

PharmSource Lead Sheet (PLS) **Full Database Search (FDS) Instructions**

The **Full Database Search** function allows you to search the **PharmSource Lead Sheet** repository of data, which goes back to January 2003. The seven search parameters are detailed below. Search results can be quickly downloaded into Lead Sheet format and/or spreadsheet format. For additional search capabilities, see the **Qualifying Information Search (QIS)** feature.

Log in:

1. You can only log in via the link in the weekly e-mail delivery of the **PLS** (you cannot log in via our web site!). This is sent from leadsheet@pharmsource.com each week on Thursday. Just click on the embedded link in the e-mail message, which will open the issue in your browser.
2. Click on the **Full Database Search** button located in the left navigation bar.
3. This will take you either directly to the Full Database Search page (if the system recognizes your computer), or you will go to the **PharmSource Lead Sheet Log In** page. Your log in info is:
 - a. **User Name: Your first initial followed by your last name** (no punctuation, all lower case)
 - b. **Password: Your last name** (no punctuation, all lower case)
4. Click **Submit**
5. You will now be on the **Full Database Search** page.

Change your password:

1. If you wish to customize your password, click on **Change Password** at the top of the page.
2. Complete the fields indicated:
 - a. Enter in your current User Name, your current Password, and your new Password. Your new Password must be entered in two fields.
 - b. Click **Submit** and your codes will be changed.

Start each search session fresh:

Start each new search session by clearing previous search settings. Simply click the **Clear Selections** option. This function re-sets the **Full Database Search** page to clear all search selections in a single action. **CAUTION:** You cannot undo this action, so be sure you intend to do a full re-set before clicking on this option!

We also recommend that you clear your browser's cache before starting a new search.

Select a Date Range:

Before conducting a search, think through your goals. This will affect the date range and other search options you select. **CAUTION:** If you forget to set a date range, the default search is limited only to the current month!

1. Select the start of your date range from the pull down menu in **Date Range Start**.
2. Select the end of your date range from the pull down menu in **Date Range End**.

Data Storage and Search Logic:

The database repository stores the most recently reported status of a product (i.e., it's not a historical tracker). You can be assured that your search results will show the most current product status, which is exactly what you'll want to know for business development and sales intelligence purposes.

It's very important for you to know that the system uses "Boolean And Logic". Within an individual search option, the system uses "OR" logic (i.e., if you select *Phase I* and *Phase II* from *Development Phase*, your results will show both Phase I and Phase II results). When you select from multiple search options, your results will be based on "AND" logic (i.e., if you select *Phase III* and *Tablet* and *Alaska*, your results will be ONLY for products that meet ALL of the criteria selected).

If no selections are made for one or more categories, all options in unselected categories will be included in the search.

Basic Search Instructions:

There are seven (7) search categories. Simply select your search criteria by checking the associated box(es) for each category that is relevant to your search. As you check options, they automatically appear in the **Full Database Search Selections** section at the bottom of the page. When you select by company, you must click the **Add Selections** button for each company you add (or hold down the Control key on your keyboard, select multiple companies, then click the **Add Selections** button). If you use Mozilla's Firefox browser (or a newer version of Internet Explorer browser), as you type a company's name the browser will find it in the list.

The seven (7) search options:

1. **Development Phase:** This option allows you to target companies by specific *development phases* of their products. *For example*, by selecting *Preclinical* and *Phase I*, you will receive only information on products in those two stages of development; all other product categories will be excluded from the search.
2. **Nature of API:** This section lets you search for companies having products with specific Active Pharmaceutical Ingredients (APIs). If API is relevant to your search, you may select one or more Biologic and/or Chemical (or other) options, homing in on pharmaceutical actives in your area of interest. When you select one or more APIs, you will only receive information on companies/products with those APIs.
3. **Dosage Form:** This section lets you search for companies having products with specific dosage forms. If dosage form is relevant to your search, you may select one or more dosage forms. We suggest that you include the *Unknown* category in your search, so you can review these products to determine their possible relevance (in most cases, an unknown dosage form is found in early phase development before a dosage form has been specified). When you select one or more dosage forms, you will only receive information on companies/products with those dosage forms.
4. **Therapeutic Area:** This section lets you search for companies having products for specific therapeutic areas. If therapeutic area is relevant to your search, you may select one or more therapeutic areas. We suggest that you include the *Unknown* category in your search, so you can review these products to determine their possible relevance. When you select one or more therapeutic areas, you will only receive information on companies/products with those therapeutic areas.
5. **Geographic Area:**
 - a. **Search By U.S. States/Canadian Provinces:** Lets you perform searches to include data for companies/products/activity in a specific territory. Canadian province options follow the US state options. Searching by state/province/country is useful if you focus on a specific sales territory.

- b. **Search By Country:** Lets you perform searches to include data for only those countries in which you are interested. This is useful if you focus on a specific sales territory.
6. **Financing Types:** Allows you to search companies by financing type. When searching by *Finance Types*, only cross-search with geographic area and/or companies.
7. **Companies:** Search for specific companies in the database.

Making/deleting selections:

1. Under the search selections options is a gold bar entitled **Full Database Search Selections**, which has columns below that match the selection options. These columns show which selections have been made.
2. Use your mouse to select a search selection tab. When you select a tab, associated options will appear.
 - Click on the small box to the left of each item you wish to include in your search, and a check mark will appear. Selected items automatically appear in the **Full Database Search Selections** section below.
 - Note: You may make multiple selections from one or more tabs for a single search (see above re: Search Logic to ensure you have optimized your search).
3. **Company selections:** Use the right scroll bar to select the name of the company/companies of interest. Click the **Add Selections** button for each company you add (or hold down the Control key on your keyboard, select multiple companies, then click the **Add Selections** button). If you use Mozilla's Firefox browser (or a newer version of Internet Explorer browser), as you type a company's name the browser will find it in the list.
4. **To delete your search selection(s):** Under **Full Database Search Selections**, select the item(s) you wish to delete, then click on **Delete Selected** and the item(s) will be deleted from your search. To completely clear all search selections, click the **Clear Selections** box at the top of the page.

View results:

1. **PRODUCT RESULTS (PLS View):**
 - a. Only product-related leads will show (including product alliances and acquisitions).
 - b. Search results will be shown in a format similar to the front of the weekly *PLS*. Products will be shown by development phase in alphabetical order. The date for each will be shown.
2. **ALL RESULTS (PLS View):**

Results will show all data for companies selected, including product-related data AND financing-related data. (Please note that if you have made a financing type a selection, you will only see finance leads.) Search results will be shown in a format similar to the front of the weekly *PLS*.
3. **PRODUCT RESULTS (Spreadsheet) and ALL RESULTS (Spreadsheet):**

Search results are directly provided in downloadable spreadsheet format (Excel .csv file). Spreadsheet format allows you to sort data by any field, permits mail-merge capabilities, and is compatible with most contact management software.

The naming convention used for each download is: PharmSource_MM-DD-YY_HH-mm_am/pm.csv (where MM=month, DD=day, YY=year, HH=hour, mm=minute), and applies the time using the Eastern time-zone of the USA. Be sure to rename each file you download to reflect the associated search for fast and accurate future reference.

Questions?

Contact anyone on the *PharmSource Lead Sheet* team at 703-383-4903 (located in the Eastern time-zone of the USA) or send an e-mail message to info@pharmsource.com. We want to help you get the most out of our service!