



## Retrieving Report Headings

When using CCN Company Profiler, your first action is to use the input area to define which UK-registered limited company you wish to view.

The CCN Company Profiler Input Area is arranged as follows:

Current Name	<input type="text"/>	<input type="button" value="Send"/>	
Company Type	<input type="text"/>	<input type="text" value="Data"/>	<input type="button" value="Clear"/>
Company Name	<input type="text"/>		
Company No.	<input type="text"/>	Ref	<input type="text"/>

Click on the required item for more information.

**You can make your initial enquiry using one of the following two methods:**

- By entering a Company Name, or
- By entering a Company Number.

Once the initial enquiry is made, a corresponding entry is added to the library using either the Company Name/Number or the Reference (if one was entered) as the heading.

If information is available for the selected company, you will be presented with a list of Report Headings so that you can choose which aspects of the report to retrieve.

### See also

[Making a CCN Company Profiler Enquiry](#)



## Entering a Company Name

Begin entering the name within the Company Name field (refer to entering [Abbreviations](#) and [Initials](#)) until the text changes to green. At this point an initial enquiry is made and a list of possible matches is returned.

Note: If you have entered the complete name and the text still does not change colour, click the Send button to force an enquiry.

If one or more matches are found for the entered text, the green portion will change to red and you can select the required company by:

- Continuing to type the name until the company is uniquely defined, or
- Highlighting a returned company name in the list.

You can immediately ascertain whether a report is available for a highlighted company name by the reaction of the Data field:

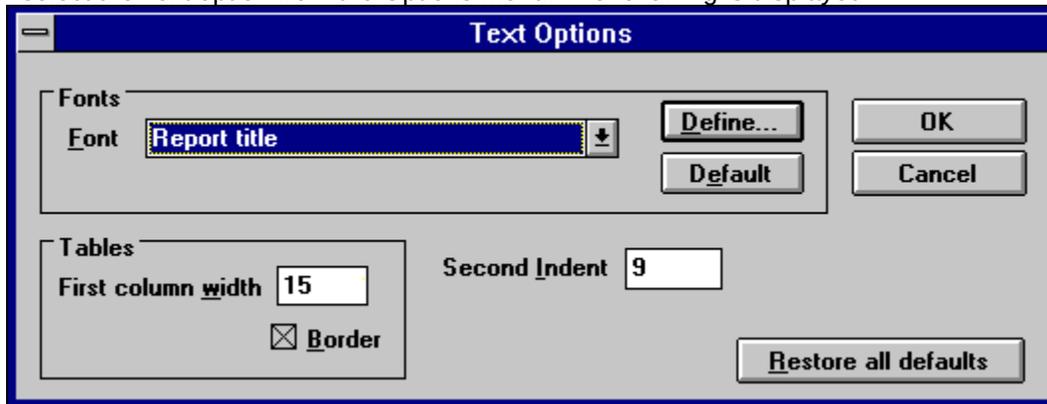
- A
- ✓ symbol indicates that information is available.
- A
- ✗ symbol indicates that information is not available.

If the highlighted company is correct and information is available, double-click on it or press the TAB key to view the Report Headings in the lower portion of the Product Area.

[Return to Previous](#) ◀

## Text Formatting

To configure the manner in which text is displayed, click the Text Options button from the toolbar or select the Text option from the Options menu. The following is displayed:



The image shows a dialog box titled "Text Options" with a blue header bar. It contains two main sections: "Fonts" and "Tables".

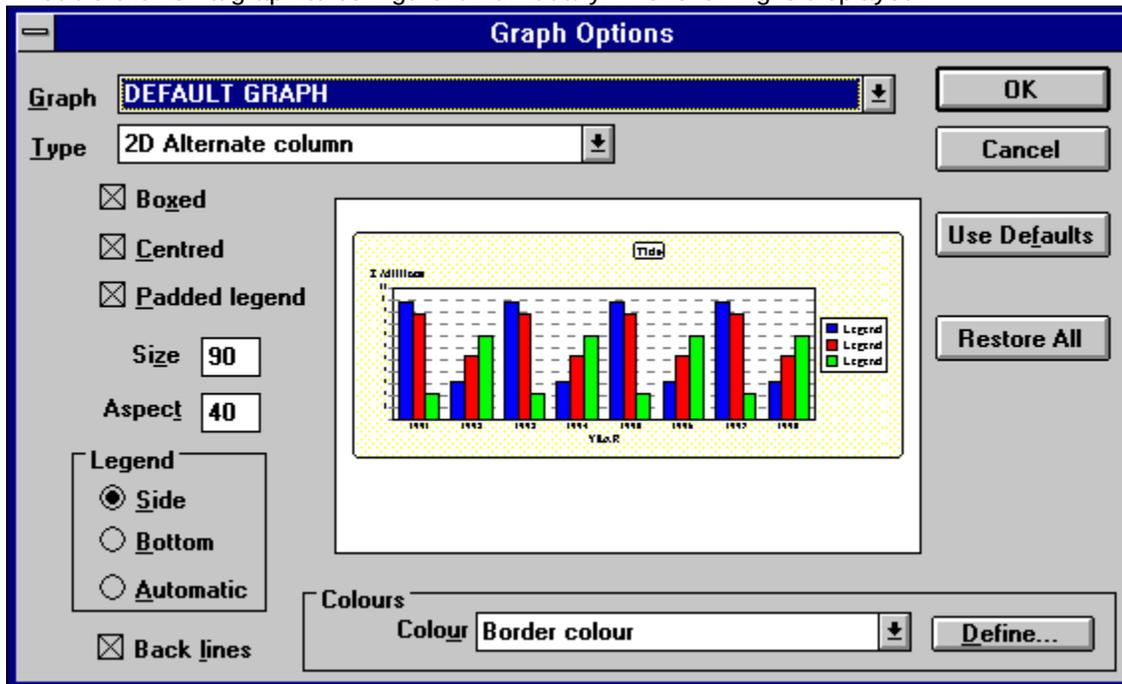
- Fonts section:** Includes a "Font" dropdown menu currently set to "Report title", a "Define..." button, a "Default" button, an "OK" button, and a "Cancel" button.
- Tables section:** Includes a "First column width" input field with the value "15", a "Second Indent" input field with the value "9", a checked checkbox labeled "Border", and a "Restore all defaults" button.

Click on the required item for more information.

Note: Settings made within this dialog box affect all CCN reports.

## Graph Formatting

Report graphs can be configured both globally or individually. To make global settings for all reports, access the Graph Option dialog box from the Options menu or by clicking the Graph Options button. Double click on a graph to configure it individually. The following is displayed:



Click on the required item for more information.

Note: Individually configured graphs are not affected by subsequent global changes.

## **Entering a Company Number**

If you know the Companies House registration number for the required company, enter this into the Company No. field. If the number has leading zeros, i.e. 00001234 or SC000123, then you can save time by just typing the specific portion of the number, i.e. 1234 or SC123, and clicking the Send button. Alternatively, if all eight digits of the number are entered, upon entering the eighth digit, the system will automatically make the enquiry.

Following the initial enquiry, if the number is recognised, the lower portion of the Product Area will display at least the name of the company.

If reports are available for the company, the relevant Report Headings will be displayed in the Product Area.

## **Entering Company Initials**

Using the initials of a company can be the quickest way to find it because the careful use of initials can limit the list of matching items much quicker than the other words in the name.

The most important factor in deciding how best to use initials is how certain you are that they are correct. If you are certain that they are correct type them in first (as in the first example). If you are unsure then type them in at the end (as in the second example):

AES COMPUTER COMPANY

COMPUTER COMPANY AES

## **Entering Abbreviations**

You can enter commonly abbreviated words, such as "&/and", "Ltd/Limited" and Plc/Public Limited Company", either in full or in their shortened form. You will find that some companies are registered using abbreviations while others use the words in full. Your entry will need to match the name as it is registered.

## **Highlighted Red Text**

When matches for the entered Company Name text have been returned, the enquiry portion of the text is marked in red and you may continue to enter or edit the name until it is uniquely defined. However, take care not to affect any part of the red text as this will discard the returned names.

## **Graph**

Allows you to choose specific graphs within the report to alter.

**Type**

Provides a selection of graph formats to choose from.

**Boxed**

Creates a round cornered border around the selected graph(s) when checked.

**Centred**

Centres the selected graph(s) within the report when checked.

## **Padded legend**

When checked this option forces all graphs to be created the same size and the legend to be padded to fill any remaining space. When unchecked, graphs will be sized dynamically according to their content.

**Size**

Determines the size of the selected graph(s) using an index between 50 and 90. The default setting is 90.

**Aspect**

Determines the aspect ratio of the selected graph(s) using an index between 20 and 70. The default setting is 40.

## **Legend**

Allows you to select where the legend key is positioned relative to the selected graph(s). The Automatic setting will determine the best position for the legend key based on the dimensions of the respective graph.

## **Back Lines**

Creates dashed horizontal lines in the background of the selected graph(s) to emphasize the vertical scale.

## **Colours**

Allows you to choose any aspect of the selected graph(s) from the Colour listing and configure the colour scheme by clicking the Define button to reveal a standard Windows colour selector dialog.

**Restore All**

Reverts all graphs in the report back to using the default settings.

**Use Defaults**

Reverts the selected graph(s) back to using the default settings.

**OK**

Exits the dialog box and applies any changes made.

**Cancel**

Exits the dialog box and discards any changes made.

## **Sample Window**

Provides a view of how the selected graph(s) will look when the current settings are applied.

## **Fonts**

Allows you to choose any of the text style presets from the drop-down Font listing and configure the type, colour, size, etc., by clicking the Define button to reveal a standard Windows font selector dialog. The Default button resets all fonts to the default settings.

## **Tables**

Allows you to adjust the width of the first column of all tables within the report and select/deselect the borders.

## **Second Indent**

Configures the depth of the second indent for text formatted text in the report.

## **Restore all defaults**

Reverts all text back to using the default settings.

**Send**

Initiates an enquiry using the entered information.

**Clear**

Returns the input fields to their default settings.

**Current Name**

Displays the current name for a company if a search was made using a previous name.

## **Company Type - Location**

This section of the Company Type field indicates the registered UK location of the selected company.

## **Company Type - Identity**

This section of the Company Type field indicates the form in which the company is registered, i.e. limited company, public limited company, co-operative, etc.

**Company No.**

Allows you to search for a company using its eight-figure Companies House registration number. When entered, the number is also used to form the default reference for the enquiry.

## Data

Provides a quick indication after the initial enquiry is returned whether information is available for the currently highlighted company.

A  symbol indicates that information is available.  
A  symbol indicates that information is not available.

**Company Name**

Allows you to search for a company using its current or previous trading name.

**Ref**

An optional field for entering a reference for the enquiry. The characters entered here will be used as the heading for the enquiry within the library. If no reference is entered, one will be generated automatically.

