Accessing the database

To access the databases, go to the Sainsbury Library website at http://www.bodleian.ox.ac.uk/business or on the MySBS intranet at https://my.sbs.ox.ac.uk/user/login (for MBS members only) and click on DATABASES.

If accessing this database outside the Oxford network, you will be prompted for your Single Sign-On (SSO)

**NB**: Thomson One can only be accessed through Internet Explorer. Please see the separate guide *Problems with Accessing Thomson One* if you experience any difficulties loading PDFs from Thomson One.

If accessing this database outside the Oxford network, you will be prompted for your Single Sign-On. (SSO)

Searching by company

The first keyword search box enables searching for individual companies by name or company symbol.
Viewing analyst reports

Scroll to the bottom of the webpage to **LATEST 5 RESEARCH REPORTS** and click on **COMPLETE LIST**.

Click on the title link to see the contents webpage of the report.
Either tick next to **Select All Reports** to view the whole report or select the individual sections of the report that you want. Click on the **View** button to see the full text.

### Searching by industry and other criteria

1. To search the database by industry click on the **RESEARCH** link on the top options panel.
2. Then select **Advanced Search** to the right of the screen to search by a variety or combination of criteria, such as; report text of title keyword, location, industry, analyst, or other criteria.

3. Use the search box to enter your criteria. Note that you can also specify the time period (for example, last 90 days, last 5 years) in which you want the reports to have been produced. Click on **SEARCH** to return a list of relevant reports.

**Saving and printing**

Use the [ ] symbols at the top of a report’s webpage to save or print a report.