



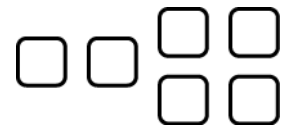
# Computer Resources TIP SHEETS

CODE	TITLE
CR - 1	Scott's Directory

**Navigate this document in several ways:**

- use bookmarks
- use page icons
- use the scroll bars
- use buttons:  
the Table of Contents has buttons to each chapter (mouse over heading and click),  
and the bottom right of each page has a button that will get you back to the Table of Contents

# Scotts™ Directory Web Version



Access to Scott's™ Directory is provided in our Employment Resource Centres, and offers over 74,000 Ontario employers in manufacturing, distribution, and service sectors.

The directory allows for searches to find company names, as well as more complex searches using multiple items such as city, industry and products. It is a useful tool to gather information for targeting employers in a field/industry and preparing for interviews. You can also export search results into an Excel spreadsheet.

## To Access Scott's Directory Online:

- Click on Scott's Directory icon on desktop OR
- Using the Internet Favourites, click on "ERC Links"; then click on "Scotts Directory" under Business Directories
- Ask staff for Login ID and Password

## Specific Industry / NAICS Code Search

- In the left menu, click on "NAICS" then "All NAICS"
- Click the down arrow to the right of the selection box with "111000 Crop Production"
- Click on an industry. Scotts will load a list of subgroups in the box below
- Click on "↓" to send item(s) from that industry to the box below, then click "Search". The total number of companies and their names will appear
- Select other criteria from left menu to narrow down your search, such as city, # of employees and click "Search"
- Printed at the top of the search page is the number of companies that meet the search criteria. To view an individual company, click on the company name
- Click "Back to Search Designer" to return to the list

## Business Type Search

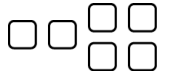
- Click on "Business Type" under the "Products" section in the left menu. This will provide a more general search versus using NAICS codes. Sample categories include "Manufacturer" or "Construction"
- Click on desired "Business Type" from the selection and move it to the right box using the arrows provided. Click "Search". Select other search items as needed
- To view an individual company, click on the company name

## Find a Specific Company

- Click on "Company", then "Company Name" under Demographic section from the left menu
- Type name of company into text box
- Click on "Contains value" or "Starts with value"
- Click "Search" to display results

## Please Note

- Click "Log out" when you are finished with Scott's Directory. Failure to do so will result in not being able to reenter the site for 20 minutes.



## To Save Search Information into MS Excel

- Complete search and have “Search Results” page on screen
- Click on “Output Manager” located at the top of the screen, then select “Data Download”
- Select desired fields, and click “Download”
- Once the file has been downloaded, a link with the file name will appear, in blue. Click on that link, and select “Open” to view
- You will see an Excel spreadsheet complete with company information
- Click on “File”, then “Save As”
- ‘Save in’: Select “3 ½ Floppy (A)” to save to a disc or “Removable Disc (E)” to save on USB storage stick or save to desktop for attaching to your email
- Before finalizing the save, change “Save As Type” at bottom of box to “MS Excel 97”, then click “Save”

## Sample Home Page

The screenshot shows the Scott's Directories website interface. On the left, a box titled "Log off" points to the "LOG OFF" link in the top right corner. Another box titled "Output Manager to save search to MS Excel" points to the "OUTPUT MANAGER" link in the top navigation bar. A box titled "Geographic Search by City" points to the "GEOGRAPHIC" search category in the left sidebar. A box titled "Search for a Specific Company" points to the "COMPANY" search field under the "DEMOGRAPHIC" category. A box titled "Search by Business Type or NAICS Code" points to the "PRODUCTS" search category. The main content area displays "Total Companies: 74,259" and provides instructions on how to use the search engine, including a warning about logging out properly.