



## What is CCN Company Profiler?

The Tel-Me CCN Company Profiler allows you to individually reference the majority of UK-registered limited companies by name or company number. Available reports compiled by CCN are then downloaded to your system so that you may study them at length.

A CCN report provides a textual description of the selected company interspersed with relevant charts and tables. The report includes informed comment about the background and context of the company in its marketplace and offers a credit reference. The CCN Profiler also allows a search to be made on a name by which a company has been known in the past.

The returned report offers a high degree of flexibility and allows you to alter most aspects of the textual and graphical content to suit your requirements.

### **See also**

[Making a CCN Company Profiler Enquiry](#)

[Retrieving Report Headings](#)

[Retrieving a Report](#)

[Viewing a Report](#)

### **Disclaimer**

Neither CCN nor PhoneLink plc warrant the accuracy of information contained within the system, nor its use for any particular purpose. Information viewed and/or extracted from the system must not be used as the sole basis for any business decision.

Copyright exists in the information and the form in which it is presented, and information viewed extracted from the system must not be divulged to other parties, whether for financial reward or not.



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## Making a CCN Company Profiler Enquiry

Making a company profile enquiry is a two-stage process:

- ☐ Firstly, you identify the required company using either its name or its Companies House registration number for which a list of available Report Headings is returned.
- ☐ Secondly, you choose which items you wish to view from the Report Headings list and these are then retrieved in full.



## Retrieving a Report

Following a successful initial enquiry, the lower portion of the Product Area will display up to six Report Headings covering various company information aspects.

Each of the headings is automatically tagged so that if you require all available information, you simply need to click on the Retrieve Items button.

If you wish to select particular headings, perform the following:

1. Click the Un-Tag All button.
2. Tag the headings that you wish to view.
3. Click the Retrieve Items button to initiate the main enquiry.

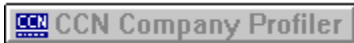
As each report item is retrieved the corresponding greyed document icon against the tagged heading changes into a colour document. As soon as this happens, even while more information is being retrieved, you can begin viewing the report items.

A Reference field is provided at the foot of the window so that you can alter the standard reference if required.

### **See also**

Retrieving Reports Immediately

Retrieving Report Items at a Later Time



## Viewing a Report

In the Report Headings list, as soon as a greyed document icon becomes coloured you can view the associated report item by:

- Double-clicking on the required heading, or
- Moving the highlight bar to the required line and pressing the Space Bar, or
- Moving the highlight bar to the required line and clicking the View button.

You can view all of the retrieved reports items as a sequential document by:

- Clicking on the Magnifying Glass button in the lower left corner of the window.

The selected report item(s) are displayed in the CCN Company Profiler Extended Information Screen as an integrated text and graphic document.

Each report gives you complete control over how the information is presented. For more information refer to:

[Text Formatting](#)

[Graph Formatting](#)

[Selecting/Deselecting Text, Graphs and Tables](#)

### **See also**

[Risk Index Key](#)

[Special Credit Rating Codes](#)

[Transferring to and from the Extended Information Screen](#)

[CCN Company Profiler Menus and Toolbar](#)



## Risk Index Key

The Risk Index is an analytical tool designed to highlight the strength, performance and, ultimately, the "creditworthiness" of each company in a single score. The score is derived from a number of component parts that include the size of the business, the recent trading performance, the strength of the balance sheet and any negative credit information. The resulting Risk Index is expressed on a scale of 0 to 100 with the highest value attracting the most confidence.

The following provides a key to interpreting Risk Index scores:

0-10

11-25

26-40

41-50

51-60

61-80

81-100

**Return to Previous** ◀

## Special Credit Rating Codes

For situations not covered by the normal Credit Rating figures, the following Special Codes are used:

**GP (Parent involvement/dependency)**

The subject's trading position is so interlinked with that of its Parent that an independent credit rating is not possible. For example, the subsidiary company may appear to be financially weak "on paper", or it may act in an agency, marketing or advisory capacity.

**G0 (Inconclusive)**

An average credit figure cannot be calculated with any accuracy at this time. For example, the company may be too new, opinions may conflict or there may be a shortage of up-to-date financial information.

**GW (Company dissolved or Receiver/Liquidator appointed)**

The GW code will be quoted in the above circumstances.

**GX (Adverse)**

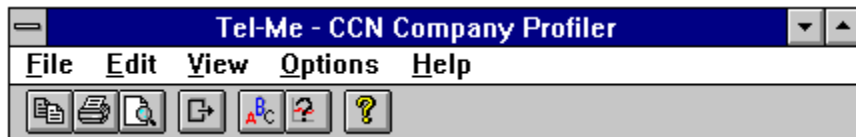
This code is used to indicate an adverse trading situation of some kind. This might include cash-flow difficulties or trading reverses.

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## CCN Company Profiler Menus and Toolbar

The menus and toolbar within the CCN Company Profiler Extended Information Screen are arranged as follows:



Click on the required item for more information.



## Tagging Headings

You can tag any number of headings individually by:

- Double-clicking on them, (double-click again to un-tag), or
- Moving the highlight bar to the correct line and pressing the space bar (press again to un-tag), or
- Moving the highlight bar to the correct line and clicking the Tag button.

You can select all of the headings by:

- Clicking the Tag All button.

Conversely, when all entries are tagged, you can deselect them all by:

- Clicking the Un-Tag All button.

## Retrieving Items

When you click the Retrieve Items button, each of the tag icons against the selected headings changes into a greyed document icon to indicate that a request is in progress. As each item is returned, the greyed document icons become coloured to signal that the report item is ready for viewing.



Tag Icon



Greyed Doc. Icon



Coloured Doc. Icon

## **Retrieving Report Items at a Later Time**

Additional or updated report items can be retrieved at any time for a given enquiry. To do this:

1. Ensure that the CCN product is currently selected.
2. Highlight the required enquiry within the library and press the F7 key. This will display the list of Report Headings and each will be tagged ready for retrieval. If you do not wish to retrieve all entries, select those that are required using the standard untagging/tagging methods.
3. When all required headings are tagged, click the Retrieve Items button to initiate an enquiry.

## **Retrieving Reports Immediately**

If you look at the right hand side of the Status Bar at the foot of the window, you will see that the enquiry connection remains active for a short time after the information is received. This feature allows you to quickly select one or more headings (all are initially tagged) and retrieve the report items using the same enquiry.

## Report Headings

For a successful initial enquiry, one or more of the following headings will be returned so that you can choose which report items you wish to view.

**Company Profile.** Details of Registered Office, Incorporation Activities, Capitalisation and Age of Accounts.

**Trading Performance and Capital Structure.** Textual and graphical analysis, including trends, of Profitability, Liquidity, Capital Structure and Gearing.

**Productivity.** Textual and graphical analysis of Employee Levels, Profitability and Remuneration.

**Mortgages and County Court Judgements.** A summary of Charges registered at Companies House, along with a summary of any County Court Judgements awarded against the company in the past twelve and twenty four months.

**Credit Opinion.** A Risk Assessment, evaluating the stability of the company, together with an average monthly trade credit amount that can be recommended.

**Director Information.** Names and Addresses of all current Directors and Company Secretary.

Note: The section headings may be subject to change and the number of sections available for a particular company will vary.

## **Selecting/Deselecting Text, Graphs and Tables**

Most reports comprise three main elements: Text, Graphs and Tables and all three are displayed as standard. If you wish to concentrate on a particular information element, you can deselect those that you are not using by accessing the View menu. The copy and print functions will use only the information that is displayed.

Note: If all three elements are deselected, the report will appear empty.

Any changes made in the View menu will be reset when the current report is exited.

**0-10**

Companies in this range are regarded as being in the highest risk category. They generally exhibit characteristics similar to those of many other failed companies, e.g. negative capital employed and/or massive trading loss.

**11-25**

These companies are regarded as being very high risk in that they exhibit similar characteristics to the previous category, although these characteristics tend to be less severe.



**26-40**

High risk companies in this category may well have a credit rating but where such values exist, the rating should be considered as an absolute limit and may require some form of guarantee from the company applying for credit.

**41-50**

These companies are above average risk and, therefore, assurances in the form of guarantees may be necessary especially if the credit rating assigned to the company is required to be exceeded.

**51-60**

Companies in this category are regarded as having average risk status and should be treated with a degree of caution.

**61-80**

These companies have a low risk status and, therefore, there is a high degree of confidence that they will prove good for the assigned credit figure.

**81-100**

These companies have a minimal risk status and, therefore, there is every confidence that they will be good for the assigned credit figure.

## **File**

**Print...** Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

**Print Preview** Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

**Print Setup...** Selects the Windows Printer Setup dialog box so that you may configure a selected printer.

**Exit** Closes the Extended Information Screen and returns to the Tel-Me product area.

## **Edit**

**Cut** This option is not available within this product and remains greyed-out.

**Copy** Places a copy of the displayed report information into the Windows clipboard so that it can be transferred to another program. When graphical data is copied to the clipboard, it is automatically converted to text format. This is useful for extracting the numerical data from which the graph was built and for importing the data into a spreadsheet. Press **Ctrl** and **C** as a shortcut for this option.

**Paste** This option is not available within this product and remains greyed-out.

## **View**

**Text** Selects whether the text contents of the report are displayed.

**Graphs** Selects whether the graphs of the report are displayed.

**Tables** Selects whether the tables of the report are displayed.

**All** Sets all elements to be displayed.



## **Options**

**Text** Displays the Text Options dialog box.

**Graphs** Displays the Graph Options dialog box.

## Help

**Contents** Displays the main contents page of this help program.

**Help on CCN Company Profiler** Displays the initial page and contents of the CCN Company Profiler help. Press **F1** as a shortcut for this option.

**About CCN Company Profiler** Provides copyright and version details for the current version of this product and also indicates the system resources available.

## Copy Button

Places a copy of the displayed information into the Windows clipboard so that it can be transferred to another program. Press **Ctrl** and **C** as a shortcut for this option.

When graphical data is copied to the clipboard, it is automatically converted to text format. This is useful for extracting the numerical data from which the graph was built and for importing the data into a spreadsheet.

This option is also selectable from the Edit menu.

## **Print Button**

Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

This option is also selectable from the File menu.

## **Print Preview Button**

Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

This option is also selectable from the File menu.

## **Exit Button**

This is the same as using Alt-F4 and will close the Extended Information Screen to return control to the Product Area. This action has no effect on the data which will still be available in the Library for re-examination.

This option is also selectable from the File menu.

## **Text Options Button**

Displays the Text Options dialog box.

This option is also selectable from the Options menu.

## **Graph Options Button**

Displays the Graph Options dialog box.

This option is also selectable from the Options menu.



## Help Button

Displays the initial page and contents of the CCN Company Profiler help. Press **F1** as a shortcut for this option.

This option is also selectable from the Help menu.

