



Business Index ASAP

Scope: Perform in-depth research on management issues, economic indicators and business theories and practices, as well as on the activities of companies and industries worldwide. Instant access to academic and business journals with full text and images.


How to Access:

- Click on the word “Chicopee CLIC” on the Chicopee Public Library homepage (www.chicopeepubliclibrary.org)
- Click on the label “Business”.
- Click on “Business Index ASAP”.
- Log on using the CLIC username and password or your library card number. (Check the “Homework Helper” bookmark, or see the librarian if you forget the username and password).

How to Search?

1. **Basic Search:** In the center of the homepage is the basic search box. Enter your terms into the search box and select “Subject”, “Keyword” or “Entire Document” from below the search box. Click Search.

Example: “evaluations”



Keyword search

Click in the entry box and enter search term(s)

Search for words in title, citation, abstract in entire article content

Type words to search for. You can use AND, OR, NOT. Results are sorted by date.

Limit the current search (optional)

to articles with text

to refereed publications

by date all dates before on after

between and

to the following journal(s)

to entries containing the word(s)



Search results will be displayed and divided by the following tabs:
Academic Journals, Magazines, Books, News and Multimedia.

Limit your search by clicking on 'full-text', 'peer-reviewed' and/or 'with images' box(es)

2. **Subject Guide Search:** This search allows you to browse subdivisions or related searches when you type in your search terms. Options to limit your search (to full-text articles, peer-reviewed articles, documents with images, specific dates or specific journals) are found below the search box.

Example: "interviewing"

Results are listed for subjects including the word fish, along with **related terms**, **subdivisions** and **see** alternate subjects.

3. **Publication Search:** This search allows you to search specific publications for articles. To see all the available journal titles, click on the words "All Publication Titles" below the search box. If you need help selecting titles, you can search by subject at the bottom of the page. Options to limit your search (to full-text articles, peer-reviewed articles, specific audiences or formats and more) are found below the search box.

4. **Advanced Search:** This search allows you to search multiple search terms using Boolean Search terms (AND, OR, NOT) to refine your search further. Additional limiters such as "full-text" and date restrictions are found below the search boxes.

Questions??

If you have questions, please ask a Reference Librarian and call us at 413-594-1800 x108 or visit us at 449 Front Street, Chicopee, MA 01013. Meebo: chicopee_ref