

## Guide and Examples of use for Edoceo

### 1. Guide for the search functions

#### 1.1. How can I start a search ?

A search can be started by entering up to 6 words in the appropriate search field. The search can be activated by clicking on the search button or by pressing Enter. The results found by Edoceo are displayed automatically.

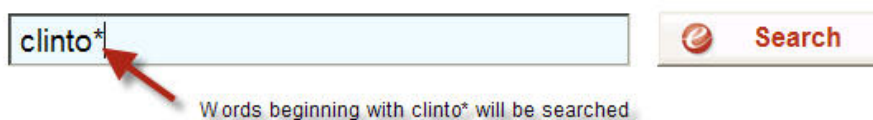


The maximum number of results displayed is limited to 200 entries for anonymous users. For registered members, the limitation is increased to 400 entries. If the limit is reached, an informational message is displayed by Edoceo.

**Tip :** Avoid special characters in the searched words. A company which is named “Speakers & HI-FI” will be best searched with the words “Speakers HI-FI”.

#### 1.2. How does the search work ?

Only entries which contain all the searched words are selected. Entries which only contains one or more but not all searched words will not be displayed. It is possible to influence the search by using the asterisk at the end of the searched word. In this case, Edoceo will match all the words which begin with the searched characters.



The results shown by Edoceo are automatically ranked

#### 1.3. Results sort order

The results can be sorted by all the columns shown on the page. The sorting order can be ascending or descending. With the first click on a column, the results are sorted by this column in ascending order. A little triangle oriented to the bottom is displayed near the sorted column. With the second click on the same column, the results are sorted in descending order. The triangle is now oriented to the top.

#### 1.4. Results display

The results are displayed in two parts on the page :

- Left part with a list of the results and several functions (e.g. for browsing).
- Right part to display detailed data for a specific entry.

Several informations are displayed on the left part. The first column contains an extract of the entry.

**Tip :** If the first column does not contain the searched words, this means that the searched and found words are in a part of the entry which is not displayed in the extract. All the searched words are displayed when the detailed display is activated.



| Left part with several informations   |            |                     |                              |                        | Right part reserved for the detailed display of the entry |
|---|------------|---------------------|------------------------------|------------------------|---|
| Publication   | Date       | Heading             | Sub Heading                  | Detail                 |   |
| Disco Bar <b>Clinton</b> GmbH Disco Bar <b>Clinton</b> GmbH, in Altendorf, Führung von Gastronomiebetrieben im Bereich Disco Bar, Gesellschaft mit beschränkter Haftung (SHAB Nr. 64 vom 04. 04. 2002, S. 12,     | 23.04.2004 | Commercial Register | Dissolution after bankruptcy | <a href="#">Detail</a> |   |
| <b>Clinton</b> L. Emerson C.P.A, in Zürich, CH-020.1.051.599-9, Löwenstrasse 17, 8001 Zürich, Einzelfirma (Neueintragung). Zweck: US Steuerberatung. Eingetragene Personen: Emerson, <b>Clinton</b> Louis, von Le | 05.02.2007 | Commercial Register | New entry                    | <a href="#">Detail</a> |   |
| WorldCom Wireless Schweiz GmbH, in Zürich , Erbringung mobiler Telefondienste, Telekommunikationstätigkeiten, Gesellschaft mit beschränkter Haftung (SHAB Nr. 97 vom 18. 05. 2000, S. 3358).                      | 29.05.2000 | Commercial Register | Mutation                     | <a href="#">Detail</a> |   |
| WorldCom Wireless Schweiz GmbH, in Zürich , Erbringung mobiler Telefondienste, Telekommunikationstätigkeiten, Gesellschaft mit beschränkter Haftung (SHAB Nr. 104 vom 29. 05. 2000, S. 3630). Firma               | 23.11.2000 | Commercial Register | Mutation                     | <a href="#">Detail</a> |   |

Words found are highlighted

Words not highlighted are shown when the detailed display is activated

## 1.5. Detailed display

The detailed display shows the whole entry. All the words found are highlighted. To activate the detailed display of an entry, click on Detail.

| Publication   | Date   | Heading             | Sub Heading                  | Detail  |
|---|--|---------------------|------------------------------|---|
| Disco Bar <b>Clinton</b> GmbH Disco Bar <b>Clinton</b> GmbH, in Altendorf, Führung von Gastronomiebetrieben im Bereich Disco Bar, Gesellschaft mit beschränkter Haftung (SHAB Nr. 64 vom 04. 04. 2002, S. 12,     | 23.04.2004   | Commercial Register | Dissolution after bankruptcy | <a href="#">Detail</a><br> |
| <b>Clinton</b> L. Emerson C.P.A, in Zürich, CH-020.1.051.599-9, Löwenstrasse 17, 8001 Zürich, Einzelfirma (Neueintragung). Zweck: US Steuerberatung. Eingetragene Personen: Emerson, <b>Clinton</b> Louis, von Le | 05.02.2007   | Commercial Register | New entry                    | <a href="#">Detail</a><br> |
| WorldCom Wireless Schweiz GmbH, in Zürich , Erbringung mobiler Telefondienste, Telekommunikationstätigkeiten, Gesellschaft mit beschränkter Haftung (SHAB Nr. 97 vom 18. 05. 2000, S. 3358).                      | 29.05.2000   | Commercial Register | Mutation                     | <a href="#">Detail</a><br> |
| WorldCom Wireless Schweiz GmbH, in Zürich , Erbringung mobiler Telefondienste, Telekommunikationstätigkeiten, Gesellschaft mit beschränkter Haftung (SHAB Nr. 104 vom 29. 05. 2000, S. 3630). Firma               | Click on detail to activate the detailed display<br>23.11.2000 | Commercial Register | Mutation                     | <a href="#">Detail</a><br> |

**SOGC Nr. from 29.05.2000**  
**Heading** : Commercial Register  
**Sub-Heading** : Mutation

WorldCom Wireless Schweiz GmbH, in Zürich , Erbringung mobiler Telefondienste, Telekommunikationstätigkeiten, Gesellschaft mit beschränkter Haftung (SHAB Nr. 97 vom 18. 05. 2000, S. 3358).  
**Statutenänderung**: 22. 05. 2000.  
**Domizil neu**: Hardturmstrasse 181-185, 8005 Zürich. [Die publikationspflichtigen Tatsachen haben keine Änderung erfahren.]  
**Ausgeschiedene Personen und erloschene Unterschriften**: Rihm, Dr. Thomas, von Basel, in Zürich, Gesellschafter, ohne Zeichnungsberechtigung, mit einer Stammeinlage von CHF 99'000.-; Margiotta, Adriano, italienischer Staatsangehöriger, in Zürich, Gesellschafter, ohne Zeichnungsberechtigung, mit einer Stammeinlage von CHF 1'000.-.  
**Eingetragene Personen neu oder mutierend**: WorldCom International Mobile Services LLC, in Dover (Delaware/USA), Gesellschafterin, ohne Zeichnungsberechtigung, mit einer

## 2. Examples of use for the search functions

All the data in the Edoceo Database can be searched. This opens great possibilities. The search is not limited to a company name or part of an entry.

Edoceo can be used to search for a company or company name.

You can also search for specific individuals. If your search returns too much results, try to be more precise by adding some criteria like the birth place of the searched person.

The search can be done on an address, an official swiss company number, a trademark number etc...

### 3. Guide for the monitoring functionalities.

#### 3.1. Introduction

Edoceo analyzes daily the data delivered by the SOGC (Swiss Official Gazette of Commerce). The new datas are compared to the search words of a member. If the words are found in an entry, Edoceo will send an Email to inform you.

Every member (registered user) can define some words to be monitored. You must register on Edoceo to be able to use the monitoring functionalities. The registration and the monitoring are **free of charge**.

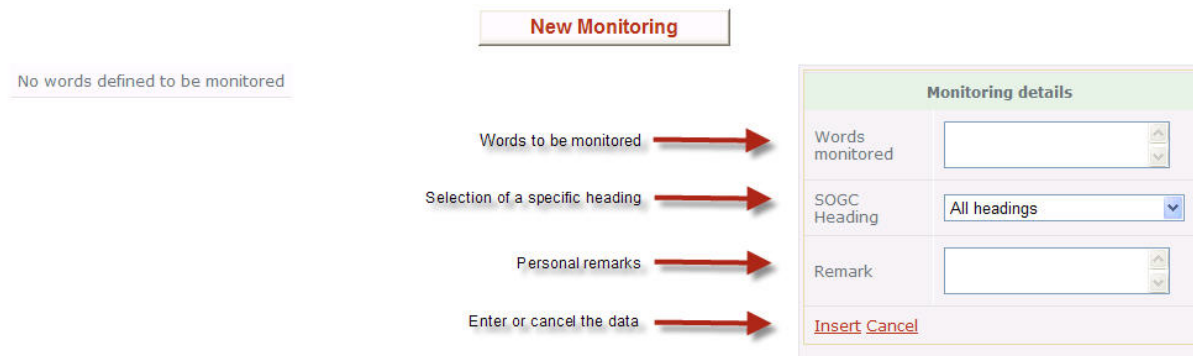
After the registration and the log in process, click on Monitor from the main menu.

#### 3.2. How to define words to be monitored

If you don't have defined any words to be monitored, Edoceo will show an empty page.



Click on the „New Monitoring“ button. The right part shows now the entry panel



After each new entry, the left part of the page shows the words which are defined for monitoring.



**Tip :** The online search and the monitoring offer the same functionalities. It is possible to define only the beginning of the word to be monitored by adding the asterisk at the end of the word (e.g. clinto\*)

**Tip :** If more than a word is entered for monitoring, only entries which contain all the monitored words will be selected and sent by email.

### 3.3. Managing the monitored words

The words to be monitored can be updated or deleted. After clicking on “Select”, you can choose between updating or deleting the data.

| Words monitored | SOGC Heading | Remark                | Selection   |
|-----------------|--------------|-----------------------|-------------|
| Bill Clinton    | All headings | Former US-President ! | Select<br>→ |

Click here to select an entry

Update or delete an entry →

| Monitoring details |                       |
|--------------------|-----------------------|
| Words monitored    | Bill Clinton          |
| SOGC Heading       | All headings          |
| Remark             | Former US-President ! |
| Update Delete      |                       |

### 4. Examples of use for the monitoring functionalities

You can monitor firms, individuals, institutions, trademarks, addresses, a postal code etc... or a combination of these terms.

Edoceo can help you in monitoring your customers, suppliers or business partners.