Database Guide

Capital IQ

Introduction

Capital IQ database combines in one platform comprehensive business intelligence on global public and private companies, private financial and investment firms, and executives. Capital IQ software functionality provides tools for corporate managers and investment professionals to screen the database for market intelligence and investment opportunities.

Scope

Detailed coverage on 42,000 public companies including 10,000 international companies; 399,000 significant private companies, 9,200 private investment firms, and 730,000 professionals worldwide.

Access

Access to the database is restricted to account holders and available on GSB computers only; accounts are granted only to current GSB students, faculty, and staff. To obtain an account click on the request an account link from the database description list on the Library's web site.

Help

- Click the Help icon from the top icon bar menu on any page
- For search assistance, ask a librarian at the Information Desk or email to Jackson-infodesk@gsb.stanford.edu
- For technical problems, email to rcrc-action@gsb.stanford.edu

Features

- Quickly obtain detailed information on industry, company, investment firm, transactions, or person in public or private capital markets
- Run complex screens using more than 40 selection criteria including both quantitative (e.g., company financials) and qualitative (e.g., corporate actions, events calendar, personal backgrounds) information to find potential acquisitions, investments, strategic partners, co-investors, and competitors as well as buyers and sources of capital
- Screen database for hedge funds and other types of corporations based on description of companies' lines of business
- Build financial models, create customized charts, prepare Public Information Books (PIBs)
- Access historical and current SEC filings; view company financials enhanced with a "click-through" links to SEC data
- Request information on private companies that are not included in the platform. The response time ranges from 24 hours to several days.

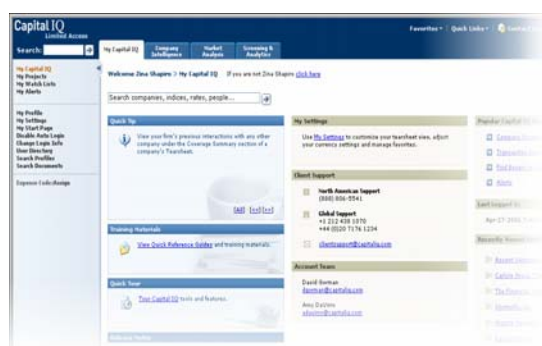
Searching Capital IQ

The standard Capital IQ platform includes four main modules: My Capital IQ, Company Intelligence, Market Analysis, and Analytics & Targeting. Access each module by selecting a corresponding tab. A list in the left-hand column serves as an index of all available functions associated with a displayed page. Each function name is also a link that takes you directly to the section.

My Capital IQ page

My Capital IQ page serves as your home page where you can view and edit your profile, projects' log, watch lists, and alerts. In addition, you have quick access to training materials, search tools, and a listing of recent company profiles searches.

To edit/delete your data, click on the link in the left column.
NOTE: To delete a shared project you must delete other participants' names first.

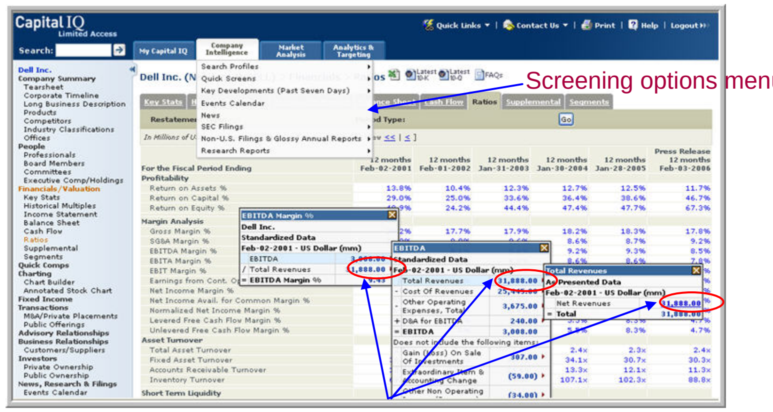


Company Intelligence page

Use Company Intelligence page to research a company, an executive, or create sets of companies or professionals based on your criteria. View and select screening criteria by clicking or pointing on the Company Intelligence tab as shown below. By using the links in the left column index on the Company Intelligence page toggle between the available data sets and functions.

For a quick search on a company or a person, enter the company's name or ticker, or person's name in the **Search** box permanently displayed in the top left corner. To search by a company's ticker, use format: **t=ticker**, e.g. *t=ibm*; to search by a person's name, use format: ***Last name, First name***.

Given below is the description of Capital IQ selected notable features and functions in a company profile:



"Click-through" function trails the calculation path to SEC data

Competitors - for public companies, lists competitors identified in a company's annual report; also identifies competitors for private companies

Industry Classification - uses detailed industry classification scheme specific to Capital IQ; additionally provides SIC classification

People - displays profiles and contact information for professionals and executives

- Add information to Outlook contacts list via **Outlook plug in** functionality by clicking the icon above the data

Financials/Valuations - offers detailed financial data, multiples, ratios, historical financials, etc.

- View calculation paths, adjustments, and audits that trail to SEC filings via **"click-through"** functionality (by clicking on any number on a screen) as illustrated above

Quick Comps [comparables] - compares a subject company against a list of pre-selected comparables based on market cap

Charting - builds a subject company's annotated stock chart and other financial metrics charts including data for the past 10 years

Generate Reports - creates Word or Excel basic reports out of predefined templates, or under the **Custom Reports** tab, select format and data for customized reports

Market Analysis page

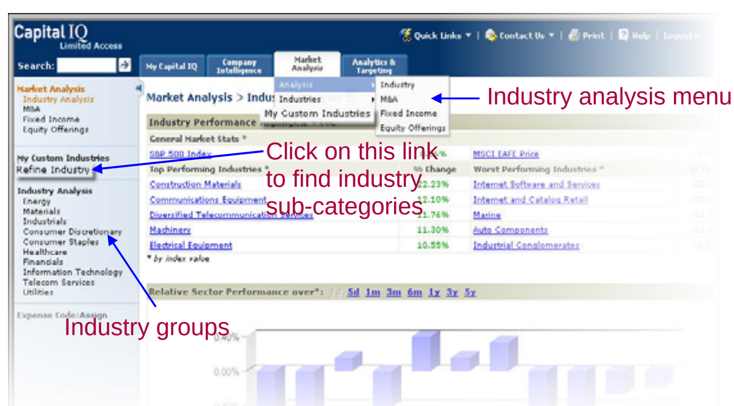
Use Market Analysis page for in-depth research on a selected industry sector or for a quick analysis on the entire business market divided into ten major industry groups.

Quick industry overview includes at-a-glance information including current and historical transactions, financial performances, new issues etc. across all ten industry groups. Other market analysis options are listed in the left index column or in the drop-down lists under the market analysis tab.

For detailed industry research on:
Industry sector-click on industry sector link anywhere on the page or select industry from the left column index.

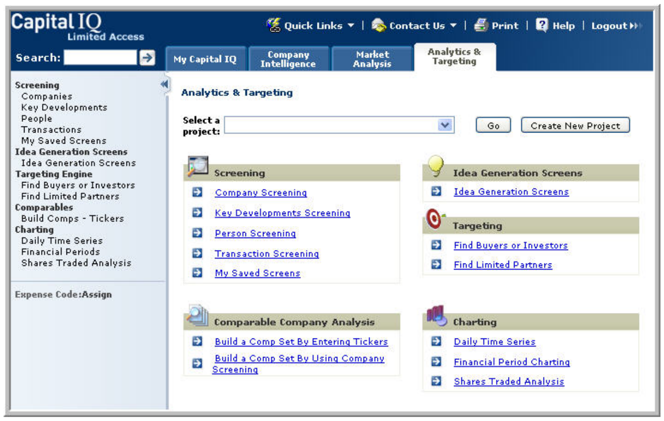
Industry sub-category-click on the **Refine Industry** link in the left column index; this will open Capital IQ industry classification tree in a new window where you can perform the following operations:

- Browse the industry categories, or use the search text box to find the industry of interest
- Browse industries by **SIC** or **NAICS** codes by using the links on top of the window
- Save industry selections and later access these industries by clicking on **My Custom Industries** link



Analytics & Targeting page

Use Analytics and Targeting page to screen for companies, people, transactions, build and save charts from the hundreds of available options, match companies with financial sponsors or buyers based on a broad range of available criteria e.g. industry, geography, financials, investment interests, or transactions details. By going through the links on the Analytics & Targeting page, shown below, you can create and save unique data sets specific to your requirements based on a selection of criteria across the entire database.



Possible applications for Analytics and Targeting module include:

- Using Screening > Key Developments, screen for companies by corporate actions, e.g. SEC filings, bankruptcies, transactions etc.
- Using Idea Generation Screens, find potential M&A opportunities, undervalued companies, distressed or potentially distressed situations, arbitrage situations, and more
- Using Screening > Transaction Screening, screen companies by M&A transactions, Growth Capital transactions, Equity Buybacks, PIPE transactions, New issues, transaction details etc.
- Using Charting, create price/stock charts or financial metric charts with user-defined time periods and frequencies for time series data. On a chart, point anywhere on the line or bar to view an exact numeric translation of that point.
- Using Comparable Company Analysis, create companies' comparison sets for your subject company. On a screen, companies can be viewed side-by-side for easy comparison.
- Using Targeting, search for buyers, investors, and limited partners based on the following parameters: industry classification, stages of growth, financial investment preferences, geographies, assets, and keywords
- Screening for Hedge Funds:
    1. Select Screening >Company Screening > Company Details > Business Descriptions.
    2. In the Search for… text box, enter hedge and click the Add criteria button.
    3. View results or add additional criteria.

Searching Tips

- Search terms are not case-sensitive
- In the Search box in the top left corner, use the following format: for ticker search: t=ticker, e.g. *t=ibm;* for people search: last name, first name, e.g. *Gates, Bill*
- Request information on private companies that are not included in the database by submitting a request to Capital IQ by selecting from the top menu Contact Us > Submit a Data Request. The response time is 1-3 days, depending on the number of companies in your request.
- With data displayed, use the links above the data to save displayed data as Word or Excel format reports

Sample Searches

Build Public Information Books: *Your boss requests a Public Information Book on Electronic Arts Inc.*

4. Enter *Electronic Arts* or *t = ERTS* in the Search box at the top left corner; click [Go].
5. In the left column index, click on the Generate Reports link.
6. Under Basic Reports tab, select a standard report or under Custom Reports tab, build a customized report by doing the following:
    - Select a format (Word or Excel) and move required fields into the right box
    - Click the Generate Report

Setting Alerts: *You want to receive updates on Key Developments on certain companies in the Retail sector*

1. Under My Capital IQ tab, click My Alerts; click on the Create Alert link and name your alert.
2. Under Alert Types, check the Key Developments box in the Subscribe column.
3. Select your Email Preferences and click the Save and Add Companies.
4. Select a list containing your retail companies or individually enter each company's ticker; click **Save** when you finished.

Industry Intelligence: *The CEO of a private Pharmaceutical company calls you and engages you in a discussion about M&A activity in his/her industry. Find out quickly about this industry.*

1. Under Market Analysis tab, click on the Refine Industry link in the left column index.
2. Enter Pharmaceutical into the Search box of the Capital IQ Industry Tree; find the Pharmaceuticals sub-industry and check the box; click Submit.
3. Scroll through the analysis window for a quick industry overview.

Company screening: *Your client wants to buy a data storage company that is not sponsor backed. Create a list of such companies*

1. Under Analytics & Targeting tab, select Screening > Company Screening.
2. On the Screen Builder page, in the Company Details section, click on the Industry Classifications.
3. In the Search Industries box, enter Data Storage; click Search.
4. Check the box in front of Data Storage; click the Add Criteria.
5. In the Company Details section, click on the Status Ownership link.
6. Select Never Sponsor-Backed in the Available Items box on the left and move your selection to Selected Items box on the right; click the Add Criteria.
7. Click on the Total matching companies link to view and save results.

Finding Buyer/Investor: *Your firm's client, a $30mm software company, wants you to get a list of potential buyers*

1. Under Analytics & Targeting tab in the Targeting section, click on the Find Buyers or Investors link.
2. Give your project a name or select not to save the search; click Next.
3. On the next, Match Builder, page, click on the links or tabs and select criteria. Click the Add button in the lower right corner every time you are done with selection. View the Required Buttons Yes or No checked after you add selections.
4. Once you have selected all criteria, click Next.
5. Review your selections and further refine if needed, define the sort results order; click the Run Search.
6. On the bar above the list, from the drop-down lists, select report format and number of targets; click the Generate Report.

NOTE: Recommended to save results to a Target List.

Comparable Company Analysis: *To sell a transportation and logistics company you would like to put together a list of comparables. The tickers for the comparable companies are: CLDN, DDN, HTLD, TCAM, WERN.*

1. Under Analytics & Targeting tab in the Comparable Company Analysis section, click on the Build a Comp Set by Entering Tickers link.
2. Give your project a name and click Next; give your Comp Set a name click Save.
3. Enter the subject company ticker and the comparable companies' tickers in the corresponding boxes. Click Submit.
4. On the Column Selector page, select the fields you want to include in your Comp Set. Click the Apply to Comp Set.

Transaction Screening: *You need to quickly compile a list of the most acquisitive Pharmaceutical companies since 2001*

1. Under Analytics & Targeting tab in the Screening section, click on the Transactions link.
2. On the Transaction Screening page, browse through the sub-sections and select your screening criteria, e.g. Industry Classifications, Transactions Dates, Merger/Acquisition Features.
3. Once you finish adding criteria, click on the Total Matching Transactions link and view/save results.

Charting: *Create a price graph for the S&P 500, Commerce Bank and a custom index of comparable companies for the past 3 years*

1. Under Analytics & Targeting tab in **Charting** section, enter the following data:
   - Select Daily Time Series Chart (Line); for Time Frame, select 3 years
   - In the Add companies by section, select Commerce Bank by performing company's ticker or name search; check the Select Companies/Indices/Rates box and select both S&P 500 market index and Custom Index Based on Comp Set (*see* Company Intelligence section on how to create comp sets)
2. Click Add to save selections, and then click the Generate Chart.
3. View the chart. Also, by clicking the icons on top of the page, export the chart to Excel or convert to an image.

Print/Download

- Printing: from the icon bar click the Print icon, or from the browser menu select File > Print
- Downloading: click on the links on the screen throughout the platform to save reports in Excel or Word formats

Documentation
MBA Quick Start Guide: Interview Preparation is available at
http://www.gsb.stanford.edu/jacksonlibrary/articles/databases/dbguides/capitaliq_help.pdf