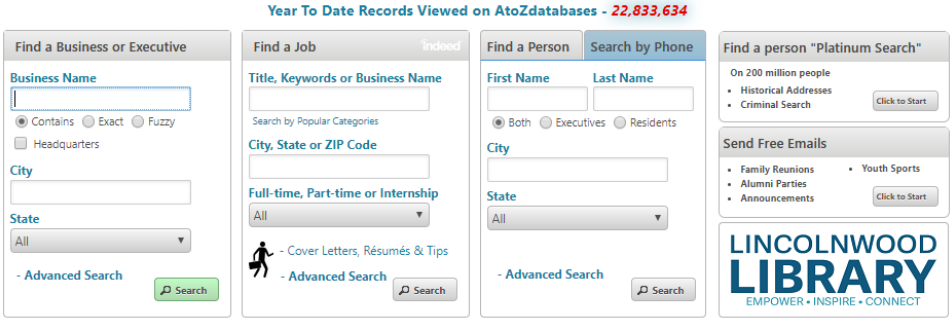
DIGITAL RESOURCE GUIDE

BUSINESS & INVESTING

AtoZ databases



Premium business information database

LINCOLNWOOD LIBRARY

What is AtoZdatabases?

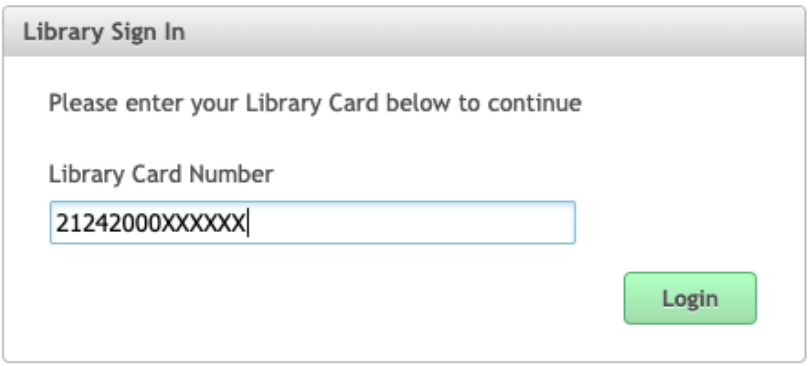
AtoZdatabases is a premium business, residential, and job openings database. Its business information is triple checked by personal contact, websites, and search engine verification. Other information sources include SEC filings, yellow and white pages, and other public and private records. Its jobs listings are sourced from Indeed.com, but AtoZdatabases supplements this freely available, public information with its proprietary information about the actual businesses offering the jobs.

Business listing information includes executive names, number of employees, revenue estimates, and more.

People information includes full names, phone numbers, addresses, neighbors, criminal background, and more.

How to Access AtoZdatabases

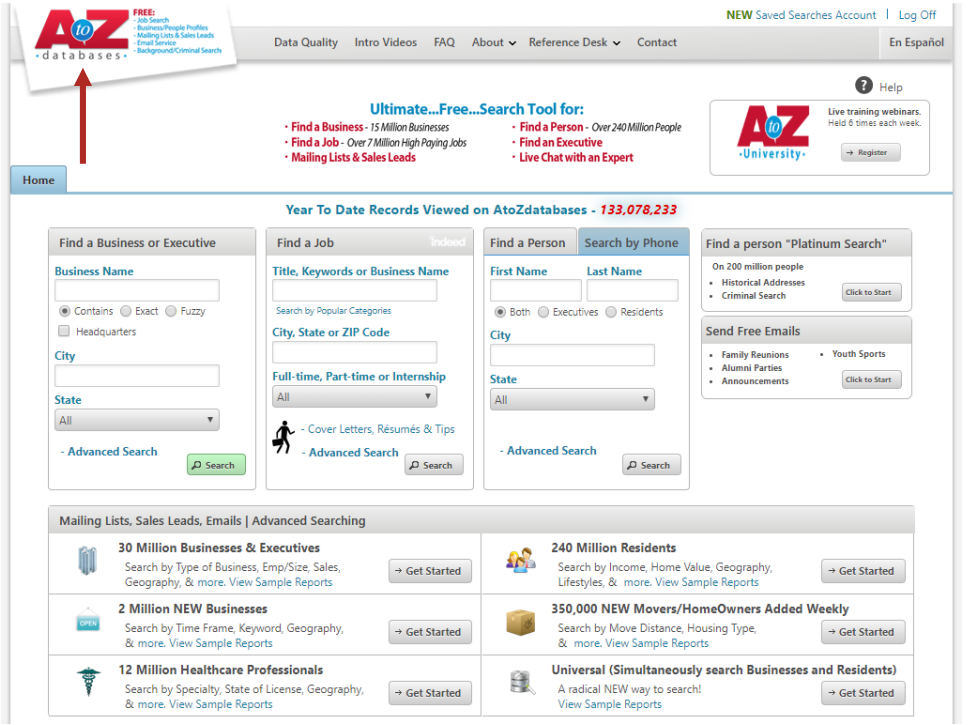
1. Go to the library's website, lincolnwoodlibrary.org
2. Hover over **Resources**. Select **Resource Quick Links.**
3. Select **View Resource** to the right of **AtoZdatabases**.
4. If you're outside the library building, you will need to enter your full Lincolnwood **Library Card Number**, **21242000XXXXXX** without the spaces and click **Login.**



For more information about using library resources, please visit our website lincolnwoodlibrary.org or stop by the Adult Services desk in the library.

AtoZdatabases homepage

The homepage of AtoZdatabases has quick links to all of their premium search databases. You can click the **AtoZ logo** at any time from the top of any of their pages to start a new search.



The menu bar includes links to pages about AtoZ's **Data Quality**, **Intro Videos**, frequently asked questions (**FAQ**), and more.

Find a Business or Executive, **Find a Job**, **Find a Person**, and **Search by Phone** allow you to enter basic searches from the homepage.

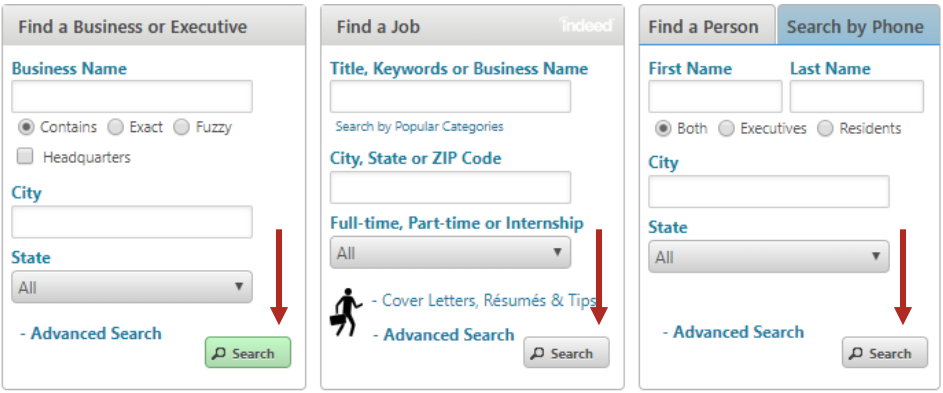
For in-depth, customized searches, click **Advanced Search** beneath any database.

The **Advanced Searching** box at the bottom of the AtoZ homepage has custom databases for specific searches that require finesse like searching for **Healthcare Professionals**.

Basic searches

On the AtoZ homepage click into **Find a Business or Executive**, **Find a Job**, **Find a Person**, or **Search by Phone**.

- Enter as much information as you know about what you're looking for. The more information you enter, the more targeted your search will be, the better your results.
- For searching by phone, simply enter numbers without () or – characters like 8476775277 for the Library.
- Click any of the **Search** buttons to see results.



Viewing results

Find and click the business name or job title if you want to see its full page.

- Selecting job titles will take you to their application pages, whether on Indeed.com or directly through employer sites.
- All other results will take you to full information pages.
- Browse the information using the **Quick Links** on the left side.
- To export the result, select either **Print** or **Email**.
- Select **Back to Results**, **Revise Search**, or **New Search** to exit a full listing.
- If any information is incorrect, select **Data Feedback**.
- Information varies per listing but may include address, phone, executives, website/social media, phone number, SIC and NAICS codes, employees, income/revenue, neighbors/area competitors, expenditures, and more.

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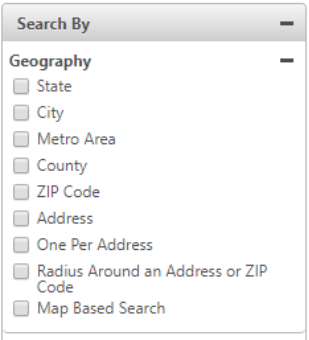
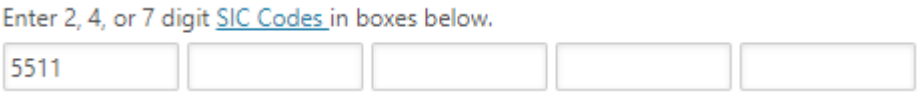
On business pages, the **Corporate Linkage** section indicates if the business is a part of a larger company. An **up arrow** will take you to the parent company. **Down arrows** mean you are on a parent company and will take you to a list of the companies it owns. The **corporate tree icon** takes you to a page outlining the full structure of the larger business.

Advanced searches

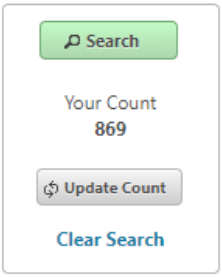


Click any of the **Advanced Search** buttons on the AtoZ homepage to start a detailed search. For this example, a business search.

- Select the fields you want to enter by checking boxes under **Search by** on the left. Some of the many available fields include **Metro Area**, **Keyword**, **SIC** and **NAICS Codes**, and **Annual Revenue**. **City**, **Metro Area**, and **County** all include State automatically.
- Once you've selected **Search by** fields, they will appear in the middle of the screen. Each of these fields works a bit differently with drop down and scrollable lists for locations and other structured data, text entry boxes for keywords and SIC/NAICS codes, +/- trees for major industry groups, selection boxes, and more.

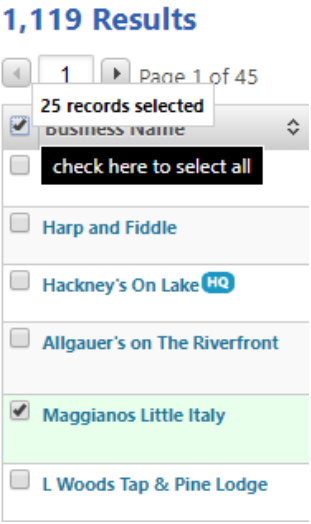


- Before viewing results you can **Update Count** to see how many results your current Advanced Search settings will yield. If you were expecting a different number of results, you can redo search options. Or you can use **Clear Search** to start over if necessary.
- Click **Search** to view full results.



Advanced Person, Phone, and Job searches all work similarly.

Downloading results



Whether you've done a basic or advanced search, you may want to download the results. AtoZ allows you to download up to 1000 results at a time.

- Checkboxes are to the left of results.
- Select individual records by clicking individual check boxes.
- Select whole pages of 25 records by clicking the check box all the way at the top by the column label **Business Name**.
- After selecting records on a page, use the ► arrow to go to the next page.
- The count of results will update as you select results on multiple pages. If you accidentally try to select more than 1000 results, you will receive an error message.

When you have selected the results you want, select the **Download** button.

- In the menu that appears, select a **Format**.
- **Choose a Level of Detail** (**Details View** shows everything).
- Select **Continue**.

The file downloads to your default file location where you can open it and use the data. Email addresses you can see in individual records don't download to prevent spam.

To download more than 1000 results:

- Download the first 1000 as described above.
- Click **Revise Search** above the results.
- Don't change anything on the search page, just immediately press the green **Search** button again.
- Select the page number box and type **41** and hit **Enter/Return** on your keyboard to go to results 1001+.
- Follow the above instructions for selecting and downloading more results.

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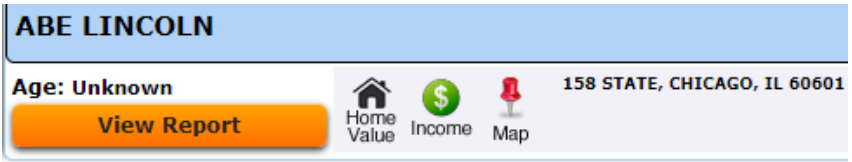
Find a person Platinum Search

AtoZ's Platinum Search partners with Locate America.com to provide basic criminal background searching and historical address search to help you track down lost neighbors or figure out if a baby sitter or other contractor is trustworthy.

- From the AtoZ homepage, select **Click to Start** under this section.
- It will automatically log on to Locate America.com as a Lincolnwood cardholder.

Search by...Person

- Click **Person** from Locate America's homepage.
- On the **Search Criteria** page, enter as much information as you know about the person you're looking for. Select **Search**.



- On the search results page, you can click **Home Value**, **Income**, or **Map** to quickly evaluate listings.
- Click **View Report** to see everything about a result.
- Person search reports typically list information like age, marriage, addresses, phones, relatives, and neighbors.

Search by...Criminal

- Click **Criminal** from Locate America's homepage.
- On the **Search Criteria** page you must enter a **First** and **Last** name. Adding more information helps with search accuracy.
- Click **Search** to see results.
- This basic search will display results that typically list **name**, **age**, **gender**, **offense**, **race**, and the information **source**.

Name:	ABRAHAM LINCOLN	**Source:**	Johnston County Sheriff's Office
Age:	37	**Offense:**	RESISTING PUBLIC OFFICER
Gender:	Male	**Race:**	

For more detailed instruction, book a one-on-one session with a librarian. Registration requires a Lincolnwood Library Card. For scheduling, contact Adult Services at (224) 233-1859.

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Looking for even more information on businesses? Check out **Morningstar Investment Research Center.**

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