

# Library User User Guide



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Welcome to COBRA (Complete Business Reference Adviser)

## WHY USE COBRA?

COBRA is an ideal reference resource if you are:

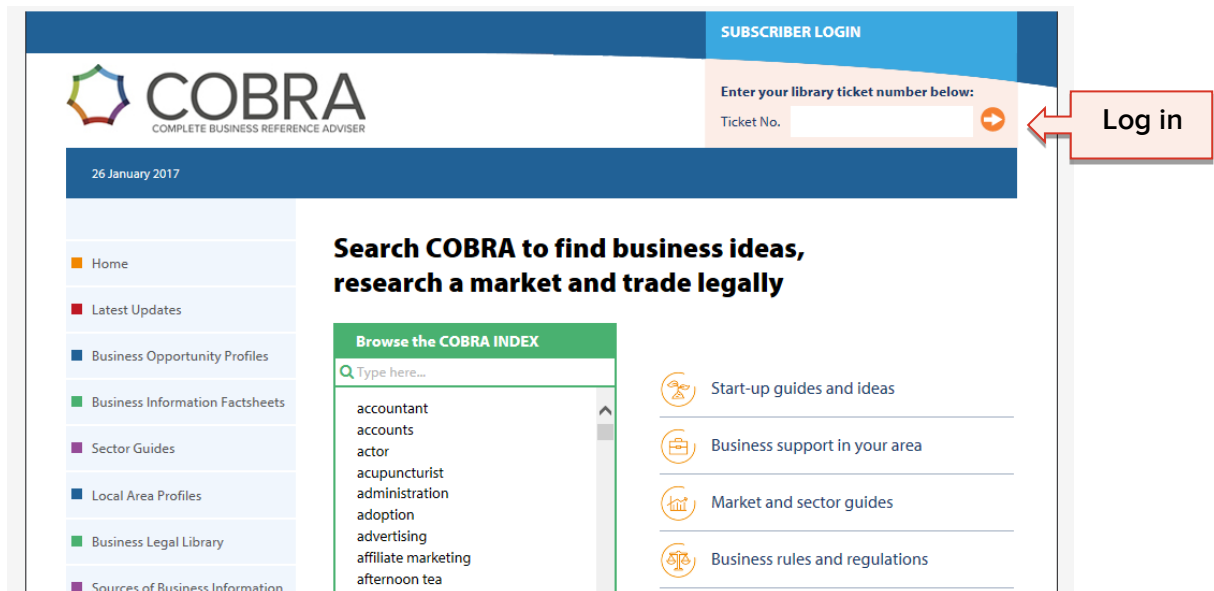
- Considering self employment.
- Starting up in business.
- Running a business.
- Looking for a new career.
- Preparing for a job interview.

COBRA is easy to use and you can print or save factsheets for your own reference.

## ACCESSING COBRA

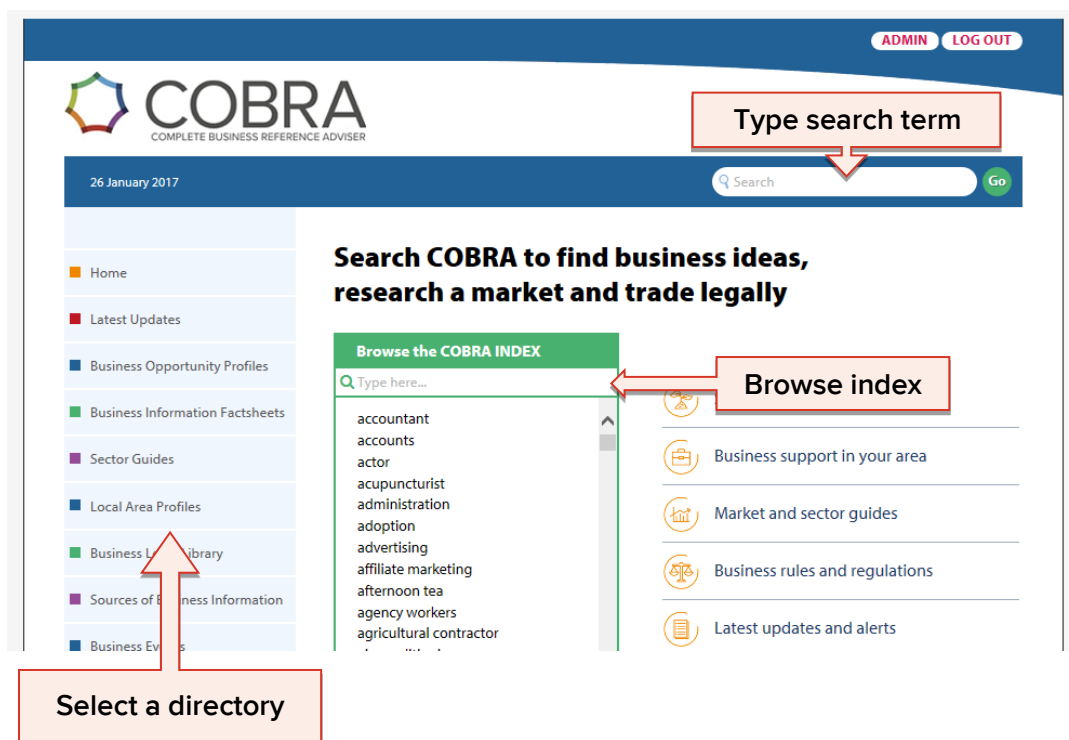
**In the library:** Please ask a librarian to show you how to access COBRA. It will be available on certain computers in the library.

**Online access:** The library allows users to access COBRA online, from anywhere, using their library ticket number to log in. Simply enter your library ticket details into the log-in box at the top right of the screen and click on the arrow to log in.



## 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

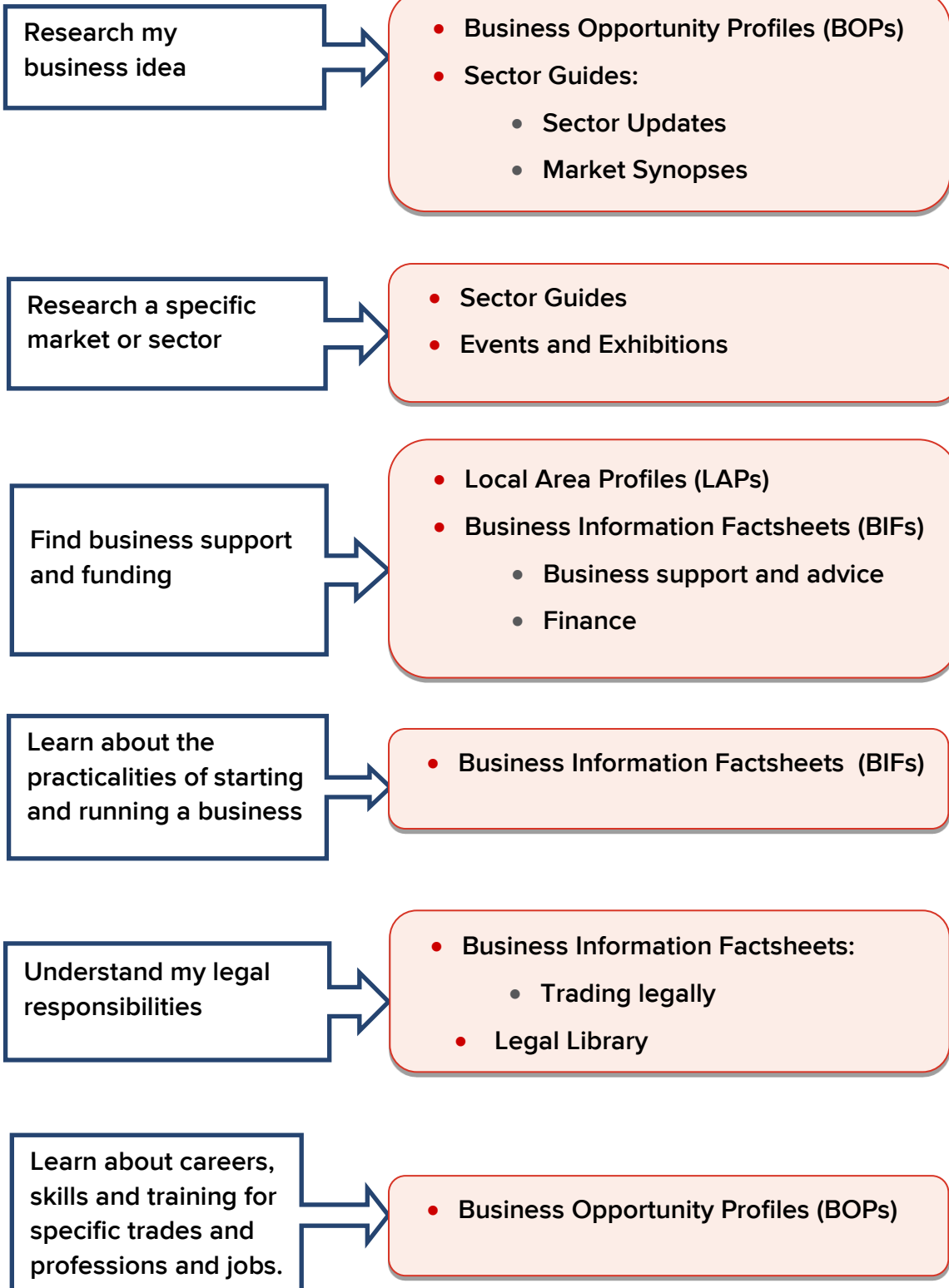
- **Select a directory** from the menu on the left.

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 NEED ON COBRA

### I WANT TO:

### START HERE:



## PRINTING AND SAVING FACTSHEETS

You can print COBRA factsheets or download them as PDF files to refer to later. If you need help saving or printing documents, please ask a member of the library team.

## LOGGING OUT

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

The screenshot shows the COBRA website interface. At the top right, there are buttons for 'ADMIN' and 'LOG OUT'. A red box with an arrow points to the 'LOG OUT' button, labeled 'Log out'. Below the navigation bar, there is a search bar and a 'Go' button. The main content area displays a 'Contract Cleaning Service' profile. To the right of the profile, there are 'Print' and 'PDF' icons. A red box with an arrow points to these icons, labeled 'Download PDF'. Another red box with an arrow points to the 'Print' icon, labeled 'Print document'. The left sidebar contains a list of navigation options: Home, Latest Updates, Business Opportunity Profiles, Business Information Factsheets, Sector Guides, Local Area Profiles, Business Legal Library, Sources of Business Information, Business Events, Help and Support, and Terms of Use.

## GETTING HELP WITH COBRA

If you have any problems using COBRA, speak to a member of the library team.