

# 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

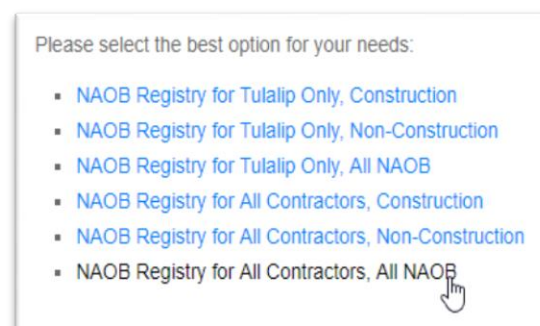


Figure 1

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.

### 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.

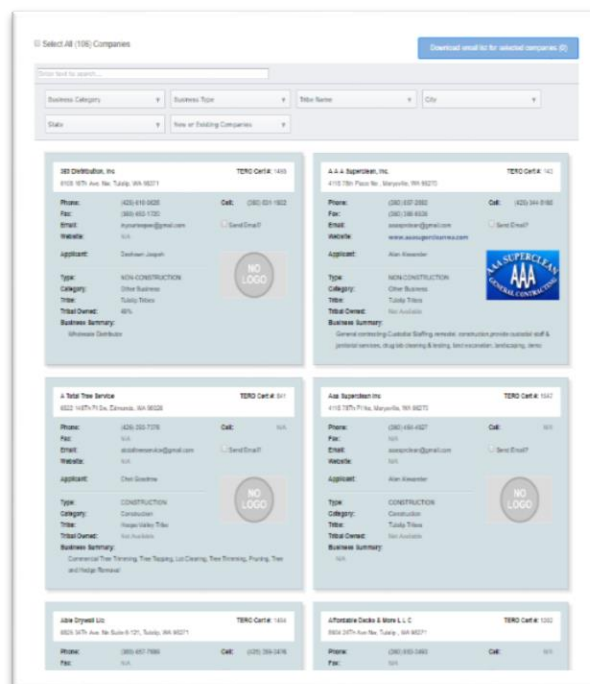


Figure 2



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.

## Business View Card

**Green Water Energy** Lic  
2704 Clearwater Ave., Lewiston, ID 83501

TERO Cert #: 1349

Phone: (509) 254-5610 Cell: N/A  
Fax: (509) 232-0953  
Email: erin@greenh2oenergy.com ☐ Send Email?  
Website: www.greenh2oenergy.com

Applicant: Erin Marie Clemens

Type: CONSTRUCTION  
Experience: 9 Years  
Tribe: Fort Belknap  
Tribal Owned: Not Available

Business Summary:  
Commercial General Contracting, we also specialize in Plumbing & Heating

**Scroll Down To See All**

**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*).

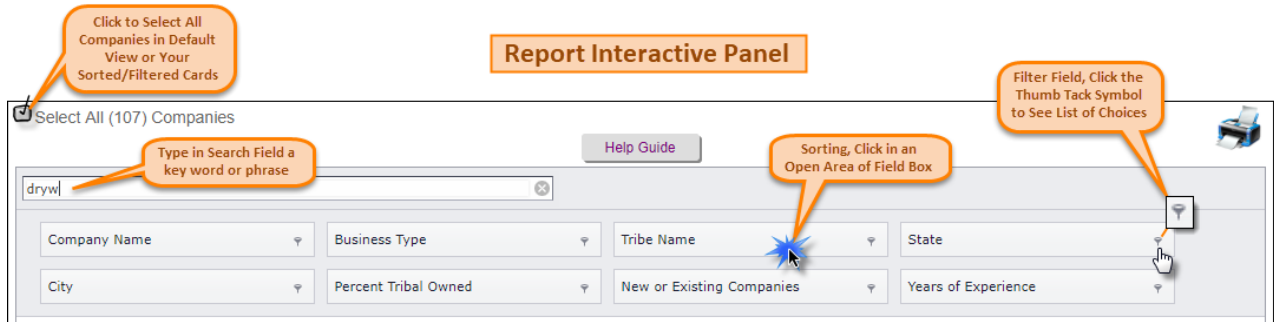


Figure 5

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

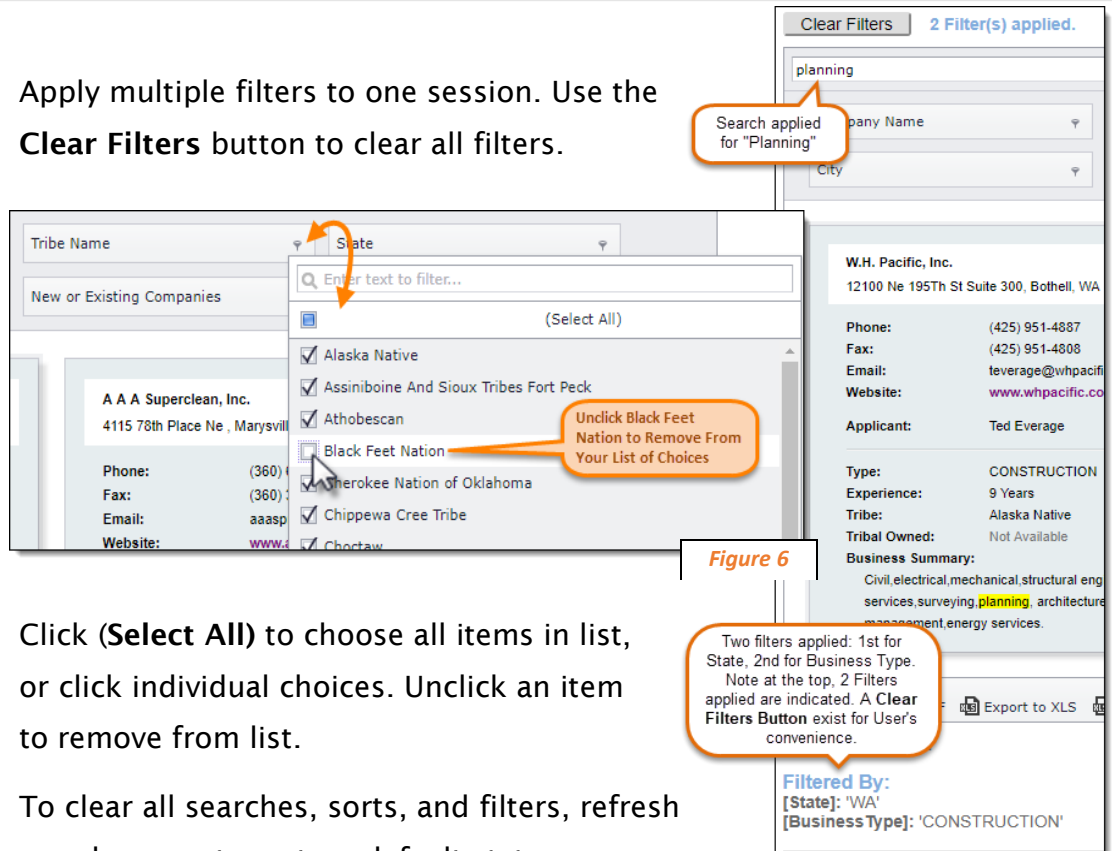


Figure 6

- 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



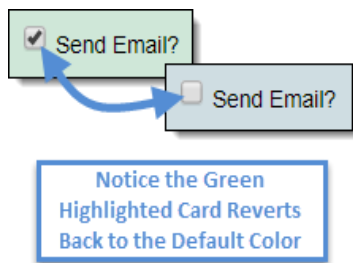
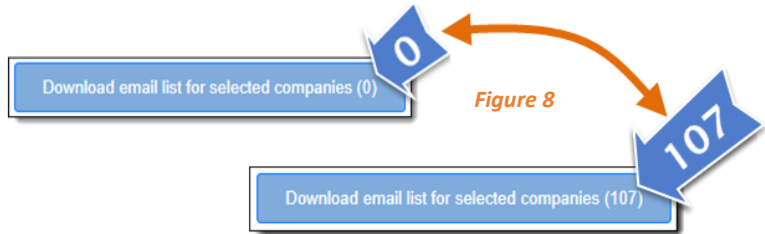
Figure 7

- 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.
- 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.

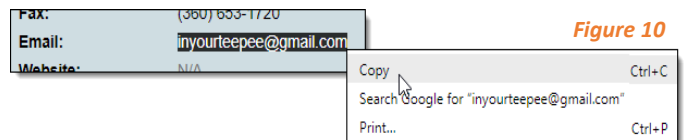


- For any company you desire not to email, unclick **Send Email** (*figure 9*) before downloading the email list. Notice, the green highlighted card reverts to the default light blue color.
- Unclick the **Select All** box to clear and revert to (0) companies selected.

## 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*).



- 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.

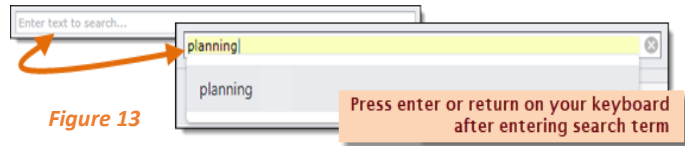


- When provided, company logos display on view card (*figure 12*).

## 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**.



- 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.

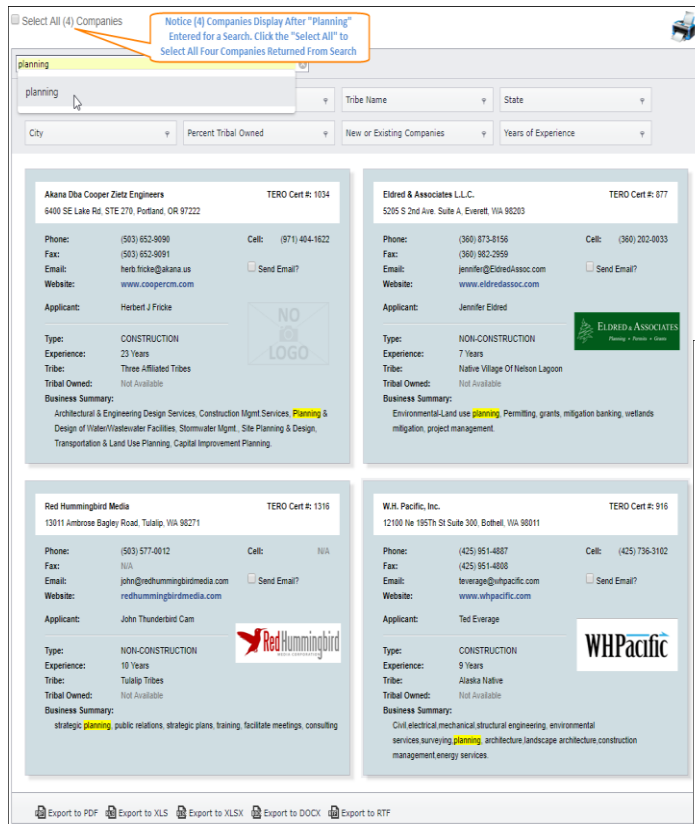
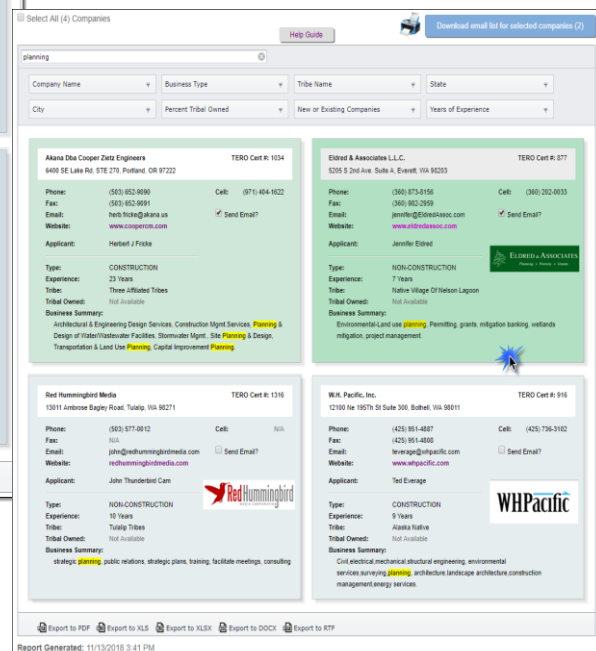



Figure 14

- Click **Select All (4) Companies** to select the four companies returned after the search, to highlight and then download an email list (*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 and Filtering**

Company Name	Business Type	Tribe Name	State
City	Percent Tribal Owned	New or Existing Companies	Years of Experience

### 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.

Click Cursor Anywhere in the Field Box to Sort  
This Example Illustrates Sorting Tribe Name, Alphabetically  
Click Field Box Again to Reverse Sort Alphabetically or Numerically

Company Name    Business Type    Tribe Name    State  
City    Percent Tribal Owned    New or Existing Companies    Years of Experience

**W.H. Pacific, Inc.** TERO Cert #: 916  
12100 Ne 195Th St Suite 300, Bothell, WA 98011  
Phone: (425) 951-4887    Cell: (425) 736-3102  
Fax: (425) 951-4808  
Email: teverage@whpacific.com    ☐ Send Email?  
Website: www.whpacific.com  
Applicant: Ted Everage  
Type: CONSTRUCTION  
Experience: 9 Years  
Tribe: Alaska Native  
Tribal Owned: Not Available  
Business Summary: Civil,electrical,mechanical,structural engineering, environmental services,surveying,planning, architecture,landscape architecture,construction management,energy services.

**Arrow Mechanical System's Inc** TERO Cert #: 1539  
1314 Rainier St, Sumner, WA 98390  
Phone: (253) 219-6626    Cell: (253) 219-6626  
Fax: (253) 447-7240  
Email: tomweeks.ams@gmail.com    ☐ Send Email?  
Website: N/A  
Applicant: Thomas Weeks  
Type: CONSTRUCTION  
Experience: 15 Years  
Tribe: Assiniboine And Sioux Tribes Fort Peck  
Tribal Owned: Not Available  
Business Summary: Commercial Plumbing Contractor. Design and Build.

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*).

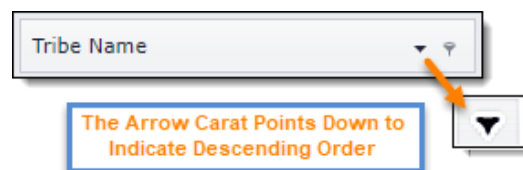


Figure 16

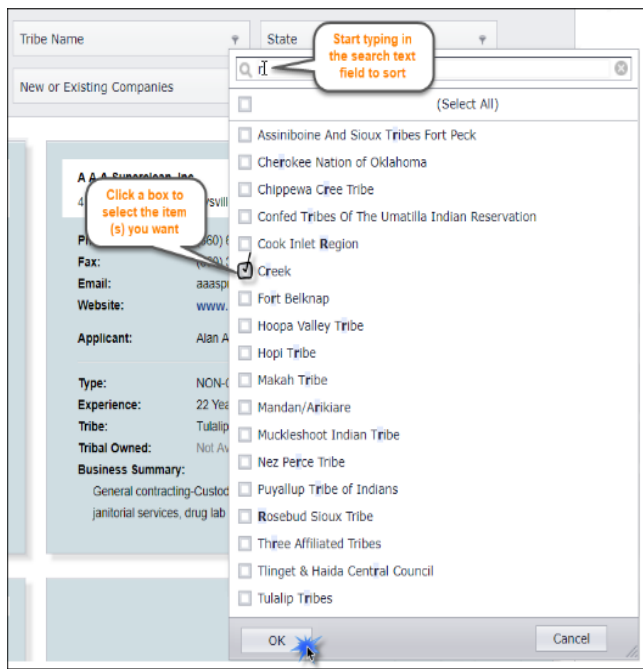



Figure 17

## 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.

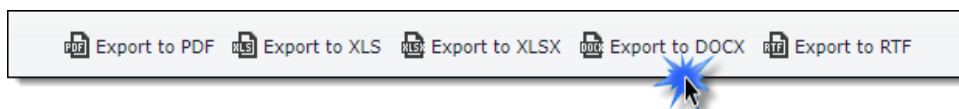


Figure 18

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

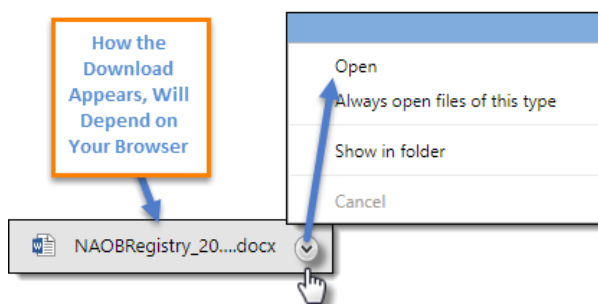


Figure 20

- 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

2

Company ID: 1034

Business Category: Construction

Business Type: CONSTRUCTION

Business Summary: Architectural & Engineering Design Services, Construction Mgmt Services, Planning & Design of

Tribe Name:

Company Name:

Company ID: 877

Business Category: Other Business

Business Type: NON-CONSTRUCTION

Business Summary: Environmental-Land use planning, Permitting, grants, mitigation banking, wetlands mitigation, project management

This View Illustrates the Exported Word Document for the NAOB All Companies Report with a Search Filter On or the Keyword "Planning"

Company ID: 1316

Business Category: Other Business

Business Type: NON-CONSTRUCTION

Business Summary: strategic planning, public relations, strategic plans, training, facilitate meetings, consulting

Company ID: 916

Business Category: Construction

Business Type: CONSTRUCTION

Business Summary: Civil,electrical,mechanical, structural engineering, environmental services,surveying,planning, architecture,landscape architecture,construction

This View Illustrates an Exported Excel file for the NAOB All Companies Report with a Search Filter On or the Keyword "Planning"

Company ID	Business Category	Business Type	Business Summary	Tribe Name	Company Name	Applicant	Phone Number	Cell Number	Fax Number	Address	City
1034	Construction	CONSTRUCTION	Architectural & Engineering Des	Three Affiliated Tribes	Akana Dba Cooper Zietz Enginee	Herbert J Fricke	(503) 652-9090	(971) 404-1622	(503) 652-9091	6400 SE Lake Rd, STE 270	Portland
877	Other Business	NON-CONSTRUCTION	Environmental-Land use plannir	Native Village Of Nelson Lagoor	Eldred & Associates L.L.C.	Jennifer Eldred	(360) 873-8156	(360) 202-0033	(360) 982-2959	5205 S 2nd Ave, Suite A	Everett
1316	Other Business	NON-CONSTRUCTION	strategic planning, public relatic	Tulalip Tribes	Red Hummingbird Media	John Thunderbird Cam	(503) 577-0012			13011 Ambrose Bagley Road	Tulalip
916	Construction	CONSTRUCTION	Civil,electrical,mechanical,struc	Alaska Native	W.H. Pacific, Inc.	Ted Everage	(425) 951-4887	(425) 736-3102	(425) 951-4808	12100 Ne 195Th St Suite 300	Bothell

Company Email:

Web Site:

Percent Tulalip Owned:

Is Tulalip Tribal Member Owned Small Business:

Hits:

New or Existing Companies:

City: Tulalip

State: WA

Zip Code: 98271

Company Email: john@redhummingbirdmedia.com

Web Site: redhummingbirdmedia.com

Percent Tulalip Owned:

Is Tulalip Tribal Member Owned Small Business: True

Hits: 1

New or Existing Companies: 6/14/2017 2:34:00 PM

City: Bothell

State: WA

Zip Code: 98011

Company Email: teverage@whpacific.com

Web Site: www.whpacific.com

Percent Tulalip Owned:

Is Tulalip Tribal Member Owned Small Business: False

Hits: 1

New or Existing Companies: 10/27/2016 10:24:00 AM

Figure 21