Tulalip TERO Native American Owned Business (NAOB) Registry Help Document

Tulalip Data Services

This help document offers instructions on how to sort, filter, export, and download reports to extract email addresses from the **NAOB Registry Report**.
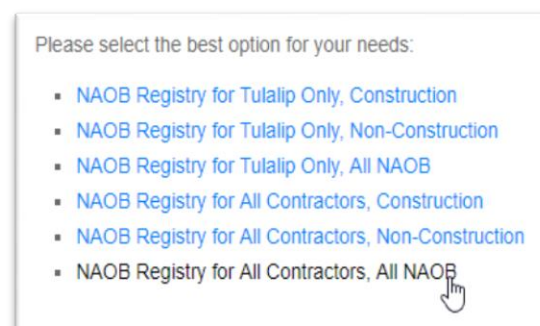
NAOB Registry Reports

Please select the best option for your needs:

- NAOB Registry for Tulalip Only, Construction
- NAOB Registry for Tulalip Only, Non-Construction
- NAOB Registry for Tulalip Only, All NAOB
- NAOB Registry for All Contractors, Construction
- NAOB Registry for All Contractors, Non-Construction
- NAOB Registry for All Contractors, All NAOB

Figure 1

This Help Document focuses on the NAOB Registry Report for **All Contractors, All NAOB**. Any "how-to" shown here applies to all NAOB Registry report options.

The NAOB Registry offers options to choose specific criteria choices.

NAOB Registry Report for "All Contractors, All NAOB Businesses"

When the **NAOB Registry for All Contractors, All NAOB** report option displays, all NAOB businesses list, unfiltered *(figure 2)*. A number of ways exist to filter and sort the data to view the business view card(s) you would like to see.

Figure 2

Default Display of a Report

When the user first accesses a report, the default view has no search or filters in place. The default sort displays in ascending order.
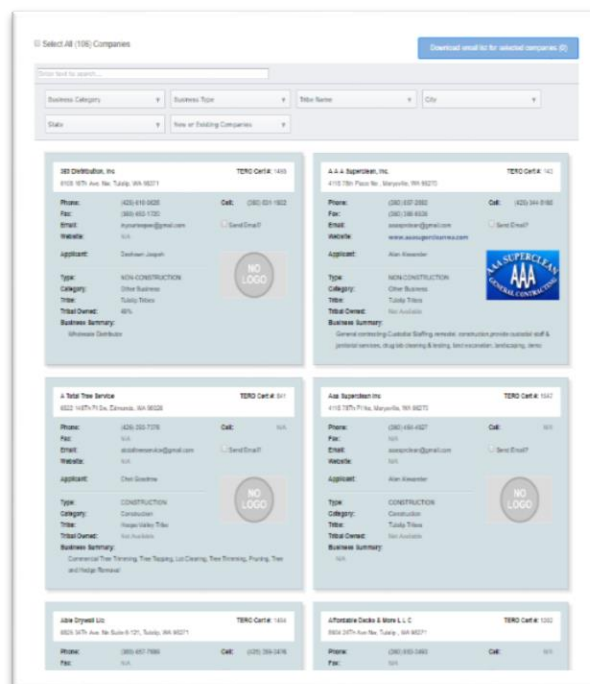

Figure 3

Default displays **ALL** companies for this report

Located above the interactive panel, find the default total number of companies in the registry *(figure 3)*.

The ability to select filter criteria(s) is located at the top of the report. Currently eight (8) types of filters, sort, and a search box exist to refine choices. Select one card or a group of cards to email companies as well as the option to export or print a report as unfiltered or with applied filters.

Business View Card

The NAOB Business View Card delivers company information with an easy to read layout. A company's information fits within a rectangular section referred to as a Business View Card and lines-up in a two-column grid. Card data can be refined based on User's input for searches and/or filtering (figure 4). All Business View Cards display at once. To see all cards, continue scrolling the page.

Figure 4

- When hovering over a card, it darkens to indicate cursor position and card focus.

- All fields are searchable and most offer filtering and sorting.

- The NAOB Reports receive company information from an active database.

Finding What You Want

Report Interactive Panel

The below images show the report's interactive panel *(figure 5)* and how it works to find companies or services/products via a Search, Sort, and/or Filter function *(figure 6)*.
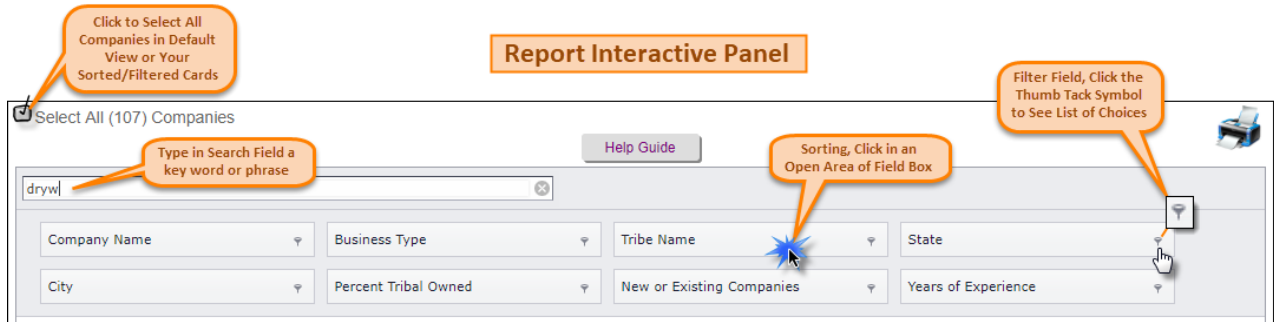

Figure 5

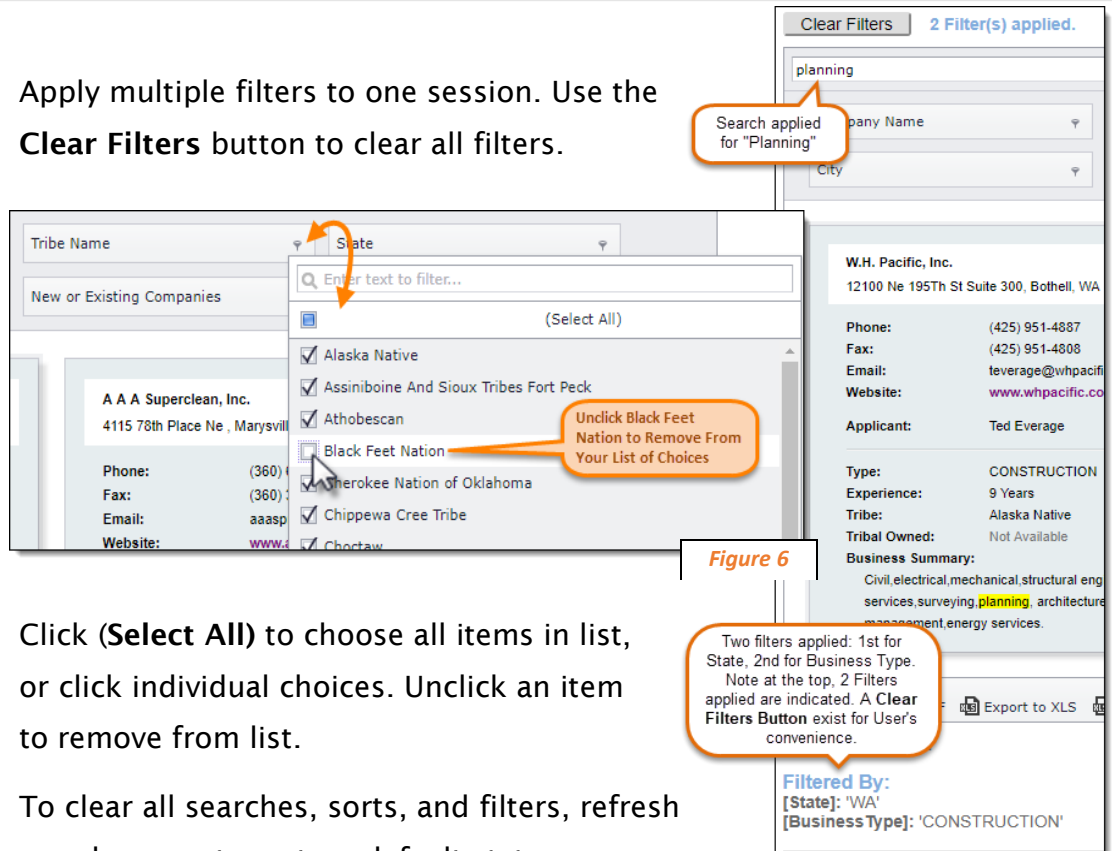- Apply multiple filters to one session. Use the **Clear Filters** button to clear all filters.

Figure 6

- Click (**Select All**) to choose all items in list, or click individual choices. Unclick an item to remove from list.

- To clear all searches, sorts, and filters, refresh your browser to restore default status.

Email List of Selected Business

Figure 7

- Click the **Select All** *(figure 7)* box to select all companies before applying any search, sort, or filter.

    - This selects and **highlights** all business view cards with email addresses selected.

The number of companies selected show in brackets to right of checkbox *(figure 7)*.

Downloading Email List

- The blue button "**Download email list for selected companies"** becomes visible when selecting any number of companies. Click this button to download a text file of email addresses.

- Open the downloaded file, using a text based program such as Notepad.

Download email list for selected companies (0)

Figure 8

Download email list for selected companies (107)

- Select all text in the file *(ctrl-a)* and then copy *(ctrl-c)* and paste *(ctrl-v)* the list into the address box of an email program of your choice. This allows you to send the same message to all companies listed in the text file.

☑ Send Email?

☐ Send Email?

Notice the Green Highlighted Card Reverts Back to the Default Color
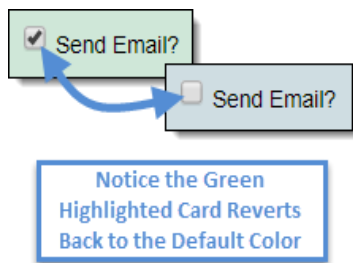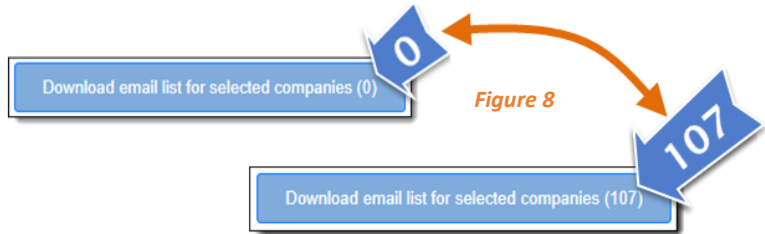
Figure 9

- For any company you desire not to email, unclick **Send Email** *(figure 9)* before downloading the email list. Notice, the green highlighted card reverts to the default light blue color.

- Unclick the **Select All** box to clear and revert to (0) companies selected.

Basic Choices

Inside any Business View Card, basic choices exist to interact with information.

- Double-click on any word to highlight. Triple-click to highlight a line or block of text *(figure 10)*.

Fax: (360) 653-1720
Email: inyourteepee@gmail.com
Website: N/A

Figure 10

Copy   Ctrl+C
Search Google for "inyourteepee@gmail.com"
Print...   Ctrl+P
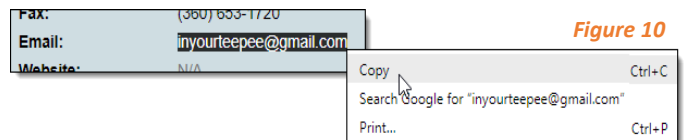
- Once highlighted, right click to copy or see other options.

- Select the blue URL text shown on the website line *(figure 11)*. A new window opens for the Company's website. Not every card displays a website address (URL), but check regularly for updated information.

Website: www.aaasupercleanwa.com

Click on the URL to Open a New Window and Visit the Company's Website

Figure 11

Email: john@redhummingbirdmedia.com   ☐ Send Email?
Website: redhummingbirdmedia.com
Applicant: John Thunderbird Cam
Type: NON-CONSTRUCTION
Experience: 10 Years

RedHummingbird

Figure 12

- When provided, company logos display on view card *(figure 12)*.

Search Field

Use **Search Field** to enter **keywords** such as a word, phrase, or part of a company name. Type anything in the search box associated with the company(ies) to return view cards that fit your criteria.

- In this example, the report returned four companies *(figure 13)* for the keyword **Planning**.
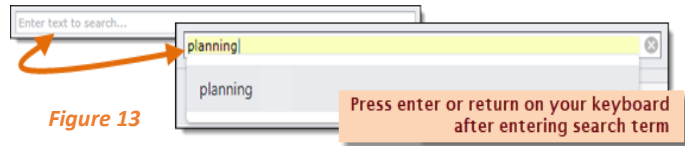
Figure 13

- Click **Send Email** on the card to select a business. Select desired order to appear in the downloaded email text file. Notice that the card **highlights green** when selected. Click again to deselect.
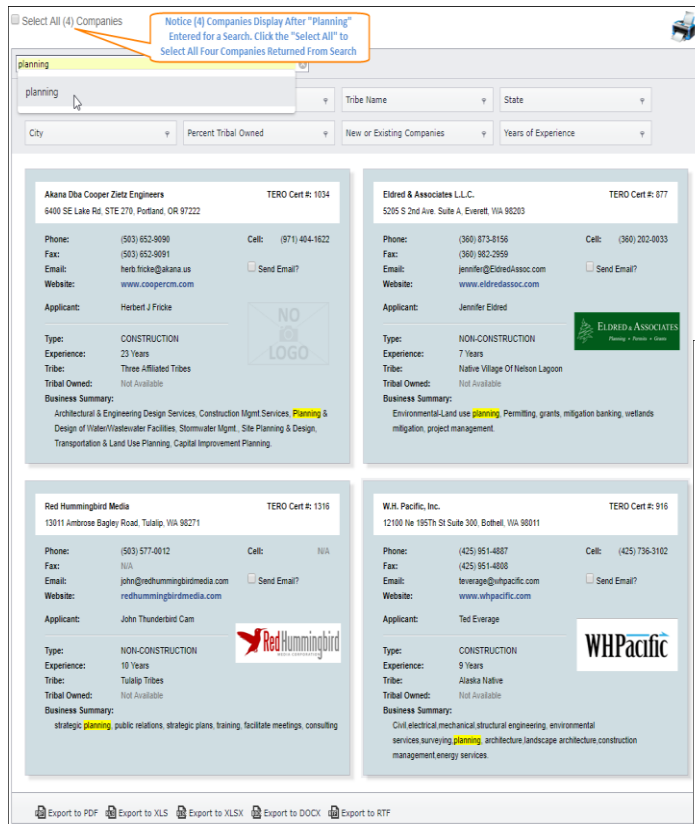
- Click **Select All (4) Companies** to select the four companies returned after the search, to highlight and then download an email list *(figure 14).*

Figure 14
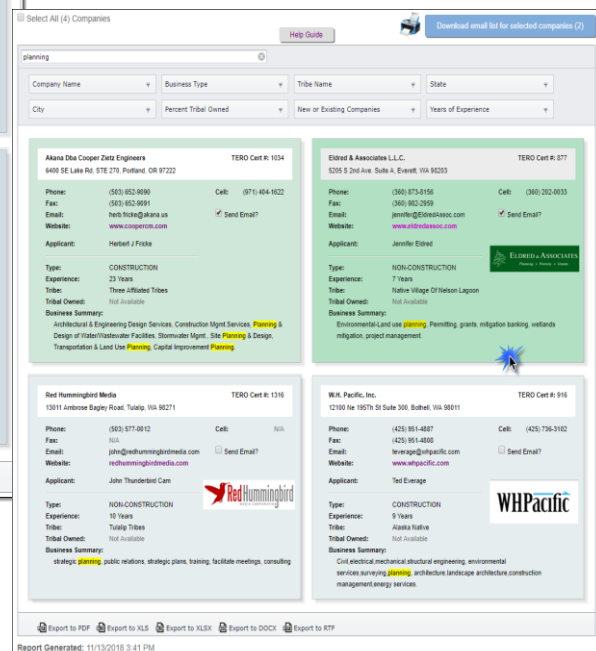
- Notice, when you click a Business View Card, the card turns green to indicate **selected**. The card turns dark green when hovering over the card to indicate which one focused on.

- Click the ▣ in search field to clear or type a new term in the search box.

Sorting and Filtering

Access sorting and filtering from the top bar above the business view cards. More than one sort and/or filter may be applied.

Sorting:

Click anywhere inside the field box to sort. The business view cards rearrange to ascending order for the field box clicked in. The image below *(figure 15)* illustrates a first sort on the field **Tribe Name,** which results in ascending order for all Tribe Names.

Figure 15

- A second click in the same field box reverses the sort, causing view cards to display in a descending order.

- **Note:** the small arrow in the field box points upwards for ascending, and down for descending *(figure 16).*
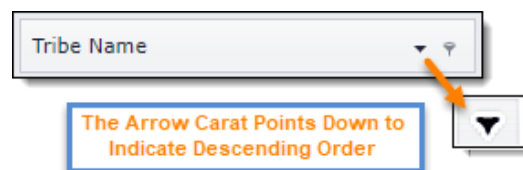
Figure 16
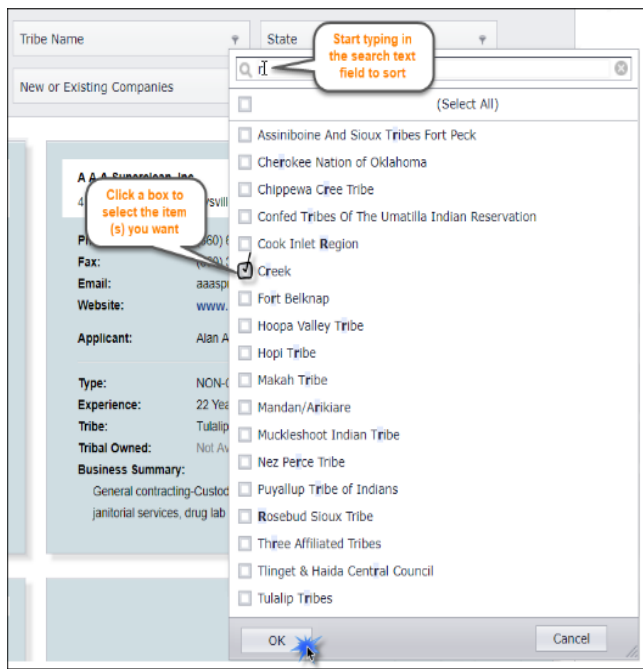
Figure 17

Filtering:

- In the field box, filter (**Company Name**, **Business Type**, **Tribe Name**, **City**, **State**, **Percent Tribal Owned**, **New or Existing Companies**, **Years of Experience**) click the small tack symbol on the right side.

- A list appears *(figure 17)* with select boxes on the left of the listed choice. Enter text in the search box to narrow choices.

Exporting Data:

Export report to a PDF, XLS, XLSX, MS Doc, or RTF and save to your computer *(figure 18)*.

Avoid printing the website view of report, if you try to do this, business summaries on the view cards may cut off and layout will not be ideal.

- Scroll down to bottom of report to see the export types listed.
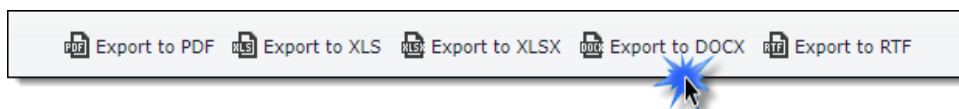
Figure 18

- Click on the type of export you desire and then locate at the bottom of your browser the prompt to open.
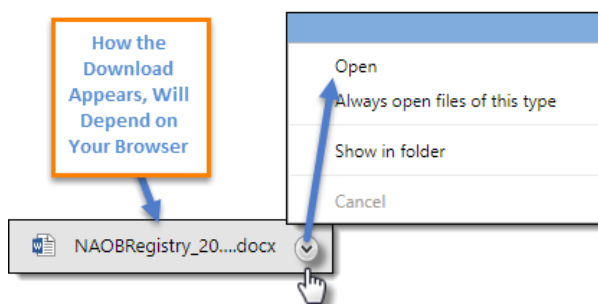
Figure 20

- Open the exported file and save the file on your computer. As a saved file, attach the file to an email or print *(figure 20)*.

The exported examples shown here demonstrate how they appear when opened.

- Excel File
- Word Document

Figure 21