

COBRA

Reference Guide



Welcome to COBRA – the Complete Business Reference Adviser

WHY USE COBRA?

COBRA provides critical business facts, compliance and trading details covering hundreds of the most common small business trades, sectors and professions. It is the ideal reference source for business advisers and support professionals to help them with:

- advising and supporting new business start ups
- due diligence research on small business trades and sectors
- writing and appraising business plans
- appraisal and risk analysis of loan and other applications for credit
- industry insights and market intelligence
- all round current business awareness
- sector-specific awareness and understanding
- helping jobseekers develop a career path in small business sectors.

COBRA's interface is easy to use and you can email and share factsheets with clients.

GETTING AROUND COBRA

COBRA is easy to use. You can choose how you navigate around the system:



You can:

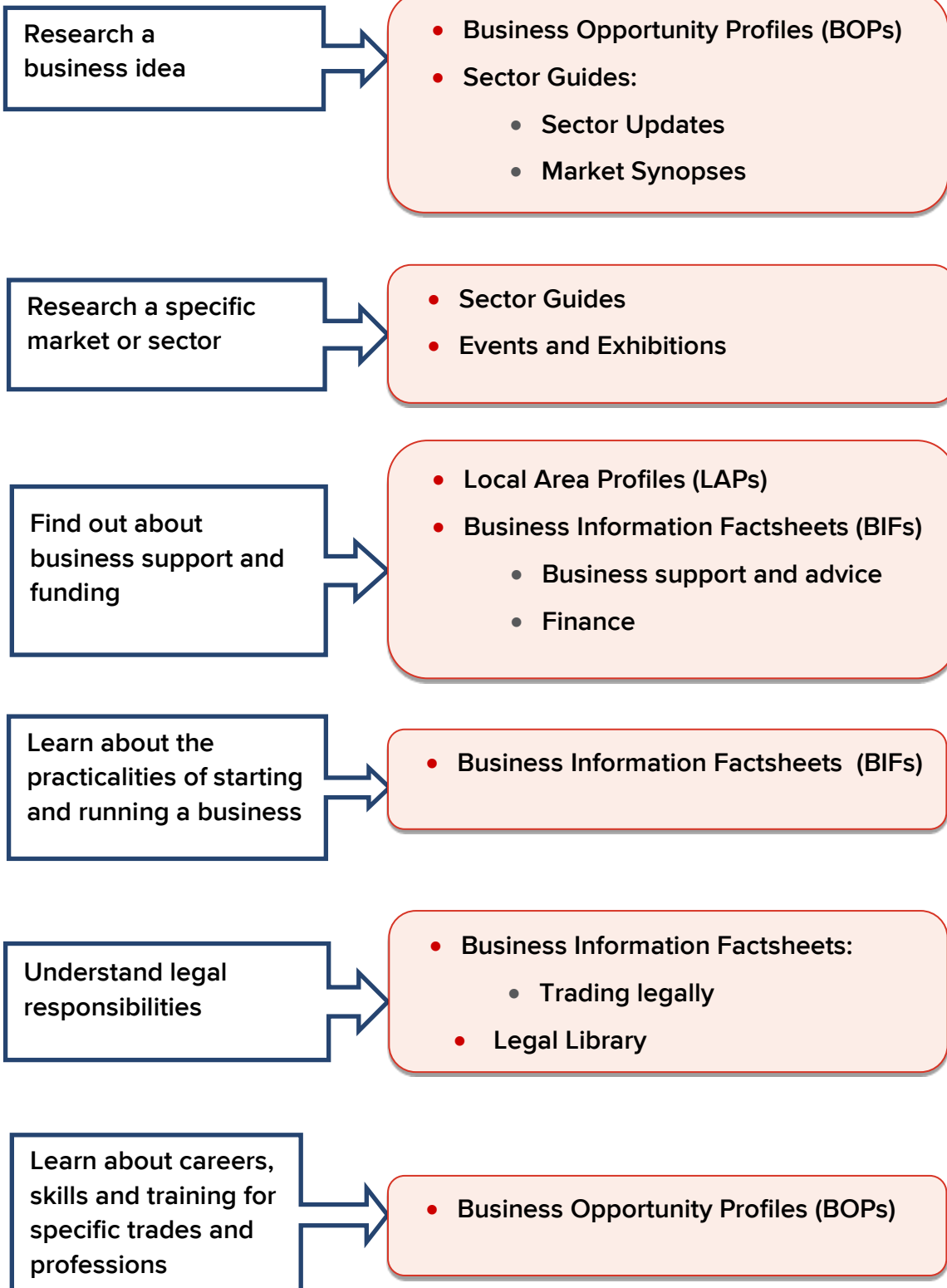
- **Type a search term** into box at the top right of the screen;
- **Scroll through the index** on the home page and select a topic; or
- **Select a directory** from the menu on the left.

When you type a search term, scroll through the index or select a directory, you will be presented with a list of relevant factsheets.

FINDING THE INFORMATION YOU OR YOUR CLIENTS NEED ON COBRA

MY CLIENT WANTS TO:

START HERE:



PRINTING AND SAVING FACTSHEETS

You can print COBRA factsheets or download them as PDF files to refer to later or to send to clients.

The screenshot shows the COBRA website interface. At the top right, there are 'ADMIN' and 'LOG-OUT' buttons. A callout box labeled 'Log out' points to the 'LOG-OUT' button. The main content area displays the title 'Contract Cleaning Service' and an 'Introduction' section. To the right of the text, there are icons for 'Print' and 'PDF'. A callout box labeled 'Download PDF' points to the 'PDF' icon, and another callout box labeled 'Print document' points to the 'Print' icon. The left sidebar contains a navigation menu with items like 'Home', 'Latest Updates', 'Business Opportunity Profiles', etc.

LOGGING OUT

When you finish your COBRA session, log out by clicking the button in the top right corner of the screen.

GETTING HELP WITH COBRA

If you have any problems using COBRA or have any feedback, please email enquiries@cobwebinfo.com.